University Catalog

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This university catalog provides basic information for students enrolling in Union Institute & University’s academic programs. Read it carefully to become familiar with its content, and discuss any questions with a faculty advisor, program director, program advisor, or center dean. Consult the university catalog and each program’s student handbook (where applicable) regularly, particularly for policy and procedural matters and/or program requirements.

Union Institute & University (UI&U) reserves the right to change, when warranted, any of the provisions, polices, 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 and is a member of the North Central Association. Union Institute & University is authorized as a degree-granting institution by the Ohio Board of Regents, the Florida Commission for Independent Education, and the Vermont Board of Education. In California, the Bureau for Private Postsecondary Education has determined that, as an accredited institution, Union Institute & University is exempt from the need for bureau approval. In addition to the authorizations in these four states where UI&U operates academic centers, Union Institute & University has been granted limited authorization in Kentucky, Michigan, and New Hampshire; is registered with the state of Maryland; and has received official exemptions from authorization from several other states. Most states require no formal authorization or exemptions for their residents to enroll in UI&U programs. See catalog section “Institutional Accreditation, Authorizations, and Memberships” or visit http://www.myunion.edu/about/accreditation-licensure/ for information about the meaning of accreditation as well as contact information for the various agencies that authorize the UI&U.

Union Institute & University does not discriminate in admission, employment, or policy on the basis of age, race, color, sex, sexual orientation, religion, national origin, or physical impairment. 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.
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In June 2007, the Union Institute & University Board of Trustees approved an expanded statement of mission, vision, values, and principles.

**Mission.** Union Institute & University empowers adults to create, acquire, and apply knowledge through interdisciplinary, flexible, and collaborative programs focusing on social relevance, personal enrichment, and professional advancement.

**Vision.** Union Institute & University aspires to educate generations of highly motivated adults who seek academic programs that engage, enlighten, and empower them in their pursuit of a lifetime of learning and service.

Four institutional values stem from the mission:
- **Social Relevance.** Union Institute & University requires that the programs of its students reflect their awareness of the social implications of their studies and of their obligations to share knowledge with integrity in uplifting the communities in which they serve.
- **Interdisciplinary Study.** Union Institute & University promotes interdisciplinary scholarship as a means to advance the frontiers of knowledge and develop new modes of inquiry.
- **Creative and Critical Thinking.** Union Institute & University supports the use of different modes of disciplinary and interdisciplinary inquiry as a means to explore ideas and issues from multiple perspectives.
- **Scholar-Practitioner Model.** Union Institute & University advocates an educational process whereby scholarship and theory are connected and applied to real-world action and practice.

The university enacts its mission through its commitment to the following four principles:
- **Academic Quality.** Union Institute & University is committed to academic excellence and ensures institutional quality through continuous assessment and review of programs, processes, policies, and outcomes.
- **Diversity.** Union Institute & University reflects and celebrates diversity in all its forms.
- **Service.** Union Institute & University engages in service to others with a commitment to transparency, integrity, and respect.
- **Community.** Union Institute & University links engaged students with dedicated faculty mentors and the larger society in which they live and work, thus building a mutually beneficial, expansive, and collaborative community that lives beyond the classroom.

Approved by the Board of Trustees
June 2007
WELCOME TO UNION INSTITUTE & UNIVERSITY
A MESSAGE FROM THE PRESIDENT

Union Institute & University aspires to educate generations of highly motivated adults who seek academic programs that engage, enlighten, and empower them in their pursuit of a lifetime of learning and service.

These powerful and inspirational words, adopted as the university’s guiding vision by the UI&U Board of Trustees and the entire Union Institute & University community, reflect the deep commitment held by each Union staff and faculty member, trustee, and alumna or alumnus to you, our student.

One-on-one advising, close mentoring relationships, and a community of engaged and committed students and faculty characterize our approach to adult higher education. We hope that throughout your entire academic experience with us, and through your continued involvement with our alumni association, you will discover the many ways in which Union Institute & University challenges minds, touches hearts, and transforms the lives of adults who view learning as a lifetime adventure to be shared with the world around them.

Union has a vibrant and influential history, and since the university’s founding in 1964, we have strived to breathe life into the founders’ vision to provide adults with alternatives to traditional approaches to education. We honor your life’s experiences, your commitment to community as well as family, your thirst for lifelong learning, and your desire to improve and serve your community. The university’s focus on social responsibility, interdisciplinary study, and real-world application of theory and knowledge has provided a distinct and relevant educational experience for more than 15,000 alumni worldwide. We trust our individualized attention and network of services, from financial aid and registration to instructional technology, will serve you well and that you will join the ranks of our accomplished alumni who every day transform their own lives, their communities, and the world around them.

This catalog is intended as your primary resource for information about your Union experience. It provides detailed and important information about our programs and the services we provide to help you succeed in your academic journey. Our staff has worked diligently to make sure this document is comprehensive and includes descriptions of institutional policies and procedures. Information for your specific programs can be found in the supplemental program handbooks. I urge you to become familiar with both institutional and program requirements and to keep abreast of any changes to policies and procedures that may be made while you are enrolled. You should refer to this catalog regularly to ensure that you are aware of any new or revised institutional policies or procedures.

Union scholars have and will continue to change the world through their innovative work and scholarship, motivating all of us to do our very best each day regardless of where or how we serve Union. All of us who have the privilege to serve you at this unique institution appreciate your interest in Union and trust your educational journey, whether at the undergraduate, master’s, or doctoral level, will fulfill your dreams and aspirations.

2014 has been a year of celebration, honoring our founders and our alumni. We hope you will join one or more of the many celebratory events throughout the country during the year. I thank you for choosing Union Institute & University to be a part of your academic journey.

Warm regards,

Roger H. Sublett, Ph.D.
President
ABOUT UNION INSTITUTE & UNIVERSITY

Union Institute & University is a private, not-for-profit university, governed by a board of trustees and 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, Florida, and Vermont.

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.

Currently, UI&U offers the B.S. degree in a variety of majors both online and from the academic centers in Cincinnati, Ohio; Miami, Florida; Los Angeles and Sacramento, California; and Brattleboro, Vermont. The B.S. program also offers on-site course delivery in certain majors.
The B.A. major in Liberal Studies (with six areas of concentration) offered as a low-residency weekend model from the center in Brattleboro, Vermont will end as a weekend delivery model curriculum in spring 2015. A B.A. major in Liberal Studies is also offered as a fully-online model available to students across the country. The B.A. online program option is undergoing a curriculum restructuring in 2014. Master’s degree offerings include two fully online programs: the Master of Arts 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 (residencies held at the Ohio and Vermont centers). Doctoral degree programs include the Ed.D. (with brief residencies in Cincinnati); the Ph.D. in Interdisciplinary Studies with majors in Ethical and Creative Leadership, Public Policy and Social Change, and Humanities and Culture (with brief residencies in Cincinnati); and the regionally focused Psy.D. program, with a major in Clinical Psychology, based at the Ohio and Brattleboro, Vermont centers. The Psy.D. degree program will end in August 2020.

Acting 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. 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, four core values form the foundations for learning: academic excellence; interdisciplinary studies; awareness of the social and personal implications of study and scholarship; and the integration of theory and practice in learning. The university is celebrating its 50th anniversary in 2014, remaining committed to its vision to educate generations of highly motivated adults who seek academic programs that engage, enlighten, and empower them in their pursuit of a lifetime of learning and service.
ACADEMIC PROGRAMS AT UI&U

Bachelor of Arts with Majors in

- Liberal Studies with concentrations in Global Studies or Writing and Literature
- Psychology with optional concentrations in Addictions Studies, Holistic Studies, or Forensic Studies

Bachelor of Science with Majors in

- Business Administration
- Business Management (with optional concentrations in Marketing, Hospitality Management, Human Resource Management, or Management Information Systems)
- Child and Adolescent Development
- Criminal Justice Management
- Early Childhood Studies (with optional concentrations in Early Childhood Administrator or Teacher as Practitioner)
- Elementary Education
- Emergency Services Management (with optional concentrations in Criminal Justice Management or Leadership)
- Exceptional Student Education (K-12)
- Leadership (with optional concentrations in American Sign Language/English Interpretation or Sport Management)
- Maternal Child Health: Lactation Consulting
- Secondary Education (required concentration in English, Sciences, Mathematics, or Social Science)
- Social Work

Master of Arts with a Major in Clinical Mental Health Counseling

- Clinical Mental Health Counseling

Master of Arts with Majors in

- Creativity Studies
- Health and Wellness
- History and Culture
- Leadership, Public Policy, and Social Issues
- Literature and Writing
Master of Science in Organizational Leadership  
with a Major in Organizational Leadership

- Organizational Leadership

Doctor of Education with Majors in

- Educational Leadership (Pre K-12)
- Higher Education

Doctor of Philosophy in Interdisciplinary Studies with Majors in

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

Doctor of Psychology with a Major in Clinical Psychology

- Clinical Psychology

Certificate Programs

- Alcohol and Drug Abuse Counseling (offered through the M.A. with a major in Clinical Mental Health Counseling Program)
- Creative Writing (offered through the Ph.D. Program)
- Design Thinking and Education (offered through the Ed.D. Program)
- Health Education Certificate (offered through the Continuing Education Program)
- MLK Studies and Social Change (offered through the Ph.D. Program)
- Teacher Leadership (offered through the Ed.D. Program)

Continuing Education/Non-Degree Programs

- Continuing Education
  - Center for Workplace Advancement
  - Sponsor Designed Learning: Services for Professional Development Organizations
  - Certificates
  - Health Education Certificate
- Professional Teacher Preparation Program (through the Florida Academic Center, Education Undergraduate Program)
INSTITUTIONAL ACCREDITATION, AUTHORIZATIONS, AND MEMBERSHIPS

Accreditation
Union Institute & University (UI&U) is accredited by The Higher Learning Commission and a member of the North Central Association.

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: April 2010
Next scheduled comprehensive review: 2016-2017

At the time this catalog was finalized, none of UI&U programs held specialized accreditation. The university is awaiting confirmation from the Council on Social Work Education (CSWE) regarding accreditation of the B.S. major in Social Work, and the B.S. majors in Business Administration, Business Management, and Leadership are under consideration for accreditation by the Accreditation Council for Business Schools and Programs (ACBS).

State Authorizations
Most states have no legal requirement for schools such as UI&U to enroll state residents in online programs, requiring authorization only if a school proposes to have a physical presence (such as a campus or center) in the state, or, in a few cases, if a school’s students will carry out internships or other field experiential learning in the state. Union Institute & University is currently authorized by the following state education agencies to offer degree programs to state residents.

States Where Union is Authorized to Operate Physical Locations
Four 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 Ohio, plus academic centers in Brattleboro, Vermont; North Miami Beach, Florida; and Los Angeles and Sacramento, California. The university also offers off-campus course sites in Ohio, Florida, and California, allowing students to attend classes at their workplace.

- **Ohio Board of Regents.** Next review scheduled for 2016-2017. 30 E. Broad Street, 36th floor, Columbus, OH 43215-3414. Phone: 614.466.6000. http://regents.ohio.gov/
- **Vermont Board of Education.** Authorization in Vermont is by reason of accreditation, renewable biennially. 120 State Street, Montpelier, VT 05620. Phone: 802.828.5139. http://education.vermont.gov/
- **California Bureau for Private Postsecondary.** The Bureau has determined that UI&U is exempt by reason of its accredited status. 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833. Phone: 916.431.6959. http://www.bppe.ca.gov/
**States Where UI&U Has Limited Authorization**
The following states have extended limited authorizations to Union Institute & University, as noted.

- **New Hampshire Department of Education.** Administrative authorization for the B.S. (Maternal Child Health major), M.A., Ed.D., Psy.D., and Ph.D. to carry out internships and/or practica in the state. This approval is in effect until June 30, 2015. (Authorization is not required for online or hybrid programs where there is no field experiential learning.) 101 Pleasant St., Concord, NH 03301. Phone: 800.339.9900. [http://www.education.nh.gov/highered/index.htm](http://www.education.nh.gov/highered/index.htm)


- **Massachusetts Board of Higher Education.** Authorization for the B.A. major in Liberal Studies, the M.A. with a major in Clinical Mental Health Counseling, and the Psy.D. (Authorization is not required for fully online programs.) One Ashburton Place, Boston, MA 02108. Phone: 617.994.6950. [http://www.mass.edu/forinstitutions/academic/independentnewdegrees.asp](http://www.mass.edu/forinstitutions/academic/independentnewdegrees.asp)

**State Exemptions & Registrations**
The following states have formally exempted UI&U from the need for authorization: Alaska, Montana, Nevada, and Wyoming. UI&U is registered with the Maryland Higher Education Commission and has been authorized to offer courses in the B.S. major in Criminal Justice Management at a single location in Michigan to employees of the U.S. Immigration and Customs Enforcement agency. Note that UI&U complies with individual state regulations, which means that the university may not be able to admit students from some states. Because UI&U is continually extending its state authorizations, exemptions, and registrations to ensure compliance with state regulations, preceding lists may not be all inclusive. For the most up-to-date information about UI&U’s state approvals and exemptions, see [http://www.myunion.edu/about/accreditation-licensure](http://www.myunion.edu/about/accreditation-licensure).

**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](#))
- Association of Vermont Independent Colleges ([AVIC](#))
- Consortium of Southern California Colleges and Universities ([CSCCU](#))
- Greater Cincinnati Consortium of Colleges and Universities ([GCCCU](#))
- Higher Education Partnership of Southeast Florida ([HEPSEF](#))
- Ohio College Access Network (affiliate membership)
- Southwestern Ohio Council for Higher Education ([SOCHE](#))
- Vermont Consortium of Academic Libraries and several local library consortia
- Windham Higher Education Cooperative
Professional Associations
Union Institute & University maintains institutional or individual memberships with the following educational and professional associations:

- Accreditation Council for Business Schools and Programs
- American Association for Higher Education and Accreditation
- American Association of Collegiate Registrars and Admissions Officers
- American Association of University Administrators
- American Council on Education
- American International Recruitment Council
- American Library Association
- American Political Science Association
- American Psychological Association (Greater Cincinnati/Northern Kentucky Chapter)
- Association for Governing Boards
- Association for Supervision and Curriculum Development
- Association of Graduate Liberal Studies Programs
- Association of Higher Education and Disability
- Association of International Educators
- Central Vermont Economic Development Corporation
- Coalition of Higher Education Assistance Organizations
- College and University Professional Association for Human Resources
- College Board
- Council for Adult and Experiential Learning (founding member)
- Council for Higher Education Accreditation
- Council for the Advancement and Support of Education
- Council of Applied Masters Programs in Psychology
- Council of College and Military Educators
- Florida Police Chiefs Association
- Independent Sector
- International Leadership Association
- Midwest Association of Student Financial Aid Administrators
- National Association for College Admission Counseling
- National Association of College and University Business Officers
- National Association of Graduate Admissions Professionals
- National Association of Independent Colleges and Universities
- National Association of Presidential Assistants in Higher Education
- National Association of Student Financial Aid Administrators
- National Association of Veterans Program Administrators
- National Council of Schools and Programs in Professional Psychology
- New England Association for College Admission Counseling
- New England Psychological Association
- Ohio Association of Collegiate Registrars and Admissions Officers
- Ohio Association of Student Financial Aid Administrators
- Ohio Bursar’s Association
- Ohio Transfer Council
- Overseas Association for College Admissions Counseling
- Regional Association for Adult Higher Education
- Service Members Opportunity Colleges Society for Human Resource Management
- University Continuing Education Association
- Vermont Business Association for Social Responsibility
Vermont Council of Teacher Educators

Chambers of Commerce
UI&U is a member of the following Chambers of Commerce: Brattleboro, Vermont, Central Vermont, Cincinnati Regional, Sacramento, California, 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.

There are six regional accrediting associations in the U.S., named after the regions in which they operate: Middle States, New England, Southern, North Central, Northwest, and Western. (Union Institute & University is accredited by The Higher Learning Commission of the North Central Association.) The regional associations operate independently of one another but acknowledge one another’s accreditation. Schools such as Union 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). 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. Although Union
Institute & University holds no official specialized accreditations at this time, Union is awaiting confirmation of accreditation of the B.S. major in Social Work by the National Council on Social Work Education and is in the process of applying for accreditation for the B.S. majors in Business Administration, Business Management, and Leadership with the Accreditation Council for Business Schools and Programs.

**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 her/his 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.

**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,” 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, 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 and by detailed written agreements between the school and the department.

**Institutional Memberships**
Union Institute & University voluntarily holds memberships in a number of higher education professional associations and consortia. Association and consortia memberships are not
intended to be guarantors of institutional quality. Instead, these organizations provide member institutions with a variety of services and resources

**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. 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., Psy.D. and Ed.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. 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., Psy.D. and Ed.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. 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.
- Acts on or envisions a plan for acting on a theoretical understanding of ethics in the field of interest and recognizes one’s own social responsibility to individuals, groups, and communities.

Doctoral Competencies (Ph.D., Psy.D. and Ed.D.)
- Analyzes ethical theories in the context of professional and/or scholarly practice and one’s own ethical/moral code.
- Critiques the social implications of theory and/or practice within the context of the field and one’s own ethical/moral code.
- Expresses 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.)
- Analyze social issues involving individuals, communities, and institutions from different disciplinary perspectives.
- Demonstrate an understanding of the world as sets of interactive and interrelated systems.
- Develop a sense of global citizenship.

Master’s Competencies (M.A and M.S.)
- Examine the contributions of diverse peoples and cultures in the field of study.

Doctoral Competencies (Ph.D., Psy.D. and Ed.D.)
- Analyze and evaluate alternative theories of the proper distribution of a society’s resources.

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 and areas of concentration.

Master’s Competencies (M.A. and M.S.)
- Defined by areas of concentration and specialization.

Doctoral Competencies (Ph.D., Psy.D. and Ed.D.)
- Defined by areas of concentration and specialization.

The UI&U Culture of Assessment

One of Union Institute & University principles is academic quality. UI&U expresses its commitment to “academic excellence and institutional quality through continuous assessment and review of programs, processes, policies, and outcomes.” To ensure the highest level of academic quality, faculty and administrators are working 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 materials and artifacts. At times student work may be included among a random sample that faculty will assess. All student materials remain anonymous and will have no impact whatsoever on a student’s evaluation, grade, GPA, or transcript. Individual student work becomes part of a group review in order that faculty may assess learning outcomes and ensure curriculum improvement.
ADMISSION

Each academic program has specified its own admission criteria. Refer to the admission criteria within each program description in this catalog and the respective program’s student handbook.

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.

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 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.

International Students

Effective July 1, 2014, as Revised

Union Institute & University (UI&U) accepts qualified F-1 international students into its degree programs offered through the Cincinnati, Ohio academic center and the New England academic center in Brattleboro, Vermont. Designated school officers in Cincinnati and Brattleboro advise and assist international students with their F-1 immigration status requirements and responsibilities. UI&U degree programs certified for issuing I-20s to F-1 international students include the Ph.D., Ed.D., Psy.D., and M.A.- Clinical Mental Health Counseling. UI&U is a distance institution. Therefore, international students will attend required on-campus program activities only; they will not reside in the U.S. for the duration of their degree programs. Applicants whose native language is other than 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:
http://www.myunion.edu/academics/academic-services/international-student-services/

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

- International Student Services website: http://www.myunion.edu/academics/academic-services/international-student-services/.
- 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: Bachelor of Arts (online option), most Bachelor of Science majors, Master of Science in Organizational Leadership, and the individualized Master of Arts program have no on-campus requirements, so travel to the U.S. is not necessary. Students residing in countries other than the United States
may be admitted to these online programs, but they will not be able to live in the United States while they are enrolled in Union Institute & University's online degree programs.

**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. Any of the following listed evaluation services may be used for a transcript/evaluation for Union Institute & University. 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.

**Foreign Transcript/Credentials Evaluation Services**

- **Center for Applied Research**
  Evaluation and Education, Inc.
  P.O. Box 18358
  Anaheim, CA 92817
  Phone: 714.237.9272
  Fax: 714.237.9279
  Email: eval_caree@yahoo.com

- **Josef Silny and Associates, Inc.**
  International Education Consultants
  7101 SW 102 Ave.
  Miami, FL 33173
  Phone: 305.273.1616
  Fax: 305.273.1338
  Email: info@jsilny.com
  [www.jsilny.com/](http://www.jsilny.com/)

- **Educational Credential Evaluators, Inc.**
  P.O. Box 514070
  Milwaukee, WI 53203-3470
  Phone: 414.289.3400
  Email: eval@ece.org
  [www.ece.org/](http://www.ece.org/)

- **World Education Services, Inc.**
  P.O. Box 5087
  Bowling Green Station
  New York, NY 10274-5087
  Phone: 212.966.6311
  Fax: 212.739.6100
  [www.wes.org/](http://www.wes.org/)

**Veterans Education & Military Education**

Union Institute & University is approved for the education and training of Active Duty, Guard, Reserves, Veterans and their spouses and dependents under all existing public laws. Requests for information should be sent to veterans@myunion.edu. Union Institute & University is a Servicemembers Opportunity College (SOC).

**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 2014. This recognition ranks UI&U in the top 20 percent of all colleges, universities, and trade schools nationwide. Refer to the UI&U Veterans Affairs webpage at [http://www.myunion.edu/admissions/veterans-military/](http://www.myunion.edu/admissions/veterans-military/) for 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 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.

Please see the website at [http://www.gibill.va.gov/benefits/index.html](http://www.gibill.va.gov/benefits/index.html) for up-to-date information.

**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 2014-2015 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 military and veterans. It also allows in many cases for the benefit to be transferable to a spouse or dependent.

Active Duty Military, Guard, and Reserves may also use their VA benefits or military reimbursement.

**Scholarships**

UI&U offers three scholarships for Active Duty, Guard, Reserves, Veterans, their spouses, or dependents. Details about the three scholarships are found on the UI&U webpage for Veterans & Military Personnel, [http://www.myunion.edu/admissions/veterans-military/](http://www.myunion.edu/admissions/veterans-military/).

Scholarships are limited to one university-funded scholarship per student per program. Students that qualify for the POST 9/11 GI Bill benefits at 100 percent only qualify for the Yellow Ribbon Program.
OFFICE OF STUDENT SUCCESS

Associate Dean of Student Success: Jay Keehn, Ph.D.

The Office of Student Success utilizes a holistic approach focusing on knowledge, skills, leadership enhancement, and career-oriented development to provide comprehensive services addressing the academic, professional, and emotional needs of all UI&U students. The Office of Student Success provides support in the following areas:

- Academic
- Career Counseling
- Counseling Services
- Orientation
- Form & Style
- Disability
- Learner Council

Academic Services

Writing Center

Coordinator: Eric Mast, M.A.

Academic services for students, faculty, and staff are provided through the Union Institute & University Writing Center. Online resources are available for all undergraduate and graduate students to help identify specific writing challenges and the best practices to address them. Students can request telephone appointments with professional writing tutors during the day, evening, or weekends. All services are free. Please visit http://www.myunion.edu/academics/academic-services/writing-center-2/ and join the Writing Center's CampusWeb group for more details.

Email: writing-center@myunion.edu
Local: 513.487.1156
Toll-free: 800.861.6400 ext. 1156
Mailing Address: Writing Center, 440 E. McMillan Street, Cincinnati, Ohio 45206

Career Services

Career Counselor: Stephanie Macias, M.S.

UI&U offers career development 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 Success works with each student to be forward thinking regarding career aspirations and to develop his/her:

- 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 his/her 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 him/her 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-add” to organizations.
- Ability to be adaptable and develop one’s professional qualities and skill set over the life of one’s career.

Career Services helps identify a full range of job options aligned with the student’s academic major, plus major trends in:
- National and global economic factors and issues and how they are impacting careers and jobs.
- The future workplace and emerging jobs.
- Employment opportunities at all levels and the needed qualifications.
- Business/organizational hiring and managerial advancement.

Career Services provides resources to assist students in all phases of the career planning process to include but not limited to:
- Interview techniques
- Resume writing
- Career day
- Strength/weakness inventories
- Occupation information
- Corporate partnerships
- Internship placement
- Job connections
- Job search skills
- Self-promotion techniques
- Professional image building
- Diversity resources
- Graduate school planning and advising
- Networking

For further information, please contact: Ms. Stefanie Macias, Career Counselor, career.services@myunion.edu, toll-free 800.294.8884, or the Florida Academic Center 305.653.6713.

Counseling Services

UI&U is sensitive to the emotional needs of adult students. Returning to pursue a rigorous academic degree can be overwhelming and stressful. UI&U counseling services assist students in defining and accomplishing personal, academic, and career goals. The UI&U Office of Student Success can provide appropriate counseling referrals to regional agencies, when necessary. Students may contact the Office of Student Success to inquire. For further information, please contact: Dr. Jay Keehn, Associate Dean of Student Success, jay.keehn@myunion.edu, toll-free 800.294.8884, or the Florida Academic Center 305.653.6713.
Orientation

UI&U is instituting a new orientation program for all incoming students. This program is designed as two parts: First, it will be an introduction to the university for all students by program. Second, it will be a theory to practice course for all incoming undergraduate students with limited previous college experience (45 or fewer credits).

Orientation I: Introduction to UI&U (ready for B.S. students beginning Spring/Summer 2014)
This course is an introduction to UI&U services and relevant departments. Instructional design will mimic an online course, and method may include pre-recorded videos and/or PowerPoint presentations, as well as live video conferencing and/or chats. Program advisors will ensure students are participating in this part of the orientation program. All students will have access to their respective degree program orientation through CampusWeb, upon acceptance.

Topics may include:
- Financial Aid
- Registrar policies & procedures
- IT services
- Business Office
- CampusWeb/online courses
- Policies (review of catalog)
- Writing Center
- Library
- ADA services
- Career services

Orientation II: Adult Learner of Today (for undergraduates who enter UI&U with 45 or fewer credits starting Fall 2014)
This course will provide an exploration of the adult learner through a journey of theory to praxis. There will also be a unique focus on being an adult learner in an online environment and learning by connecting through social media. A more expansive presentation of UI&U resources will guide the student in the areas of writing/research, learning, and career guidance. This course is intended to help students with limited college experience acquire skills and knowledge necessary for success at Union and beyond.

Disability Services

Accessibility Coordinator: Robert M. Cotter, M.Ed.

Americans with Disabilities Act (ADA) Policies and Procedures
Effective July 1, 2013, as Revised

ADA Policy of Union Institute & University
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 Accessibility Office of Union Institute & University 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.

**Applicable Laws for Students with Disabilities**


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.

Federal regulations under the Americans with Disabilities Act are intended to ensure that a disability does not prevent access to college admission or to specific courses; it mandates an accommodation process that students who seek accommodation for disabilities must initiate once they enroll. The ADA requires an institution of higher education to provide reasonable accommodation to a qualified individual with a disability. Postsecondary level education institutions must follow certain guidelines:

- They must exclude consideration of a learning disability when admitting a student to a program or course.
- They must allow the use of auxiliary aids (such as tape recorders, translators, etc.) when reasonable and appropriate for the level and nature of the disability.
- They must allow for modification of degree or course requirements without altering the fundamental nature of the program (e.g., schools are not required to waive program requirements or modify learning criteria for students with disabilities).
- They must develop alternative evaluation procedures appropriate for the level and type of disability.

**Definitions**

*Disability.* Under the ADA Amendments Act of 2008, the definition of a disability is “a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being recognized as having such an impairment. Mitigating measures such as medications may not be taken into account. The 2008 Amendments Act returned the focus of the ADA to where it was meant to be – discrimination against persons with disabilities.

*Accommodation.* An accommodation is a modification to a program, task, or event that allows an individual with a disability to participate fully. To ensure equal access, accommodations must be effective in meeting the needs of the individual. Accommodations must also be reasonable, that is, not only must the accommodation be feasible, but also it may not present an undue hardship to the institution (i.e., accommodations may not be unduly costly or substantially disruptive, nor may they fundamentally alter the nature of an academic program for students). An accommodation may not include any reduction in academic program standards.

*Documentation.* The report generated by the professional who has evaluated an individual’s disability, providing the official basis of the student’s claim that he or she is a person with a
disabling condition. While the law allows the college or university to request such documentation, proof of a disability is not required for many requests for accommodation.

**Registering with the Accessibility Office**
Some students may be concerned that, if they disclose a disability, they may be placed in easier courses and/or held to a lower standard. They may also be concerned that everyone will know about their disability and will treat them differently as a result. These concerns represent a misunderstanding about what it means to be a student with a disability in higher education. Students registered with the Accessibility Office are not placed in easier courses, and they are held to the same academic and behavioral standards as other students. Registration is confidential to the extent that only those personnel responsible for assuring equitable access for the student will be notified.

It is the student’s responsibility to register with the Accessibility Office, but registration is voluntary. The university may not provide accommodations to students with disabilities who do not have an education profile (EP) that has been approved by the student on file with the Accessibility Office.

By registering with the Accessibility Office, a student ensures equal opportunity for success. Registration ensures that:
- Reasonable accommodations will be determined and implemented appropriately.
- The student will have access to courses, textbooks, and assignments.

Once an education profile has been established with the Accessibility Office, the student must notify the accessibility coordinator at the beginning of every term in order to activate the EP. The coordinator will send the EP to the student’s instructors for that term. Students who have a disability with effects that are sporadic are strongly advised to register with the Accessibility Office, so that an EP is in place should a flare-up occur.

Each student’s EP is considered confidential: education profiles are maintained in the Accessibility Office; they do not become part of the student’s permanent academic record. However, the accessibility coordinator has the right to discuss the plan with other university employees when necessary for implementation of accommodations.

**How to Request Services/Accommodations for a Disability**
Union Institute & University, under federal requirements (Section 504/ADA), will make accommodations in the learning and the instructional environment to meet the documented needs of students with disabilities. Accommodations may not affect the general academic regulations and graduation requirements of university programs which are identical for all students, regardless of whether they have a disability or not. Finally, accommodations cannot be made for any student who does not have an education profile on file with the Accessibility Office.

To initiate a request for services/accommodations, students must complete the online Disability Disclosures form [https://secure.myunion.edu/Forms/MAOnline/Disabilities.aspx](https://secure.myunion.edu/Forms/MAOnline/Disabilities.aspx). The completed form goes directly to the accessibility coordinator (AC), who will contact the student to discuss an appropriate education plan (EP); additional documentation may be requested. The AC will then prepare the education plan for the student's review and approval. Once approved by the student, the AC will distribute the EP to the appropriate staff and faculty to put the plan into effect. The plan will remain in the accessibility coordinator’s office; it does not become part of the student’s permanent academic record.
NOTE: The student must notify the Accessibility Office at the beginning of every term/session to effect continuance of the plan.

**Determining the Functional Limitations Presented by a Disability**

Students with disabilities should develop the ability to talk about their disabilities and need for accommodations. Most students are not sure where to start or what information is relevant. The first questions a student should ask are “How does my disability affect me?” and "How does my disability affect my studies?” The answers to these questions will help identify what modifications are needed to accommodate the disability.

Here are some general questions that may be helpful:
- Can you name your disability?
- When were you diagnosed?
- Do you have cyclical or episodic flare-ups?
- Are there known triggers (environmental, emotional, other)?
- Are you receiving ongoing medical treatment?
- If you are receiving treatment, what impact does it have on your ability to function?

In your thinking about embarking on an educational program, think about how your disability affects you in terms of:
- Listening?
- Reading?
- Using a keyboard?
- Narrative writing?
- Manipulating objects?
- Sleeping?
- Reaction time?
- Bodily movements?
- Social interactions?
- Using a library?
- Using the Internet?
- Doing mathematical calculations?
- Meeting deadlines?

To determine the functional limitations posed by your disability, ask yourself:
- What problems have you experienced that you can attribute to your disability?
- What tasks have you done well?
- How have you modified your tasks or environments to compensate for your condition?
- Have you found adaptive devices or assistive technology helpful in the past?
- What support services have helped you in the past?

In thinking about your ability to function in an educational environment, ask yourself:
- How do I learn best?
- What are my assets?
- What are my challenges?
- What accommodations have I used in the past?
- When I have done well in the past, what strategies or resources did I use?
- What have I tried that has not worked?
Temporary Disabilities
Students who have a temporary disability resulting from an injury or other health issue may qualify for accommodation. The difference between the accommodation process for students with temporary disabilities and those with long-term or permanent disabilities is that a medical professional will determine an end date for the accommodation. For example, a note taker may be an approved accommodation for a student with a broken arm for six to eight weeks with documentation from a medical doctor specifying the expected recovery date. If necessary, accommodations for temporary disabilities may be extended as long as the physical therapist or other treating medical professional provides a note indicating that an extension of accommodation is necessary.

Faculty/Staff Reporting
If a student advises a faculty or staff member of a disability but there is no EP on file with the Accessibility Office, the faculty/staff must immediately advise the student to contact the accessibility coordinator. The faculty/staff making the referral should document it with a dated note or email sent to the accessibility coordinator, keeping a copy. No Union Institute & University faculty or staff member may provide an accommodation to a student who claims a disability unless there is an EP on record for that student.

The Accessibility Coordinator Robert E. Cotter can be reached via
Email: ada.coordinator@myunion.edu or bob.cotter@myunion.edu
Phone: 1-800-861-6400 x1144

ADA Complaint & Grievance Procedure for Students
Effective July 1, 2013, as Revised

Union Institute & University supports students’ rights to file a grievance under the Americans with Disabilities Act (ADA) when they believe they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, effective communication, or suffered discriminatory harassment. In order to file a grievance under ADA, the student must have first requested accommodations through the Accessibility Office. The grievance procedures that follow apply to students with documented disabilities who feel their rights have been violated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). 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. The second procedure applies to grievances against the accessibility coordinator.

Informal ADA Complaints and Resolutions
Resolution of any complaint regarding accessibility must begin with a sincere attempt at informal resolution. Students are encouraged to discuss their concerns with the accessibility coordinator (ada.coordinator@myunion.edu | 1.800.861.6400 x1144). The accessibility coordinator (AC) will attempt to resolve the issue(s) by assisting the student in discussing it with the other involved individuals, either participating in the discussions or contacting the involved parties in an effort to clarify and resolve issues. It is expected that most students’ concerns will be positively resolved through this process of support and mediation. The student and involved parties will be notified 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.
**ADA Grievance Procedure**

If the student or the accessibility coordinator does not believe that a satisfactory resolution has been reached, the accessibility coordinator will make an appointment (within 10 business days) with the ADA compliance officer to allow the student to present her/his concern. According to the student’s desires the AC may or may not be at this appointment. At this meeting, the student may present evidence and/or witnesses. The ADA compliance officer will seek consultation as necessary and deliver a decision to all concerned within 10 business days. Because UI&U is an at-distance university, most meetings will be by teleconference.

If the student does not concur with the resolution proposed by the ADA compliance officer, s/he may choose to bring her/his issue(s) to the vice president for academic affairs (VPAA) by filing a formal grievance. **The student must notify the ADA compliance officer and the VPAA in writing of her/his intent to file a formal grievance.** Within 10 business days of receiving this notification, the ADA compliance officer will make an appointment for the student with the VPAA. The ADA compliance officer will also attend the meeting. The VPAA will have 10 business days to respond with a resolution after the meeting.

Should the student not concur with the VPAA’s decision s/he may file a complaint with the Federal Office for Civil Rights or The Ohio Civil Rights Commission. UI&U is legally registered in Ohio and student concerns should be addressed in Ohio. Students 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 a student has a complaint against the accessibility coordinator (AC), the student has the option of discussing the complaint with the ADA compliance officer or going directly to the VPAA. However, students must 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 student’s satisfaction, the ADA compliance officer will make an appointment within 10 business days of receiving the complaint for the student to meet with the VPAA to discuss the issues and explore resolution. The student may also choose to bypass the ADA compliance officer and contact the VPAA directly. At the meeting with the VPAA, the student may present evidence and/or witnesses. After investigating the situation, the VPAA will inform the student and other involved parties 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 student is not satisfied with the solution, s/he may choose to file a complaint with the Federal Office for Civil Rights or The Ohio Civil Rights Commission. These entities will take complaints and will investigate when appropriate. Students may choose to contact the office of their state civil rights commission if they do not live in Ohio.

**Resolving Alleged Discrimination by Another Student**

In a situation where a student with a documented disability alleges discrimination or harassment by another student, s/he has the option of filing formal charges in accordance with the university’s policy and procedure on discriminatory harassment.
University Contact
ada.coordinator@myunion.edu
Accessibility Coordinator: Robert M. Cotter
800.861.6400 ext. 1144 | 513.487.1144
Fax 513.487.1276

UI&U Compliance Officer
Jay.Keehn@myunion.edu
802.828.8827

Ohio Civil Rights Commission
614.466.5928 | TDD 614.466.9353
Fax: 614.466.6250

Federal Office for Civil Rights
800.421.3481 | 202.245.6800
877.521.2172
FINANCIAL AID RESOURCES AND SERVICES

Office of Federal Compliance and Financial Aid  
Email: finaid@myunion.edu  
Local: 513.861.6400 ext. 2005  
Toll-free: 800.861.6400 ext. 2005  
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.

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 family's ability to pay, or expected family contribution (EFC), is calculated using federal formulas that consider income, assets, and other family information. 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 family's ability to pay for college expenses. 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 participate in Federal Title IV aid programs. Since most families do not have readily disposable cash equal to the EFC, the USDE describes Unsubsidized Loans as one way to cover the EFC amount.

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. It is recommended that students submit the FAFSA to the federal processor by February 15 of each calendar year. 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 four-digit personal identification number (PIN). To apply for a PIN go to http://www.pin.ed.gov. Students are encouraged to call the financial aid office 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 have high financial need.

**Federal Work-Study**

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 is also available in local non-profit agencies and area public elementary schools through the Federal Work-Study Community Service Program.

**Federal Perkins Loans**

The Federal Perkins Loan is a federally-funded student loan. Repayment begins nine months after the student graduates, leaves school, or drops below half-time enrollment status. This loan is subsidized and carries a fixed interest rate of five percent. UI&U uses University Accounting Systems to service the Perkins Loan portfolio according to Title IV regulations.
Federal Direct Loan Program
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, or a combination of both. For independent students, the maximum combined subsidized and unsubsidized loan eligibility amount is $9,500 for the first academic year, $10,500 for the second year, and $12,500 per year for each year thereafter. 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 2013-2014 school year, the Subsidized Direct Loan had a fixed interest rate of 3.86 percent for undergraduate students. The Unsubsidized Direct Loan had a fixed interest rate of 3.86 percent for undergraduate students and 5.41 percent 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.

Federal PLUS Direct Loan Program
These loans are for parents of dependent undergraduate students and graduate student borrowers. Grad Plus Loans had an interest rate of 6.61 percent for 2014-2015. The interest rates may change every July 1. Parents and graduate student borrowers will be obligated to a 3 percent origination fee and a default fee of 1 percent 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 or every ninety days whichever is sooner. 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 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

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, which is derived from the FAFSA. In order to determine eligibility for this grant, a student must apply by October 1 each year.
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 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](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](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](http://www.vsac.org/myVSAClogin).

Changes to Enrollment and Funding

- A student is responsible for informing Financial Aid when s/he drops or adds a class at any time during her/his enrollment.

- A financial aid award may be modified if there is a change in a student’s enrollment.

- To maintain federal student loan eligibility, a student must be enrolled in at least six credit hours at the time of loan disbursement.

- If a student withdraws or is terminated from his/her program of study, depending on when his/her withdrawal or termination occurs during the term, the student may be ineligible to use a portion of the federal financial aid awarded to him/her 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. Scholarships are a left menu option under the financial aid section of the website. 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, s/he may select the one which 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 original term at Union Institute & University in order to be eligible for scholarship.

UI&U scholarships may not raise total financial aid (grants and scholarships) above 100 percent 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 percent of tuition, books, and fees. Examples: A veteran with Post 911 GI Bill benefits that pays 100 percent 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 s/he does not exceed the total cost of tuition, books, and fees.

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

Changes to Enrollment and Funding

- A student is responsible for informing Financial Aid when s/he drops or adds a class at any time during her/his enrollment.
- A financial aid award may be modified if there is a change in a student's enrollment. Students should check CampusWeb for the most current aid award amounts per term based on FAFSA and registration changes.
- To maintain federal student loan eligibility, a student must be enrolled at least half time.
- If a student withdraws or is terminated from his/her program of study, depending on when his/her withdrawal or termination occurs during the term, the student may be ineligible to use a portion of the federal financial aid awarded to him/her 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.

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. In keeping with federal regulations, Union Institute & University amended its SAP Policy. Changes took effect when SAP was calculated at the end of spring 2011. In addition to the qualitative and quantitative requirements below, Financial Aid must evaluate unusual enrollment history and apply professional judgment to SAP determinations. Repeated withdrawals after taking refunds of excess aid without successfully completing credit hours is considered an indication of SAP failure, and the U.S. Department of Education expects the university to stop certifying federal aid for students with this type of enrollment history. Students must satisfy both measures of SAP on a term and cumulative basis.
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. A graduate or professional student must have earned at least a cumulative 3.0 or S 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 probation and financial aid 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 probation 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 percent 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, he/she must successfully complete 40 or more of those hours. Student completion rates are reviewed at the end of each term of attendance. Some grades, i.e., Vanished or Repeated courses, may not affect GPA but still impact the quantitative completion rate.

1. Students must earn a cumulative 67 percent completion rate. W grades count as attempted hours.
2. Students who do not earn a cumulative 67 percent 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 percent 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 percent completion rate by the end of the financial aid warning term, the student will be placed on probation and financial aid 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 probation 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.

Abusive Enrollment Pattern
The U.S. Department of Education is very concerned with what it calls "an unusual enrollment history." This occurs when a student registers, applies for financial aid, receives a refund of excess aid and then vanishes with no credit earned. The failure to attend and complete classes can be when the student is reported as Never Engaged status or when s/he withdraws from all courses before the end of 100 percent tuition refund period. This enrollment pattern is cause for
the student to be placed on Satisfactory Academic Progress (SAP) probation. Probation is the termination of financial aid eligibility.

If the student returns 100 percent of the refund of excess aid, then no abusive enrollment pattern is evident, and the negative SAP status will be lifted. Because this enrollment pattern is considered an abuse of federal aid by the U.S. Department of Education, Union Institute & University will not automatically certify future aid.

Students who have received a financial aid termination notice have the right to appeal SAP termination. There can be legitimate life emergencies that cause the unusual enrollment pattern described. A return to warning status is possible if these reasons are documented through the SAP appeal process.

**Maximum Time Frame**
The maximum time frame within which to complete a degree is 150 percent 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 x 150 percent = 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.

** 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 probation 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 program advisor, 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 his/her program’s minimum cumulative GPA and 67 percent cumulative completion rate. Failure to meet SAP during any approved financial aid probation term will result in final financial aid termination, cancellation of financial aid.

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 his/her program advisor, 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.

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 his/her program of study at Union Institute & University.

Repeated course: In accordance with Union Institute & University policy, a student is permitted to repeat any course once. The last 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.

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 percent 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 percent 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.

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 percent. You must meet both criteria to be considered in good standing for financial aid.

California Student Tuition Recovery Fund

Union Institute & University is required by California law to pay into the state’s Student Tuition Recovery Fund (STRF) a small portion of each tuition dollar paid by California residents enrolled at one of the university’s California locations.

Rather than pass this fee on to students as an additional cost, UI&U has elected to cover the STRF from existing tuition revenues. The university’s STRF contribution is calculated based on tuition (not including fees) paid by Bachelor of Science students enrolled at the Los Angeles and Sacramento, California centers on or after February 1, 2010.

The purpose of the STRF is to provide a fund from which California residents enrolled in California schools may draw should their school or program close and fail to refund prepaid tuition. In order to qualify for the fund, the student will be required to document that monies were paid into the fund on her/his behalf. UI&U recommends that California students enrolled in the B.S. program maintain a record of tuition dollars paid since February 1, 2010, from which the amount of STRF contributions paid by the university can be calculated, based on the following formula:

<table>
<thead>
<tr>
<th>Tuition Paid by Student</th>
<th>STRF Contribution by UI&amp;U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500</td>
<td>None</td>
</tr>
<tr>
<td>$500 to $1,499</td>
<td>$.50</td>
</tr>
<tr>
<td>$1,500 to $2,449</td>
<td>$1.00</td>
</tr>
<tr>
<td>$2,500 to $3,449</td>
<td>$1.50</td>
</tr>
<tr>
<td>$3,500 to $4,449</td>
<td>$2.00</td>
</tr>
<tr>
<td>$4,500 or more</td>
<td>$.50 for each additional $1,000 ($2.50 for $4,500; $3.00 for $5,500; $3.50 for $6,500, etc.)</td>
</tr>
</tbody>
</table>
The Business Office

Business Office
Email: businessofficerepresentative@myunion.edu
Local: 513.861.6400 ext. 1095
Toll-free: 800.861.6400 ext. 1095
Fax: 513.861.9958
Web: http://www.myunion.edu/offices/business-office/

Services Provided

The Business Office may be reached by calling 800.861.6400 x1095 and is available Monday - Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. EST. The Business Office is responsible for maintaining account information for each student. This includes posting tuition and fees, recording payments, adjustments, book vouchers and refunds, preparing 1098Ts, authorizing financial clearance for graduation, and disbursing financial aid. While the Business Office is responsible for disbursing financial aid, inquiries regarding aid should be directed to Financial Aid by calling 800.861.6400 x2005.

Other services provided upon request include third party billing and student account statements. Students can access and print student account information by accessing the university’s website, www.myunion.edu. Click the following to learn how to access student accounts: http://www.myunion.edu/offices/business-office/student-accounts/.

The Business Office handles all general financial, accounting and treasury functions for the university in addition to maintaining student accounts receivable. There may be times during the year when reaching a staff member is difficult. Please be patient and know that the Business Office will help as soon as possible. The Business Office takes great pride in delivering excellent student service because students are the university’s most important asset.

Tuition and Fees

Tuition and fees are due the first day of each term. The amount of tuition and fees due is determined by reviewing the tuition and registration policy for the specific program; please refer to http://www.myunion.edu/admissions/tuition-payment-options/program-costs/. Payments are accepted in several ways: financial aid, mailing a check, providing a debit or credit card, enrolling in ARB (Automatic Recurring Billing), or accessing the How to Make a Payment link on CampusWeb, http://www.myunion.edu/offices/business-office/student-accounts/.

A deferred payment option is available at the time of registration: equal monthly credit card payments during an academic term after deducting financial aid. Financial aid is a means of payment and the absence of or delay in receipt of financial aid funds does not relieve the student’s responsibility to pay for charges due to the university. The deferred payment option is effective for a student’s current term and must be renewed each subsequent term. Students with past due balances must obtain Business Office clearance before registering for the next term.
Refunds

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:

http://www.myunion.edu/offices/business-office/refunds/.

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 x1095.

If you are a financial aid recipient, you will need to call Financial Aid at 800.861.6400 x2005 before making changes to your registration by dropping courses. A decrease in credit hours may trigger a recalculation of your eligible 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 Refunds 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.

Returning Excess Title IV Loan Money to Your Lender

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 Financial Aid to adjust your federal loan. THIS OPTION IS ONLY AVAILABLE FOR CHECKS LESS THAN 90 DAYS OLD AND FOR THE CURRENT AWARD YEAR.

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 or receiving a transcript. Any balance due on a student’s account must be paid in full in order to receive a diploma and transcripts. The best defense against a financial hold is communication. Each student must access his/her account often, talk to a financial aid counselor, and meet with the program director and advisor. These simple steps will help students take financial responsibility for their education. Failure to pay past due balances will result in a final demand letter and dismissal from the university. If satisfactory payment arrangements are not made with the Business Office within 30 days of a final demand letter the account is placed with a collection agency. Collection fees of 33 1/3 percent or more may be assessed. Questions regarding financial holds, past due accounts, and payment plan options should be directed to our collections manager by calling 800.861.6400 x1291.
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

Click on http://www.myunion.edu/offices/registrar/ for all student services and contact personnel in the Registrar’s Office.

Students register each term through Web registration in CampusWeb or through their academic center 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 trimester calendar and a six-month term calendar. The trimester calendar has three 16-week terms, each with two eight-week sessions. For financial aid purposes, the academic year is defined as two trimesters and 24 credit hours. For the purposes of this document, a 16-week trimester with two eight-week sessions is referred to as term.

The B.A., B.S., MA-C, MSOL, and Psy.D. programs follow the 16-week term calendar with two embedded eight-week sessions; however, MA-C and Psy.D. do not offer eight-week session courses.

<table>
<thead>
<tr>
<th>Year/Term Code</th>
<th>Term/Session</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-15 F</td>
<td>14-15 F Fall Term</td>
<td>09/02/2014</td>
<td>12/21/2014</td>
</tr>
<tr>
<td>14-15 F1</td>
<td>14-15 F1 Fall Session I</td>
<td>09/02/2014</td>
<td>10/26/2014</td>
</tr>
<tr>
<td>14-15 W</td>
<td>14-15 W Winter Term</td>
<td>01/05/2015</td>
<td>04/26/2015</td>
</tr>
<tr>
<td>14-15 W1</td>
<td>14-15 W1 Winter Session I</td>
<td>01/05/2015</td>
<td>03/01/2015</td>
</tr>
<tr>
<td>14-15 W2</td>
<td>14-15 W2 Winter Session II</td>
<td>03/02/2015</td>
<td>04/26/2015</td>
</tr>
<tr>
<td>14-15 S</td>
<td>14-15 S Spr/Summer Term</td>
<td>05/04/2015</td>
<td>08/23/2015</td>
</tr>
<tr>
<td>14-15 S1</td>
<td>14-15 S1 Spring/Summer Session I</td>
<td>05/04/2015</td>
<td>06/28/2015</td>
</tr>
<tr>
<td>14-15 S2</td>
<td>14-15 S2 Spring/Summer Session II</td>
<td>06/29/2015</td>
<td>08/23/2015</td>
</tr>
<tr>
<td>Year/Term Code</td>
<td>Term/Session</td>
<td>Begins</td>
<td>Ends</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>2015-2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-16 F</td>
<td>15-16 F Fall Term</td>
<td>08/31/2015</td>
<td>12/20/2015</td>
</tr>
<tr>
<td>15-16 F1</td>
<td>15-16 F1 Fall Session I</td>
<td>08/31/2015</td>
<td>10/25/2015</td>
</tr>
<tr>
<td>15-16 F2</td>
<td>15-16 F2 Fall Session II</td>
<td>10/26/2015</td>
<td>12/20/2015</td>
</tr>
<tr>
<td>15-16 W</td>
<td>15-16 W Winter Term</td>
<td>01/04/2016</td>
<td>04/24/2016</td>
</tr>
<tr>
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<tr>
<td>15-16 W2</td>
<td>15-16 W2 Winter Session II</td>
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<td>04/24/2016</td>
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<tr>
<td>15-16 S</td>
<td>15-16 S Spr/Summer Term</td>
<td>05/02/2016</td>
<td>08/21/2016</td>
</tr>
<tr>
<td>15-16 S1</td>
<td>15-16 S1 Spring/Summer Session I</td>
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<td>06/26/2016</td>
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<td>15-16 S2</td>
<td>15-16 S2 Spring/Summer Session II</td>
<td>06/27/2016</td>
<td>08/21/2016</td>
</tr>
</tbody>
</table>

The M.A. (online), Ph.D., and Ed.D. programs follow a six-month term calendar as shown below.

- M.A. (online follows the 7D and 8D six-month calendar).
- The Ed.D. and Ph.D. follow the 7A and 8A six-month calendar.

### Six-month Term Calendar for 2014-2015 and 2015-2016

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Description</th>
<th>Term Begin Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>7D</td>
<td>April – September</td>
<td>04/01/2014</td>
<td>09/30/2014</td>
</tr>
<tr>
<td></td>
<td>8D</td>
<td>October – March</td>
<td>10/01/2014</td>
<td>03/31/2015</td>
</tr>
<tr>
<td>2015</td>
<td>7D</td>
<td>April – September</td>
<td>04/01/2015</td>
<td>09/30/2015</td>
</tr>
<tr>
<td></td>
<td>8D</td>
<td>October – March</td>
<td>10/01/2015</td>
<td>03/31/2016</td>
</tr>
<tr>
<td>Ed.D./Ph.D. Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>8A</td>
<td>July – December</td>
<td>07/01/2014</td>
<td>12/31/2014</td>
</tr>
<tr>
<td>2015</td>
<td>7A</td>
<td>January – June</td>
<td>01/01/2015</td>
<td>06/30/2015</td>
</tr>
<tr>
<td>2015</td>
<td>8A</td>
<td>July – December</td>
<td>07/01/2015</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>2016</td>
<td>7A</td>
<td>January – June</td>
<td>01/01/2016</td>
<td>06/30/2016</td>
</tr>
</tbody>
</table>

### 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
• Are master’s graduate-level credit courses and are not open to undergraduate students.
• Courses #600-699 are reserved for post master's certificate programs.

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.

Registration
Students are required to meet with their program advisors 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. (Exceptions are B.A and M.A. online students; their registrations are processed in the academic centers or program offices.) 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 course work 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 course work 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 two fold in nature: academic administrative withdrawal for failure to meet academic standards 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
- 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 course work in an active term.
- EI – Registered in CEX course extension or PCX program completion extension.
- GA – Graduation pending an academic hold.
- GI – Graduation final audit is in process: graduation materials being audited for degree posting.
- GF – Student is academically clear for graduation, but there is a financial hold on the release of transcripts and the diploma.
- NE – Never Engaged/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.
- RN – Registered as a non-degree student
- W – Student initiated withdrawal from program. Discontinues connection to university passwords and accounts.
- WT – Student is approved for an academic leave of absence (refer to Student Leave of Absence Policy).
- WA – Student is administratively withdrawn. See administrative withdrawal policy for such withdrawal reasons.
Course drop/add and withdrawal policies and tuition refund schedules are listed with the individual degree program information in this catalog.

**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 dean.
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 dean makes the decision to approve or deny the LOA. The program dean is also responsible for ensuring adherence to the terms of the LOA. The program 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 Course Work*: Course work, 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 dean will monitor the timetable to ensure compliance.
7. *Adherence to New Program Requirements*: Unless an exception is made by the program dean, 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

**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. 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 date the student notifies the university; or
- The ending date of the previous term if the student fails to register for a new term; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

A student withdrawal can be written, oral, or submitted by email. It may be delivered to the student’s academic center or program office or communicated to the Registrar’s Office. When a student withdraws from the university prior to the end of a semester, all courses for which the student is currently registered at the time of withdrawal will be recorded as withdrawn (W) on the student’s grade record. If the withdrawal is effective at the end of the semester, the grade as supplied by the evaluating faculty for each course will be posted to the student’s grade record, becoming part of the former student’s transcript.

If a student withdraws during a term, s/he may be entitled to a total or partial tuition refund depending on the withdrawal date. Students planning to withdraw should refer to their program’s registration and tuition refund policy.
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.
- 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.

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. 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.

Reinstatement Procedure
Individuals who have not been actively registered for fewer than 12 months may apply for reinstatement by submitting a letter of request to their program dean or director. 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 appropriate program 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.
ACADEMIC POLICIES, PROCEDURES, AND SERVICES

Academic Integrity Policy

Effective July 1, 2014, as Revised

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** is 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.¹

**Plagiarism** is 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** is the use of deception or other means in an effort to obtain credit for a learning activity.

¹ Adapted from "A Student’s Guide to Academic Integrity," University of Oklahoma, [http://integrity.ou.edu/students_guide.html](http://integrity.ou.edu/students_guide.html)
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, s/he consents to the submission of her/his 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 dean, 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 dean will immediately forward the case to the VPAA for review by the academic integrity committee. All of the student’s coursework 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 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 dean responsible for the program in which the
student is enrolled. The 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 dean. Reports may be submitted to the program director, associate dean, or other staff member, but that individual is required to relay them to the dean responsible for the student’s program.

**Procedures**

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

If a violation of the policy on academic integrity is suspected, the faculty member (or the dean, 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 or dean will orally warn the student and instruct her/him 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 dean 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 or 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 the dean.
- If the student acknowledges a violation, and the student and faculty member and/or 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 her/his actions; (2) evidence that s/he has 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 dean, and a

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2 In all procedural stages, the dean may assign another faculty member or administrator as her/his designee.
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 or dean 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 dean will prepare a formal incident report, providing all relevant evidence related to the occurrence. The report is submitted to the dean, who will move the case to the formal program-level incident review process (stage 2). The dean 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 her/his permanent record.

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

Whenever an incident reaches stage 2, a formal written report of the incident, including a complete description of the allegation, must be prepared by the faculty member or the dean 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, dean, and the student. The dean must provide this report to the student and place a copy of the report in the student’s permanent record.

The dean will invite the student to respond to the allegations and to supply any relevant evidence s/he wishes to make part of the discussion. That invitation will include a 30-day deadline for the student to submit her/his response. (The student may request an extension.) The student’s response must be in writing, signed by the student, and dated; an email response is not appropriate.

The dean will review the formal report and any response from the student in consultation with the faculty member. The dean 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 and dean 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 or dean 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 or dean 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 dean 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 (VPAA), and academic integrity committee)**

Once a formal incident report of student violation of the Academic Integrity Policy has been filed with or written by the dean, the incident moves to a formal institutional-level review and resolution. When the formal incident report is received, the dean will immediately notify the VPAA, forwarding the report and all related documentation to the VPAA. All formal institutional level reviews are conducted by an ad hoc UI&U Academic Integrity Committee (AIC) constituted specifically by the VPAA for each case. Each AIC will have five members: one academic administrator (dean or associate 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 VPAA, whose decision is final.

Upon receipt of the formal incident report, the VPAA will inform the student, in writing, that the case is to be considered by the AIC.

- To ensure due process, the VPAA will send a letter to the student, inviting the student to respond to the allegations and to supply any relevant evidence s/he wishes to make part of the discussion. The letter will include a 30-day deadline for submission of the response. (The student may request an extension.) The student's response must be in writing, signed by the student and dated; an email response is not appropriate.

- The VPAA will forward the formal incident report and the student's written response to the AIC for consideration. (If the student does not respond, the AIC will receive only the formal incident report.) The 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 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 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 written response and recommendation for resolution to the 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 VPAA will consider the AIC's recommendation and make a final determination. If the VPAA should decide on a penalty other than that recommended by the AIC, s/he will inform the committee of that decision and the rationale for it.
• The VPAA will inform the student in writing of the formal resolution. The resolution decided by the VPAA may not be appealed.

**Institutional Student Complaint Log**

Under the provisions of the federal Higher Opportunity Employment 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 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 VPAA)
- Student name
- Brief description of the incident
- Description of the resolution
- Date of the final resolution

**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 may be through email, telephone, fax, mail, text message, or login to the learning management system in CampusWeb.

**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; faculty advisor(s); 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 at the beginning of each registration term. If the correspondence is not received in the Registrar’s Office at the time of registration, the above information will be disclosed by the institution for the remainder of the academic year.

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 her/his 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 his/her 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.

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: http://www.myunion.edu/offices/institutional-review-board/forms-templates-samples/. 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.
Academic Probation and Dismissal
Effective July 1, 2014, 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 or dismissed from the program for academic reasons. 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, 2014, 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, grades, and degree awarded date. Official transcripts are not released unless the individual has met all financial obligations to the university.

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 before a transcript can be released, regardless of how the request is submitted to the Registrar’s Office.

Union Institute & University provides an online transcript ordering service to students and alumni. In partnership with Transcripts on Demand™ by Scrip-Safe International, members of UI&U's community of students have the ability to safely and securely request a copy of their transcript. Please visit the Registrar’s Office webpage to access ordering instructions. Official transcripts requested via Transcripts on Demand™ will be mailed within five to seven business days, and emailed official transcripts will be sent within three to five business days. Credit card payment for billing authorization is required for the transcript fee payment.

There are two additional ways to obtain transcripts:
- CampusWeb’s “eforms” tab has an online Transcript Request form that may be completed and electronically submitted to the Registrar’s Office. Credit card payment for billing authorization is required for the transcript fee payment.
- Transcripts may be requested by printing, completing, and submitting the Transcript Request form available on the Registrar’s Office webpage [http://www.myunion.edu/offices/registrar/transcripts/](http://www.myunion.edu/offices/registrar/transcripts/). The form must be signed by the student and accompanied by payment of the transcript fee posted on the Registrar’s Office webpage. The Transcript Request Form can be mailed, scanned and emailed, or
faxed to the Registrar’s Office. Faxed, scanned, or emailed requests must include credit card billing authorization for the transcript fee payment. Mailed requests should include a check payable to Union Institute & University to cover the transcript fee.

Official transcripts requested via the Transcript Request form will be sent within seven to ten business days from the date the request is received by the Registrar’s Office. The UI&U webpage for transcript policies and procedures may be found at http://www.myunion.edu/offices/registrar/transcripts/.

**Diplomas & Certificates**

Effective July 1, 2014, as Revised

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’s dean 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, degree grant date (month/day/year) along with signatures of the UI&U President and Chairperson of the Board of Trustees. The graduate’s major and/or concentration and/or specialization titles are not printed on the diploma or certificate but are printed on the official academic transcript. 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, 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.

**Commencement**

Effective July 1, 2014, as Revised

UI&U holds commencement ceremonies each summer at the California and Florida academic centers and a national commencement ceremony in Cincinnati, Ohio each fall. The New England Academic Center graduation ceremonies are held within the individual academic programs based on the program’s degree completion cycles. 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 http://www.myunion.edu/offices/communications/uiu-commencement/ on the UI&U website, or contact the UI&U Communications Office with commencement questions.
THE ALUMNI ASSOCIATION

The Union Institute & University Alumni Association encompasses graduates from all colleges and programs of the undergraduate, master’s, and doctoral degree programs.

Located at the Union Institute & University headquarters in Cincinnati, Ohio, the UI&U International Alumni Association Board (IAAB) was founded to be of service to the university, to promote its 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 memberships and donations from former students and friends to exist. The alumni association continually strives to meet the needs of our greater UI&U family. 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. [http://www.myunion.edu/alumnigiving/](http://www.myunion.edu/alumnigiving/) You may contact the IAAB at alumni@myunion.edu.
INFORMATION TECHNOLOGY POLICIES, RESOURCES, AND SERVICES

Policy on Acceptable Use of Technology Resources

Effective July 1, 2014 as Revised

Policy
It is the policy of Union Institute & University that available technological resources be used only as intended—in support of the university’s academic and administrative operations. At Union Institute & University, student and employee access to university-provided technology resources is a privilege, not a right, that may be revoked at any time for misuse. The provisions of this policy apply to all users of UI&U technology resources, whether accessed on or off campus.

Union Institute & University (UI&U) operates various network, academic, and administrative systems in support of its academic mission and business functions. These systems are maintained and operationally controlled by the information technology (IT) department. As used in this policy, the term "user" refers to any person consuming technology resources. The term “IT staff” refers to the staff reporting to the assistant vice president/director of information technology.

This policy is intended to provide a general description of what is expected of users of university-provided technology resources. It is not intended to be an exhaustive list of all allowed/disallowed activities but a general guide for appropriate and ethical use of the UI&U computing environment. It applies to all technology resources and services provided to or delivered by UI&U.

Scope of Technology Resources
UI&U technology resources (including, but not limited to, computers, laptops, tablets, phones, computer accounts, CampusWeb, printers, networks, network devices, software, email, webpages, telephones, and telephone long distance and voicemail accounts) may be provided for the use of UI&U employees and students in support of the university’s programs and services. Technology resources are the property of the university and are to be used solely for university related activities. They are not to be used for commercial purposes or non-university activities without prior approval from the IT department.

It is recognized that many UI&U students and faculty will rarely, if ever, use UI&U owned computer equipment, and that many students and faculty access the Internet through their local Internet service provider. However, all students and faculty will regularly use technology systems referenced in this policy.

Electronic Communications Policy
Email and CampusWeb are the standard/expected means of internal communication at UI&U. Official electronic communications are sent only to UI&U (myunion) email addresses. The university will consider students and employees to be duly informed and in receipt of notifications and correspondences sent by an administrator, staff, or faculty member 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.
Network, Internet, and Email Systems
The UI&U network, Internet, and email systems are provided for the benefit of the university and the education process. Individuals accessing these systems are responsible for seeing that they are used in an effective, ethical, and lawful manner. Users may not use UI&U technology systems for purposes that are illegal, unethical, or harmful to the university or others. Some examples of unacceptable use are as follows, although this is not a comprehensive listing:

- Messages may not be transmitted under an assumed name; all electronically transmitted messages must have the sender's name attached.
- Users may not attempt to obscure the origin of any message.
- Information published on the Internet may not violate or infringe upon the rights of others, including copyrights.
  - The university’s technology systems may not be used for personal gain or advancement of individual or political views.
  - Use of university technology for solicitation of non-university business is strictly prohibited.
  - Privacy intrusions, such as unauthorized reading of another user’s email, using another person’s account (including ID or password "cracking"), reading or deleting unprotected files, etc., are prohibited. Data stored in electronic format is to be considered real property of the university.
  - Network connections may not be used for the purposes of securing unauthorized access to, breaking into, or adversely affecting the performance of other systems on the network, whether or not these systems are university owned.
  - Users must not disrupt the operation of the university network.
  - Users may not physically connect a device to a university network outlet.
  - Spam and chain letters are prohibited.
  - Unsolicited bulk email or mass mailings are prohibited, unless initiated by the university.
  - Internet and email use must not interfere with employee productivity. Interference includes, but is not limited to, use of the Internet to watch non-work related videos and listen to Internet radio.
  - No messages with derogatory or inflammatory remarks about an individual or group’s race, religion, national origin, physical attributes, or sexual orientation may be transmitted via university technology systems. Such messages are in clear violation of university policies on discrimination and sexual harassment; and, in extreme cases, may be considered stalking behavior.
  - Abusive, profane, and/or offensive language may not be transmitted using a UI&U technology system.

Electronic files (including email, computer files, and voicemail) are presumed to be private and confidential unless they have explicitly been made available by the university. However, users should be aware that equipment made available in computer laboratories is not private; users should not save personal files on computer lab equipment.

Use of University Technology When Traveling or Working Off-site
While traveling, employees are responsible for the safety and security of all university equipment. Personal student and/or employee information (such as social security numbers) may not be stored on any equipment or devices outside of the university network. If university equipment has been issued to work off-site (such as a laptop or wireless Internet connection), the equipment may only be used for university work and may not be used for any personal purposes.
Security and Accounts
All access to technology resources, including the issuing of accounts, must be approved through the IT department. A person to whom UI&U has provided access to one or more of its technology resources may not permit another person to use the system(s) without UI&U’s express consent. A person to whom UI&U has provided access to one or more of its technology resources is responsible for the proper use of the resource, including proper password protection. When a student withdraws from the university, all technology accounts are disabled or removed. All content within those accounts may be removed at that time as well. Files maintained by employees who leave the university are considered to be the property of the university: these files will be archived by the IT department and may be forwarded to another UI&U employee if they contain information that must be retained and/or are important for the continued efficient operation of a department or academic program.

Administrative Systems
In order to properly serve its constituents, UI&U records a large amount of extremely confidential data, transmits the information over extensive networks, and stores the information on numerous computing systems. Any breach in the security of these systems or networks could disrupt the university and/or allow such confidential information to be transmitted quickly, silently, and without geographic or constituency limits.

Recognizing these vulnerabilities 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 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.

Harassment
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. Chain letters and other unauthorized forms of mass mailings are not allowed. Information (i.e., pictures and personal information) about a person or business entity is not to be made publicly available, such as on webpages, without the express consent of the person or business entity. Extreme
cases of online harassment may be considered to be stalking behavior, which is a criminal offense.

**Monitoring**

Special software is installed on university technology resources in order to support resource usage accounting, security, network management, hardware and software inventory, PC back-up systems and software updating functions, and to provide better support. 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 and time allows. 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.

In the normal course of managing the campus-based Internet bandwidth and email systems, UI&U may, from time to time, monitor messages created, received, or sent via university email servers. These measures are taken to maintain costs and to ensure usability by UI&U’s widely dispersed constituencies of students, alumni, faculty and staff. Users are expected to refrain from initiating activities that interfere with the work of other users. In doubtful situations, IT staff should be consulted.

**Copyright and Software Licenses**

University standards regarding academic integrity and academic dishonesty apply to software just as they do to other forms of published work. Users are not permitted to copy, transfer, rename, 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 (such as Torrent software or similar 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 any computer 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 for personal use software belonging to the university. UI&U does not condone illegal copying of software under any circumstances. Users are expected to strictly adhere to software license terms.

**Downloads**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software to university owned and operated computer systems. In the event that software needs to be downloaded and installed on individual staff workstations, contact the IT help desk to coordinate the installation. The IT department may uninstall any unauthorized software without prior notice or, if necessary, reload all standard software to university owned equipment.
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 head. Any subsequent minor offense will be regarded as a major offense; major offenses 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/or 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 assure 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.

**Email Use Policy**

**Policy**

It is the policy of Union Institute & University that all employees and all students enrolled in Union programs will be provided with university email accounts. These email accounts are the official means of communication within the university. Logging into a Union email account constitutes acceptance of this policy and agreement to abide by the UI&U Technology Resources Acceptable Use Policy and all other policies referenced within.

**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 department on an as-needed basis (such as during the admission and financial aid processes). Employees may never, under any circumstances, use their own personal email accounts to communicate with students. Employee email accounts are disabled at the point employment at the university ends. The content of the email account is the property of the university and may be accessed by the former employee’s supervisor and/or Human Resources. The employee email system is backed up both weekly and monthly. Monthly backups are available for no more than five years.

**Student Email**

Students have the option to forward messages to their personal email account for the purpose of being notified they have a message in their university account. 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). At that time, all email content may be deleted. Student email accounts reside on a third-party system. As such, the university relies upon the third party for all backups and system availability. The university does not make backups of student email accounts. Student email addresses are published in the student Web portal, CampusWeb, making the address available to all students, employees, and alumni who have access to log into the portal.

**Security**

Union Institute & University utilizes anti-virus and anti-spam software to scan all incoming and outgoing email messages. Any messages determined by the scanning software to contain a virus will not be delivered unless the virus can be cleaned and/or removed from the message. Information Technology (IT) staff monitors the accuracy of the software and makes adjustments as necessary. The university reserves the right to update or change the anti-virus and anti-spam software or settings at any time and without prior notice.
In the normal course of managing the campus-based Internet bandwidth and email systems, the university may, from time to time, monitor messages created, received or sent via university 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. In doubtful situations, IT staff should be consulted. Students, faculty, and staff are prohibited from utilizing university email for personal gain, including distribution of “special offers” or solicitation of any kind.

**Information Technology**

The department of information technology (IT) provides a single point of contact for all technical support needs at Union Institute & University. The UI&U Help Desk is available to all students, faculty, and staff who need technical support. The infrastructure team provides technical services for Union computers, the university network, and servers. The development team manages Union’s Jenzabar student information system as well as other custom development.

**Contacting Information Technology**

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: [http://www.myunion.edu/it](http://www.myunion.edu/it)

**UI&U Minimum Computer Proficiency/Literacy**

Students who attend Union Institute & University's degree programs are expected to have a basic working knowledge of computers, including the following minimum skills:

- Basic knowledge of computers and standard productivity software.
- Understand the concept and basic functions of a Windows operating system.
- Save to disks, find files, create directories, and run/execute programs on a Windows (or Mac OS) system.
- Copy and paste text and images.
- Create, edit, and save a document using word processing software.
- Install and remove application programs.
- Upload and download software and files.

Information Retrieval Skills:

- A working knowledge of the World Wide Web and its functions, including searching, surfing, and installing and upgrading a Web browser.

Electronic Communication Skills:

- Use of email, list services, and bulletin boards.
- Proper "netiquette."

Technology documentation and training is available online through the IT website. Among the topics available are the use of email, CampusWeb, Web video and audio conferencing, and online courses.
UI&U Minimum Computer Requirements

Students at UI&U must meet minimum computer hardware requirements for their home computers to receive support from Information Technology. These requirements are reviewed annually, and updates are posted on the IT website. Students should review the requirements prior to each academic term.

Minimum Tech Requirements Effective January 2014

Students planning to attend UI&U must meet the following computer requirements for their home computers. These requirements are reviewed annually or at the time of any major software releases. Please be certain your computer meets these minimum requirements when calling the UI&U Help Desk.

Students who plan to take any online classes must have a high speed Internet connection (such as DSL or cable).

If your computer or Internet do not meet these requirements, you will need to complete your work at one of the university's computer labs or a location with adequate software and Internet speed.

Windows Computers

Operating System(s): Vista, Windows 7, or Windows 8 (or 8.1)

Internet Browser(s): Internet Explorer 9, 10 or 11, Firefox, or Chrome. (Prior versions of these browsers are not supported.)


Apple Computers

Operating System(s): Mac OS 10.6 or later

Internet Browser(s): Firefox, Safari 5 or higher, or Chrome. (Prior versions of these browsers are not supported.)

Office Software: Microsoft Office 2008 or 2012 or OpenOffice.org (if saving in Microsoft Office compatible formats).

The following computers and software are specifically NOT supported:

- Any computers (Apple or Windows) built prior to January 2007 (pre-dates Windows Vista and Mac OS 10.6)
- Any Windows OS prior to Vista (including Windows XP)
- Any Mac OS prior to version 10.6
- Chromebook
- Tablet Computers
  - Tablet computers are supported on a "best effort" basis. At this time Union does not officially support tablets as most have some limitations when being used for online courses. However, most tablets such as iPads, Android, Kindle Fire, and Windows 8 tablets, are mostly, but not 100 percent, functional for online classes.
  - Due to the large number of various tablets, the help desk cannot provide technical support for them but will do their best to assist. If you are experiencing
issues with your tablet, please attempt to use a traditional computer prior to contacting the help desk.

**Email for Students**

Students at UI&U are issued UI&U email accounts at the time of acceptance. UI&U email addresses for students end with “@email.myunion.edu” and may be used as long as a person is an active student or graduate of UI&U. These accounts are available via a partnership with Microsoft and include additional services, including online file storage. UI&U email addresses are the official means of communication with students, so students are required to check their UI&U emails on a regular basis. Student email may be accessed at [http://webmail.myunion.edu](http://webmail.myunion.edu).

**Union ID#**

All new students are issued a Union ID# when they are accepted to attend UI&U. At the point of acceptance, an overnight process will send an email to the student’s personal email address. The email will contain their Union ID#, email address, and password information. A letter will also be mailed to the student’s home address with the same information. This information is used to log in to all UI&U technology resources.

**CampusWeb – Student Information System Portal**

CampusWeb is a Web portal to the Student Information System (SIS). The portal gives students the ability to view grades, registered courses, account balances (and the option to make payments), print ID cards, and more. Students should use their Union ID# and password to log in to the portal. CampusWeb may be accessed at [http://campusweb.myunion.edu](http://campusweb.myunion.edu).

**MyUnion.edu University Website**

The UI&U website is available 24/7 with a wealth of information about all aspects of the university. The site features information about every program and department, as well as links to all technology resources (such as webmail, CampusWeb, the library research databases, etc.). The site also offers links to download university forms and look up email addresses and phone numbers of all faculty and staff. The site is maintained by the university’s department of communications.

**UI&U Student ID Card**

A currently enrolled student may access and print his/her UI&U ID card from CampusWeb. The student ID card can be printed from the academic tab within CampusWeb.

**Audio and Video Conferencing**

UI&U uses both audio and video conferencing to enhance communication between students and faculty. Video conferencing technology incorporates the use of the Internet by sharing information via Web cameras and desktop sharing, as well as chats and file sharing. Instructions for using the current conferencing technology can be found on the IT website.
**Special Computer Applications**

UI&U uses a number of special software applications provided by external companies in order to provide the best of all software services to the students. Among these applications are TurnItIn (anti-plagiarism software), TaskStream (assessment and ePortfolio software), FolioTek (for ePortfolios), VoiceThread (online course communications), CourseEval (course evaluations), Adobe Connect Pro (Web conferencing as described above), Citrix HiDef Audio (voice conferencing) and more. Support for these systems is provided by special application analysts in the IT department. For support in the use of these systems, please start by contacting the UI&U Help Desk.

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**THE CENTER FOR TEACHING AND LEARNING**

**Director:** TBD  
**Instructional Design Staff:** Robert E. Cotter, Jonathan Eskridge, and Jim Hicks  

The Center for Teaching and Learning aids in developing online courses, increasing innovative teaching pedagogy, and promoting internal faculty development training opportunities.
UI&U LIBRARY

Contact Info

Internet homepage:  http://library.myunion.edu

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

Main phone:  800.871.8165 ext. 8747

Instructional services:  800.871.8165 ext. 8758

Collections

The UI&U Library collections include over 150,000 electronic books, more than 7,000 UI&U student dissertations/theses, as well as several thousand online reference books. It also provides access to more than 200 online databases that link researchers to millions of full-text items, including research and trade journal articles, doctoral dissertations from other academic institutions, book chapters, multimedia resources, and other research monographs.

Services

The UI&U Library provides a broad range of library services to currently enrolled students, faculty members, and staff members of the Union Institute & University. Our services include a comprehensive online collection of research resources, information literacy instruction, 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 and other online monographs are searchable via our online catalog. In addition to our online catalog, we offer a wide range of licensed research databases that provide full-text online access to more than 59,000 periodicals in the arts, humanities, and selected sciences. The library also maintains an extensive website including links to databases, an online help center, live chat, in-context instructional help videos, and a news blog.
INSTITUTIONAL POLICIES

Framework – Student Conduct Policies

Effective November 5, 2009, as Revised

This contextual framework for student conduct is derived from the university's mission, vision, values and principles, providing the basis for specific institutional and program policies and procedures governing student behavior and interactions.

An education at Union Institute & University is based upon the concept of a mutually beneficial learning community. Students attending UI&U are members of a diverse and dispersed community of scholars; as such, they are expected to abide by two key principles: academic freedom and respect for the individual. Disregard or contempt for these principles can be found at the root of academic crimes (plagiarism, forgery, intellectual dishonesty, or falsification of records, etc.), socially destructive behaviors (discriminatory or harassing conduct), and criminal acts (assault, destruction of property, theft, hate crimes, etc.).

The principle of academic freedom is the underlying principle of a learning community. Academic freedom results in protection of the rights of participants in the learning enterprise, as well as duties correlative to those rights. Students, as members of the UI&U learning community, are expected to conduct themselves in such a way as to allow others to pursue studies unimpeded by restrictive personal behavior or coercive institutional action. Under this principle, differing viewpoints may not be permitted to interfere with those studies or the advancement of scholarship. Freedom in research and publication of results is a right, as long as the dignity, health, privacy, and other rights of human and animal subjects are protected, and university and program policies are followed. Under the principle of academic freedom:

- Students are required to contribute to an environment in which there is freedom to learn.
- Students are encouraged to develop the capacity for truth and to exercise their rights to free inquiry and free speech in a reasonable manner.

The second key principle of the UI&U learning community is the university’s commitment to respect for the individual. Members of the UI&U learning community are expected to honor this principle by striving to treat one another with positive regard, learning from one another while acknowledging their differences.

These two principles—academic freedom and respect for the individual—carry with them the following rights, responsibilities, and challenges.

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

- Be treated as individuals.
- Be listened to.
- The ownership and acknowledgment of original ideas, creations and expressions, within the guidelines and limitations of the UI&U Intellectual Property Policy.
- A learning and working environment that is free of discrimination and harassment.
- Fair, just, equitable, and professional treatment by other members of the UI&U community.

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3This contextual framework is under review by Student Council, so it should be considered as an interim document.
Students, as members of the UI&U learning community, have the responsibility to:
- Respect one another's cultural, intellectual, and personal differences.
- Refrain from harassment or discrimination.
- Acknowledge properly the intellectual or artistic work of others, especially when it may have contributed to one’s own work.
- Honor the principles of person-centered learning and the educational process that the university has developed to embody them.
- Treat one another with professional dignity, courtesy, and respect.
- View lack of knowledge as an opportunity, honoring the capacity to learn.
- Protect the rights of humans or animal subjects used in research.
- Avoid conflicts of interest and dual 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.
- Treat conflict as an opportunity for growth and learning.
- Refrain from spreading rumor, slander, or misinformation.
- Respect all persons in the UI&U learning community.

From these principles, rights, responsibilities, and challenges stem the standards of conduct stipulated in a wide range of institutional policies and procedures, including:
- Academic Integrity Policy (with Academic Policies, Procedures, and Services)
- Alcohol and Drug Abuse Policy and Prevention Program
- Americans with Disability Act Grievance Procedure
- Appeals/Grievance Policy and Procedure
- Email Use Policy (with Information Technology Policies, Resources and Services)
- Family Educational Rights and Privacy Act (with Academic Policies)
- Gender Neutral Language
- Student Complaints and Appeals Policy and Procedure
- Institutional Review Board Policies (research with human subjects - with Academic Policies)
- Intellectual Property Policy
- Tampering with Educational Records
- Technology Resources Acceptable Use Policy (Refer to the Information Technology Policies, Resources, and Services section of this catalog.)

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

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4 Institutional policies listed may be revised or added to at any time and may be supplemented by program-specific policies.
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 in the human resources policy manual.

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, s/he is expected to notify his/her faculty advisor 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), s/he 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 faculty advisor or dean.
• 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. 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 cyber-bullying should not.

Student Complaints and Appeals

Effective July 1, 2014, as Revised

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 her or his 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.

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 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 vice president for academic affairs.)
- 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 dean; the student may initiate the appeal process only if her/his 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 Discriminatory and Sexual Harassment 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 her/his 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 vice president for academic affairs (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, s/he 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 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 her/his pending or ongoing appeal in such a way as to potentially affect the outcome, the 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. 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 dean or a director of an administrative unit). To avoid possible delays, written complaints should not be submitted to 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 her/his departmental or program head. Similarly, written complaints submitted to the VPAA or president will immediately be referred to the appropriate dean or director. Upon receipt of written complaint, the dean or director 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 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 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 dean or director, 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 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 dean or director’s proposed resolution. The 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 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 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 s/he disagrees 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 dean or director, the student may submit the written complaint directly to the VPAA. In such cases, the 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 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 dean or director, the student may choose to submit an appeal to the 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 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, clearly marked “Formal Appeal,” and it must be dated and signed by the student. An appeal may not be submitted as an email, but the signed document may 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 VPAA will notify the 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 dean or director. The 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 VPAA will notify the student if the initial review will take longer than 20 days. At the conclusion of the preliminary review, the VPAA may refuse to accept the appeal. If an appeal is not accepted, the 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 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 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 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 VPAA, who may consult with any or all involved parties and/or the responsible dean, director, or vice president, advising the GRC of the results of those consultations. At the conclusion of the review, the 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 VPAA will provide this report to the student and other involved parties, placing a copy of the report in the student's record. The 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 VPAA must notify all involved parties. The 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 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 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 of 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.

The student shall own her or his creation or work 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 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 is 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 include 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 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 VPAA, an ad hoc committee consisting of an equal number of faculty and administration may be formed from time to time to advise the 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 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 s/he has 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.

Vermont
Pursuant to 18 V.S.A. Section 1123, the Vermont Department of Health has promulgated regulations establishing minimum immunization requirements for attendance at public or independent postsecondary schools. Vt. Code. R. 13 140 021. The regulations exempt students whose instruction is provided in a non-campus-based setting like UI&U’s centers; therefore, the regulations do not apply to UI&U students.
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 – meninogococcal 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. Ten to 15 percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10 percent 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.
Discriminatory and Sexual Harassment
Policy and Procedures for Students

Effective July 1, 2014, as Revised

Policy Statement
Discriminatory and sexually harassing behaviors will not be tolerated at Union Institute &
University. Harassment violates the dignity of individuals and impedes the realization of the
university’s educational mission. The university is committed to preventing and eliminating
discriminatory and sexual harassment by encouraging faculty, staff, and students to report any
concerns or complaints about sexual harassment.

Sexual abuse/assault is a criminal action and, as such, is generally prohibited under and
responded to within the parameters of the university’s policy on sexual assault.

Definitions
For purposes of this policy, the following definitions apply.
Complainant is a student making a complaint of harassment.
Discriminatory Harassment is conduct of any nature which denies equal privileges or
treatment to a particular individual because of age, race, color, sex, sexual orientation, religion,
national origin, physical impairment and/or any other classification protected by law.
Discriminatory harassment may include, but is not limited to, verbal or physical attacks; written
threats, slurs; banter, teasing, or jokes that are derogatory or depict individuals in a stereotypical
and demeaning manner; or any other conduct which has the purpose or effect of interfering
unreasonably with an individual's work or academic performance by creating an offensive,
hostile, or intimidating working or learning environment. See also the Americans with Disabilities
Act/Section 504, Grievance Procedure for Students.
Grievance is a formal student complaint of harassment, filed when the student is not satisfied
with the resolution to her/his initial complaint.
Initial Complaint is a student's initial written allegation of harassment.
Involved Parties/Parties is the complainant and the person or persons against whom a
complaint of harassment has been made.
Resolution is the outcome of the investigation of a complaint of harassment.
Sexual Harassment is both a form of discrimination and a type of sexual assault. Sexual
harassment is defined by the U.S. Equal Employment Opportunity Commission as “unwelcome
sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
nature.” Sexual harassment often manifests itself in subtle ways, such as sexually suggestive
comments, unwanted touching, or risqué jokes, but blatant demands for sexual contact are also
considered harassment. Sexual harassment occurs when:
• Submission to the conduct is made explicitly or implicitly a term or condition of an
individual's employment, promotion, grades or academic status; or
• Submission to or rejection of the conduct is used as a basis for making an employment or
academic decision affecting an individual; or
• The conduct has the purpose or effect of unreasonably interfering with an individual's work
or educational performance or of creating an intimidating, hostile, or offensive environment
for work or learning.

Harassment can occur in person or via electronic media, such as email, twitter, in threaded
discussions, “sexting,” etc.
Complaint Records
By federal regulation, records of official student complaints must be maintained in the President’s Office. At UI&U it has been determined that only those complaints of harassment that are unresolved through the departmental/program-level process will be considered to be official complaints. In addition to the official complaint file maintained in the President’s Office, a record of every student complaint will be maintained in the applicable department or program office. Records of student complaints of harassment by an employee may also be placed in the employee’s file in the human resources office.

Confidentiality
UI&U will maintain confidentiality of student complaints of harassment, 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 will have access to information related to an ongoing complaint or grievance. Identities of involved parties will be disclosed on a need-to-know basis to ensure a thorough investigation of the incident as well as due process for the individual accused of harassing behavior. Both parties involved in the harassment complaint are expected to use discretion in discussing the issue with other students and/or with employees. If a student is determined to publicly discuss her/his pending or ongoing harassment complaint in such a way as to potentially affect the outcome, the vice president for academic affairs (VPAA) may immediately halt the investigation process.

Witnessing Harassment
Any student who witnesses discriminatory or harassing behavior is encouraged to report the incident. The confidentiality of an individual reporting harassing behavior as a witness and of the alleged harasser will be protected against unnecessary disclosure, but s/he may be called on to provide information in the university’s investigation of the incident.

Procedures for Investigating and Resolving Student Complaints of Discriminatory or Sexual Harassment
The university will make every effort to promptly investigate and resolve student complaints of harassment, with due regard for fairness and the rights of both the complainant and alleged offender. A student who knowingly makes false allegations of harassment or provides evidence of harassment with the knowledge that it is false is subject to disciplinary action. The university prohibits retaliation against anyone who files a complaint and/or participates in an investigation.

If at any stage of the university’s investigation of a student’s complaint of harassment, 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 office of the president.

Because of the potential implications to the student’s feelings of personal safety, the university may ban any contact between the alleged harasser and the student during an investigation. Such a ban should not, however, be construed as an assumption of guilt of the alleged harasser.

While the VPAA has primary responsibility for ensuring resolution of complaints from students about discriminatory or sexual harassment, if the allegation of harassment is directed at a UI&U employee, that responsibility will be shared with the vice president of human resources. The vice president of human resources has designated an employee at each academic center as a resource person to assist in resolving complaints of discriminatory or sexual harassment; the employees having this responsibility will receive appropriate training and support from Human Resources.
Procedures to be followed for investigation and resolution of student complaints of sexual or discriminatory harassment generally follow the model for other types of student complaints. Students are advised to retain all documentation related to complaints and grievances. Documentation may include letters, emails, faxed messages, recorded messages, and/or notes of telephone conversations.

**Initial Harassment Complaint and Resolution—Program/Departmental Level**

A student may initiate a complaint of harassment through a letter or email—if a student verbally communicates a concern, it is *not* considered to be a complaint under the terms of this policy. The student must identify the concern as a complaint under the terms of this policy, and submit it to her/his academic dean.

To avoid possible delays, student written complaints of harassment should be submitted only to the academic dean. Any other employee who receives such a complaint is required to immediately forward it to the appropriate dean. Note, however, if the student’s complaint of harassment is against the dean, the complaint should be submitted to the VPAA.

The dean (or VPAA), in consultation with all involved parties, will evaluate the situation and propose a resolution. If the complaint is against an employee, the vice president of human resources will also be involved in the process. At the conclusion of the process, the dean (or VPAA) will prepare a written report, which will include: the student’s written complaint; description of the review process (interactions with involved parties); and the proposed resolution. The dean (or VPAA) will provide this report to the student and other involved parties, also keeping a copy of the report in departmental files. The report will be submitted within 30 days of receipt of the initial complaint; if additional time is needed to conduct a review, the dean must notify all involved parties. The student will be invited to respond to the report by filing a grievance in the event that s/he disagrees with the resolution. That invitation will include a 30-day deadline for filing a grievance.

**Grievance and Resolution—Institutional Level**

If the student is not satisfied with the resolution proposed at the conclusion of the initial investigation of harassment, s/he may choose to file a grievance. A grievance will not be considered unless there is a documented complaint/informal resolution process. Every grievance must include a compelling argument from the student, beyond simple dissatisfaction with the proposed resolution. Harassment grievances must be submitted within 30 days of the conclusion of the departmental/program level complaint investigation/resolution process. Harassment grievances must be submitted to the VPAA in writing. They must include:

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

The grievance must be in the form of a letter, clearly marked “Grievance,” and it must be dated and signed by the student. A grievance may not be submitted as an email, but the signed document may be submitted as an email attachment. (Students choosing to submit a harassment grievance as an email attachment should insert “Grievance” in the email subject line.)

Upon receipt of the grievance, the VPAA will conduct a brief review of the materials. At the conclusion of the initial review, the VPAA will constitute an ad hoc harassment committee, notifying the student, in writing, of the expected timeframe for committee formation and review. Because each committee must be constituted with members appropriate to the type of grievance, the initial VPAA review and formation of the committee will typically be concluded
within twenty (20) working days of receipt of the initial grievance; the VPAA will notify the student if the initial review will take longer than 20 days. The committee is recommendatory to the VPAA and the vice president of human resources (if applicable).

The VPAA may also refuse to accept the grievance. If a grievance is not accepted, the VPAA will notify the student, in writing, citing the reasons for the decision. A harassment grievance may be refused for a number of reasons, including, but not limited to, the following:

- The issue is not covered by this policy and procedure (see above).
- The grievance appears to be motivated by a desire to punish or retaliate, rather than by a desire to resolve the situation.
- The grievance does not contain any information or documentation other than what was provided with the initial complaint.

A student whose grievance is not accepted may resubmit it with additional documentation or information. If the grievance is not accepted after the second submission, the student may not resubmit it.

The committee will consider all documentation related to the grievance, including the report on the program/departmental level complaint and the review/resolution process. The VPAA may consult with any or all involved parties, including any individuals who might have information that would contribute to the investigation. University legal counsel may also be consulted. At the conclusion of the review, the VPAA (or the VPAA and vice president for human resources) will consider the committee’s recommendation for a resolution and prepare a written report, which will include: information related to the initial complaint and resolution; the student’s written grievance; a description of the review process (such as interactions with involved parties); and the proposed resolution. The VPAA will provide this report to the student and other involved parties. The VPAA’s report will be submitted to the student within forty (40) days of receipt of the initial complaint; if additional time is needed to conduct a review, the VPAA will notify all involved parties.

The Grievance Committee
Each committee charged with reviewing and making a recommendation to the VPAA in response to a student complaint of discriminatory or sexual harassment will be specially constituted from a pool of faculty, administrators, and staff who have received training specific to the various types of harassment. Each committee will consist of five (5) members: there will be at least one faculty member, one administrator (academic or non-academic) member, and one staff member, with the remaining two members chosen “at large.” Members, insofar as possible, will have had no prior relationship with either the complainant or the alleged harasser. No members of the committee shall make any direct contact with the parties involved in the incident; any need for clarification or additional information will be passed on to the VPAA and the vice president of human resources (if applicable). Committee members are charged with maintaining strict confidentiality throughout and after the process; they may not discuss the incident with coworkers or students under any circumstances.

The committee is recommendatory to the VPAA (and the vice president of human resources, if applicable). The committee’s report will include a recommendation for disciplinary action, should members find the grievance to be justified. The decision of the VPAA (and the vice president of human resources, if applicable) is final.

Disciplinary Action
Disciplinary action taken as a result of findings of harassment may range from a reprimand (student or employee) to dismissal from the university (student) or termination of employment
Disciplinary action will be imposed in accordance with the following university policies: Student Conduct Policy, the ADA Grievance Procedure, and human resources policies as published on the university’s employee intranet. See also the Sexual Assault Policy for information about behaviors that go beyond harassment.

Institutional Student Complaint Log
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 review of the student’s complaint (i.e., the level requiring UI&U Grievance Review Committee review), the VPAA will enter a case summary into the log, including the following information:

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

A Note Regarding Consensual Relationships
Consensual relationships are not considered sexual harassment because the behavior involved is not, by definition, unwelcome. However, when one of the parties in a consensual relationship is in a more powerful position (or one that is perceived to be more powerful), the relationship has the potential for exploitation and abuse. The respect and trust accorded to a faculty member, dean, or director by a student, as well as the power exercised by other individuals with authority to make decisions that affect the student’s academic program, make fully voluntary consent by a student or subordinate suspect.

Students should be aware that having a consensual relationship with an individual who has responsibility/authority to evaluate/approve the student’s work may also be construed to represent a conflict of interest, calling into question the integrity of the student’s work. The university’s employee Conduct and Ethics Policy states that sexual relationships between employees and students are “usually deemed inappropriate or unethical.” See the UI&U Academic Integrity Policy for more information about consensual relationships.

Sexual Assault Policy
Effective June 1, 2011

Policy Statement
Union Institute & University (UI&U) is committed to providing a learning environment free from violence. UI&U will not tolerate any sexual offense(s) in the work or academic setting. This sexual assault policy is designed to specifically address the public well-being of students, faculty, and staff. The university prohibits any activity that constitutes sexual assault; offenders may be subject to disciplinary action and/or criminal proceedings.

Definitions:

**Sexual Assault**
The victim of sexual assault is never to blame for behavior of the perpetrator. For the purposes of this policy, sexual assault includes, but is not limited to, those activities
described within the phrase “gross sexual imposition.” See university policies on Harassment Avoidance (employees) and Discriminatory and Sexual Harassment (students). Gross sexual imposition involves:

- Sexual act(s) or contact(s) with another which involve compelling a person to submit by force or threat of force;
- Use of intoxicants to substantially impair a person’s power to give consent to sexual act(s) or contact(s); and/or
- Engaging in sexual act(s) or contact(s) when there is reasonable belief that the other person suffers from a mental state which renders him/her incapable of understanding the nature of the contact.

Sexual assault encompasses a range of unwanted sexual contacts and acts, including, but not limited to, the following: rape and attempted rape, child sexual abuse, sexual exploitation, exhibitionism, voyeurism, fondling, and obscene phone calls. While sexual assault can take many forms, it is important to remember that the loss of power and control that a victim of sexual assault experiences is a common thread. Both women and men can sexually assault; both can be sexually assaulted.

**Consent**

Mutually understandable consent is almost always an objective standard. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.

- It is the responsibility of the initiator to make sure s/he has consent from the partner.
- Consent to some forms of sexual activity does not necessarily imply consent to other forms of sexual activity.
- Consent obtained through the use of fraud or force is ineffective consent.
- Consent may never be given by a minor to an adult.
- Consent may never be given by an incapacitated individual.
- Consent to sexual activity may be withdrawn at any time.
- Consent has an expiration date.

**Use of University Facilities: Policies and Procedures**

**Effective July 1, 2014, 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 jointly by the building’s owner and/or state and local regulations.

**Union Institute & University Facilities**

All university-operated centers occupy leased space — either in a stand-alone building (Cincinnati and Brattleboro) 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 8 a.m. to 6 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; North Miami Beach, Florida; Los Angeles and Sacramento, California; and Brattleboro, Vermont, UI&U offers classes and holds academic meetings at other locations: the Bachelor of Science program offers numerous classes at law enforcement agency facilities; 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 Discriminatory and Sexual Harassment Policy, the Sexual Assault Policy, and the university policies on drug and alcohol use.)
- 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 or desks.
- No firearms or other weapons may be brought onto university property, with the exception of students or employees who are commissioned police officers and are 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.

**Facilities Contact Information**
If calling from any UI&U telephone, dial the extension number.

<table>
<thead>
<tr>
<th>Center</th>
<th>Contact Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cincinnati Center</td>
<td>Facilities Director</td>
<td>Extension 1248; 513.487.1248</td>
</tr>
<tr>
<td>New England Academic Center</td>
<td>Dean</td>
<td>Extension 8401; 802.254.0152</td>
</tr>
<tr>
<td>North Miami Beach Center (including area course locations)</td>
<td>Dean</td>
<td>Extension 2104; 305.653.7141</td>
</tr>
<tr>
<td>Los Angeles Center (including area course locations)</td>
<td>Dean</td>
<td>Extension 1722; 323.926.8326</td>
</tr>
<tr>
<td>Sacramento Center (including area course locations)</td>
<td>Dean</td>
<td>Extension 1525; 916.564.3100</td>
</tr>
</tbody>
</table>

**Reporting Injuries**
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 the human resources office in Cincinnati, Ohio. If a student or guest is injured while participating in a university-sponsored activity, s/he should report the injury to the vice president for academic affairs (VPAA). The individual may be asked to submit a completed accident/incident report.

**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. Security personnel at UI&U facilities are not commissioned law enforcement officers; they have no authority to make arrests.

A written report of criminal incidents occurring at a university facility should be filed 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 appropriate 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 are 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, 2014, 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 or team 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. New England center contacts will coordinate emergency assessments with responsible personnel at Marlboro College.

<table>
<thead>
<tr>
<th>Location</th>
<th>Responsible Position &amp; Back-up</th>
<th>Contact (Phone extension)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cincinnati Center</td>
<td>Director of Building Management</td>
<td>1248</td>
</tr>
<tr>
<td></td>
<td>Assist. V.P. for Information Tech</td>
<td>1104</td>
</tr>
<tr>
<td>New England Center</td>
<td>Dean</td>
<td>8401</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant</td>
<td>8400</td>
</tr>
<tr>
<td>Miami Center</td>
<td>Dean</td>
<td>2104</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean</td>
<td>2108</td>
</tr>
<tr>
<td>Los Angeles Center</td>
<td>Dean</td>
<td>1722</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean</td>
<td>1742</td>
</tr>
<tr>
<td>Sacramento Center</td>
<td>Dean</td>
<td>1518</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean</td>
<td>1500</td>
</tr>
</tbody>
</table>

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 dean 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—open the window. 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.

<table>
<thead>
<tr>
<th>Center</th>
<th>Evacuation Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cincinnati Center</td>
<td>Parking lot of warehouse building (across McMillan Street)</td>
</tr>
<tr>
<td>New England Center</td>
<td>Front parking lot</td>
</tr>
<tr>
<td>Miami Center</td>
<td>Southwest parking lot</td>
</tr>
<tr>
<td>Los Angeles Center</td>
<td>Green space at the intersection of Centinela and Sepulveda (north end of the property)</td>
</tr>
<tr>
<td>Sacramento Center</td>
<td>Front parking lot</td>
</tr>
</tbody>
</table>

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 - Tornados and Severe Storms

<table>
<thead>
<tr>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cincinnati Center</td>
</tr>
<tr>
<td>First floor, east-west hall @ center of building</td>
</tr>
<tr>
<td>Room 124</td>
</tr>
<tr>
<td>First floor restrooms-opposite classrooms</td>
</tr>
<tr>
<td>New England Center</td>
</tr>
<tr>
<td>Basement or</td>
</tr>
<tr>
<td>South stairwell</td>
</tr>
<tr>
<td>Miami Center</td>
</tr>
<tr>
<td>First floor, student computer lab (Suite 102)</td>
</tr>
<tr>
<td>Los Angeles Center</td>
</tr>
<tr>
<td>Lobby area of UU suite</td>
</tr>
<tr>
<td>Sacramento Center</td>
</tr>
<tr>
<td>“Sutter” room (large class/meeting room at mid-point of suite)</td>
</tr>
</tbody>
</table>

### Emergency Assessment & Notification Procedure

Upon receiving notification of a potential emergency, the designated emergency official for the center will immediately and quickly assess the situation. 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 tornados 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.

If the emergency official determines that the situation is such that the community surrounding the university may also be in danger, s/he 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

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5 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.
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. Note: 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 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 close. No organization can say, with certainty, that it will never cease operations.

In the event of a decision to 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.
DEGREE PROGRAMS

Undergraduate Degree Programs

- Bachelor of Arts
- Bachelor of Science

Union Institute & University is approved by the Higher Learning Commission and the Ohio Board of Regents to award the Bachelor of Science and Bachelor of Arts degrees. The Bachelor of Science majors are offered through the Cincinnati, Miami, Los Angeles, Sacramento, and New England Academic Centers. The Bachelor of Arts degree is offered through the New England Academic Center.

B.S. and B.A. Programs’ Conceptual Framework

The focus of the Bachelor of Science program is professional preparation. The majority of faculty 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 Bachelor of Arts program, with its majors in liberal studies and psychology, shares the university’s vision of providing a course of study that engages, enlightens, and empowers highly motivated adult students in their pursuit of a lifetime of learning and service. It prepares students for careers that require broad and deep acquaintance with essential core knowledge of a well-educated person in the 21st century, as well as good writing skills, critical and creative thinking, the ability to read and understand complex written material, and a strong ethical sensibility. Students’ educational needs are served by faculty members, who direct independent studies and seminars and conduct senior year academic reviews, and by program advisors, who provide new student counseling, end-of-first-semester reviews, and individual learning services, as needed, to students.

The program prepares students for graduate study in many fields including psychology, education, the arts, law, and the academic fields represented in the B.A. concentration areas in the Liberal Studies and Psychology majors. Approved by the State of Vermont for teacher licensure, the B.A. program prepares students for careers in public and private education.

Instructional Delivery Options

The B.S. course-based instruction is delivered through online courses, on-ground instruction, a blended/hybrid model 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.

There are two different ways to pursue study in the B.A. program: a weekend option in the New England Academic Center in Brattleboro, Vermont or a fully online option. The B.A. weekend option is in teach-out through April 2015. The weekend option provides on-ground meetings with faculty and fellow students in brief residencies. The B.A. online option allows students to conduct residency activities virtually and complete their studies without visiting the campuses.
**Academic Calendar**

The B.S. and B.A. programs operate on a trimester calendar. There are three 16-week terms, each with two 8-week sessions. For financial aid purposes, the academic year is defined as two trimesters and 24 credit hours. For the purposes of this document, a 16-week trimester with two eight-week sessions will be referred to as “term.”

**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's 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 in the major. The Bachelor of Arts Degree Program requires that a degree seeking student must earn at least 36 credit hours in residence through courses taken at UI&U. An exception to the residency requirement exists for students who enroll in the Continuing Education 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 16-week term, unless an exception waiver is made on a case-by-case basis and approved by the dean or dean’s designee.

**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.
Articulation and Academic Agreements

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 FLETCE 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 advanced police training.

UI&U has also recognized the specialized education provided by the Healthy Children Program. After review by medical professionals, UI&U has assigned credit recommendations for both the Healthy Children Program and International Board Certified Lactation Counseling certificates.

Union Institute & University’s undergraduate programs have active academic and articulation agreements with the following institutions and organizations:

- Brown Mackie College (Miami, FL)
- Chatfield College (OH)
- Child Care Education Institute (CCEI)
- Cincinnati Hamilton County Action Agency (OH)
- Cincinnati Police Department (OH)
- Cincinnati State Technical and Community College (OH)
- City of Hollywood Police Department (FL)
- Columbus State Community College (OH)
- Community College System of New Hampshire (seven independent colleges in this New Hampshire System – NH)
- Community College of Vermont (VT)
- Duval County School Board (FL) Student Teaching Placement
- 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 Addictions Studies (FL)
- International Union of Police Associations
- Maricopa Community Colleges (AZ)
- Miami Dade Police Department Communication Bureau (FL)
- Monroe County Sheriff’s Office (FL)
- Sinclair Community College (OH)
- South Florida Literacy Institute (FL)
- Springfield Regional School of Nursing - Community Mercy Health Partners (OH)
- Southern State Community College (OH)
- State of California, Standards and Training for Corrections (STC) – Juvenile Corrections Officer and Probation Officer
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 five types of learning, each with its own specific method of documentation and validation. The five broad types of learning are:

- **Advanced Standing/Transfer Credit/Prior Transcribed (PT) Learning**: Prior transcripted learning refers to credit applicable to the student’s degree plan of completion and accepted as advanced standing/transfer credit to Union Institute & University. There is a maximum award of 90 semester credits (B.S. program) or 84 semester credits (B.A. program) accepted as transfer credit. Prior transcripted learning includes: academic credits earned at regionally accredited postsecondary institutions; ACE credit recommendations resulting from previously evaluated corporate and military training experiences; credit recommendations resulting from passing scores on recognized college-level examinations such as CLEP, DSST (DANTES), etc.; and/or credit recommendations from various articulation and academic agreements. The UI&U undergraduate programs may accept courses in transfer from other approved institutions on a case-by-case basis. UI&U does not deny transfer credit based solely on the accreditation of the sending institution. **All transcripted learning must be submitted by the drop/add date of the second-to-last term of enrollment prior to graduation. Financial aid is not available for prior transcripted learning.**

- **UI&U Sponsored Courses (taken at Union Institute & University)**: Students in the B.S. program must complete a minimum of 30 semester credits at UI&U after matriculating as a degree-seeking student, 20 of which must be upper level (#300/400) in the major to complete the degree. B.A. students must complete a minimum of 36 semester credits at UI&U as a degree seeking student. Each course is based on a syllabus or a learning agreement and may be a classroom based course, seminar, online course, directed study, or a hybrid delivery. Financial aid is available for those who qualify.

- **Experiential Prior Learning Assessment (PLA) - Bachelor of Science students**: *(Bachelor of Arts students, please see the B.A. prior learning assessment requirement.)* 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 or by taking a challenge exam.
  - A prior learning assessment portfolio includes all supporting documentation that verifies a student's knowledge of the subject content under review. The documentation is tied together with a narrative statement written by the student. Learning agreements for prior learning assessment follow standard guidelines. To receive credit, the student is required to clearly demonstrate knowledge directly related to the course content and learning results through the narrative statement and the submission of relevant documentation and evidence.
  - Academic credit for prior learning may not exceed 30 semester credit hours and may not be used to qualify toward full- or part-time status in a given term. **All prior learning assessments must be submitted by the drop/add date of the second-to-last term of enrollment prior to graduation.**
  - Because the learning assessed must be applicable toward the degree program, students planning to submit prior learning assessment requests must have an approved degree audit before submitting the application/registration for assessment purposes. The student’s degree audit notes the credits from prior learning assessment.
Prior Learning Assessment Challenge Examination: Bachelor of Science students only. Prior learning challenge examinations may be requested by students via an application, with supporting evidence of content knowledge comparable to a college-level course. The student indicates a desire to demonstrate content understanding and application through examination format.

The maximum credit awarded through Prior Learning Assessment and applicable to the B.S. degree is thirty (30) semester hours.

A student must apply for permission for a challenge examination opportunity in a specific content area. Completion of an application and attached documentation of evidence of content acquisition and expertise is submitted to either the student’s major chairperson or general education chairperson.

After the application is reviewed, the student will be notified if a challenge examination will be granted. If there is insufficient evidence to support the application, it will be denied. If a challenge examination opportunity is granted, a format, time, and date for the examination to be administered will be negotiated.

If the challenge examination attempt is unsuccessful, a second application with revision may be submitted no sooner than six months from the prior examination date.

A fee is assessed for each course submitted for prior learning assessment through an application and completion of a challenge examination. There is a maximum of four semester hours (credits) per examination.

All challenge exams must be completed by the drop/add date of the second-to-last term of enrollment prior to graduation.

Note: Financial aid is not available for prior learning assessment. Fee schedule: http://www.myunion.edu/admissions/tuition-payment-options/program-costs/.

Union Institute & University reserves the right to deny application for a prior assessment for a course when there is no qualified faculty to conduct the assessment (examination).

Students considering the assessment of prior learning either by portfolio or challenge examination should request the prior learning handbook. Assistance from each center’s advising staff is available to students who wish to consider prior learning assessment for achieving additional academic credit.

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. In order to receive academic credit for this type of learning, students must present thorough documentation demonstrating that the learning has been at the college level. Written confirmation by the originating or sponsoring institution (such as transcripts, letters of verification, etc.) must be included. A Union Institute & University faculty member will evaluate for credit hour acceptance.

- Up to 30 certified learning credits may be awarded. These credits are included in the maximum 90 credits accepted in advanced standing in the B.S. program and the maximum 84 credits accepted in advanced standing in the B.A. program. All prior learning assessments must be submitted by the drop/add date of the second to last term of enrollment.
- A per-credit-hour fee is charged according to the number of credits awarded through this kind of learning. Financial aid is not available for certified learning.
- Evaluation of basic law enforcement training/academy training (i.e., POST, FDLE) courses beyond the basic course will be evaluated through certified learning on a course-by-course basis. Up to thirty (30) credits are allowed beyond the basic course and applicable to the Bachelor of Science degree (to a maximum of 60 credits from all non-regionally accredited sources).
Bachelor of Arts – Prior Learning Assessment

For detailed information on prior learning assessment (PLA) as a B.A. student, refer to the prior learning assessment guidelines in an appendix to the UI&U B.A. Student Handbook or obtain them from the B.A. program office.

1. A student may earn up to 30 semester credit hours of academic credit for prior learning acquired before enrollment in the B.A. program outside of formal instruction. The student must complete a minimum of one satisfactory term in the B.A. program before being eligible to apply for the PLA process. (NOTE: Credit acceleration through the PLA process is not automatic but depends upon the assessment of the student’s critical thinking skills, the quality of the essay, progress in the program, and progress toward meeting the degree criteria.) Learning that has been previously awarded credit may not be included in a prior learning assessment petition.

2. The PLA essay must be completed, submitted, and evaluated and credit awarded before enrollment in the student’s culminating study term.

3. The screening process before submission of a PLA petition involves:
   - A discussion with a B.A. program advisor, who explains how the process works, provides the B.A. PLA Guidelines, discusses how the essay can be integrated with the student's overall educational needs and goals, and sets deadlines.
   - Recommendations are needed from two faculty advisors and a formal proposal for the essay, following guidelines.
   - The proposal is reviewed by the UI&U Educational Issues Committee (EIC), made up of core faculty and the dean. A proposal may be submitted a maximum of two times (i.e., one revision). Formal approval or disapproval to proceed is granted. The non-refundable fee is assessed when the proposal is approved, and the PLA credits are added to the student’s academic record.
   - The student may submit 10 pages of the essay (early work) to the committee for feedback prior to submitting the final essay (email the dean). Feedback will occur within two weeks of submission.
   - Members of the educational issues committee read and evaluate the final essay and award credit. Appeal procedure: To challenge a decision made by the educational issues committee, consult appeal procedures, as detailed in the UI&U University Catalog.

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 program advisor submits recommendations to the registrar 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 = A maximum of 90 semester credits may be accepted as advanced standing/transfer credit.
- B.A. program = A maximum of 84 semester credits may be accepted 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 of Arts, Associate of Science, Associate of Applied Science or other associate degree designation with a minimum 2.0 GPA was awarded by a regionally accredited school.
UI&U requires a grade of C- or better for credit from USDE and CHEA recognized institutions.

This policy does not override institutional admission standards and/or requirements of entrance into a specific academic program. (For example, should a program require students to earn a grade of C or better for a specific course in a major, transfer students must meet the same requirement. The D grade from an associate degree would be accepted for transfer credit but it would not be applied to the specific course in the major.)

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, regardless of the overall GPA earned by the student at the transfer institution.

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. program.

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.

The maximum number of transfer credits accepted in combination from all 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 (articulation and/or academic agreements) between Union Institute & University and another college, university, organization, or agency will be accepted.

Transfer credits from a quarter-hour system or other standards 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 obtain approval from the center dean.

Only undergraduate course work will be accepted toward an undergraduate degree. An exception is made for the UI&U B.A. collaboration with the Master of Arts programs.

Capstone courses used to fulfill a major’s culminating graduation requirement (CGR) must be taken as a UI&U course. An equivalent course is not accepted in transfer to satisfy the CGR requirement.

International transfer credits may be accepted but need to be based on a course-by-course evaluation from an NACES evaluation service such as the World Educational Services, Inc., Center for Applied Research Evaluation and Education, Inc., Educational Credential Evaluators, Inc., or Josef Silny and Associates, Inc.

American Council on Education (ACE) credit recommendations from formally evaluated extra-institutional training programs will be accepted. 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 will be accepted.

Union Institute & University also accepts credits in transfer from the following nationally accepted college-level examination options:
- College-Level Examination Program (CLEP)\(^6\) 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 must be completed before the drop/add date of the next-to-last term of enrollment.**

- Defense Activity for Non-Traditional Education Support (DSST)\(^7\) examinations. Military service members can earn college credits through successful passage of DSST examinations that are available in over 150 subject areas. **DSST examinations must be completed before the drop/add date of the next-to-last term of enrollment.**

- Advanced Placement (AP) examinations. Upon receipt of official score reports of AP results, Union Institute & University will award transcripted credit for a score of three or higher.

- Excelsior College Examinations (ECE) are available in business, education, liberal arts and sciences, and nursing. See [https://www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations](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 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.

- New York University (NYU) Proficiency Testing in Foreign Languages. Union Institute & University awards credit for NYU language examinations. See [http://www.scps.nyu.edu/academics/departments/foreign-languages/testing/exam-options-results.html](http://www.scps.nyu.edu/academics/departments/foreign-languages/testing/exam-options-results.html) for more information.

- International baccalaureate exams with an official score report with scores of four or more on higher level exams.

- **Official score reports or transcripts for all college-level examinations must be received in the Registrar’s Office by the drop/add date of the second-to-last term of enrollment prior to graduation.**

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

**Transfer of Credit from UI&U to Other Institutions**

Transferability of credits to other institutions is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not another institution will accept credits earned at Union Institute & University.

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\(^6\) Students may take the exam at any CLEP–designated testing center

\(^7\) Union Institute & University may give credit consideration to other nationally accepted college-level examination programs. Consult with a program advisor for more details.
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 Continuing Education. (The division was formerly called Lifelong Learning.) 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, under the division of Continuing Education (formerly Lifelong Learning):

- 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 course work 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

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 in each domain, the student will select additional general education courses to complete the 36 credit hours requirement. The new general education distribution is as follows:

<table>
<thead>
<tr>
<th>General Education Domains</th>
<th>36 credit hour minimum</th>
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<tbody>
<tr>
<td><strong>College Writing</strong> (2 courses minimum)</td>
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<tr>
<td><strong>Quantitative Reasoning</strong> (1 course minimum)</td>
<td></td>
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<tr>
<td><strong>Civilization and Human Legacy</strong> (2 courses minimum – different disciplines)</td>
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<tr>
<td><strong>Creation and Criticism of the Arts</strong> (1 course minimum)</td>
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<tr>
<td><strong>Social Systems and Behavioral Sciences</strong> (2 courses minimum – different disciplines)</td>
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</tr>
<tr>
<td><strong>Observation &amp; Analysis of the Natural World</strong> (2 courses minimum – different disciplines.)**</td>
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**(B.S. students must have 2 courses minimum – different disciplines from this domain. 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)**
  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 in two different academic areas)**
  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 IN 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 in two different academic areas)
  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 in two different academic areas)**
  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.

** (B.S. students must have two courses minimum – different disciplines from this domain. B.A. students may only enroll in one Observation & Analysis of the Natural World and substitute a second course from another domain toward completion of general education requirements.)

Additional qualifiers for general education requirements:
- There will be optional one (1)-credit hour reading labs or studios, available for some new general education courses, to take as a co-requisite with a three-credit hour general education course. For example, a student who takes the new three (3)-credit hour Geology of Natural Disasters course with the optional one (1)-credit hour reading lab will be awarded four (4) credit hours in that subject area. Students should consult with their program advisor and/or the instructor about the availability of a one credit co-requisite with a specific new general education class.
- 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.
- When transfer credits are awarded from a non-collegiate training provider based on an academic agreement and the credits are awarded in one general education subject area, a student will be required to complete an additional course in a different general education subject area to fulfill a specific general education domain.

General Education Courses for the Bachelor’s Degree Programs

All new general education courses and full implementation of the revised general education requirements should be complete by December 2014. To better identify and distinguish courses that are approved for the new 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.
<table>
<thead>
<tr>
<th>New Domain</th>
<th>New Prefix</th>
<th>Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing</td>
<td>GWRI</td>
<td>College Writing</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>GMAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>GSTA</td>
<td>Statistics</td>
</tr>
<tr>
<td>Civilization and Human Legacy</td>
<td>GHIS</td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>GHUM</td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>GLIT</td>
<td>Literature</td>
</tr>
<tr>
<td></td>
<td>GPHI</td>
<td>Philosophy</td>
</tr>
<tr>
<td></td>
<td>GREL</td>
<td>Religion</td>
</tr>
<tr>
<td>Creation and Criticism of the Arts</td>
<td>GART</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>GFLM</td>
<td>Film Studies</td>
</tr>
<tr>
<td></td>
<td>GMUS</td>
<td>Music</td>
</tr>
<tr>
<td>Social Systems and Behavioral Science</td>
<td>GECO</td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>GPSY</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>GSOC</td>
<td>Sociology</td>
</tr>
<tr>
<td>Observation and Analysis of the Natural World</td>
<td>GBIO</td>
<td>Biology</td>
</tr>
<tr>
<td></td>
<td>GENV</td>
<td>Environmental Science</td>
</tr>
<tr>
<td></td>
<td>GANT</td>
<td>Anthropology</td>
</tr>
</tbody>
</table>

Listed below are the available general education courses for Fall 2014, as of July 3, 2014. New general education courses, to satisfy the six domains, will be designed and approved throughout the Fall 2014 term. Students should check on CampusWeb and with their program advisor for updates. Until an appropriate number of new general education courses are approved by internal UI&U faculty committees, some four credit “old” general education courses will be offered for the Fall 2014 term.

**College Writing**
- GWRI 101 The Writer Within (3 cr.)
- GWRI 102 Designing an Effective Research Paper (3 cr.)
  - Prerequisite: GWRI 101
- GWRI 202 Writing in Your Field of Study (3 cr.)
  - Prerequisite: GWRI 102

**Creation and Criticism of the Arts**
- GART 210 Painters and Poets: the New York School (4 cr.)
- GART 215 Art & Irreverence (4 cr.)

The following four-credit hour classes may be offered in Fall Semester 2014 to satisfy the new general education domain until a new general education “G-prefix” replacement course is approved.
- ART 110 Art Appreciation
- MUS 101 Music Appreciation
- FAR 101 Introduction to Film Studies
Civilization and Human Legacy

- GHIS 205 The History of American Social Welfare (3 cr.)
- GLIT 155 International Crime Fiction (3 cr.)
- GLIT 225 Introduction to Modern Irish Literature (3 cr.)

The following four-credit hour classes may be offered in Fall Semester 2014 to satisfy the new general education domain until a new general education "G-prefix" replacement course is approved.

- ENG 144 Introduction to Poetry
- ENG 146 Introduction to Fiction
- ENG 205 A Survey of World Literature
- HIS 103 Western Civilization 1500 - 1815
- HIS 104 Western Civilization 1815 - Present
- HIS 105 U.S. History to 1865
- HIS 106 U.S. History 1865 - Present
- HUM 220 Folklore of Childbirth
- PHI 110 Ethics and Social Responsibility
- PHI 201 Introduction to Philosophy
- PHI 210 Critical Thinking
- REL101 Introduction to Religion

Social Systems and Behavioral Science

- GSBS 110 Stone Tablets to Twitter: A Social History of Communications (3 cr.)

The following four-credit hour classes may be offered in Fall Semester 2014 to satisfy the new general education domain until a new general education "G-prefix" replacement course is approved.

- ANT 101 Introduction to Cultural Anthropology
- ECO 221 Macroeconomics
- ECO 222 Microeconomics
- POS 103 Introduction to Political Science
- POS 201 American Government
- PSY 101 Introduction to Psychology
- SOC 101 Introduction to Sociology
- SOC 203 Social Problems
- SOC 204 Marriage and the Family

Quantitative Reasoning

The following four-credit hour classes may be offered in Fall Semester 2014 to satisfy the new general education domain until a new general education "G-prefix" replacement course is approved.

- MAT 101 College Mathematics
- MAT 122 College Algebra
- STAT 221 Statistics

Observation and Analysis of the Natural World

- 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.)

The following four-credit hour classes may be offered in Fall Semester 2014 to satisfy the new general education domain until a new general education “G-prefix” replacement course is approved.

- BIO 221  Human Biology
- ENV 201  Environmental Science
- GEO 120  Introduction to Earth Science
- PHS 110  Introduction to Physical Science
- PHS 111  Introduction to Astronomy

**Registration Policies and Procedures**

**Registration**

Students are required to register prior to the start of classes for courses identified in their degree audit. Registration should take place as soon 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. students register through CampusWeb via Web registration. B.A. students register through the Brattleboro academic center. Registration also indicates an acceptance of financial liability for tuition obligation and consent that submitted course work may be periodically checked by plagiarism detection software. Students must actually commence attendance and engagement in course work in order to establish eligibility for financial aid.

**Drop/Add of Courses and Program Withdrawal (B.A. and B.S. Programs)**

Add/drop deadlines in each degree program are for academic purposes only. All tuition refunds due to dropped or withdrawn courses are processed according to the Schedule of Refunds established by the Business Office and deans available at [http://www.myunion.edu/admissions/ tuition-payment-options/ program-costs/](http://www.myunion.edu/admissions/tuition-payment-options/program-costs/).
BACHELOR OF ARTS DEGREE PROGRAMS

Regional Dean: Brian P. Webb, D.Mus.

Program Overview

Credits to Degree: 120 (academic year: 32 weeks, program length: 128 weeks)
Transfer Credits: Up to 84 hours
Prior Learning Assessment: A student may earn up to 30 semester credit hours for prior learning acquired outside of formal instruction and before enrollment in the B.A. program. The student must complete a minimum of one satisfactory term of enrollment in the program before being eligible to apply for the prior learning assessment process.

Academic Program Locations
Bachelor of Arts - Online Option
Cincinnati Academic Center
Union Institute & University
440 E. McMillan Street
Cincinnati, OH 45206-1925

Bachelor of Arts – Weekend Option (this option is in teach-out and will not be accepting new students)
New England Academic Center
Union Institute & University
28 Vernon St., Suite 210
Brattleboro, VT 05301
http://www.myunion.edu/academics/bachelors-programs/liberal-studies/

The annual program calendar and Tuition and Fee Schedule are available on the UI&U website at http://www.myunion.edu/admissions/tuition-payment-options/program-costs/.

B.A. Program Mission and Values

The mission of the B.A. degree with a major in Liberal Studies 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, power, and grace. The foundation of the B.A. in Liberal Studies is the progressive philosophy of John Dewey, who wrote, in “Democracy and Education,”

Education is a social process; education is growth; education is not a preparation for life but is life itself…The only true education comes from the stimulation of {our} powers by the demands of the social situations in which [we] find ourselves.

B.A. Program Philosophy

The Bachelor of Arts program of UI&U provides student-centered education for adults, inviting them to study questions of deep personal interest and to draw on their life experiences and
knowledge as a context of their learning. Other principles that guide our educational practices include:

- Good education rests on students’ intrinsic motivation to learn.
- Intellectual growth is ongoing throughout life.
- College-level learning goes beyond knowledge of facts and theories to embrace lifelong practices of reflecting, thinking and learning.
- Education provides a foundation for thoughtful citizenship and action in the world.

We emphasize an intellectual relationship between professors and students that seeks enlightenment and finds joy in learning. Unlike what Paulo Freire calls “the banking model” where teachers make “deposits” in students’ minds, our way of learning and knowing emphasizes collaboration between professors and the student, and among all students, with the aim of absorbing and reflecting on existing scholarship and knowledge, followed by creating new knowledge.

**Admission Standards**

- High school graduation or GED
- Ability to write clearly and effectively and to read college-level work
- Evidence of strong motivation
- Accepted transfer credit (if applicable, not required)
- Strength of admission application

Applicants for whom English is a second language are required to take the TOEFL exam prior to admission to the program. [http://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/](http://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/)

**B.A. Program Restructuring 2014-2015**

Currently enrolled B.A. degree seeking students prior to Fall 2014 will need to reference their university catalog in effect at the time of admission for B.A. policy and procedures and curriculum requirements.

Announced in June 2014, Union Institute & University is in the process of developing two new multi-disciplinary Bachelor of Arts majors, which are outlined below. Continuing students will have the option to enroll in the new program. Currently enrolled students may also choose to complete their studies in their current concentrations through a combination of Independent Studies and new three-credit online courses. The new program will include the following majors and concentrations:

**Major in Psychology** (refer to the Psychology major requirements within the B.A. degree information below.) with optional concentrations in:

- Holistic Studies
- Addictions Studies
- Forensic Psychology

The new psychology major is designed to develop knowledge and skills that will prepare students for a variety of careers in the mental health and human services fields at the baccalaureate level. Optional concentrations will provide career focus for students wishing to advance in their current careers or change career direction. In addition, the clinical focus of this
program will offer ideal preparation for students interested in pursuing a career in clinical or counseling psychology through graduate-level study.

**Major in Liberal Studies with Concentrations in:**

- Writing and Literature
- Global Studies

In the revised Liberal Studies major, students will explore the world through a variety of disciplines, focusing on writing and literature or global studies through the lens of the social sciences, cultural studies, ethics, history, art, creative writing, and experiential learning. 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, power, and grace. Students in this major will use multi-disciplinary exploration, including the visual arts and literature, as a lens for understanding the wider world and recognizing themselves as constructors of meaning and knowledge in a global society.

These majors and concentrations are designed for adult students with flexible program delivery and frequent start dates during the academic year. B.A. students will need to work closely with their program advisors as the curriculum transitions to the two new majors.

**Dual Enrollment Options**

The restructured B.A. curriculum will continue to offer collaborative agreements with a B.A. accelerated start into the MA-C or M.A. degree programs.

There will be university catalog addendums produced during fall 2014 to deliver the B.A.‘s finalized curriculum.

**Credit Hour Requirement Summary**

A student must earn a minimum of 120 semester credit hours with a minimum 2.00 cumulative grade point average, both in the major and during overall UI&U enrollment, in order to earn the Bachelor of Arts degree. At least 36 semester credit hours must be courses taken while enrolled as a B.A. degree-seeking student at Union Institute & University. The maximum credit from all sources other than UI&U sponsored courses is 84 credits.

**General Education Requirements**

Please see Undergraduate (B.A. & B.S.) General Education Requirements in the preceding section for further details.

**B.A. Program Drop / Add Policy**

B.A. students may add a course of study or change credit hours for a course of study up to the published B.A. drop/add deadlines. The drop/add deadlines are the first 30 days of a 16-week term registration or 15 days from the beginning of an eight-week session. The effective date of the drop/add is the date of postmark, email request, center call, or the date the written request arrives at the student’s program office or the Registrar’s Office.

Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid 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 six semester credit
hours) should contact Financial Aid if they are receiving loans. All drop/add requests must be approved by the faculty member and the dean or the dean’s designee.

**Program Withdrawals**

**Withdrawal and Tuition Refund Policy**
A withdrawal is considered to be a complete withdrawal from the university. The date of withdrawal is the earlier of:

- The date the student notifies the university; or
- The ending date of the previous term if the student fails to register for a new term/session; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

The withdrawal can be written or verbal and sent directly to either the student’s program office or communicated directly to the Registrar’s Office. 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. Refunds are determined by the effective date of a withdrawal. Tuition is adjusted when students withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal per the Schedule of Refunds.

<table>
<thead>
<tr>
<th>Schedule of Refunds for Dropped Courses/Program Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week One</strong></td>
</tr>
<tr>
<td><strong>Week Two</strong></td>
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<tr>
<td><strong>Week Three</strong></td>
</tr>
<tr>
<td><strong>Week Four</strong></td>
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<tr>
<td><strong>Week Five</strong></td>
</tr>
<tr>
<td><strong>Week Six and Thereafter</strong></td>
</tr>
</tbody>
</table>

**Maryland Resident Tuition Refund Schedule**
Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student, who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below. Refund schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.
### Full Term – Based on 112 Days/16-Week Term

<table>
<thead>
<tr>
<th>Date of Withdrawal or Termination</th>
<th>Percent of Term Days</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 thru 10</td>
<td>Less than 10% completed</td>
<td>100%</td>
</tr>
<tr>
<td>Day 11 thru 21</td>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>Day 22 thru 32</td>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>Day 33 thru 44</td>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>Day 45 thru 66</td>
<td>40% up to but not including 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

### Session – Based on 56 Days/Eight-Week Term

<table>
<thead>
<tr>
<th>Date of Withdrawal or Termination</th>
<th>Percent of Term Days</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 thru 5</td>
<td>Less than 10% completed</td>
<td>100%</td>
</tr>
<tr>
<td>Day 6 thru 11</td>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>Day 12 thru 17</td>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>Day 18 thru 22</td>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>Day 23 thru 33</td>
<td>40% up to but not including 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

### Academic Satisfactory Progress Review

Academic program chairs and program advisors in consultation with the center’s regional dean, 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 after two consecutive, eight-week sessions or one 16-week term of enrollment in the Bachelor of Arts program. At the end of two consecutive eight-week sessions or one 16-week term on probation, students who have not achieved a cumulative grade point average of 2.0 may be administratively withdrawn from the Bachelor of Arts program. Enrollment in the Bachelor of Arts program may be extended at the discretion of the regional dean.

### 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 (SAP) for more details. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid.
Bachelor of Arts with a Major in Psychology

With Optional Concentrations in Forensic Psychology,
Holistic Psychology, or Addictions Studies

Minimum Credit in the Major - 48 Credit Hours


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.

Students who choose the major in Psychology may complete a general program or may elect one of three concentrations 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 between 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.
- Use scientific reasoning to interpret psychological phenomena.
- Demonstrate psychology information literacy.
- Interpret basic psychological research.
- 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 (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.

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 eight major electives (24 credits). Students are strongly encouraged to complete the core courses in the major before taking advanced electives, with the exception of the Capstone Portfolio that should be taken at the end of the degree program.

Core Courses in the Major (Required for all concentrations; three credit hours each—totaling 24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 209</td>
<td>The Helping Relationship</td>
</tr>
<tr>
<td>PSY 229</td>
<td>Child Development: Contexts for Growth</td>
</tr>
<tr>
<td>PSY 230</td>
<td>Adult Development: Perspectives on Human Flourishing</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Research Methods in Psychology</td>
</tr>
<tr>
<td>PSY 350</td>
<td>Personality Theories: Frameworks of Understanding in Psychology</td>
</tr>
<tr>
<td>PSY 351</td>
<td>Abnormal Psychology: Explorations through Film</td>
</tr>
<tr>
<td>PSY 352</td>
<td>Community Psychology: Cultural and Global Perspectives</td>
</tr>
<tr>
<td>PSY 499</td>
<td>Capstone Portfolio: Self-Assessment and Reflection on Learning</td>
</tr>
</tbody>
</table>

The following general education courses are required for PSY majors:

- PSY 101 Introduction to Psychology (4 cr.)
- STAT 221 Statistics (4 cr.)

(PSY 101 may be taken as a Social Systems and Behavioral Science general education course through Fall 2014.)
(STAT 221 Statistics may be taken as a Quantitative Reasoning general education course through Fall 2014.)

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>(GP) General Program – no concentration</th>
<th>(FPY) Forensic Psychology Concentration</th>
<th>(HPY) Holistic Psychology Concentration</th>
<th>(ADDS) Addictions Studies Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD or Psychology and the Law PSY 314</td>
<td>GP</td>
<td>FPY</td>
<td></td>
<td></td>
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<tr>
<td>Criminal Behavior PSY 353</td>
<td>GP</td>
<td>FPY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mindfulness Based Therapies PSY 440</td>
<td>GP</td>
<td>HPY</td>
<td>ADDS</td>
<td></td>
</tr>
<tr>
<td>Altruism, Empathy and Compassion PSY 441</td>
<td>GP</td>
<td>HPY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Stories &amp; Spiritual Development PSY 442</td>
<td>GP</td>
<td>HPY</td>
<td>ADDS</td>
<td></td>
</tr>
<tr>
<td>Alcohol and Drug Abuse Counseling PSY 354</td>
<td>GP</td>
<td>FPY</td>
<td>ADDS</td>
<td></td>
</tr>
<tr>
<td>Art Therapy: Theories and Methods PSY 355</td>
<td>GP</td>
<td>HPY</td>
<td>ADDS</td>
<td></td>
</tr>
<tr>
<td>Independent Study PSY 100, 200, 300, and/or 400</td>
<td>GP</td>
<td>FPY</td>
<td>HPY</td>
<td>ADDS</td>
</tr>
<tr>
<td>Counseling: Theories and Practice for the Skilled Helper PSY 443</td>
<td>GP</td>
<td>FPY</td>
<td>HPY</td>
<td>ADDS</td>
</tr>
</tbody>
</table>

*PSY (100, 200, 300, and/or 400) Independent Study may be taken more than once with approval from the department chair. Students are encouraged to design independent studies within their concentration area.

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, and individually designed courses 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.

**Culminating Graduation Requirement**

PSY 499 Capstone Portfolio: Self-Assessment and Reflection on Learning is the capstone course and final culminating graduation requirement (CGR) of the psychology major. With the support and advice of faculty, students select and revise key artifacts from previous courses that reflect their achievement of the UI&U Learning Outcomes and Major Outcomes. A self-reflective process paper will accompany these materials and together they serve as the CGR for the major. The portfolio and process paper challenges students to integrate and reflect on the knowledge and skills they gained through their studies to create a document that demonstrates
their mastery of learning outcomes through the degree program. All CGR papers must meet specific quantitative and qualitative requirements as outlined by the program.

**Course descriptions for the psychology major are found with the list of all undergraduate (B.A./B.S.) course descriptions following the B.S. majors in this catalog.**

**Graduation**

The B.A. program advisor and regional dean review the degree completion requirements for each candidate for degree. The graduation documents are sent to the Registrar's Office for a final academic audit and a financial clearance from the Business Office that all financial obligations to the university are clear.

Diplomas and academic transcripts for graduates are mailed from the Registrar's Office. The degree is noted on academic transcripts and the diploma after final academic and financial audits have been completed. The degree grant date is the last day of the month of the student’s final term of enrollment to complete degree requirements.
BACHELOR OF SCIENCE DEGREE PROGRAMS

National Dean & Regional Dean, Cincinnati Center: Peter Caccavari, Ph.D.
Regional Dean, Los Angeles Center: Elizabeth Pastores-Palffy, Ph.D.
Regional Dean, Miami Center: David George, Ed.D.
Regional Dean, New England Center: Brian P. Webb, D. Mus.
Regional Dean, Sacramento Center: Dejon Davis, M.A.

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 – Three 16-week terms and two eight-week sessions within each 16-week term
Minimum Time to Degree – Eight months (two 16-week terms or four eight-week sessions)

Academic Program Locations
Bachelor of Science
Cincinnati Academic Center
440 E. McMillan Street
Cincinnati, OH 45206-1925
Bachelor of Science
New England Academic Center
28 Vernon St., Suite 210
Brattleboro, VT 05301-3669

Bachelor of Science
Los Angeles Academic Center
6701 Center Drive West, Suite 1200
Los Angeles, CA 90045
Bachelor of Science
Sacramento Academic Center
160 Promenade Circle, Suite 115
Sacramento, CA 95834

Bachelor of Science
Miami Academic Center
16853 N.E. 2nd Ave, Suite 102
North Miami Beach, FL 33162-1746

B.S. homepage: http://www.myunion.edu/academics/bachelors-programs/.

Majors and Concentration Options
The Bachelor of Science degree is offered with the following majors and concentrations:

- Business Administration
- Business Management (with optional concentrations in Hospitality Management, Human Resource Management, Marketing, or Management Information Systems)
- Child and Adolescent Development
- Criminal Justice Management
- Early Childhood Studies (with optional concentrations in Early Childhood Administrator or Teacher as Practitioner)
- Elementary Education
- Emergency Services Management (with optional concentrations in Criminal Justice Management or Leadership)
- Exceptional Student Education (K-12)
- Leadership with optional concentrations in American Sign Language/English Interpretation or Sport Management
- Maternal Child Health: Lactation Consulting
- Secondary Education (required concentration in English, Sciences, Mathematics, or Social Science)
- Social Work

The annual program calendar and Registration/Tuition and Fee Schedule are available on the UI&U website at [http://www.myunion.edu/admissions/tuition-payment-options/](http://www.myunion.edu/admissions/tuition-payment-options/).

**Bachelor of Science Program Mission and Values**

The Bachelor of Science (B.S.) program offers its students a variety of majors in professional areas that draw on interests and career experiences of highly motivated adults wishing to complete their undergraduate degree. Each professional area may, in turn, be explored in continued study at the graduate level. The B.S. program follows the mission, values, and principles as reflected in the mission statement approved by the Board of Trustees.

The degree emphasizes its philosophy that it is student-centered; fosters increased depth and breadth of knowledge in the chosen major; includes discussions of the social impact and value of the student’s work with evidence of responsibility of working toward the common good; fosters collaborative learning through its educational community of students and faculty; and recognizes the concept of lifelong learning.

**Admission Criteria and Procedures**

The university seeks qualified applicants to the Bachelor of Science program. Pre-admission counseling is available for all prospective students. Prospective students are connected with faculty who can discuss goals, evaluate past academic backgrounds and future needs, and help the applicant determine which Union Institute & University program provides the best approach for the applicant's needs. The pre-admission counseling process also helps the faculty determine whether the applicant has the appropriate skills, motivation, and interest to successfully complete the program. The pre-admission counseling process is summarized by a faculty recommendation that helps the potential applicant determine whether or not to proceed with an application for admission. B.S. students enroll through one of the five academic centers or through the program’s online option. Inquiries about admission should be directed to the nearest center’s admission office.

Primary criteria for admission to the Bachelor of Science program 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).
- Ability to do college-level course work as demonstrated by prior transcripted course work 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.
A complete application for admission includes:

- Application for Admission Form.
- Application essay (two - three pages).
- Official transcripts from all previously attended colleges and universities (if applicable).
- Other supporting documents: Basic POST certificate and training profile, FDLE certificates, etc. for CJM majors. CLEP, ACE, DANTES results for all majors.

**Application Procedures**

**When to Apply:** Individuals are encouraged to submit the online application at least one term prior to the desired start date.

**How to Apply:** Contact the admission department or consult the admission webpage at [http://www.myunion.edu/admissions/](http://www.myunion.edu/admissions/) for specific information on majors that meet your academic and career interests. Enrollment counselors are available to answer questions regarding the admission process. Complete all items on the Application for Admission Form. 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.) 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 DSST, 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 online (preferred option), delivered in person, or sent by mail, email, 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.

**Academic Advising**

A new student, once admitted, is assigned an academic program advisor who provides support for enrollment and academic advising. Program advisors also work to resolve problems and concerns that impact the student’s academic program, process program changes, and assemble student files for final graduation review and approval. Program advisors guide, mentor, and counsel students on academic issues and career objectives from the beginning of their programs through graduation.

**Meeting Degree Requirements**

During the admission process, a preliminary review is conducted of prior transcripted 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 requirements have been satisfied and
identifies outstanding requirements. The student’s program advisor assists with course planning and registration each term to ensure that degree requirements are met in a timely fashion.

**Program Specific Licensure**
The B.S. program 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.

**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.

For information about social work licensure: Association of Social Work Boards.

**Registration Policies and Procedures**
At the time of registration, students must meet with their program advisors to ensure that course work is taken in proper academic sequence and follows the degree audit for degree completion requirements. 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. Students register prior to each term in CampusWeb through Web registration. Students must approve their online registration agreement form prior to selecting courses in Web registration. The registration agreement online form documents the student’s agreement to the courses and credits to be selected for a term, the acceptance of financial liability for tuition and fee obligations, and indicates consent that submitted course work may be periodically checked by plagiarism detection software. Program advisors must review and approve their advisees 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 need to be approved by the program advisor and submitted to the student’s academic center office for processing.

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 dean must approve the learning agreement before the student is eligible to register for the course.

Students must actually commence attendance and engagement in course work in order to establish eligibility for financial aid.

**Course Add / Drop Policy**

A student may add or drop a course in CampusWeb via Web registration until the last add date of an eight-week session. Before any registration changes occur, the student needs to consult with his/her program advisor and Financial Aid. 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 refund. The add/drop dates on the academic calendar are for academic purposes only. All refunds for dropped or withdrawn courses are processed according to the Schedule of Refunds: [http://www.myunion.edu/admissions/tuition-payment-options/program-costs/](http://www.myunion.edu/admissions/tuition-payment-options/program-costs/). The schedule for refunds is available on the university webpage and is 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 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 or the Registrar's Office whichever is earliest. Add/drops can impact continuing financial aid eligibility, so students should contact Financial Aid 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 six semester credit hours) should contact Financial Aid 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.

**Program Withdrawals**

**Withdrawal and Tuition Refund Policy**

A withdrawal is considered to be a complete withdrawal from the university. The date of withdrawal is the earlier of:

- The date the student notifies the university; or
- The ending date of the previous term if the student fails to register for a new term/session; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

The withdrawal can be written or verbal and sent directly to either the student's program office or communicated directly to the Registrar's Office. 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. Refunds are determined by the effective date of a withdrawal. Tuition is adjusted when students withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal per the Schedule of Refunds.

<table>
<thead>
<tr>
<th>Schedule of Refunds for Dropped Courses/Program Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Full 16-week Term</td>
</tr>
<tr>
<td>Week One</td>
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<tr>
<td>Week Two</td>
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<tr>
<td>Week Three</td>
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<tr>
<td>Week Four</td>
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<tr>
<td>Week Five</td>
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<tr>
<td>Week Six and Thereafter</td>
</tr>
</tbody>
</table>

Maryland Resident Tuition Refund Schedule
Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student, who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below. Refund schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

<table>
<thead>
<tr>
<th>Full Term – Based on 112 Days/16-Week Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Withdrawal or Termination</td>
</tr>
<tr>
<td>Day 1 thru 10</td>
</tr>
<tr>
<td>Day 11 thru 21</td>
</tr>
<tr>
<td>Day 22 thru 32</td>
</tr>
<tr>
<td>Day 33 thru 44</td>
</tr>
<tr>
<td>Day 45 thru 66</td>
</tr>
<tr>
<td>More than 60%</td>
</tr>
<tr>
<td>Date of Withdrawal or Termination</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Day 1 thru 5</td>
</tr>
<tr>
<td>Day 6 thru 11</td>
</tr>
<tr>
<td>Day 12 thru 17</td>
</tr>
<tr>
<td>Day 18 thru 22</td>
</tr>
<tr>
<td>Day 23 thru 33</td>
</tr>
<tr>
<td>More than 60%</td>
</tr>
</tbody>
</table>

### Academic Satisfactory Progress Review

Academic program chairs and program advisors in consultation with the center’s regional dean 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 after two consecutive eight-week sessions or one 16-week term of enrollment in the Bachelor of Science program. At the end of two consecutive eight-week sessions or one 16-week term on probation, students who have not achieved a cumulative grade point average of 2.0 may be administratively withdrawn from the Bachelor of Science program. Enrollment in the Bachelor of Science program may be extended at the discretion of the regional dean.

### 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 Financial Aid.

### Grading Policy

The Bachelor of Science program grades 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-weeks term. The following grade summary provides definitions for each grade that may be found in a student’s registration record.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| A     | Demonstrates clearly outstanding work.  
  **4.0 Quality Points** |
| B     | Exceeds expectations as identified in the syllabus or learning agreement.  
  **3.0 Quality Points** |
| C     | Meets expectations as identified in the course syllabus or learning agreement.  
  **2.0 Quality Points** |
| D     | Below expectations as identified in the course syllabus or learning agreement.  
  **1.0 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. The faculty determines whether or not to assign an I grade. **An I grade allows an additional 60 days from the last day of the previous term to complete the course work.** If the student has not satisfactorily completed the work by the end of the 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 dean.  
  **0.0 Quality Points and does not calculate into the GPA, but does negatively impact financial aid satisfactory progress.** |
| 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.** |

(Note: Refer to the University Attendance and Engagement Policy in this catalog.)

**Grade Point Average (GPA)**
The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit. A minimum cumulative grade point average of 2.00 is required for a Bachelor of Science degree to be awarded.
Change of Grade

Bachelor of Science faculty may change a grade for a student up to 12 months after the start of the year/term for the course which involves the grade change.

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 program advisor and 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 and concentration on the academic transcript. The date of graduation is the last day of the month of the student's final term of enrollment. 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.

Requirements in the Major

In addition to the general education requirement, B.S. students must complete at least 48 credit hours of required and elective course work in the selected major, of which at least 20 credit hours must be upper-level learning (generally identified as 300 and 400 level courses). Each major has identified both required and elective courses.

Culminating Graduation Requirements

As part of the required course work in each major, every student will complete a Culminating Graduation Requirement (CGR). The program chair of each B.S. major program has designated the most appropriate way for students to complete the CGR based on the learning outcomes of the respective major and mastery of knowledge acquired throughout the degree program. A capstone course identified as some of the B.S. major’s CGR requirement has to be taken at UI&U as a B.S. degree seeking student.

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, both in the major and during overall UI&U enrollment, in order to earn the Bachelor of Science degree. At least 30 semester credit hours must be courses taken while enrolled as a B.S. degree-seeking student at Union Institute & University. The maximum credit from all sources other than UI&U sponsored courses is 90 credits. 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

<table>
<thead>
<tr>
<th>Major</th>
<th>48 credit hour minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Domains</td>
<td>36 credit hour minimum</td>
</tr>
</tbody>
</table>

- College Writing (2 courses minimum)
- Quantitative Reasoning (1 course minimum)
- Civilization and Human Legacy (2 courses minimum – different disciplines)
- Creation and Criticism of the Arts (1 course minimum)
- Social Systems and Behavioral Sciences (2 courses minimum – different disciplines)
- Observation & Analysis of the Natural World (2 courses minimum–different disciplines)

Electives (not specific to the major or general education) | no limit

MINIMUM TOTAL | 120 semester credit hours

General Education Requirements

Please see Undergraduate (B.A. & B.S.) General Education Requirements in Undergraduate Degree Programs section.

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 course work 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 pursing a second UI&U degree.
Major Descriptions

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.

Bachelor of Science Major in Business Administration

Minimum Credit in the Major - 48 Credit Hours

The B. S. in Business Administration is designed to prepare students to be flexible, adaptable, and successful in pursuing careers in administration by stressing two key components that develop strong business acumen.

1. Skills – develop critical business skills in the important business functions of planning, organizing, leading, and controlling, as well as interpersonal communication, teamwork, critical thinking, and change management.

2. Theory – emphasize contemporary issues that promote a solid foundation in effective and efficient management principles, organization change, and development practices, as well as social, ethical, and moral issues when evaluating and formulating business decisions, and business strategy and policy.

This major will use the case study method to address current and future issues in both domestic and international business operations, thereby establishing a solid foundation of effective and efficient business principles.

Upon successful completion of the curriculum in the Business Administration major, students will be able to:

- Compare and contrast leadership and management styles.
- Prepare and explain the purposes of primary financial statements, e.g., income statements, balance sheets, and statement of funds.
- Describe the accounting concepts used in planning and control operations.
- Define and explain the financial management concepts of capital structure theory, working capital management, common stock, bond issuance, and mergers and acquisitions.
- Define and discuss the functions of management in relationship with/to human resources, forecasting, inventory, organizational behavior, and organization management.
- Compare and contrast the alternative views of ethics and social responsibility strategies.
- Compare and contrast the classical and behavioral models of decision-making.
- Describe the federal government’s role in setting economic policies, e.g., economic growth, employment/unemployment, inflation, monetary policy, trade, and tariffs.
- Describe and explain the following concepts: resource allocation, scarcity, competitive advantage, the market system, and the role of supply and demand.

REQUIRED AND ELECTIVE COURSES: All required courses are four credits unless otherwise noted.

General Education Courses (Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 122</td>
<td>College Algebra (may be taken as a Quantitative Reasoning general education course for Fall 2014 only)</td>
<td></td>
</tr>
</tbody>
</table>
STAT 221  Statistics (may be taken as a Quantitative Reasoning general education course for Fall 2014 only)

**Major Core Courses (Required – four credits unless otherwise noted)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 232</td>
<td>Business Law</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>STAT 322</td>
<td>Statistical Process Control and Improvement</td>
<td>(Prerequisite: STAT 221)</td>
</tr>
<tr>
<td>MGT 343</td>
<td>Operations Management</td>
<td>(Prerequisite: STAT 322)</td>
</tr>
<tr>
<td>MGT 440</td>
<td>Social &amp; Ethical Issues in Management</td>
<td>(Prerequisite: BUS 232)</td>
</tr>
<tr>
<td>MGT 450</td>
<td>Strategic Management and Business Policy</td>
<td>(Capstone Course)</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: MGT 440)</td>
<td></td>
</tr>
<tr>
<td>ACC 235</td>
<td>Financial Accounting</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>ACC 236</td>
<td>Managerial Accounting</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>ECO 221</td>
<td>Macroeconomics</td>
<td>(Social Systems and Behavioral Science general education course for Fall 2014 only) (Prerequisite: MAT 122)</td>
</tr>
<tr>
<td>ECO 222</td>
<td>Microeconomics</td>
<td>(Social Systems and Behavioral Science general education course for Fall 2014 only) (Prerequisite: MAT 122)</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Management of Financial Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: BUS 101)</td>
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</tbody>
</table>

**Major Electives: Students must complete a minimum of three additional courses from electives to complete the B.S. in Business Administration major (four credits unless otherwise noted).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 323</td>
<td>Human Resource Management</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>MGT 425</td>
<td>Organizational Behavior and Culture</td>
<td>(Prerequisite: BUS 232)</td>
</tr>
<tr>
<td>MGT 321</td>
<td>Principles of Management</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>MGT 344</td>
<td>Project Management</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>MGT 351</td>
<td>Management Mistakes and Successes</td>
<td></td>
</tr>
<tr>
<td>MIS 330</td>
<td>Software Business Planning</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>MKT 321</td>
<td>Principles of Marketing</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>BUS 400</td>
<td>Business Independent Studies (1-4 cr.)</td>
<td>may be taken one time with approval from the department chair and dean.</td>
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<tr>
<td>BUS 490</td>
<td>Business Special Topics (1-4 cr.)</td>
<td>may be taken one time with approval from the department chair and dean.</td>
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</tbody>
</table>
Culminating Graduation Requirement

MGT 450 Strategic Management and Business Policy is the capstone course and final culminating graduation requirement for the Business Administration major. With the support and advice of faculty, students choose a specific topic to examine in depth. Students review relevant research and write a paper using the UI&U outcomes, major outcomes, and course specific outcomes that address the topic. The paper serves as the CGR for the major, challenging students to draw on theoretical and practical information gained to create a document that demonstrates their mastery of knowledge acquired through the entire degree program.

Bachelor of Science Major in Business Management

Concentrations in Marketing, Hospitality Management, Human Resource Management, or Management Information Systems

Minimum Credit in the Major - 48 Credit Hours

Students majoring in business management will develop knowledge and skills preparing them for a variety of careers in management. This growth is accomplished by focusing on key management characteristics:

- Cultivating “business sense” by examining and evaluating cross-functional and global environments in which successful businesses operate and thrive.
- Mastering skills of critical thinking and the management functions of planning, organizing, leading, and controlling as well as the interpersonal communication skills essential to effective teamwork and change management.
- Assessing theory and contemporary best practices of effective and efficient management principles of organizational change and development, while addressing contemporary social, ethical, moral, and environmental issues.

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.

- Hospitality Management (HPM): knowledge, skills, and concepts necessary for effective management in the hospitality industry including financial management and controls, legal issues, and contemporary management issues specific to the industry.
- Human Resource Management (HRM): recruitment, retention, training and development, the legal aspects of human resource management, and performance management.
- Analyze the MIS tools and techniques used in information management systems, operations software, and information technology quality control systems.
- Evaluate information management systems policies and procedures in relationship to information security, ethical standards, data modeling, intellectual property and privacy protection.
- Evaluate the theories and concepts of information technology development, information management, and information technology change.
- Marketing (MKT): knowledge, skills, and concepts necessary for effective performance in various functional areas of marketing (e.g., product development and marketing management).

Upon completion of the B.S. with a major in Business Management, students will be able to:

- Compare and contrast various leadership and management theories.
• Appraise organizational development and change and their resultant impact on employee behavior.
• Appraise financial management concepts.
• Compare and contrast the alternative views of ethics and social responsibility strategies.
• Evaluate strategic planning and its relationship to business policy and organizational development.
• Examine organizational culture and its relationship to innovation.
• Appraise operations technology and information technology and its integration with organizational design.

Students completing the major with a concentration in Hospitality Management (HPM) will be able to:
• Discuss and evaluate various HPM functions, such as hospitality industry operations, legal issues, financial management and controls, and contemporary management issues in the hospitality industry.

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 Management Information Systems (MIS) will be able to:
• Discuss and evaluate various MIS functions, such as software and hardware development and selection, effectively working information technology projects, and the management of technology resources.

Students completing the major with a concentration in Marketing (MKT) will be able to:
• Appraise the core functions of marketing, including marketing management, marketing strategy issues, and marketing research and analysis.
• Evaluate the decision-making tools used to generate competitive marketing strategies and competitive advantage in a global business environment.

Core Courses in the Major (Required for all concentrations; four credit hours)
BUS 101 Introduction to Business
BUS 232 Business Law
    (Prerequisite: BUS 101)
MGT 350 Management of Financial Resources
    (Prerequisite: BUS 101)
MGT 420 Theory and Practice of Leadership
    (Prerequisite: BUS 232)
MGT 425 Organizational Behavior and Culture
    (Prerequisite: BUS 232)
MGT 440 Social and Ethical Issues in Management
    (Prerequisite: BUS 232)
MGT 450 Strategic Management and Business Policy (Capstone Course)
    (Prerequisite: MGT 440)
ACC 235 Financial Accounting
    (Prerequisite: BUS 101)
ACC 236 Managerial Accounting
The following two economics courses are highly recommended:
(Both ECO courses will satisfy the Social Systems and Behavioral Science general education requirement for Fall 2014 only.)
ECO 221  Macroeconomics  
(Prerequisite:  MAT 122)  
ECO 222  Microeconomics  
(Prerequisite:  MAT 122)

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.

Note: HRM courses listed below have a prerequisite of BUS 101.
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.
HPM courses listed below have the following prerequisites:
HPM 310 has a prerequisite of BUS 101.
HPM 315 has a prerequisite of BUS 232.
HPM 415 has a prerequisite of HPM 315.

<table>
<thead>
<tr>
<th>Course</th>
<th>Generalized Program</th>
<th>HRM Concentration</th>
<th>MIS Concentration</th>
<th>MKT Concentration</th>
<th>HPM Concentration</th>
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<tbody>
<tr>
<td>HRM 316 Employee Selection and Staffing</td>
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<td>HRM 323 Human Resource Management</td>
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<td>HRM 340 Diversity in the Workplace</td>
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<td>MIS 322 MGT of ORG and Technology</td>
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<td>MIS 325 Systems Analysis and Design</td>
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<td>MIS 326 Database MGT</td>
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<td>MIS 327 Telecom Networking</td>
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<td>MIS 328 Information Security</td>
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<td>MIS 330 Software BUS Planning</td>
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<td>MIS 420 Project MGT and Change</td>
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<td>MIS 422 Managing Info</td>
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<td>MKT 321 Principles of Marketing</td>
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<td>MKT 380 Marketing Analysis &amp; Strategies</td>
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<td>MKT 426 Global Marketing</td>
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<td>MKT 430 Market Research</td>
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<td>HPM 310 Hospitality Financial Management</td>
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<td>HPM 315 HPM Legal Environment</td>
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<td>HPM 415 HPM Contemp. Issues</td>
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</table>

*MGT Independent Studies 400 level may each be taken one time with approval from the department chair and dean.

MGT Special Topics 490 may be taken one time with approval from the department chair and dean.

NOTES: To earn a MIS concentration, students must take a minimum of three MIS core courses, plus one MIS elective course. Students transferring a Principles of Marketing course at the 200 level or higher have met the MKT 321 requirement.

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) and courses offered through other majors, following published syllabi; and/or individually designed courses developed by the student in consultation with a program advisor and submitted using the learning agreement form. All additional electives must be endorsed by the faculty/program advisor and the dean and documented in the approved degree completion plan prior to registration.

**Culminating Graduation Requirement**

MGT 450 Strategic Management and Business Policy is the capstone course and final culminating graduation requirement for the Business Management major. With the support and advice of faculty, students choose a specific topic to examine in depth. Students review relevant research and write a paper using the UI&U outcomes, major outcomes, and course specific outcomes that address the topic. The paper serves as the CGR for the major, challenging students to draw on theoretical and practical information gained to create a document that demonstrates their mastery of knowledge acquired through the entire degree program.
Bachelor of Science Major in Child and Adolescent Development

Minimum Credit in the Major - 48 Credit Hours

This major is formed to meet the specific needs of students interested in working with children and families. The major outcomes are a synthesis of 1) the Standards for Initial & Advanced Early Childhood Professional Preparation Programs from National Association for the Education of Young Children and 2) the California Early Childhood Educator Competencies developed by the California Department of Education and First 5 California. The curriculum is also influenced by the National Standards for the Practice of Social Work with Adolescents (NASW). This major also 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 working with children and families. These roles 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.

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.

Upon completion of the major in Child and Adolescent Development, graduates will be able to:

1. Promote Quality Child Development and Learning (NAEYC S1, NAEYC S4, CDE-CA1, CDE-CA3).
   - 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 (NAEYC S5, CDE-CA5, CDE-CA7, CDE-CA8).
   - Identify essential content knowledge, tools, and resources required to support learning in each of the major disciplines: Language & Literacy, Art (Music, Dance, Drama, & 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.

• 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.

   • 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 (NAEYC S6, CDE-CA10, CDE-CA11, CDE-CA12).
   • 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.

Core Courses in the Major (four credits 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 (four credits each)
CHD 303 Multicultural Issues in Child Development
CHD 304 The Exceptional Child
CHD 308 Development of the Adolescent
CHD 407 Cognitive Development of the Child and Adolescent
CHD 408 Administration and Supervision of Child Development Programs
CHD 412 Language Development of the Child

CHD 100/200 CHD Independent Studies (1-4 cr.). Each may be taken up to two times.
CHD 300/400
CHD 190/290 CHD Special Topics (1-4 cr.). Each may be taken up to two times.

390/490

Students in this major are also encouraged to take the following online electives in related majors:
ECS 280 Infant Toddler Programming
ECS 409 Guiding & Counseling the Child
ECS 410 Working with Interdisciplinary Teams in the Early Childhood Settings
EDU 330 Classroom Management
EDU 331 Foundations and Practices in Teaching Reading
ESE 321 Foundations of Exceptional Student Education
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 faculty advisor and submitted using the learning agreement form. All additional electives must be endorsed by the major chair and the dean and documented in the approved degree plan prior to registration.

**Culminating Graduation Requirement**
As part of course work in the major, every student will complete a culminating graduation requirement (CGR). The CGR requirement is to be met by satisfactory completion of a student portfolio that contains one designated artifact from each of the five core courses. Each artifact must receive a grade C or better. The portfolio is a collection of student work that demonstrates student achievement and synthesis of the university and major outcomes.

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**Bachelor of Science Major in Criminal Justice Management**

**Minimum Credit in the Major - 48 Credit Hours**

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. The program was designed by academicians in the field of criminal justice and by experienced criminal justice professionals. The course work uses the backdrop of contemporary issues to examine the historical, theoretical and practical aspects of management within and between 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, 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.

**Core Courses in the Major (all upper division, four credits each)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CJM 303</td>
<td>Applied Ethics in Criminal Justice Management</td>
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<tr>
<td>CJM 306</td>
<td>Supervision in the Criminal Justice Field</td>
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<tr>
<td>CJM 307</td>
<td>Criminal Justice Management and Administration</td>
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<tr>
<td>CJM 409</td>
<td>Contemporary Issues in Criminal Justice Management</td>
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</tbody>
</table>
CJM 410  Criminal Justice Management Information Systems

**Electives in the Major (all upper division, four credits each unless otherwise noted)**

- CJM 101  Introduction to Criminal Justice
- CJM 301  Writing for Criminal Justice Administrators
- 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 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 408  Management of Criminal Justice Programs
- CJM 411  Multicultural Issues for the Criminal Justice Manager
- CJM 412  Fiscal Management for Criminal Justice Organizations
- CJM 413  Critical Incident Management
- CJM 415  Managing Elder Abuse Investigation and Prevention Programs (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 the dean and documented in the approved degree plan prior to registration.

**Culminating Graduation Requirement:**

As part of course work in the major, every student will complete a culminating graduation requirement (CGR).

Students will be required to complete the CGR by satisfactory completion of a student electronic portfolio that will consist of the assessment artifact which is a 10-page APA formatted research paper, from each of the five core courses. In addition, a present and future resume from the CJM 307 course will be included in the portfolio.

The portfolio is a collection of student papers that will demonstrate student learning and achievement of university, major, and course competencies and outcomes. Each artifact must receive a grade of C or better to meet the minimum requirement.

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**Bachelor of Science Major in Early Childhood Studies**

**With Optional Concentrations in Early Childhood Administrator or Teacher as Practitioner**

**Minimum Credit in the Major - 48 Credit Hours**

“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
Our mission is designed to “…empower adults to acquire, apply and create knowledge through …collaborative programs focusing on social relevance, personal enrichment and professional advancement.” 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 percent 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 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.

The curriculum is guided by research and adherence to best practices in the field. Learning outcomes drive the direction of the curriculum and are adopted from the National Association of the Education of Young Children (NAEYC). Their standards, which serve as the competencies for the UI&U major, were developed by a consortium of early childhood educators in associate degree granting institutions (ACCESS), the National Association of Early Childhood Teacher Educators (NAECTE), the Division for Early Childhood of the Council for Exceptional Children (CEC/DEC), the National Board for Professional Teaching Standards (NBPTS), and the National Council for Accreditation of Teacher Education (NCATE), led by NAEYC.

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.

Union Institute & University prides itself in promoting student learning as one of its first priorities. In keeping with that policy, we expect that graduates of this program will be able to:

- Express and interpret ideas clearly, using a variety of written, oral and/or visual forms.
- Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.
- Express ethical and social implications in their social, professional, artistic and/or scholarly practice.
- Articulate a perspective on power in the world and their place in the global community.

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 with the NAEYC academic standards:
1. **Promoting Child Development & Learning**
   - Apply knowledge of young children’s development and needs from birth to age eight to create healthy, respectful, supportive, engaging, and challenging learning environments.
   - Identify the multiple influences on development and learning.

2. **Building Family and Community Relationships**
   - Identify ethical practices in engaging diverse families and communities through respectful, reciprocal relationships.

3. **Observing, Documenting and Assessing to Support Young Children & Families**
   - Select and apply developmentally, culturally, and linguistically appropriate formal and informal modes of individual assessment.
   - Use (select, interpret, apply) assessment data for planning for individual children, groups and programs.

4. **Connecting with Children and Families**
   - Identify a broad repertoire of developmentally appropriate instructional strategies and tools to promote positive outcomes for each and every child.

5. **Using Content Knowledge to Build Meaningful Curriculum**
   - Design developmentally appropriate curriculum across content areas including academic subjects and environment settings.

6. **Becoming a Professional**
   - Engage in and advocate for the early childhood professional community for the purpose of continuous learning and improvement.
   - Understand ethical standards and professional guidelines informing practice as an early childhood practitioner.

**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 (Variable 3 or 4 cr.)**

**CORE COURSES IN MAJOR**  
All core courses are 4 credits.

- **ECS 310 Professional Ethics for Early Childhood Studies**
- **ECS 320 Exceptional Children**
- **ECS 406 Curriculum Development for Early Childhood Programs**
- **ECS 409 Guiding & Counseling the Child**
- **ECS 413 Observation, Assessment, and Evaluation of the Child**

**ELECTIVES**  
All elective courses are 4 credits.

- **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 330 Effective Mechanisms for working w/ Families, Communities, & Organizations**
- **ECS 410 Working with Interdisciplinary Teams in the Early Childhood Setting**
- **ECS 414 Math, Science and Technology Integration in Pre-School Education**
**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.
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 are variable 3 or 4 cr.
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 331 Foundations & Practices in Teaching Reading
EDU 334 Educational Assessment
EDU 336 Integrating Educational Technology across the Curriculum
EDU 497 Contemporary Issues in Education

**Optional Courses as electives**
Variable 3 or 4 cr.
EDU 308 Recognition & Diagnosis of Reading Problems
ECS 419 Reading in Early Childhood Classroom: Instruction and Materials
EDU/ECS 450 Practicum in an Early Childhood Setting

**Culminating Graduation Requirement**
ECS 498 Capstone Portfolio in Early Childhood Education 4 cr.

This capstone course aligns university and early childhood studies major outcomes and competencies with national standards. It is based 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 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 three through eight). A professional portfolio representing a theoretical understanding and a demonstration of practical application through evidence based documentation will be created.

**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), and courses offered through other majors, following published syllabi, and/or individually designed courses 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 the dean and documented in the approved degree plan prior to graduation.
**Bachelor of Science Major in Elementary Education**

**Minimum Credit in the Major - 48 Credit Hours**

The major in Elementary Education focuses on the theory and practice of learning and teaching at the elementary level and prepares individuals 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.

**Upon completion of the Bachelor of Science program, students will be able to:**
- Express and interpret ideas clearly, using a variety of written, oral and/or visual forms.
- Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.
- Express ethical and social implications in their social, professional, artistic and/or scholarly practice.
- Articulate a perspective on the world and their own place in the global community.

**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 336  Integrating Educational Technology Across the Curriculum
EDU/ECS 450  Practicum in an Early Childhood Setting (1-4 cr.)
ENG 335**  Children’s Literature
ESOL 323  Methods of Teaching ESOL
ESOL 325  ESOL Curriculum and Materials Development
ESOL 324  Testing and Evaluation of ESOL Students

Also,

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, core courses EDU 307, 308, and 309 may substitute for EDU 331 Foundations and Practices in Teaching Reading.

** The Elementary Education elective ENG 335 Children’s Literature may substitute for EDU 326.

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) and courses offered through other majors, following published syllabi; and/or individually designed courses developed by the student in consultation with her/his faculty advisor, and submitted using the learning agreement form. All additional electives must be endorsed by the faculty advisor and the dean and documented in the approved degree plan prior to registration.

**Culminating Graduation 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 credits)
  EDU 499  Capstone Learning Experience: Student Teaching (9 credits)
  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.
Bachelor of Science Major in Emergency Services Management

Optional Concentrations in
Criminal Justice Management or Leadership

Minimum Credit in the Major - 48 Credit Hours

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 either of the following two 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.
- **Leadership (LDS):** assessing and building leadership capacity and theory and practice of leadership with special emphasis on leadership of change.

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 in 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 critical decision-making skills needed to respond appropriately to emergency and disaster situations and community resources in any crisis situation.

Major Core Courses (All are four-credit courses unless otherwise noted.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESM 320</td>
<td>Critical Incident Management and Response</td>
</tr>
<tr>
<td>ESM 401</td>
<td>Fiscal Management for Emergency Services Administrators</td>
</tr>
<tr>
<td>ESM 403</td>
<td>Emergency Services Administration</td>
</tr>
<tr>
<td>ESM 405</td>
<td>Legal, Economic, and Ethical Issues in Emergency Services</td>
</tr>
<tr>
<td>ESM 440</td>
<td>Homeland Security</td>
</tr>
</tbody>
</table>

Major Electives

Electives in the major will come from electives in this major or any UI&U B.S. program, 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 Major Electives (All are four-credit hours unless otherwise noted.)**

- **ESM 321** Incident Command Systems (2 cr.)
  
  (Prerequisite: ESM 320)

- **ESM/PSY 402** Organizational Psychology

- **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

- **ESM 100/200/300/400** ESM Independent Studies (variable credit 1 - 4). Each may be taken up to two times.

- **ESM 190/290/390/490** ESM Special Topics (variable credit 1 - 4). Each may be taken up to two times.

**Concentration Required Courses – Criminal Justice Management (All are four-credit hours unless otherwise noted.)**

- **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 – Leadership (All are four-credit hours unless otherwise noted.)**

- **BUS 232** Business Law
  
  (Prerequisite: BUS 101)

- **LDS 403** Assessing and Building Leadership Capacity
  
  (Prerequisite: MGT 420)

- **LDS 404** Leadership and Change
  
  (Prerequisite: LDS 403)

- **MGT 420** Theory and Practice of Leadership
  
  (Prerequisite: BUS 232)

**Culminating Graduation Requirement**

As part of course work in the major, every student will complete a Capstone Learning Experience (CGR). The CGR requirement is to be met by the following:

- A research paper (taken in the last core course – separate credit not awarded). The major research paper must be a minimum of 10 pages in length and written in APA or MLA format including the abstract. Students are encouraged to discuss their major topic with their instructor at the start of a term.

- In addition to the major paper, graduating students will write a reflection paper (minimum five pages in length) identifying how their knowledge gained in the ESM program is now reflected in their work experience, along with a current resume.

- Students work with their assigned major instructor on a major research paper that reflects their knowledge base of Emergency Services Management; their ability to evaluate current information and issues; and their ability to write critically and convincingly on a chosen topic.
Bachelor of Science Major in Exceptional Student Education  
(Grades K-12)  
Minimum Credit in the Major - 48 Credit Hours

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 Department of Education to become certified as a teacher of ESE children. 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 statues 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 Bachelor of Science program, students will be able to:
- Express and interpret ideas clearly, using a variety of written, oral and/or visual forms.
- Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.
- Express ethical and social implications in their social, professional, artistic, and/or scholarly practice.
- Articulate a perspective on power in the world and their own place in the global community.

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 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.

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.

Courses in the Major
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 all 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

**Electives (3 - 4 credits each)**
Although UI&U education majors do not require ESOL courses as part of the major requirements, it is strongly recommended that ESOL courses be included in a student’s degree plan whenever students have credits available to meet the total hours in the major.

- EDU 336 Integrating Educational Technology Across the Curriculum
- EDU/ECS 450 Practicum in an Early Childhood Setting (1-4 cr.)
- ESOL 321 Cross-Cultural Communication
- ESOL 322 Applied Linguistics
- 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

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) and courses offered through other majors, following published syllabi; and/or individually designed courses developed by the student in consultation with a faculty advisor and submitted using the learning agreement form. All additional electives must be endorsed by the faculty advisor and the dean and documented in the approved degree plan prior to registration.

**Culminating Graduation Requirement:**
As part of course work in the major, every student will complete a culminating graduation requirement (CGR). 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 (CGR) Learning Experience: Student Teaching (9 credits)

 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 toward education major course requirements.
**Bachelor of Science Major in Leadership**

**With Optional Concentrations in**

**American Sign Language/English Interpretation or Sport Management**

**Minimum Credit in the Major - 48 Credit Hours**

As an extension of the university mission, the major in Leadership will enable students to acquire and relate knowledge leading to the B.S. degree. It is a faculty-mentored/student-designed multidisciplinary major grounded in leadership studies and chosen career path. This track is designed to provide a pathway to degree completion for prospective students who are interested in the academic foundation of leadership.

Students who choose the major in Leadership may complete a Sport Management concentration or an American Sign Language/English Interpretation concentration in the major. Sport Management focuses on the administrative, legal, ethical, and financial aspects of leadership in the sports field. The American Sign Language/English Interpretation concentration focuses on developing lead interpreters, mentors, and supervisors within the interpreting systems.

**Upon completion of the major in Leadership, graduates will be able to:**
- Identify various concepts of change as they relate to leadership in the professional environment.
- Analyze a variety of concepts and theories of leadership within their own professional practice experiences.
- Discuss and evaluate effective management and leadership behaviors and their implications in professional practice.
- Describe the connections between ethics and leadership.
- Relate ethical principles to issues in their chosen practice.

**Core Courses in the Major (four credits unless otherwise noted)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 232</td>
<td>Business Law</td>
<td>(Prerequisite: BUS 101)</td>
</tr>
<tr>
<td>MGT 420</td>
<td>Theory and Practice of Leadership</td>
<td>(Prerequisite: BUS 232)</td>
</tr>
<tr>
<td>MGT 425</td>
<td>Organizational Behavior and Culture</td>
<td>(Prerequisite: BUS 232)</td>
</tr>
<tr>
<td>LDS 402</td>
<td>Ethics and Leadership</td>
<td>(Prerequisite: MGT 425)</td>
</tr>
<tr>
<td>LDS 403</td>
<td>Assessing and Building Leadership Capacity</td>
<td>(Prerequisite: MGT 420)</td>
</tr>
<tr>
<td>LDS 404</td>
<td>Leadership and Change (Capstone Course)</td>
<td>(Prerequisite: LDS 403)</td>
</tr>
</tbody>
</table>

**Major Electives (four credits unless otherwise noted)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDS 330</td>
<td>Leadership and Community</td>
</tr>
<tr>
<td>LDS 340</td>
<td>Non-Profit Leadership</td>
</tr>
<tr>
<td>LDS 405</td>
<td>Leadership and Fiscal Responsibility</td>
</tr>
</tbody>
</table>
LDS 410  Negotiation and Conflict Resolution  
(Prerequisite: MGT 425)

LDS 420  Strategic Planning for Leaders  
(Prerequisite: MGT 420)

LDS 430  Global Perspectives in Leadership  
(Prerequisite: LDS 402)

LDS 400  LDS Independent Studies (1-4 cr.). May be taken one time with the approval of the department chair and dean.

LDS 490  LDS Special Topics (1-4 cr.). May be taken one time with the approval of the department chair and dean.

**American Sign Language/English Interpretation Concentration**  
Upon completion of the major with a concentration in American Sign Language/English Interpretation, graduates will be able to:

- Evaluate the nature and form of interpreting systems.
- Identify and critique key principles of effective leadership as it relates to interpreting.
- Examine the implications and effectiveness of one’s leadership style as it pertains to leadership within interpreting systems.
- Evaluate the relationship between leadership service and interpersonal dynamics.
- Assess one’s own competencies in order to identify areas of need for continuing education and professional development.

Required classes in addition to the LDS core classes to obtain a concentration in American Sign Language/English Interpretation include (four-credit hours each):

ASL 310  Leadership in Interpreting Systems  
(Prerequisite: MGT 425)

ASL 315  Professional Development Planning through Assessment and Feedback for Interpreters  
(Prerequisite: MGT 425)

ASL 320  Effective Communication Mechanisms for Interpreters  
(Prerequisite: ASL 310)

**Sport Management Concentration**  
Upon completion of the major with a concentration in Sport Management, graduates will be able to:

- Explain management and administration within the sport environment.
- Evaluate fiscal responsibility in the sport environment.
- Analyze legal and ethical issues related to sport management.

Required classes in addition to the LDS core classes to obtain a concentration in Sport Management include (four-credit hours each):

SPM 315  Sport Administration and Organizational Theory  
(Prerequisite: MGT 425)

SPM 320  Economic and Fiscal Responsibility in Sport Management  
(Prerequisite: MGT 425)

SPM 410  Law and Ethics in Sport Management  
(Prerequisite: MGT 425)
Culminating Graduation Requirement

LDS 404 Leadership and Change is the capstone course and final culminating graduation requirement for the Leadership major. With the support and advice of faculty, students choose a specific topic to examine in depth. Students review relevant research and write a paper using the UI&U outcomes, major outcomes and course specific outcomes that address the topic. The paper serves as the CGR for the major, challenging students to draw on theoretical and practical information gained to create a document that demonstrates their mastery of knowledge acquired through the entire degree program.

Bachelor of Science Major in Maternal Child Health: Lactation Consulting

Minimum Credit in the Major - 48 Credit Hours

The Bachelor of Science in Maternal Child Health/Lactation Consulting 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. Graduates of the program are qualified to professionally counsel expectant mothers and mothers of young infants about best practices for the care and feeding of the young infant, and may also be qualified to provide instruction for and/or make presentations to health care professionals and workers in community, governmental, and non-profit agencies.

Union Institute & University is the only university to partner with the Healthy Children Project to offer this unique degree. Healthy Children Project’s Center for Breastfeeding (www.healthychildren.cc) has a reputation for exemplary programs for lactation care providers. Healthy Children is a non-profit research and educational institution dedicated to improving child health outcomes through partnerships with public, private, and non-profit organizations.

Upon satisfactory completion of the program and additional requirements, students have the option to complete additional work in order to be eligible to sit for the International Board Certification for Lactation Consultants (IBCLC) examination offered by the International Board of Lactation Consultant Examiners (IBLCE) under pathway two.

MCH students work closely with Healthy Children faculty. Members of the Healthy Children faculty are leaders in the field who are recognized for their evidence-based scholarship as well as their clinical experience. Faculty serve in leadership positions in maternal and child health coalitions on the regional and national level. In addition, Healthy Children is a founder and member of the United States Breastfeeding Committee (USBC) and an invited member of the United States Department of Agriculture (USDA) Breastfeeding Promotion Consortium.

Completion of the degree requires students to take five specified courses through the Healthy Children Project. Four of these courses are face to face and offered in a variety of locations. Students will need to travel to complete these courses. Each of the face-to-face courses has a series of requirements in terms of participation, competencies, assignments, exams, and an Enhanced Learning Project. All required competencies must be met. Students are encouraged to complete these courses early in their degree program.
Upon completion of the Bachelor of Science in Maternal Child Health-Lactation Consulting, students will be able to:

- Explain and apply the major terms, methods, concepts and/or theories relevant to Maternal Child Health: Lactation Consulting.
- Identify, analyze, and evaluate scientific research findings related to the methods, concepts, theories and practice of maternal child health and lactation consulting.
- Apply the principles of biomedical ethics, lactation science and related disciplines in the provision of breastfeeding counseling and adult education services.
- Apply critical thinking and problem solving methods to correctly identify and assess for contributing factors and causes of breastfeeding management problems.
- Develop and describe an appropriate individualized and client-centered plan, assist in the implementation of the plan, evaluate the effectiveness of the plan, and appropriately document client interactions.
- Communicate with clients and members of the health care team in a professional, integrated, interdisciplinary, and culturally competent manner.

Core Courses in the Major

The following five required courses are based on courses offered by the Healthy Children Project. The course descriptions for these five courses are available through the Healthy Children Project. They have been approved by Union Institute & University with the credit recommendations as indicated. Credit will be awarded upon meeting all of the required course participation regulations and the student must pass all required skills competencies. Students may need to travel to attend these Healthy Children courses. After the face-to-face portion of the courses has ended, students have 60 days to complete the Enhanced Learning Project. Healthy Children credits are awarded through Union Institute and University and appear on the student’s transcript as transfer credit. All five Healthy Children courses (and Enhanced Learning Projects) must be completed prior to the start of the Capstone.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP 330</td>
<td>Lactation Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HCP 331</td>
<td>Maternal and Infant Assessment</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HCP 332</td>
<td>Applied Teaching Methods in Lactation Education for Health Professionals (Learn to Teach the 20 Hour Course)</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HCP 430</td>
<td>Developing and Implementing Evidence-Based Clinical Practices</td>
<td>2 cr.</td>
</tr>
<tr>
<td>HCP 431</td>
<td>Advanced Issues in Clinical Lactation Practice</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

In addition to these five Healthy Children courses and the required course competencies, the following core courses must be taken while enrolled at Union Institute & University.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 220</td>
<td>Foundations of Maternal Child Health</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

Internships or Practicum

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 460</td>
<td>Internship I</td>
<td>2-4 cr.</td>
</tr>
<tr>
<td>MCH 461</td>
<td>Internship II</td>
<td>2-4 cr.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MCH 389</td>
<td>Practicum and Professional Issues in Lactation</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 220</td>
<td>Folklore in Childbirth</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 140</td>
<td>Medical Terminology</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCH 150</td>
<td>Human Anatomy and Physiology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 223</td>
<td>Introduction to Nutrition for MCH</td>
<td>4 cr.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
<td>-----------------------------------------------------</td>
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</tr>
<tr>
<td>MCH 320</td>
<td>Birth and Breastfeeding</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 321</td>
<td>Developing a Lactation Support and Service Program</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 323</td>
<td>Maternal-Infant Nutrition</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 324</td>
<td>Skills and Strategies for Breastfeeding Problem Solving</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 325</td>
<td>Social and Cultural Issues in Health Care</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 326</td>
<td>Human Milk for the Preterm/Hospitalized Infant</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 380</td>
<td>Mood Disorders in the Perinatal Period</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 389</td>
<td>Practicum and Professional Issues in Lactation</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCH 420</td>
<td>Maternal Child Health: Programs and Challenges</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 427</td>
<td>Politics of Breastfeeding</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCH 428</td>
<td>Anthropology of Childbirth</td>
<td>2 cr.</td>
</tr>
<tr>
<td>MCH 429</td>
<td>Infant and Child Growth and Development</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 451</td>
<td>International Perspectives in Lactation Consulting</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 452</td>
<td>Bio-medical Ethics for the Lactation Service Provider</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 453</td>
<td>Research Methods and Statistics in Lactation</td>
<td>4 cr.</td>
</tr>
<tr>
<td>MCH 499</td>
<td>Capstone (CGR) Project</td>
<td>6-8 cr.</td>
</tr>
</tbody>
</table>

MCH 100/200 MCH Independent Studies (1-4 cr.). Each may be taken two times.

MCH 300/400
MCH 190/290 MCH Special Topics (1-4 cr.). Each may be taken up to two times.

MCH 390/490

Students who are interested in qualifying for the IBLCE exam can add the required background courses into their individual plan. Students who are planning to qualify for IBLCE pathway 2 are also required to plan, secure, and complete a 300-hour internship (four credits) in their own community during their degree program. There are additional requirements for the IBLCE exam which are not part of the degree, but students need to show proof of completion to the MCH advisor before graduation. For exam requirements, see [http://www.iblce.org/](http://www.iblce.org/). It is the student's responsibility to be sure that all exam requirements are met. Note that IBLCE updates these requirements periodically.

**Culminating Graduation Requirement**

In addition to the major course work, every student will complete a Culminating Graduation Requirement Capstone Project (MCH 499). The CGR Capstone is expected to demonstrate a comprehensive understanding of their primary field of study and offer an opportunity to develop a project to present to future employers and/or opportunities to present and publish.

Students come to the interdisciplinary field of Maternal Child Health: Lactation Consulting with varied backgrounds, interests and experience. The major enables students to gain the knowledge and skills needed to work in the area of maternal child health: lactation consulting.

The capstone course is the final (16 week) course in the degree and is required for MCH students. With the support and advice of MCH faculty, the student chooses a specific topic to examine in depth. The student reviews relevant research and writes a paper using the UI&U university outcomes, major outcomes, and course specific outcomes that address the topic. The project involves two major components. Part I is the review of the literature and Part II is the self-evaluation of the student. As the final project within the Maternal Child Health major, this assignment reflects each of the university outcomes that have been addressed in courses while at UI&U. It also integrates interdisciplinary knowledge acquired during the program with the UI&U values of social relevance, creative and critical thinking, and the connection between scholarship and theory in application to real-world practice.
**Bachelor of Science Major in Secondary Education**

Concentrations in English, Mathematics, Science, or Social Science

Minimum Credit in the Major - 48 Credit Hours

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 six through 12. The major is designed to meet teaching certification requirements for these grades, including 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 (teaching areas) are available within this major:

- 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, 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.

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.)

COURSES IN THE MAJOR

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

Culminating Graduation Requirement:
As part of the course work in the major, every student will complete a culminating graduation requirement (CGR). 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 (CGR) Learning Experience: Student Teaching (9 credits)

  OR

- **Capstone Course (3-4 credits)**
  - EDU 497 Contemporary Perspectives on Classroom Organization

Courses in the Concentration

Foundational Courses in the Concentration (3-4 credits)

<table>
<thead>
<tr>
<th>English</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 343 Methods</td>
<td>EDU 337 Methods of</td>
<td>EDU341 Methods of</td>
<td>EDU342 Methods of</td>
</tr>
<tr>
<td>of Teaching</td>
<td>Teaching Secondary</td>
<td>Teaching Secondary</td>
<td>Teaching Secondary</td>
</tr>
<tr>
<td>Teaching Language</td>
<td>Mathematics</td>
<td>Science</td>
<td>Social Science</td>
</tr>
<tr>
<td>Arts in Secondary</td>
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<td></td>
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<tr>
<td>School</td>
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</tbody>
</table>

Core Courses in the Concentration
The four-credit courses in the concentrations are general education courses. They may be taken as three-credit courses with the approval of the faculty advisor and the dean, following appropriate adjustments to the course syllabus and provided that the student meets the Bachelor of Science program’s 36 minimum credit hour requirement in general education.
<table>
<thead>
<tr>
<th>English 3-4 credits</th>
<th>Mathematics 3-4 credits</th>
<th>Science 3-4 credits</th>
<th>Social Science 3-4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 321 Western World Literature</td>
<td>MAT 122 College Algebra or MAT 101 College Mathematics (Both MAT 101 and 122 may be used as four-credit general education courses in the Quantitative Reasoning domain through Fall 2014.)</td>
<td>BIO 101 Intro to Biology CHE 101 Intro to Chemistry GEO - Contact program chairperson for new GEO options in the new general education curriculum. GEO 301 Earth Materials PHS111 Intro to Astronomy (may be used as a four-credit general education course in the Observation &amp; Analysis of the Natural World through Fall 2014) PHY 121 Intro to Physics SCI 322 Oceanography PHS 301 Meteorology</td>
<td>ECO 201 Survey of Economics or ECO 221 Macroeconomics or ECO 222 Microeconomics (ECO 221 and 222 may be used as four-credit general education classes in the Social Systems and Behavioral Science domain through Fall 2014.) GEG 101 Introduction to Geography HIS 103 Western Civilization: 1500-1815 (may be used as a four-credit general education course in the Civilization and Human Legacy domain through Fall 2014.) HIS 104 Western Civilization 1815-Present (may be used as a four-credit general education course in the Civilization and Human Legacy domain through Fall 2014.) HIS 321 American History: Federalist Period HIS 322 American History: Reconstruction HIS 325 African History HIS 342 Latin American History POS 201 American Government (may be used as four-credit general education class in the Social Systems and Behavioral Science domain through Fall 2014)</td>
</tr>
<tr>
<td>ENG 322 British Literature I</td>
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<tr>
<td>ENG 323 British Literature II</td>
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<tr>
<td>ENG 331 American Literature</td>
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<tr>
<td>ENG 345 The Short Story</td>
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<tr>
<td>ENG 380 Advanced English Grammar</td>
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<tr>
<td>ENG 424 Shakespeare and His Plays</td>
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<tr>
<td>Choose one of the following: ENG 391 Oral Interpretation or SPE 201 Public Speaking or ESOL 322 Applied Linguistics</td>
<td>MAT 201 Calculus I MAT 307 Business Calculus (may substitute for MAT 201) MAT 202 Calculus II (Prerequisite: MAT 201 or MAT 307) MAT 205 Geometry MAT 226 Trigonometry MAT 304 Linear Algebra</td>
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<tr>
<td>Concentration Elective Courses</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td><strong>English</strong> 3-4 credits</td>
<td><strong>Mathematics</strong> 3-4 credits</td>
<td><strong>Science</strong> 3-4 credits</td>
<td><strong>Social Science</strong> 3-4 credits</td>
</tr>
<tr>
<td>EDU 345 Curriculum Development of Secondary English</td>
<td>Must complete a minimum of three additional courses from the electives to complete the major.</td>
<td>EDU 346 Curriculum Development of Secondary Science PHI 301 Philosophy of Science</td>
<td>EDU 347 Curriculum Development of Secondary Social Science</td>
</tr>
<tr>
<td>ESOL 321 Cross Cultural Communication</td>
<td>MAT 306 Discrete Mathematics</td>
<td>STAT 323 Regression Analysis</td>
<td></td>
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<tr>
<td></td>
<td>MAT 305 History of Mathematics</td>
<td>STAT 321 Advanced Statistics and Probability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 307 Business Calculus</td>
<td>MAT 302 Differential Equations</td>
<td></td>
</tr>
</tbody>
</table>

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) and courses offered through other majors, following published syllabi; and/or individually designed courses developed by the student in consultation with a faculty advisor and submitted using the learning agreement form. All additional electives must be endorsed by the faculty advisor and the dean and documented in the approved degree audit prior to registration.

Note: Upper-level prior learning examinations and certified learning credits are accepted by the state of Florida toward education major course requirements.

**Bachelor of Science Major in Social Work**

**Minimum Credit in the Major - 48 Credit Hours**

**Description**
The Bachelor of Science major in Social Work prepares students for professional generalist practice with individuals, families, groups, communities, and organizations.
Guiding students to achieve the knowledge, values, and skills to perform generalist social work, the Bachelor of Science major in Social Work prepares students who demonstrate professional competence grounded in social work’s ethical values — service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, social and economic justice.  

The two components of the curriculum — classroom and field — require knowledge about the theories and models related to human behavior and the social environment, social welfare policy analysis, multicultural social work, human diversity, social and economic justice, social work ethical standards, strengths-based practice, and research.

The major prepares students for generalist practice social work through personalized mentoring relationships and supervision with licensed, experienced social work faculty and community-based practitioners.

By participating in the social work field practicum, students acquire and apply real-world professional generalist training in settings such as social services, child welfare, health, youth and education, medical, mental health, addictions, long-term care, corrections, and juvenile justice.

The integrated curriculum design fulfills the *Educational Policy and Accreditation Standards* published by the Council on Social Work Education. Union Institute & University Bachelor of Science major in Social Work is in candidacy toward national accreditation status by the Council on Social Work Education (CSWE).

**Upon completion of the Bachelor of Science program, students will be able to:**
- Express and interpret ideas clearly, using a variety of written, oral, and/or visual forms.
- Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.
- Express ethical and social implications in their social, professional, artistic and/or scholarly practice.
- Articulate a perspective on power in the world and their own place in the global community.

**Upon completion of the major in Social Work, students will be able to:**
- Identify as a professional social worker and conduct oneself accordingly.
- Apply social work ethical principles to guide professional practice.
- Apply critical thinking to inform and communicate professional judgments.
- Engage diversity and difference in practice.
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior and the social environment.
- Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
- Respond to contexts that shape practice.
- Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

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### Core Courses in the Major (four credits unless otherwise noted)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW 101*</td>
<td>Introduction to Social Work</td>
</tr>
<tr>
<td>SOW 425*</td>
<td>Social Welfare Policy and Issues</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: SOC 101)</td>
</tr>
</tbody>
</table>

(*SOW 101 and SOW 425 are pre-professional courses. These may be accepted in transfer only if taken at a CSWE-accredited program.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW 322</td>
<td>Human Behavior and the Social Environment I and II (16 weeks)</td>
</tr>
<tr>
<td></td>
<td>(Prerequisites: BIO 221 &amp; PSY 101)</td>
</tr>
<tr>
<td>SOW 323</td>
<td>Generalist Practice I: Social Work Practice with Individuals</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: PSY 101)</td>
</tr>
<tr>
<td>SOW 324</td>
<td>Generalist Practice II: Social Work Practice with Families</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: SOW 323)</td>
</tr>
<tr>
<td>SOW 345</td>
<td>Generalist Practice III: Social Work Practice: Communities and Organizations</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: SOW 324)</td>
</tr>
<tr>
<td>SOW 327</td>
<td>Ethical Issues in Social Work</td>
</tr>
<tr>
<td>SOW 329</td>
<td>Multicultural Issues in Social Work</td>
</tr>
<tr>
<td>SOW 370</td>
<td>Research Methods in Social Work I</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: STAT 221 or STAT 322)</td>
</tr>
<tr>
<td>SOW 470</td>
<td>Research Methods in Social Work II</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: SOW 370)</td>
</tr>
<tr>
<td>SOW 450</td>
<td>Social Welfare Policy Analysis</td>
</tr>
</tbody>
</table>

### Required General Education Courses for SOW majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 221</td>
<td>Human Biology (prerequisite for SOW 322). BIO 221 may be taken as an Observation and Analysis of the Natural World general education course for Fall 2014 only.</td>
</tr>
<tr>
<td>STAT 221</td>
<td>Statistics or STAT 322 Statistical Process Control and Improvement (prerequisite for SOW 370). STAT 221 Statistics may be taken as a Quantitative Reasoning general education course for Fall 2014 only.</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology (prerequisite for SOW 322, SOW 323). PSY 101 may be taken as a Social Systems and Behavioral Science general education course through Fall 2014.</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology (prerequisite for SOW 425). SOC 101 may be taken as a Social Systems and Behavioral Science general education course through Fall 2014.</td>
</tr>
</tbody>
</table>

### Electives in Social Work (upper level, four credits unless otherwise noted)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW 190</td>
<td>Special Topics (1-4 credits)</td>
</tr>
<tr>
<td>SOW 490</td>
<td>Advanced Special Topics (1-4 credits)</td>
</tr>
<tr>
<td>SOW 496</td>
<td>Foundational Workshop (3 credits)</td>
</tr>
<tr>
<td>SOW 499</td>
<td>Capstone Learning Experience Project (6-9 credits)</td>
</tr>
</tbody>
</table>

Electives in Social Work may be accepted when appropriate to the major. Acceptable elective learning may include: special topics or independent study arranged by the student in consultation with a faculty advisor. All additional electives must be endorsed by the director of undergraduate social work and the dean and documented in the approved degree audit prior to registration. Additional electives may address specialized content such as domestic violence, childhood trauma and recovery, behavioral health case management, long-term care, motivational interviewing, clinical assessment, and social work professional writing.
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.
Culminating Graduation Requirement (CGR)

Social Work Field Practicum
The student will demonstrate the core competencies through completion of a minimum of 400 hours of field education with concurrent enrollment in the SOW 489: Field Integrative Seminar. The field practicum complies with CSWE accreditation standards for baccalaureate programs and includes the following courses:

SOW 487 Social Work Field Practicum I (4 credits)
SOW 488 Social Work Field Practicum II (4 credits)
SOW 489 Social Work Field Integrative Seminar (2 or 4 credits)

The culminating graduation requirement is to be met by satisfactory completion of one of the following options:

- Students may complete the field practicum courses, SOW 487 and SOW 488, within a single semester (sixteen weeks), attend their field placement assignment for a minimum of 25 hours per week, and maintain concurrent enrollment in SOW 489.
- OR
- Students may enroll in the field practicum courses during two consecutive semesters, participate in field placement for a minimum of 12.5 hours per week, and maintain concurrent enrollment in SOW 489 for two consecutive semesters.

Eligibility to Enter Field Education
To enter field education, students must submit a field application and meet the following criteria:

- Meet criteria for satisfactory academic progress (SAP) by the end of the term preceding enrollment in the field practicum.
- Participate in an individual interview with the director of field education and the director of undergraduate social work.
- Successfully complete social work core courses.
- Maintain a grade point average of 2.50 in all social work courses.
- Adhere to the Union Institute & University Student Code of Conduct.
- Affirm intent to adhere to the National Association of Social Workers (NASW) Code of Ethics.
- Submit criminal identification and investigations record checks.
- Submit proof of professional liability insurance coverage.

Selection of Field Education Practicum Agencies
The Bachelor of Science Major in Social Work Field Education places students with field settings that provide opportunities for students to demonstrate the core competencies for generalist social work practice.

The program coordinates agency matches that evidence compatibility with each student’s level of experience, developmental attributes, career interests, cultural orientation, and values.

Field placements are initiated and approved by the director of field education. While the program welcomes suggestions from students, only the director of field education establishes the initial agency contact and interview opportunity. Students are not permitted to initiate contact or communication with any agency for the purposes of arranging a field practicum on behalf of the program or the university. In the event a student violates the procedures, the university reserves the right to decline any further consideration of the student’s eligibility for the agency.
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 social work’s professional ethics and standards.

Admission to the professional social work major requires a separate application. The admission process requires two steps:

Step 1: Prospective applicants who meet eligibility criteria for admission to the university will be admitted as pre-social work majors. Students may apply to the professional social work program after successful completion of the general education requirements and pre-professional social work courses. Pre-social work students and social work majors are considered social work students and are under the auspices of the department of social work. Students enrolled under the pre-social work status will be invited to apply for admission to the Bachelor of Science Major in Social Work following enrollment in the pre-professional social work courses: SOW 101 Introduction to Social Work and SOW 425 Social Welfare Policy and Issues.

Step 2: Pre-social work students who demonstrate satisfactory academic progress will be invited to apply for admission to the social work major.

Admission Criteria
The UI&U Bachelor of Science Social Work Admissions Committee will evaluate all applications for admission to the major. Pre-social work majors are expected to meet the following criteria:

- Demonstration of satisfactory academic progress (SAP) by the end of the term preceding application to the social work program.
- Completion of the 36-credit hour minimum general education requirement, including statistics and human biology.
- Completion of pre-professional social work courses (Introduction to Social Work and Social Welfare Policy and Issues) with a grade of C or better.
- Documentation of an overall grade point average (GPA) of 2.50 or better.
- Ability to do college-level course work as demonstrated by prior transcripted course work from previously attended colleges or universities, or related experience.
- Evidence of college-level writing ability.
- Computer capabilities to access the required electronic communications services on a regular basis.
- Submission of the Criminal Background Statement.
- Submission of the Personal Awareness Memorandum of Understanding.
- Submission of the Pre-Employment Inquiry Release authorizing release of criminal background information.
- Demonstration of suitability for the responsibilities and social work value base as evidenced through submission of the Professional Interest Essay.

Application Process
Formal application to the social work program requires submission of a complete application packet. Application materials will be mailed to the student’s home address at least 30 days prior to completion of the general education and pre-professional social work courses. Admission decisions will be conditional pending notice of satisfactory completion of all prerequisites. The admission application packet includes: Application Cover Sheet; Professional Interest Essay; Personal Awareness Statement; Pre-employment Inquiry Release; and the Criminal Background Statement.
As a condition of the field practicum, students will be required to submit a written authorization for release of criminal background screening (including fingerprints) and applicable reporting requirements for employment by agencies participating in the field education component of the program.

Application Submission
Application materials may be delivered in person, sent by mail, or faxed to the Social Work Admissions Committee, Union Institute & University, 440 East McMillan Street, Cincinnati, Ohio 45206. The Bachelor of Science Major in Social Work application packet includes: Application Cover Sheet, Personal Awareness Statement, Professional Interest Essay, Criminal Background Statement, and the Pre-Employment Inquiry Release Form. Students must confirm an availability to schedule a minimum of 12.5 hours per week to complete field education during two semesters in order to meet the culminating graduation requirements (CGR) leading to the Bachelor of Science Major in Social Work degree.

Social Work Admissions Committee Review
The UI&U Social Work Admissions Committee (comprised of the director of undergraduate social work, director of field education, and social work faculty advisor) has the responsibility to review student admission application packets for acceptance into the program. The committee meets quarterly and maintains responsibility for reviewing all applications for admission to the social work program. Incomplete application packets are placed on hold until all application materials are available. Applications are accepted on a rolling admissions basis as the Bachelor of Science operates on a trimester academic schedule. However, students are enrolled in the social work major course of study at the beginning of each of the university’s fall, winter, and spring/summer semesters.

Procedures for Notifying Applicants of the Admission Decision
Upon completion of the social work admissions committee application review process and receipt of supplemental criminal background reports, the director of undergraduate social work will send a formal letter of acceptance or denial to the applicant within 10 business days following confirmation of the decision. Applicants who are denied admission to the program will be immediately informed of options for meeting academic and career interests and referred to the admission department for consideration of alternative bachelor programs.

Applicant Interview
Applicants may be selected for a personal interview or teleconference at the discretion of the social work admissions committee. The applicant interview provides an opportunity for social work faculty to evaluate the student’s suitability and qualifications for successfully engaging in the classroom and field components of the program. Any prospective social work major who expresses an interest in meeting with members of the UI&U Social Work Admissions Committee may request an interview.

Social Work Licensure
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. To qualify for licensure, students must pass the Association of Social Worker Boards (ASWB) bachelors social work licensing examination. For information about preparing to take the social work licensing examination contact:

Association of Social Work Boards:  [www.aswb.org](http://www.aswb.org)
### Undergraduate Course Descriptions

**NOTE:** New general education curriculum courses are listed with the course prefix beginning with “G” (for general education) found in this alphabetical list of course descriptions.

<table>
<thead>
<tr>
<th>Department Prefix</th>
<th>Independent Studies</th>
<th>(variable 1-4 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Department Prefix]</td>
<td>ACC 235</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>#100/200/300/400</td>
<td>ACC 236</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Most B.S. 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.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Prefix</th>
<th>Special Topics</th>
<th>(variable 1-4 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Department Prefix]</td>
<td>ACC 236</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>#190/290/390/490</td>
<td>ANT 101</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Prefix</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 235</td>
<td>Financial Accounting</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACC 236</td>
<td>Managerial Accounting</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACC</td>
<td>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. <strong>(Prerequisite: BUS 101)</strong></td>
<td></td>
</tr>
<tr>
<td>ANT 101</td>
<td>Introduction to Cultural Anthropology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ASL 310</td>
<td>Leadership in Interpreting Systems</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

**NOTE:** New general education curriculum courses are listed with the course prefix beginning with “G” (for general education) found in this alphabetical list of course descriptions.
practices for translators and interpreters. Students gain skills and knowledge to act as mentors and resources for less experienced and entry-level interpreters. Students examine the dynamics of discussion; group thinking and decision-making; interpersonal relations; types of leadership and the application of discussion techniques in society and interpreted events. (Prerequisite: MGT 425)

<table>
<thead>
<tr>
<th>ASL</th>
<th>315</th>
<th>Professional Development Planning through Assessment &amp; Feedback for Interpreters</th>
<th>4 credit hours</th>
</tr>
</thead>
</table>

In this course, students will explore and apply theories and approaches of both peer and self-assessment. Students will be presented with a structured method for diagnostic assessment of interpreting work. This course will focus on using two systems of analysis – major feature analysis process and miscue analysis process. Using this framework, students will learn to assess samples of interpreting work, review findings, and discuss a plan of action including creation of professional goals and development of skill-building activities. Students will acquire and perfect their skills of active listening, networking, self-reflection and discussion through constructive dialogue focused on improving the interpreting work product. (Prerequisite: MGT 425)

<table>
<thead>
<tr>
<th>ASL</th>
<th>320</th>
<th>Effective Communication Mechanisms for Interpreters</th>
<th>4 credit hours</th>
</tr>
</thead>
</table>

In this course, students will practice and apply the principles of interpretation/translation to interpersonal communication via the Demand-Control Schema constructs. Students in this course will explore and negotiate the contexts in which interpreting occurs, assess roles and responsibilities, and address situational issues arising in communication events. Students will incorporate real and mock observations, supervision sessions (case conferencing) and hands-up practice to enhance their skills in decision-making around meaning transfer, ethical dilemmas, and interpersonal communication. This course focuses on how to use descriptive and non-evaluative language when assessing their own work and when working with peers. (Prerequisite: ASL 310)

<table>
<thead>
<tr>
<th>BIO</th>
<th>101</th>
<th>Introduction to Biology</th>
<th>3-4 credit hours</th>
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</table>

This course explores major concepts of biology and the scientific methods of investigation employed by biologists. Topics include principles of cellular life, inheritance, and evolution; structure and function of plants and animals; and ecology and behavior.

<table>
<thead>
<tr>
<th>BIO</th>
<th>221</th>
<th>Human Biology</th>
<th>4 credit hours</th>
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</table>

This course presents an introduction to the structure and function of tissues and organs of the human body. Topics include human tissues, organs and organ systems, genetics, microbiology and immunology (for Fall 2014 only, will satisfy general education credit in the Observation and Analysis of the Natural World domain).

<table>
<thead>
<tr>
<th>BUS</th>
<th>101</th>
<th>Introduction to Business</th>
<th>4 credit hours</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>BUS</th>
<th>110</th>
<th>Computer Concepts</th>
<th>4 credit hours</th>
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</thead>
</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUS 232</td>
<td>Business Law</td>
<td>4</td>
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</table>

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)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHD 303</td>
<td>Multicultural Issues in Child Development</td>
<td>4</td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHD 304</td>
<td>The Exceptional Child</td>
<td>4</td>
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</table>

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).

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHD 305</td>
<td>The Integration of Developmental Domains, Theory, &amp; Practice</td>
<td>4</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHD 306</td>
<td>Transforming Learning Standards into Achievement</td>
<td>4</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHD 307</td>
<td>Constructing Reciprocal Relationships with Families and the Community</td>
<td>4</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHD 308</td>
<td>Development of the Adolescent</td>
<td>4</td>
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</tbody>
</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHD 405</td>
<td>The Art and Science of Assessing Children and Families</td>
<td>4</td>
</tr>
<tr>
<td>CHD 406</td>
<td>Professional Practices</td>
<td>4</td>
</tr>
<tr>
<td>CHD 407</td>
<td>Cognitive Development of the Child and Adolescent</td>
<td>4</td>
</tr>
<tr>
<td>CHD 408</td>
<td>Administration and Supervision of Child Development Programs</td>
<td>4</td>
</tr>
<tr>
<td>CHD 412</td>
<td>Language Development of the Child</td>
<td>4</td>
</tr>
<tr>
<td>CHE 101</td>
<td>Introduction to Chemistry</td>
<td>3-4</td>
</tr>
<tr>
<td>CJM 101</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>

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.

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.

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.

This course provides an overview of child development program operations, including legal and professional standards. Students will explore licensing and accreditation standards in relation to an existing child development center. Students will gather information about the management processes of child development programs including the selection and management of staff, planning and supervision of programs. They will also research fiscal and legal structures and community outreach programs.

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.

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.

This course introduces students to the criminal justice system. The course explores the
functions, organization, and responsibilities of law enforcement, the courts, and corrections. Ethical considerations in each component will be examined. The professional relationships among law enforcement, the courts, and corrections will be studied.

<table>
<thead>
<tr>
<th>CJM</th>
<th>301</th>
<th>Writing for Criminal Justice Administrators</th>
<th>4 credit hours</th>
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</table>
This course introduces advanced research and investigative techniques and emphasized documentary styles of writing. Emphasis is placed on analyzing and incorporating action research findings into organizational documentation and other research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources into a wide variety of organizational documents such as white papers, executive summaries, and other forms of organizational documentation. Additionally, the student's research, writing, and critical thinking skills will be enhanced.

<table>
<thead>
<tr>
<th>CJM</th>
<th>302</th>
<th>Research and Management Analysis Techniques for Criminal Justice Managers</th>
<th>4 credit hours</th>
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</table>
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.

<table>
<thead>
<tr>
<th>CJM</th>
<th>303</th>
<th>Applied Ethics in Criminal Justice</th>
<th>4 credit hours</th>
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</table>
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.

<table>
<thead>
<tr>
<th>CJM</th>
<th>304</th>
<th>The Role of Criminal Justice in Terrorism</th>
<th>4 credit hours</th>
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</table>
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.

<table>
<thead>
<tr>
<th>CJM</th>
<th>306</th>
<th>Supervision in the Criminal Justice Field</th>
<th>4 credit hours</th>
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</table>
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.

<table>
<thead>
<tr>
<th>CJM</th>
<th>307</th>
<th>Criminal Justice Management and Administration</th>
<th>4 credit hours</th>
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</table>
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.
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJM</td>
<td>Management of Fatal Officer-Involved Shootings</td>
<td>1</td>
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<td>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.</td>
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<tr>
<td>CJM</td>
<td>Drugs in Society</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM/PSY</td>
<td>Violent Criminal Behavior</td>
<td>2</td>
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<td></td>
<td>This course examines advanced concepts in criminal behavior, particularly the violent and predatory criminal. Topics will include an exploration of abnormal and antisocial behaviors associated with the violent offender. Designed for the criminal justice professional, the course will compare and contrast current research on the impact of the offender in law enforcement, the courts, and corrections.</td>
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<tr>
<td>CJM</td>
<td>Police Accountability and the Criminal Justice Manager</td>
<td>2</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM</td>
<td>Managing Mental Health Interagency Task Forces</td>
<td>1</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM</td>
<td>Capital Punishment</td>
<td>2</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM</td>
<td>Criminological Theories</td>
<td>4</td>
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<td>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.</td>
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<tr>
<td>CJM</td>
<td>The Impact of Social Media on Criminal Justice Organizations</td>
<td>2</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM</td>
<td>Gangs and Gang Subcultures</td>
<td>4</td>
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<td>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</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>CJM 408</td>
<td>Management of Criminal Justice Programs</td>
<td>4</td>
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<td></td>
<td>This course examines the management and delivery of criminal justice services from the historical, theoretical and practical points of view. It includes an analysis of current programmatic delivery models such as community policing, problem-oriented policing, community courts, and community corrections. Additional topics will include the management of conflict and cooperation among services, programs, other criminal justice service providers as well as between criminal justice service providers and other government services.</td>
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<tr>
<td>CJM 409</td>
<td>Contemporary Issues in Criminal Justice Management</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM 410</td>
<td>Criminal Justice Management Information Systems</td>
<td>4</td>
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<td>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.</td>
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<tr>
<td>CJM 411</td>
<td>Multicultural Issues for the Criminal Justice Manager</td>
<td>4</td>
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<tr>
<td></td>
<td>This course is an analysis of management responses to sensitive topics and issues related to diversity and multiculturalism in today’s criminal justice organizations. The course explores the historical, theoretical, and practical aspect of gender, race, class, and ethnicity issues in criminal justice from a management perspective. As an example, the course examines management responses to multicultural issues in the form of decisions, policies, and programs.</td>
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<tr>
<td>CJM 412</td>
<td>Fiscal Management for Criminal Justice Organizations</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>CJM 413</td>
<td>Critical Incident Management</td>
<td>4</td>
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<td>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.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>CJM 415</td>
<td>Managing Elder Abuse Investigation and Prevention Programs</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Survey of Economics</td>
<td>3-4 credit hours</td>
</tr>
<tr>
<td>ECO 221</td>
<td>Macroeconomics</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECO 222</td>
<td>Microeconomics</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 230</td>
<td>Foundations of Child Growth and Development</td>
<td>3-4 credit hours</td>
</tr>
<tr>
<td>ECS 280</td>
<td>Infant Toddler Programming</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 308</td>
<td>Understanding Health and Safety Issues in Young Children</td>
<td>4 credits</td>
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</tbody>
</table>

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.

This course focuses on the basic principles concerning production, consumption, and distribution of goods and services. Students will examine the rights and responsibilities of consumers and businesses and the interrelatedness among countries in the free enterprise system.

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 macroeconomic policy (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain). *(Prerequisite: MAT 122)*

Microeconomics introduces the part of economics 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 determination of value resource allocation, and comparative advantage. Microeconomics also examines the issues of economic growth, population growth, and the environment (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain). *(Prerequisite: MAT 122)*

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.

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.

This course will provide comprehensive information in the areas of health, nutrition, safety, and physical movement that the students will need to know and to apply in various early care and learning settings. Strategies and projects in health and nutrition, as well as movement exercises and games will be emphasized. The expectation is that the practitioner will provide learning experiences for children’s development of positive lifestyle behaviors.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECS 310</td>
<td>Professional Ethics for Childhood Studies</td>
<td>4 credits</td>
</tr>
<tr>
<td>ECS 315</td>
<td>Multicultural Issues in Early Childhood Education</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 320</td>
<td>Exceptional Child</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 326</td>
<td>Early Language &amp; Emergent Literacy in Early Childhood</td>
<td>4 credits</td>
</tr>
<tr>
<td>ECS 330</td>
<td>Effective Mechanisms for Working with Families, Communities &amp; Organizations</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 406</td>
<td>Curriculum Development for Early Childhood Programs</td>
<td>4 credits</td>
</tr>
<tr>
<td>ECS 408</td>
<td>Administration &amp; Supervision of Child Development Programs</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ECS 409</td>
<td>Guiding &amp; Counseling the Child</td>
<td>4 credit hours</td>
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</tbody>
</table>

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.

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.

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.

This course offers students the foundation for understanding that life-long 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.

The course is designed to assist early childhood practitioners with development of skills and knowledge that will enable them to work effectively across multiple systems. Group process, committee staffing, communication styles, organizational assessment and planning, and community partnerships will be discussed.

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.

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.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ECS 410</td>
<td>Working with Interdisciplinary Teams in the Early Childhood Setting</td>
<td>4</td>
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<td></td>
<td>The current trend for education is collaboration among interdisciplinary teams, which includes a variety of members (parents, teachers, administration, and other professionals), to produce optimal development and learning outcomes for children. This course is to examine the dynamics of interdisciplinary teams, the purpose for collaboration, and the factors that must be present to make collaboration successful.</td>
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<tr>
<td>ECS 413</td>
<td>Observation, Assessment &amp; Evaluation of the Child</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>ECS 414</td>
<td>Math, Science and Technology Integration in Pre-School Education</td>
<td>4</td>
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<td>This course will focus on the research about how young children begin to construct many science and math concepts during the early pre-primary period. It will review exemplary early childhood math/science programs to develop the process skills of observation, classification, and communication as important features for future practitioners to understand. Students will practice constructing lesson plans that demonstrate the use of integrating science, math, and technology into their own lessons and in actual early childhood settings.</td>
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<tr>
<td>ECS 415</td>
<td>Administrative Leadership in Early Childhood Programs</td>
<td>4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>ECS 419</td>
<td>Reading in Early Childhood Classroom: Instruction &amp; Materials</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ECS 420</td>
<td>Intervention Strategies</td>
<td>4</td>
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<td>This course is a foundation for understanding the variation of strategies commonly used in early intervention. The alignment of intervention and program planning in relation to communication/language development, social/emotional development, and behavioral support will be explored. The strategies introduced will be applicable to a variety of settings (hospital, home, private or public centers, and schools).</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ECS 430</td>
<td>Multicultural Education and Administration</td>
<td>4</td>
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<td>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.</td>
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<tr>
<td>ECS/EDU 450</td>
<td>Practicum in an Early Childhood Setting</td>
<td>1-4</td>
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<td></td>
<td>This course is designed to provide field experiences and support related to the early childhood courses in which the student is enrolled. The practicum will focus on providing first-hand activities for young children at the appropriate stages of cognitive development. Contact hours: a minimum of 15 hours per credit hour for which the student is enrolled, not to exceed 60 hours in one 16-week term. This experience will be monitored by a faculty member from the Early Childhood Studies or Education major as assigned by the department chair.</td>
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<tr>
<td>ECS 498</td>
<td>Capstone Portfolio in Early Childhood Education</td>
<td>4</td>
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<td>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 8) 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 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 three through eight). A professional portfolio representing a theoretical understanding and a demonstration of practical application through evidence based documentation will be created.</td>
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<tr>
<td>EDU 307</td>
<td>Sequential Developmental Skills and Concepts of Reading</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EDU 308</td>
<td>Recognition and Diagnosis of Reading Problems</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>EDU 309</td>
<td>Methods and Materials to Improve Reading Performance</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>EDU 317</td>
<td>Psychological and Sociological Foundations of Education</td>
<td>3-4</td>
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</tbody>
</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 322</td>
<td>Content and Methods of Teaching Music in the Elementary School</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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.

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<th>Course Title</th>
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<tbody>
<tr>
<td>EDU 323</td>
<td>Content and Methods of Teaching Art in the Elementary School</td>
<td>3-4</td>
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</tbody>
</table>

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.

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 324</td>
<td>Content and Methods of Teaching Health and Physical Education in the Elementary School</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 325</td>
<td>Content and Methods of Teaching Mathematics in the Elementary School</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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.

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDU 326</td>
<td>Content and Methods of Teaching Language Arts in Elementary School</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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.

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<th>Course Title</th>
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<tbody>
<tr>
<td>EDU 327</td>
<td>Content and Methods for Teaching Science in the Elementary School</td>
<td>3-4</td>
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</tbody>
</table>

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.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 328</td>
<td>Content and Methods of Teaching Social Studies in the Elementary School</td>
<td>3-4</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>EDU 330</td>
<td>Classroom Management</td>
<td>3-4</td>
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<td></td>
<td>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. The student will analyze statutory requirements for professionals and create a classroom management plan for her/his future career.</td>
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<tr>
<td>EDU 331</td>
<td>Foundations and Practices in Teaching Reading</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EDU 334</td>
<td>Educational Assessment</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EDU 335</td>
<td>Effective Instruction Practices</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EDU 336</td>
<td>Integrating Educational Technology Across the Curriculum</td>
<td>3-4</td>
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<td></td>
<td>This course will explore the developmentally appropriate use of technology in the early childhood setting. Students will examine how technology can be used as an effective tool for individualized and differentiated instruction that expands and enriches curriculum. Field work will provide first-hand experiences for implementing course work in a licensed childhood center.</td>
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<tr>
<td>EDU 337</td>
<td>Methods of Teaching Secondary Mathematics</td>
<td>3-4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>EDU 341</td>
<td>Methods of Teaching Secondary Science</td>
<td>3-4</td>
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<td></td>
<td>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,</td>
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</table>
the use of such techniques as demonstrations, laboratory experiments, hands-on activities, field trips, technological resources, and other materials will be discussed.

<table>
<thead>
<tr>
<th>EDU</th>
<th>342</th>
<th>Methods of Teaching Secondary Social Science</th>
<th>3-4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>EDU</th>
<th>343</th>
<th>Methods of Teaching Language Arts in Secondary School</th>
<th>3-4 credit hours</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
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<thead>
<tr>
<th>EDU</th>
<th>345</th>
<th>Curriculum Development of Secondary English</th>
<th>3-4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will explore various theories, principles and practices related to secondary English 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.</td>
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<table>
<thead>
<tr>
<th>EDU</th>
<th>346</th>
<th>Curriculum Development of Secondary Science</th>
<th>3-4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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<tr>
<th>EDU</th>
<th>347</th>
<th>Curriculum Development of Secondary Social Science</th>
<th>3-4 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will explore various theories, principles, and practices related to Secondary Social Studies 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.</td>
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<tr>
<th>EDU/ECS</th>
<th>450</th>
<th>Practicum in an Early Childhood Setting</th>
<th>1-4 credit hours</th>
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</thead>
<tbody>
<tr>
<td>This course is designed to provide field experiences and support related to the early childhood courses in which the student is enrolled. The practicum will focus on providing first-hand activities for young children at the appropriate stages of cognitive development. Contact hours: a minimum of 15 hours per credit hour for which the student is enrolled, not to exceed 60 hours in one 16-week term. This experience will be monitored by a faculty member from the Early Childhood Studies or Education major as assigned by the department chair.</td>
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<tr>
<th>EDU</th>
<th>496</th>
<th>Capstone Workshop: Student Teaching Seminar</th>
<th>3 credit hours</th>
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</thead>
</table>
| 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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDU 497</td>
<td>Contemporary Issues in Education</td>
<td>3-4</td>
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</table>

This course is designed to assist those students who choose to complete their program 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 culminating graduation experience will be the creation of a portfolio that will demonstrate the students’ preparedness for classroom teaching.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>EDU 499</td>
<td>Capstone (CGR) Student Teaching</td>
<td>9</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 144</td>
<td>Introduction to Poetry</td>
<td>4</td>
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</table>

This course provides an introduction to poetry as a distinct literary genre. While focusing particularly on English language poetry and poetry translated into English, and examining a variety of themes, forms, movements and poets — both canonical and non-canonical — particular attention will be given to contextualizing the texts encountered within the spectrum of world literature (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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<tbody>
<tr>
<td>ENG 146</td>
<td>Introduction to Fiction</td>
<td>4</td>
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</table>

This course introduces fiction, with an emphasis on developing skills in analyzing and interpreting novels and short stories from different periods and national literatures. Students will read works demonstrating a variety of styles, subjects, and formal approaches (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 205</td>
<td>A Survey of World Literature</td>
<td>4</td>
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</table>

This course surveys world literature with a focus on literature as a reflection of diverse cultures. Literature representing various forms including poetry, fiction, drama, and the essay will be read. A comparative study of literary themes and expression will be pursued with special attention given to works by authors from Africa, Asia, and Latin America, and to the effects of colonialism on literature (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 321</td>
<td>Western World Literature</td>
<td>3-4</td>
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</table>

This course examines the literary masterpieces of the non-English speaking western world. The student will become acquainted with a number of writers from the European continent. The course will take a thematic approach, in which students will read literature in the genres of short stories, poetry, drama, and epics. The student will infer qualities which make literature great regardless of the language of its original authorship.

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 322</td>
<td>British Literature I</td>
<td>3-4</td>
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</table>

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.

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<tbody>
<tr>
<td>ENG 323</td>
<td>British Literature II</td>
<td>3-4</td>
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</tbody>
</table>

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.
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<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 331</td>
<td>American Literature</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</tr>
<tr>
<td>ENG 335</td>
<td>Children's Literature</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ENG 345</td>
<td>The Short Story</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ENG 380</td>
<td>Advanced English Grammar</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ENG 391</td>
<td>Oral Interpretation</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ENG 424</td>
<td>Shakespeare and His Plays</td>
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<td>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.</td>
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<tr>
<td>ENV 201</td>
<td>Environmental Science</td>
<td>4</td>
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<td>This introductory-level physical science course focuses on global climate change, natural resources, population issues, and pollution and waste management. While this is not a mathematics intensive course, one goal of this course is to introduce the student to the scientific method. To help the student understand the scientific method, the student will complete analytical assignments using real world data (for Fall 2014 only, will satisfy general education credit in the Observation and Analysis of the Natural World domain).</td>
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<tr>
<td>ESE 321</td>
<td>Foundations of Exceptional Student Education</td>
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<td>This course provides an overview of the history, laws, prevention, and medical aspects of disabilities. The programming needs of children from ages three 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.</td>
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<tr>
<td>ESE 322</td>
<td>Assessment of Exceptional Students</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ESE 327</td>
<td>Language Development and Learning</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>ESE 331</td>
<td>Educational Management of Exceptional Student Education</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ESE 333</td>
<td>Teaching Personal and Social Skills to ESE</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ESE 336</td>
<td>Individualized Education Plans: Planning &amp; Implementing</td>
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<td>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.</td>
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<tr>
<td>ESE 337</td>
<td>Transition Planning</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ESE 338</td>
<td>Family, School, and Community Collaboration</td>
<td>3-4</td>
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<td>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 research and knowledge base of collaborative strategies for working with a variety of educational professionals to assist students with disabilities.</td>
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<tr>
<td>ESE 339</td>
<td>Instructional Practices in Special Education</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>ESM 320</td>
<td>Critical Incident Management and Response</td>
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<td>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.</td>
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<tr>
<td>ESM 321</td>
<td>Incident Command System</td>
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<td>This course is designed to immerse the student in the levels of FEMA’s incident command</td>
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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 the ESM course by enhancing the student’s ability to understand common ICS terminology. *(Prerequisite: ESM 320)*

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>ESM 401</td>
<td>Fiscal Management for Emergency Services Administrators</td>
<td>4 credit hours</td>
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<tr>
<td>ESM/PSY 402</td>
<td>Organizational Psychology</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 403</td>
<td>Emergency Services Administration</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 405</td>
<td>Legal, Economic, and Ethical Issues in Emergency Services</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 406</td>
<td>Social Dimensions of a Disaster</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 410</td>
<td>Contemporary Issues in Emergency Services Management</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 412</td>
<td>Natural Disasters and Defense Planning</td>
<td>4 credit hours</td>
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<tr>
<td>ESM 422</td>
<td>Emergency Services Technology</td>
<td>4 credit hours</td>
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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.

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.

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.

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.

Please contact Program Chair for syllabus.

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.

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.

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.

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<tr>
<td>ESM 440</td>
<td>Homeland Security</td>
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<td>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.</td>
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<tr>
<td>ESM 442</td>
<td>Terrorism and Extremism</td>
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<td>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. Using case studies and discussions, the course will examine groups ranging from radical religious fundamentalists to environmental extremists, and other similar special interest groups.</td>
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<tr>
<td>ESM 444</td>
<td>Weapons of Mass Destruction</td>
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<td>This course examines how nuclear, biological, and chemical weapons offer both terrorists and rogue states a powerful selection of tools to shift the power in their direction. The course reviews the range and characteristics of these weapons, how they are most effectively employed, and potential impacts that are all critical to defending communities. This course provides a detailed look at history, capabilities, and tactics while exploring options available to both attacker and defender.</td>
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<tr>
<td>ESOL 321</td>
<td>Cross Cultural Communication</td>
<td>3-4</td>
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<td>This course will provide a study of culture upon self-identity, values, speech patterns, and non-verbal communication habits as they impact the process of communication among individuals.</td>
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<tr>
<td>ESOL 322</td>
<td>Applied Linguistics</td>
<td>3-4</td>
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<td>This course will examine the historical background of linguistics and deal with the direction and development of second-language students. It will also give the student knowledge of applied linguistics, nature of language, and its components. Students will identify the principles of first and second-language acquisition theory.</td>
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<tr>
<td>ESOL 323</td>
<td>Methods of Teaching ESOL</td>
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<td>This course is designed to help ESOL pre-service teachers understand the laws behind ESOL requirements, the role of the teacher in the classroom, best practices and language teaching methods, the mechanics of language acquisition/learning processes and development. It will also help pre-service teachers become acquainted with the language diversity existing in the schools and with the most effective methodology and practitioner's strategies.</td>
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<tr>
<td>ESOL 324</td>
<td>Testing and Evaluation of ESOL Students</td>
<td>3-4</td>
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<td>This course provides an overview of assessment of ESOL students in the schools. Students will be able to identify factors that affect students; identify appropriate alternative assessments that measure ESOL student performance; identify cultural and linguistic bias in test questions; and identify appropriate test adaptations. This course will also provide students with knowledge about statewide assessment policies and interpretation of test data.</td>
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<tr>
<td>ESOL 325</td>
<td>ESOL Curriculum and Materials Development</td>
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<td>This course is designed to help ESOL teachers understand the law behind the ESOL requirements, the theoretical perspective and purpose of the curriculum, curriculum selection, the ESOL curriculum, and how the correct selection of materials facilitates student development in language acquisition and learning. It will also assist teachers in becoming familiar with commercial and teacher-made materials and with the most effective practitioner's strategies to implement the curriculum.</td>
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<tr>
<td>FAR 101</td>
<td>Introduction to Film Studies</td>
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<td>This course surveys the development of film during the sound era in the U.S. and abroad, with a consideration of the contributions of technological advances to the medium. Students will view and analyze films that represent a variety of styles and themes and will discuss them as reflections of society (for Fall 2014 only, will satisfy general education credit in the Creation and Criticism of the Arts domain).</td>
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<td>GART 210</td>
<td>Poets and Painters: the New York School</td>
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<td>This course will focus on the vibrant art scene of New York City in the 1950s and 60s, when the New York School of Poetry and the Abstract Expressionist painters lit up the town with exciting new approaches to creative practice. Reading for the seminar will include the poetry of Frank O’Hara as well as research on Abstract Expressionist artists such as Willem de Kooning and Grace Hartigan. Studio work for Poets and Painters will focus on drawing with pencil and watercolor. In addition to regular online dialogue and critique, students will write two papers. This course is designed for students with all levels of artistic and academic ability (satisfies general education credit in the Creation and Criticism of the Arts domain).</td>
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<tr>
<td>GART 215</td>
<td>Art &amp; Irreverence</td>
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<td>This course explores artistic movements in which artists rebelled against the status quo with playful and irreverent creative practice. The course will look at the early twentieth century Dada movement, Fluxus &quot;happenings&quot; of the 1960s, and Street Art from the 1990s, as well as considering contemporary artists who have carried these traditions into the present. Studio work in the course will include drawing, collage, photomontage, and assemblage. This course is designed for students with all levels of artistic and academic ability (satisfies general education credit in the Creation and Criticism of the Arts domain).</td>
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<tr>
<td>GEG 101</td>
<td>Introduction to Geography</td>
<td>3-4</td>
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<td>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.</td>
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<tr>
<td>GEO 120</td>
<td>Introduction to Earth Science</td>
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<td>This introductory-level physical science course is an interdisciplinary course combining concepts from geology, oceanography, and meteorology. Topics include the earth processes such as earthquakes, volcanoes, global climate change, hurricanes, coastal processes, and the hydrologic cycle (for Fall 2014 only, will satisfy general education credit in the Observation and Analysis of the Natural World domain).</td>
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<tr>
<td>GEO 301</td>
<td>Earth Materials</td>
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<td>This course introduces students to the materials that form the earth—the physical and chemical properties of minerals and mineral assemblages, such as rocks and soils and the processes of mineral formation as they relate to retrievable economic deposits.</td>
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<td>GGE 125</td>
<td>From Big Bang Theory to Climate Change: The Science Behind the Theories</td>
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<td>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).</td>
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<tr>
<td>Ggeo 220</td>
<td>Geology of Natural Disasters: Tsunamis, Earthquakes &amp; their Social Implications</td>
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<td>Ghis 205</td>
<td>The History of American Social Welfare</td>
<td>3</td>
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<tr>
<td>Glit 155</td>
<td>International Crime Fiction</td>
<td>3</td>
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<tr>
<td>Glit 225</td>
<td>Introduction to Modern Irish Literature</td>
<td>3</td>
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<tr>
<td>Gsbs 110</td>
<td>Stone Tablets to Twitter: A Social History of Communications</td>
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<td>Course Code</td>
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<tr>
<td>GWRI 101</td>
<td>The Writer Within</td>
<td>3 credit hours</td>
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<td>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 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).</td>
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<tr>
<td>GWRI 102</td>
<td>Designing an Effective Research Paper</td>
<td>3 credit hours</td>
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<td>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. Student will engage in topic research and source evaluation, thesis creation, organization and development of ideas, and the editing process. Students will review the APA/MLA writing process 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 101)</td>
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<tr>
<td>GWRI 202</td>
<td>Writing in Your Field of Study</td>
<td>3 credit hours</td>
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<td>The student will advance his/her writing ability by utilizing critical thinking skills to create an academic paper and write persuasive essays that reflect his/her 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, 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)</td>
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<tr>
<td>HIS 103</td>
<td>Western Civilization 1500-1815</td>
<td>4 credit hours</td>
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<td>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 Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).</td>
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<tr>
<td>HIS 104</td>
<td>Western Civilization 1815-Present</td>
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<td>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 Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).</td>
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<tr>
<td>HIS 105</td>
<td>U. S. History to 1865</td>
<td>4 credit hours</td>
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<td>This course covers the history of the United States from the period of discovery through the Civil War, and includes such topics as the Revolutionary War, establishment of a government and constitution, territorial expansion, foreign relations, and domestic policies. It also addresses other political, economic, and cultural developments (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).</td>
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<tr>
<td>HIS 106</td>
<td>U. S. History: 1865-Present</td>
<td>4 credit hours</td>
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|             | This course covers the history of the United States from the period after the Civil War to the present, including such topics as Emancipation and Reconstruction, the effects of the rise of industry, reform and social change, participation in wars abroad, the Depression, and recent
political, economic, social, and cultural developments (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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<tr>
<td>HIS 321</td>
<td>American History: Federalist Period</td>
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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.

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<tr>
<td>HIS 322</td>
<td>American History: Reconstruction</td>
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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.

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<tr>
<td>HIS 325</td>
<td>African History</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIS 342</td>
<td>Latin American History</td>
<td>3-4</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HPM 310</td>
<td>Hospitality Financial Management</td>
<td>4</td>
</tr>
</tbody>
</table>

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. (Prerequisite: BUS 101)

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HPM 315</td>
<td>Hospitality Management Legal Environment</td>
<td>4</td>
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</table>

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. (Prerequisite: BUS 232)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HPM 415</td>
<td>Hospitality Management: Contemporary Issues</td>
<td>4</td>
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</table>

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. (Prerequisite: HPM 315)

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<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>HRM 316</td>
<td>Employee Selection &amp; Staffing</td>
<td>4</td>
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</table>

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. (Prerequisite: BUS 101)

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<th>Course Code</th>
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<tbody>
<tr>
<td>HRM 323</td>
<td>Human Resource Management</td>
<td>4</td>
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</tbody>
</table>

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. *(Prerequisite: BUS 101)*

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRM 340</td>
<td>Diversity in the Workplace</td>
<td>4</td>
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</tbody>
</table>

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. *(Prerequisite: BUS 101)*

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<th>Course Code</th>
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<tbody>
<tr>
<td>HUM 220</td>
<td>Folklore of Childbirth</td>
<td>4</td>
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</tbody>
</table>

Explore birth and breastfeeding in different cultures around the world and throughout history. This course will provide the student with a sense of social and cultural settings, as well as procedures, surrounding childbirth in traditional communities. We will then examine examples of truth and folklore within modern obstetrics (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LDS 330</td>
<td>Leadership and Community</td>
<td>4</td>
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</tbody>
</table>

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.

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<tbody>
<tr>
<td>LDS 340</td>
<td>Non-Profit Leadership</td>
<td>4</td>
</tr>
</tbody>
</table>

This course covers the elements of a non-profit organization that leaders must understand. The course will examine how non-profit 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.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>LDS 402</td>
<td>Ethics and Leadership</td>
<td>4</td>
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</table>

This course describes the skills required as leaders encounter ethical dilemmas, process reasoned responses, confront daily and long-term ethical issues, and make a positive and progressive difference in their chosen field by relying on an ethical foundation. *(Prerequisite: MGT 425)*

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<tbody>
<tr>
<td>LDS 403</td>
<td>Assessing and Building Leadership Capacity</td>
<td>4</td>
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</table>

Students will focus on self-assessment to determine their effectiveness as leaders and motivators in their environment. Emphasis will be placed on mentoring and development of subordinates and team building for maximum effectiveness. *(Prerequisite: MGT 420)*

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LDS 404</td>
<td>Leadership and Change</td>
<td>4</td>
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</table>

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 effect change in their environments. LDS 404 is the capstone course for the Leadership major. *(Prerequisite: LDS 403)*

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<th>Course Code</th>
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<tbody>
<tr>
<td>LDS 405</td>
<td>Leadership and Fiscal Responsibility</td>
<td>4</td>
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</table>

This course demonstrates the importance of leadership with regard to fiscal accountability and decision making. Emphasis will be placed on the leader’s responsibility for the planning, development, and oversight of financial resources within their control as well topics including,
but not limited to, risk analysis, capital budgeting, financial statements, and deficit and surplus management. *(Prerequisite: MGT 420)*

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<th>Course Code</th>
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<tbody>
<tr>
<td>LDS 410</td>
<td>Negotiation and Conflict Resolution</td>
<td>4</td>
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</tbody>
</table>

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. *(Prerequisite: MGT 425)*

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<tbody>
<tr>
<td>LDS 420</td>
<td>Strategic Planning for Leaders</td>
<td>4</td>
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</table>

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. *(Prerequisite: MGT 420)*

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<th>Course Code</th>
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<tbody>
<tr>
<td>LDS 430</td>
<td>Global Perspectives in Leadership</td>
<td>4</td>
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</tbody>
</table>

This course will demonstrate the need for leaders to develop creative, visionary ideals that encompass a culturally diverse perspective in a global context. By looking at various cultures around the world, this course will give the student a perspective on what type of leadership models work in various cultures. *(Prerequisite: LDS 402)*

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<th>Course Code</th>
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<tbody>
<tr>
<td>MAT 101</td>
<td>College Mathematics</td>
<td>4</td>
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</table>

This course focuses on the development of analytical thinking skills. It covers a broad range of mathematical topics that have general applications in everyday life, as well as specific application in upper-level courses requiring the development and interpretation of qualitative and quantitative information. The areas covered are college-level foundational topics in algebra, geometry, trigonometry, and probability and statistics (for Fall 2014 only, will satisfy general education credit in the Quantitative Reasoning domain).

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MAT 122</td>
<td>College Algebra</td>
<td>4</td>
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</table>

The course prepares students for upper-level courses requiring algebra. Topics covered include the metric system, algebra, linear algebra, polynomial equations, and the binomial theorem (for Fall 2014 only, will satisfy general education credit in the Quantitative Reasoning domain).

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<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAT 201</td>
<td>Calculus I</td>
<td>3-4</td>
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</table>

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.

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<tbody>
<tr>
<td>MAT 202</td>
<td>Calculus II</td>
<td>3-4</td>
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</table>

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. *(Prerequisite: MAT 201 or MAT 307)*

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<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAT 205</td>
<td>Geometry</td>
<td>3-4</td>
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</table>

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.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MAT 226</td>
<td>Trigonometry</td>
<td>3-4</td>
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</table>

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.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MAT 302</td>
<td>Differential Equations</td>
<td>3-4</td>
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</table>

A study of the methods of solution of ordinary differential equations, first and second order,
linear differential equations, series solutions, numerical methods, Laplace Transforms, and
physical applications.

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<tbody>
<tr>
<td>MAT 304</td>
<td>Linear Algebra</td>
<td>3-4</td>
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</table>

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.

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<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAT 305</td>
<td>History of Mathematics</td>
<td>3-4</td>
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</tbody>
</table>

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.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MAT 306</td>
<td>Discrete Mathematics</td>
<td>3-4</td>
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</table>

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.

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<tbody>
<tr>
<td>MAT 307</td>
<td>Business Calculus</td>
<td>3-4</td>
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</tbody>
</table>

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 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 prerequisite for this
course.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MCH 140</td>
<td>Medical Terminology</td>
<td>2</td>
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</table>

This course presents the meaning, derivation, and use of medical terminology with emphasis on
analysis of terms based on their components. It uses a word building approach designed to
enable students to function effectively in health science fields.

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<tbody>
<tr>
<td>MCH 150</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
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</table>

Human Anatomy and Physiology considers all of the major systems and their roles in the
human body. The following topics are included: basic chemistry, cells and tissues, skin and
body membranes, the skeletal system, blood, the muscular system, the nervous system, the
special senses, the endocrine system, the cardiovascular system, the lymphatic system and
body defenses, the respiratory system, the digestive system and body metabolism, the urinary
system, and the reproductive system.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MCH 220</td>
<td>Foundations of Maternal Child Health</td>
<td>4</td>
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</table>

This course is the foundation of the Maternal Child Health: Lactation Consulting 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 context of the health of women and children.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MCH 223</td>
<td>Introduction to Nutrition for MCH</td>
<td>4</td>
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<tr>
<td></td>
<td>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; and the role of nutrition in pregnancy, lactation, infancy, childhood, and the adult lifecycle will be explored in this introduction to human nutrition.</td>
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</tr>
<tr>
<td>MCH 320</td>
<td>Birth and Breastfeeding</td>
<td>4</td>
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<tr>
<td></td>
<td>Conception, pregnancy, labor and childbirth may have impacts on the establishment and on the development of the maternal child relationship including breastfeeding. This course will explore the consequences of pregnancy and birth events including infertility, perinatal loss, childbirth interventions, and unexpected birth outcomes.</td>
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<tr>
<td>MCH 321</td>
<td>Developing a Lactation Support and Service Program</td>
<td>4</td>
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<tr>
<td></td>
<td>Develop knowledge of the attitudes, business skills, and clinical skills necessary to open and successfully operate a community-based private practice as a lactation consultant. Existing models will be presented and evaluated for their advantages, disadvantages, potential client populations and settings. Students will examine legal and ethical issues, professional standards and practical skills that need to be considered.</td>
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</tr>
<tr>
<td>MCH 323</td>
<td>Maternal-Infant Nutrition</td>
<td>4</td>
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<td></td>
<td>This course explores international perspectives on preconception nutrition; the role of nutrition in healthy pregnancy and postpartum recovery; nutrition for infancy and childhood; vitamin and mineral supplementation; exogenous chemicals in mother’s milk; and examination and critique of current nutrition trends impacting lactating mothers and their infants.</td>
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<tr>
<td>MCH 324</td>
<td>Skills &amp; Strategies for Breastfeeding Problem Solving</td>
<td>4</td>
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<tr>
<td></td>
<td>This course explores problem-solving skills and strategies in the context of complex breastfeeding case studies. The Healthy Children eight-level problem-solving model is used as the exemplar for this course. This model includes stages of identifying history, assessment, symptoms, problems, as well as proposing, fine-tuning and evaluating potential problem solutions.</td>
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</tr>
<tr>
<td>MCH 325</td>
<td>Social and Cultural Issues in Health Care</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course explores social and cultural issues in health care through readings and critical examination. The student will study issues related to social implications and diversity in health care systems, including health promotion strategies, as well as enhancing preventative care and the role of culture in health care. Also considered are ways providers can enhance community health through improved communication and relationships between themselves and families.</td>
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<tr>
<td>MCH 326</td>
<td>Human Milk for the Preterm/Hospitalized Infant</td>
<td>4</td>
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<td></td>
<td>This course examines the composition of human milk in relation to the protective and nutritional requirements of the hospitalized infant and explores strategies for helping mothers to establish and to maintain a milk supply for an infant who is unable to breastfeed or unable to transfer milk effectively. Also discussed are alternatives to mother’s own milk for sick, premature, and compromised infants as well as health policy issues related to the provision of human milk for fragile infants.</td>
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<tr>
<td>MCH 380</td>
<td>Mood Disorders in the Perinatal Period</td>
<td>4</td>
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</table>
|             | This course describes the causes, consequences of and treatment options for postpartum mood disorders. It will describe the three-part stress response (catecholamine, HPA axis, and immune 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 including Omega-3 fatty acids, exercise, SAM-e, herbal antidepressants, and antidepressant medications. All treatments will be discussed regarding their impact on breastfeeding.

<table>
<thead>
<tr>
<th>MCH</th>
<th>389</th>
<th>Practicum and Professional Issues in Lactation</th>
<th>2 credit hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This course allows the student to acquire a supervised, mentored 40-hour practicum focused on clinical experience in lactation management in hospital, public health, or community settings. 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. UI&amp;U/Healthy Children faculty will precept and evaluate the learning outcomes.</td>
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<thead>
<tr>
<th>MCH</th>
<th>420</th>
<th>Maternal Child Health: Programs and Challenges</th>
<th>4 credit hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>This course provides a review of the issues in maternal and child health services in the United States and the programs and interventions that have been developed to meet the needs of mothers and children. A life course perspective is utilized and examined. Topic areas include but are not limited to: the historical foundations of maternal and child health; women’s and children’s health throughout the lifespan and how they affect each other; cross-cutting issues such as health disparities and advocacy and policy development in maternal and child health. (Prerequisites: MCH 220, HCP 330)</td>
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<table>
<thead>
<tr>
<th>MCH</th>
<th>427</th>
<th>Politics &amp; Breastfeeding</th>
<th>2 credit hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>This course explores sociologic, cultural, political, and economic forces impacting the practice of breastfeeding, including marketing of breast milk substitutes, workplace accommodations, and economic, social and legal pressures.</td>
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<table>
<thead>
<tr>
<th>MCH</th>
<th>428</th>
<th>Anthropology of Childbirth</th>
<th>2 credit hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>This course will explore birth in several cultures through the lens of anthropology. Anthropology is a respected field that fosters greater understanding of culture and its human impact. This provocative lens will help us explore our own assumptions and bias as we examine the “usual” practices in other cultures as well as our own. This results in an exploration of ethics and personal practice in our work in maternal child health as lactation care providers.</td>
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<thead>
<tr>
<th>MCH</th>
<th>429</th>
<th>Infant and Child Growth and Development</th>
<th>4 credit hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>The growth and development of infants and children is explored in this course. This course begins with prenatal influences on healthy development in the prenatal phase, continuing through birth and newborn life. Next, the growth and development in the first year of life is discussed. Early childhood, middle childhood, and adolescence are also explored. Normal stages are explored at each phase of the life cycle from conception to adolescence. Health promotion and cultural implications of health care are emphasized.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>MCH</th>
<th>451</th>
<th>International Perspectives in Breastfeeding and Lactation</th>
<th>4 credit hours</th>
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<td>Accompany Healthy Children/UI&amp;U faculty to visit hospitals and clinics outside of the United States and Canada. Discussion and experience of breastfeeding promotion, protection, and support strategies from a national and international perspective. Major topics covered are breastfeeding as an endangered practice in industrialized and developing countries, protection of breastfeeding for working mothers, the influence of manufactured milk and the progress of “Baby-Friendly” hospitals outside the United States.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>MCH 452</td>
<td>Biomedical Ethics for the Lactation Service Provider</td>
<td>4 credit hours</td>
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<tr>
<td>MCH 453</td>
<td>Research Methods and Statistics in Lactation</td>
<td>4 credit hours</td>
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<tr>
<td>MCH 460</td>
<td>Internship I</td>
<td>2 - 4 credit hours</td>
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<tr>
<td>MCH 461</td>
<td>Internship II</td>
<td>2 - 4 credit hours</td>
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<tr>
<td>MCH 499</td>
<td>Capstone (CGR) Project</td>
<td>6-8 credit hours</td>
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<tr>
<td>MGT 321</td>
<td>Principles of Management</td>
<td>4 credit hours</td>
<td></td>
</tr>
<tr>
<td>MGT 343</td>
<td>Operations Management</td>
<td>4 credit hours</td>
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</table>

This course explores the principles of biomedical ethics and their application to providing lactation services.

The student will examine various research methodologies, including quantitative and qualitative methods, used in human lactation research to guide policies, procedures, and practice. The course will also explore how research methods and evidence support the U.S. Baby-Friendly Hospital Initiative’s 10 Steps to Successful Breastfeeding.

Internships are optional and represent one path to the International Board Certified Lactation Consultant for those not holding the IBCLC. This independent project enables the student to accumulate 150 internship hours of supervised, mentored clinical experience in lactation management in hospital, public health, and/or community settings. Activities include participating in breastfeeding education, counseling and care under the guidance of an IBCLC in a setting located by the student. These theoretical foundations and experiences are designed to develop lactation assessment, client management, and documentation competencies. In order to qualify for IBLCE Pathway 2 upon graduation, students must successfully complete both Internship I and II.

The project draws upon all of the student’s previous experience, both academic and experiential, bringing together the theoretical and practical knowledge attained over the course of the program, especially as it pertains to the major. The project will result in a major paper, article, work of art, training manual, or other product that not only provides the student with lasting educational enrichment but also develops and demonstrates background and expertise.

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)

Concepts of operations in production and service organizations. The application of quantitative and qualitative techniques to quality, human resources, forecasting, inventory, and process improvement issues. (Prerequisite: STAT 322)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MGT 344</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 347</td>
<td>Managing Change</td>
<td>4</td>
</tr>
<tr>
<td>MGT 348</td>
<td>Modern Organization Management &amp; Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MGT 350</td>
<td>Management of Financial Resources</td>
<td>4</td>
</tr>
<tr>
<td>MGT 351</td>
<td>Management Mistakes and Successes</td>
<td>3</td>
</tr>
<tr>
<td>MGT 420</td>
<td>Theory &amp; Practice of Leadership</td>
<td>4</td>
</tr>
<tr>
<td>MGT 425</td>
<td>Organizational Behavior &amp; Culture</td>
<td>4</td>
</tr>
<tr>
<td>MGT 434</td>
<td>Problem Solving in Organizations</td>
<td>4</td>
</tr>
<tr>
<td>MGT 440</td>
<td>Social &amp; Ethical Issues in Management</td>
<td>4</td>
</tr>
</tbody>
</table>

This course introduces the 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 termination. *(Prerequisite: BUS 101)*

This course examines management of change in the fast-paced 21st century. It will focus on description and assessment of current conditions, an articulation of desired future conditions, and the development of a benchmarked pathway to journey through the change. Both management and leadership change considerations will be explored. *(Prerequisite: BUS 101)*

This course focuses on organizational development concepts for the 21st Century. The course emphasizes best management and leadership practices, knowledge, skill, and talent requirements, and behavioral and technical considerations needed to support effective and efficient organizational development. *(Prerequisite: BUS 101)*

In this course, students will explore the fundamental financial concepts and skills of a successful financial manager. The course will focus on long-term investment decisions, cost of capital leverage, as well as long and short-term financing decisions. *(Prerequisite: BUS 101)*

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.

This course will focus on leadership, management, and organizational concepts used in business today. It will expand the management principles of the last century, taking into consideration knowledge, behavioral, and technological changes that have recently occurred. The student will learn why and how quality improvements, visionary leadership, and customer-driven enterprises have caused change in business. This course also describes a new way to operate without control or compliance and thus improve service to the business organization, while maximizing corporation profit. *(Prerequisite: BUS 232)*

This course focuses on management and leadership of organizations and people in organizations. The course emphasizes the need to promote a shared vision, developing a collaborative work environment, fostering a learning organization, effective management/employee relationships, effective communications, interpersonal communications, win/win management, intrinsic motivation, effective work teams, and self-directed work teams. *(Prerequisite: BUS 232)*

This course investigates alternative problem solving processes used in business today. The course examines individual and team problem solving and the “who, what, when, where, why, and how” of effective problem solving. It also studies the implications of various decision-making methods used in problem solving. *(Prerequisite: BUS 232)*

This course covers ethical awareness, ethical analysis and decision making, contemporary ethical issues, and ethical management in organizations. It describes the skills required as
leaders encounter ethical dilemmas, process reasoned responses, confront daily and long-term ethical challenges, and make a positive and progressive difference at work by relying on an ethical foundation. The course explores the emotional influence on behavior and decisions, and it explains how to learn from successes and failures. (Prerequisite: BUS 232)

### MGT 450 Strategic Management & Business Policy

4 credit hours

Strategic Management & Business Policy examines strategy formulation and implementation issues from a general manager’s viewpoint, providing an integrative framework for, and building upon, the functional business areas. Those interested in general management, entrepreneurship, or functional specialties will find this course valuable in understanding what makes organizations successful or not. MGT 450 is the capstone course for the Business Administration and Business Management majors. (Prerequisite: MGT 440)

### MIS 322 Management of Organization & Technology

4 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. (Prerequisite: BUS 110)

### MIS 325 Systems Analysis and Design

4 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. (Prerequisite: BUS 110)

### MIS 326 Database Management

4 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. (Prerequisite: BUS 110)

### MIS 327 Telecommunications – Networking

4 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. (Prerequisite: BUS 110)

### MIS 328 Information Security

4 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. (Prerequisite: BUS 110)

### MIS 330 Software Business Planning

4 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)
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MIS 420</td>
<td>Project Management &amp; Change</td>
<td>4</td>
</tr>
<tr>
<td>MIS 422</td>
<td>Managing Information Resources</td>
<td>4</td>
</tr>
<tr>
<td>MKT 321</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 380</td>
<td>Marketing Analysis &amp; Strategies</td>
<td>4</td>
</tr>
<tr>
<td>MKT 426</td>
<td>Global Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 430</td>
<td>Market Research</td>
<td>4</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics and Social Responsibility</td>
<td>4</td>
</tr>
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</table>

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)

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)

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)

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)

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)

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)

This course focuses on developing an appreciation of music and an understanding of some of the basic elements of music, including forms and compositional techniques from different periods. The course will cover world music from the medieval and renaissance periods to the present, including such modern forms as jazz and rock. Students will develop listening skills while listening to musical examples of all of the periods (for Fall 2014 only, will satisfy general education credit in the Creation and Criticism of the Arts domain).

This course explores ethical issues and dilemmas facing us individually and as a society. Students will apply philosophical approaches to questions of right and wrong, duty and obligation, good and evil. Students will analyze and evaluate issues affecting our world at the global level and at personal, local community, and business levels. This course enables students to use personal experiences in order to develop and/or expand critical thinking skills (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).
PHI 201  Introduction to Philosophy  4 credit hours
The student will become familiar with the various kinds of philosophical thinking through this survey of the different branches of philosophy, such as ethics, knowing, metaphysics, cosmology, religion, aesthetics, and logic. The focus will be on the introduction of the philosophical point of view through the exploration of some key philosophers, beginning with Plato (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

PHI 210  Critical Thinking  4 credit hours
This course is an introduction to the philosophical principles of critical thinking and moral reasoning. This course emphasizes making practical decisions about issues that have ethical or moral implications while applying critical thinking in the context of the student’s academic, professional, and/or career development (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

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.

PHS 110  Introduction to Physical Science  4 credit hours
This introductory-level science course introduces the student to the fundamental properties of energy and matter. Topics include fundamental concepts of physics, chemistry, astronomy, and geology. While this is not a mathematics intensive course, one goal of this course is to introduce the student to the scientific method. To help the student understand the scientific method, the student will complete analytical assignments using real world data (for Fall 2014 only, will satisfy general education credit in the Observation and Analysis of the Natural World domain).

PHS 111  Introduction to Astronomy  4 credit hours
This introductory-level physical science course includes a general survey of astronomy. Topics include the sun and planets, evolution of the solar system, galaxies/nebulae, and stellar evolution (for Fall 2014 only, will satisfy general education credit in the Observation and Analysis of the Natural World domain).

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.

PHY 121  Introduction to Physics  3-4 credit hours
This course is designed as an introductory, non-calculus-based course in physics. The course covers basic topics in dynamics, including kinematics in one and two dimensions, forces and Newton’s Laws of Motion, work and energy, impulse and momentum. Basic skills in mathematics, including algebra and trigonometry, are required for this course.

POS 103  Introduction to Political Science  4 credit hours
This course introduces the basic concepts and theories of political science with an emphasis on political ideologies and comparative political systems. This knowledge will be applied to develop critical thinking skills about politics, law, government, and society. The learning objectives will be accomplished through reading a core political science textbook and by exploring a variety of topics in political science (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

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 Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

<table>
<thead>
<tr>
<th>PSY</th>
<th>101</th>
<th>Introduction to Psychology</th>
<th>4 credit hours</th>
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</table>

The course is an overview of psychology and integrates the multiple schools of thought and sub-disciplines along with the important findings of each. The student will gain an understanding through critical analysis of topics and themes such as senses and perception; memory; language, cognition; emotion and behavior; human development; health and stress; personality; pathology; therapies and treatment. A main focus of this course is on the scientific method, which allows the student to evaluate and interpret a mixture of speculation, logical deduction, and empirical data collection (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

<table>
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<tr>
<th>PSY</th>
<th>209</th>
<th>The Helping Relationship</th>
<th>3 credit hours</th>
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</table>

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.

<table>
<thead>
<tr>
<th>PSY</th>
<th>229</th>
<th>Child Development: Contexts for Growth</th>
<th>3 credit hours</th>
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</thead>
</table>

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.

<table>
<thead>
<tr>
<th>PSY</th>
<th>230</th>
<th>Adult Development: Perspectives on Human Flourishing</th>
<th>3 credit hours</th>
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</table>

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 that lead to happiness and well-being in adulthood? What is the impact of diversity issues on adult experience?

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<tr>
<th>PSY</th>
<th>235</th>
<th>Research Methods in Psychology</th>
<th>3 credit hours</th>
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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.

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<tr>
<th>PSY/CJM</th>
<th>310</th>
<th>Violent Criminal Behavior</th>
<th>2 credit hours</th>
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</table>

This course examines advanced concepts in criminal behavior, particularly the violent and predatory criminal. Topics will include an exploration of abnormal and antisocial behaviors associated with the violent offender. Designed for the criminal justice professional, the course will compare and contrast current research on the impact of the offender in law enforcement, the courts, and corrections.
### PSY 314: Psychology and the Law

4 credit hours

Provides an overview of the role and responsibilities of a clinician when working within the legal system. Issues of confidentiality, eye witness accuracy, competence to stand trial, jury selection, and the insanity defense are explored.

### 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 multi-cultural 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 credits

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY/ESM 402</td>
<td>Organizational Psychology</td>
<td>4</td>
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<tr>
<td>PSY 440</td>
<td>Mindfulness Based Therapies</td>
<td>3</td>
</tr>
<tr>
<td>PSY 441</td>
<td>Altruism, Empathy and Compassion</td>
<td>3</td>
</tr>
<tr>
<td>PSY 442</td>
<td>Life Stories and Spiritual Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 443</td>
<td>Counseling: Theories and Practices for the Skilled Helper</td>
<td>3</td>
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</tbody>
</table>

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.

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.

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 multi-disciplinary exploration of these topics students explore the implications of “selflessness” and examined how our underlying assumptions about human nature shape pathways of human development and human possibility.

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.

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.

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.
for the university and the major. Writing and presentation skills will be emphasized in this course. (Prerequisite: All Core Courses and 39 credits in the major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</table>
| REL 101 | 4 credit hours | Introduction to Religion

This introductory course will explore a variety of religions and questions fundamental to the study of religion. The student will consider the nature of religious experience and how religion shapes the actions of individuals and communities (for Fall 2014 only, will satisfy general education credit in the Civilization and Human Legacy domain).

<table>
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<tr>
<th>Course</th>
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<th>Description</th>
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</table>
| SCI 322 | 3-4 credit hours | Oceanography

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.

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<tr>
<th>Course</th>
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<th>Description</th>
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</table>
| SOC 101 | 4 credit hours | Introduction to Sociology

This survey course examines society in terms of the interactions of groups and cultures including a consideration of family, government, education, religion, culture, society and perspectives derived through the investigation of sociological foundations, major social change movements and their causes, and social traditions both within the United States and the outside world (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

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| SOC 203 | 4 credit hours | Social Problems

This course is designed to introduce various theoretical propositions and causal models to allow the student to examine specific social problems in American society and to understand how solving one social problem can also help ameliorate another social problem (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

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<tr>
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<th>Description</th>
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</table>
| SOC 204 | 4 credit hours | Marriage and the Family

This course includes an examination of family development and the variables that affect its life cycle. The course places primary emphasis on understanding of factors conducive to successful marital and family relations. The course analyzes a balance between the sociological and ecological or family systems theoretical perspectives, while including coverage of family dynamics and interpersonal relationships. Students examine problem-solving and communication patterns and rich variations in different temporal, structural, and socio-cultural contexts (for Fall 2014 only, will satisfy general education credit in the Social Systems and Behavioral Science domain).

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
</table>
| SOW 101 | 4 credit hours | Introduction to Social Work

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.

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| SOW 322 | 4 credit hours | Human Behavior and the Social Environment (I & II) - 16 weeks

HBSE Part I: This foundational course, the first in a two-part sequence, focuses on the lifespan approach to examine the biological, social, cultural, psychological, and spiritual factors that influence behavior, normal development, health, and well-being from conception to adolescence. Ecological/systems theories focus the “person-in-environment” as the context for biopsychosocial assessment and exploring the impact of human diversity, oppression, social and economic inequality. (Prerequisites: BIO 221 & PSY 101)

HBSE Part II: Human Behavior and the Social Environment

The second in a two-part sequence focusing on the lifespan, examines the biological, social, cultural, psychological, and spiritual factors that influence individual development, personality,
and psychosocial adaptation from young adulthood to later adulthood.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOW 323</td>
<td>Generalist Practice I: Social Work Practice with Individuals</td>
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<td>This foundational course examines the knowledge, ethics, and skills for generalist social work practice with individuals. Special emphasis is given to the person and environment construct, and the ecological framework for understanding the biological, social, cultural, psychological, and spiritual dimensions that shape individual development and behavior. Students will model the stages of the planned change process focusing on the essential qualities of a professional helping relationship, beginning interviewing principles and techniques, use of self, counter transference, empathy, and related interpersonal skills. (Prerequisite: PSY 101)</td>
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<tr>
<td>SOW 324</td>
<td>Generalist Practice II: Social Work Practice with Families</td>
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<td>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)</td>
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<tr>
<td>SOW 327</td>
<td>Ethical Issues in Social Work</td>
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<td>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.</td>
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<tr>
<td>SOW 329</td>
<td>Multicultural Issues in Social Work</td>
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<td>This course provides a theoretical framework for understanding the dimensions of diversity, ethnocultural, socioeconomic, and social structures that shape human experience, and contribute to differences in power relations among individuals and multicultural groups in the United States. Emphasis is given to influential societal values and mechanisms of oppression that may marginalize, stigmatize, alienate, or mediate access to privilege, power, and acclaim among individuals and vulnerable groups. The course examines 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.</td>
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<tr>
<td>SOW 345</td>
<td>Generalist Practice III: Social Work Practice with Communities and Organizations</td>
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<td>The course applies the generalist/empowerment perspective in examining roles, relationships, and communication skills for working with 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 324)</td>
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<tr>
<td>SOW 370</td>
<td>Research Methods in Social Work I</td>
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<td>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 and identification of the stages of scientific inquiry, focusing 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: STAT 221 or STAT 322)</td>
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<td>Course Code</td>
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<tr>
<td>SOW 425</td>
<td>Social Welfare Policies &amp; Issues</td>
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<td>This course introduces the historical and theoretical foundations of social welfare policy and social programs in the United States. Emphasis is given to the concepts, principles, competing values, ideas, beliefs, including mechanisms of oppression, that shape policy development and influence the decision-making, implementation, and financing of social welfare systems. The course examines the dual nature of social workers’ roles and professional obligations, both as contributors to social welfare policy development and as change agents, in promoting social justice, equality, community and individual well-being. <em>(Prerequisite: SOC 101)</em></td>
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<tr>
<td>SOW 450</td>
<td>Social Welfare Policy Analysis</td>
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<td>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 social work programs, practice, planning, and social service delivery systems related to social insurance, health care, child welfare, and aging. Students will identify the leadership, collaborative, and advocacy roles engaged by social workers at the macro level, and strategies for advancing human rights, civil rights, social and economic justice.</td>
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<tr>
<td>SOW 470</td>
<td>Research Methods in Social Work II</td>
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<td>The course, the second of a two-course sequence, develops skills in analyzing research designs and evaluating social work program outcomes, including measures of practice effectiveness. Emphasis is placed on the development of analytical writing skills and critique of published empirical studies. <em>(Prerequisite: SOW 370)</em></td>
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<tr>
<td>SOW 487</td>
<td>Social Work Field Practicum I</td>
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<td>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 supervision of a licensed social worker with an advanced degree in social work.</td>
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<tr>
<td>SOW 488</td>
<td>Social Work Field Practicum II</td>
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<td>Part II of the two-course Field Practicum require</td>
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<td>ment. This course integrates the theoretical and conceptual foundation of the classroom instruction with practice methods, training, and skills for generalist social work. Students will complete a minimum of 200 practicum hours. 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.</td>
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<tr>
<td>SOW 489</td>
<td>Social Work Field Integrative Seminar</td>
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<td>The Social Work Field Integrative Seminar is designed to guide the student’s engagement and integration of social work theory with field instruction for beginning generalist social work practice. Through an interactive group process, the seminar offers a confidential setting for discussing current experiences in the practicum, information-sharing, problem-solving, and evaluating professional effectiveness, values, ethical and work adjustment issues, interviewing, and communication skills. Students are required to maintain participation in the field seminar for the entire period of enrollment in SOW 487 and SOW 488.</td>
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<tr>
<td>SOW 496</td>
<td>Foundational Workshop</td>
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<td>This course guides the student in the development and completion of a written proposal for the capstone learning experience project. The proposal details a comprehensive description of the project and a plan for its successful implementation.</td>
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<tr>
<td>SOW 499</td>
<td>Capstone (CGR) Learning Experience Project</td>
<td>6-9</td>
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<td>The Capstone Learning Experience Project is a personal, academic, and professional presentation of a student’s knowledge, competence, and achievements in the major. Students will demonstrate a comprehensive understanding of the field of study and core competencies for generalist social work practice.</td>
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</table>
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.

SPM 315 | Sport Administration & Organizational Theory | 4 credit hours

This course will explore, assess, and identify various organizational theories and structures and their application in sport environment. The course will examine the management process, including theoretical and philosophical aspects of management in a sport setting, and review the role of character development in sport management. The course will also examine the importance of relationships within sport management, such as client, employee, and community relations, and analyze physical education, recreation, wellness, health promotion, sport and fitness as micro components in sport administrations as it relates to society as a whole. *(Prerequisite: MGT 425)*

SPM 320 | Economics & Fiscal Responsibility in Sport Management | 4 credit hours

This course will identify principles of finance specific to budgeting and operations in connection with business decision-making in various sport-related organizations. The course will expose students to various financial principles as they relate to professional, collegiate, and high school sport programs. In addition, this course will provide students with practical application of financial management, including principles and financial statements as they pertain to planning, administration, and reporting the financial performance of a sport-related organization. *(Prerequisite: MGT 425)*

SPM 410 | Law and Ethics in Sport Management | 4 credit hours

This course provides an understanding of the American legal system with an emphasis on the resolution of sport business legal disputes by means of civil litigation, mediation, arbitration, and trial procedures. The course will examine the legal structure of the sport industry. This course provides an understanding of the laws affecting professional sports and provides a philosophical viewpoint of the ethics, professional codes of conduct, and ethical professional responsibilities of leaders in the sport environment. *(Prerequisite: MGT 425)*

STAT 221 | Statistics | 4 credit hours

This course covers concepts of probability theory, random variables and their distributions, sampling theory, understanding variation, and testing for differences in sample means. Emphasis is on practical work applications and the display and interpretation of data used in organizations to test for stability and improvement of work processes (for Fall 2014 only, will satisfy general education credit in the Quantitative Reasoning domain).

STAT 321 | Advanced Statistics and Probability | 3-4 credit hours

The goal of this course is to familiarize the student with the fundamentals of statistics and allied topics in probability. The course will focus on the topics of displaying data, calculation of central tendency, methods of determining the spread of the data, sampling techniques, basic probability, binomial probability distributions, and the interpretation of normal distributions and estimation of confidence. This course emphasizes using statistical reasoning. *(Prerequisite: Statistics 221)*

STAT 322 | Statistical Process Control & Improvement | 4 credit hours

This course focuses on statistical methods used to determine if processes are predictable or not and the similarities and differences of improving predictable versus unpredictable processes. It covers the concepts of central tendency, understanding variation, sampling theory, probability theory, and testing for differences in sample means. Through the selection, development, and
analysis of a work-related project, emphasis is placed on real, practical applications.  

(Prerequisite: STAT 221)

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<tr>
<th>STAT</th>
<th>323</th>
<th>Regression Analysis</th>
<th>3-4 credit hours</th>
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This course presents a balance of theory and application of linear regression models and statistical analysis. The topics covered include simple and multiple linear regression, partial correlation, residual analysis, stepwise model building, multi-collinearity and diagnostic methods, indicator variables. This course assumes familiarity with basic statistics. (Prerequisite: an introductory statistics course or STAT 221)
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-C)

Associate Vice President for Graduate Programs: Arlene Sacks, Ed.D.
Associate Dean: Gerald A. Fishman, Ph.D.

Program Overview

Credits to Degree: 60 semester hours (academic year: 32 weeks, program length: 96 weeks)
Transfer Credits: Up to 12 semester hours
Enrollment Dates: Fall, winter, and spring/summer terms
Minimum Time to Degree: 24 months
Full-time Status: Nine semester credits
Part-time Status: Six semester credits

Academic Program Location
Master of Arts
New England Academic Center
Union Institute & University
28 Vernon Street, Suite 210
Brattleboro, VT 05301
Toll-free: 800.871.8165

Students should refer to the MA-C student handbook for a more in-depth description of the blended delivery model of education, course sequence checklist, brief weekend residencies scheduled for each academic term, and requirements for the practicum/internship field experience. Additional critical information regarding scholarship, research, and preparation for entry into professional practice upon graduation is included in the student handbook. The Master of Arts Student Handbook is available on the UI&U website at http://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/.

The annual program calendar and Registration/Tuition and Fee Schedule are available on the UI&U website at http://www.myunion.edu/admissions/tuition-payment-options/.
Program Mission Statement

Program faculty strive both to enhance and disseminate the science of clinical mental health counseling and the art of the helping professions, while also contributing to the overall service to the Union Institute & University and its mission. To advance that mission, the program emphasizes the professional development of graduate students, the growth of both graduate students and faculty as scholar-practitioners, and faculty service to the university and to the profession.

The program mission and purpose align with Union Institute & University’s mission and purpose in several important ways. First, the program is innovative in the sense that it is constructed to prepare students to meet increasingly detailed specifications for credentialing and licensing in their respective states, while maintaining the opportunity for individualized elective study that reflects the unique scholarly, professional, and personal questions that motivate the individual student. Second, brief weekend residencies conducted at the beginning of each academic term permit wide outreach to adult students. In each residency, there are opportunities for mentored study, course-based and advanced topic presentations, and interaction with faculty and their peer learning community. The high quality of the program is maintained by the faculty, who themselves are engaged in both scholarly and professional pursuits within the university and in the field.

Philosophy

The program’s conceptual framework was developed to align 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 philosophical underpinnings of the program subscribe to the rationale of adult higher education and its expression in practice. This rationale includes seminal thinking on evidence-based practices in adult education that reflect 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 Master of Arts Program with a Major in Clinical Mental Health Counseling (CHMC) will help to prepare scholar-practitioners who will be effective health service providers and leaders in their organizations and communities. Drawing on innovative ideas about blended delivery models of education, advanced skills in scholarship, research, and practice will be cultivated and assessed. Applied educational training will support professionals in understanding and working with cutting-edge information and practice. To this end, the program offers three residencies per year, one per term, and updated and advanced courses in a variety of important areas of study and training competence.

Program Description

The field of clinical mental health counseling’s mission is to work with normal developmental, adjustment, and vocational issues, and it was developed to offer a contrast to the mental health orientation of clinical psychology. The American Psychological Association established Division 17 in 1952 to advocate for the field of clinical mental health counseling and counseling psychology. This division has been instrumental in the growth and development of the counseling profession. Although this field has much in common with the field of counseling, counseling psychologists often have more extensive training in social science research, norm-referenced evaluation instruments, and psychological theory. The CMHC major should be of
interest to those wishing to practice counseling and work with clients with normal adjustment issues or less severe mental illness. The program is recognized by the National Board for Certified Counselors and the Council of Applied Master’s Programs in Psychology as meeting criteria for training, certification, and examination requirements. Many students elect to take the National Counselor Examination (NCE) following completion of the program. UI&U is an approved examination site for the NCE.

The Master of Arts with a major in Clinical Mental Health Counseling is a competency-based training program which is aligned with national credentialing standards. The blended delivery model consists of courses delivered online integrated with brief weekend residencies offered at our Brattleboro, Vermont and Cincinnati, Ohio campus locations three times annually (September, February and June). Students continue to benefit from having an assigned advisor and have numerous opportunities to work with all faculty members and their peers in completing required and elective courses. The program requires the completion of 60 credits and is offered with full- and part-time options to meet the needs of working professionals. There are three entrance points annually: August, December, and April. Students may complete all degree requirements in two years of full-time study, while students who desire more time may opt for a three (3) year or longer program. Consistent with the history of the program, the blended delivery model continues to prepare students to meet national counseling credential and state licensing requirements, appreciating that no institution of higher education can promise external licensure.

Typically, full-time MA-C students complete three courses for the equivalent of nine credits during the fall term; three courses for the equivalent of nine credits during the winter term; and 12 credits during the summer term (this may include Internship) for a total of 60 credits over two years.

More information on this organized program can be found on our website at [http://www.myunion.edu/academics/masters-programs/ma-with-a-concentration-in-counseling-psychology/](http://www.myunion.edu/academics/masters-programs/ma-with-a-concentration-in-counseling-psychology/).

**Admission Criteria and Procedures**

Admission to the Master of Arts with a major in Clinical Mental Health Counseling 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.
- Completion of four preparatory courses (12 credits) in psychology, preferably within five years prior to commencing the program.
  - Applicants who do not meet the course work requirements may still be considered for full admission if they can document work in the human services field, with an accompanying description of their familiarity with the concepts and practices of counseling psychology.
- A completed application detailing personal and professional goals and reasons for pursuing graduate study.
- Three professional recommendations, one of which should be from a person qualified to evaluate clinical potential or appropriateness for advanced mentored study.
• 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 http://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/.
• Students with international transcripts are responsible for obtaining an evaluation of their transcripts through an international evaluation service.
• Non-refundable application fee included with the application materials.
• An interview with the assistant director, a member of the faculty, or the associate dean, if deemed necessary.

Provisional admission may be granted when the department determines the student has not met the requirements for full admission, as evidenced in the student’s academic work or reflected in other identified academic weaknesses. When a student is granted provisional admission, s/he will take up to nine credits of foundational (first year) graduate course work in her/his first enrolled term. Following successful completion of first term course work, with grades of B or better, 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. For further information, please refer to the UI&U Master of Arts with a Major in Clinical Mental Health Counseling Student Handbook.

Application materials, including recommendation forms and other supporting information about the master’s program, are available online or by contacting the admission director of the New England Academic Center at 802.257.9411.

All application materials will be held for one year only. If an applicant’s file is not completed and forwarded to the admissions committee within that time period, all materials will be shredded.

Admissions committee decisions
The admissions committee reviews and acts upon completed master’s program application folders on a monthly basis. There is a pre-screening procedure that narrows the applicant pool prior to start of the formal application process. The admission procedure has several other stages such as the formal application and review by the admissions committee.

The admissions committee makes the final decision on all matters pertaining to admission. The master’s program follows the practice of not discussing reasons for rejecting an application.

Transfer Credits
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.
• Transfer credits that were earned as part of a previous degree or certificate will not be accepted in transfer toward the MA-C degree. For example, no credits used toward an earned master’s degree will be accepted for graduate credit at Union.*
• An exception to the maximum 12 graduate transfer credits policy exists for non-degree students who complete part or all of the Alcohol and Drug Abuse Counseling Certificate.
These UI&U non-degree graduate-level certificate hours may be evaluated on a case-by-case basis for internal transfer acceptance toward the MA-C degree. However, students who wish to apply the non-degree certificate hours toward the MA-C degree must pay the difference between rates charged for education hours and current tuition rates for graduate credits in order for this conversion of education hours to graduate credits to occur.

- The transfer credits are deemed by the assistant director to be applicable and relevant to the degree requirements in effect at the time of request.
- Potential transfer credits were earned at the graduate level, with a B or better grade earned in each course to be credited.
- Applicants wishing to learn prior to admission about the acceptance of transfer credit should submit official transcripts, Forms A and B from the MA-C program office, and a description of each course to be credited to the assistant program director for approval.
- Transfer credit from a quarter system institution will be converted to semester hours.
- It is recognized that the program will not accept transfer credits if one or more of the aforementioned conditions do not apply.
- All transfer credits that are accepted toward the M.A. program are used to determine the remaining maximum time frame in the program.
- *Graduate courses taken at UI&U that are used toward a certificate program will be reviewed on a case-by-case basis.

All requests for acceptance of transfer credits are handled individually. The following process will be followed in petitioning for and the approving of transfer of credits:

1. Submit Transfer Request Forms A and B (available from the program office) to the assistant director of the M.A. in Clinical Mental Health Counseling program prior to the beginning of the first term. This must include the course syllabus for each course being proposed to meet the transfer criteria and any other pertinent materials.
2. The assistant director will forward the petition to the M.A. program faculty member who teaches the UI&U course. The submitted material must demonstrate that the prior course work meets at least 75 percent of the current course content offered by the M.A. program, as found in the current course syllabus. The faculty member will evaluate the materials and make a recommendation to the assistant director.
3. The assistant director will make a determination and notify the student of his/her decision.
4. The decision of the assistant director is final.

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 Union Institute & University’s M.A. program will be accepted by another educational institution.

Certificate in Alcohol and Drug Abuse Counseling

The Certificate in Alcohol and Drug Counseling is intended to help students acquire discipline-related specialized knowledge and skills in substance abuse counseling. To accommodate a variety of students’ needs, the MA-C program offers an embedded certificate for degree-seeking students and a stand-alone certificate for students interested in pursuing graduate-level education hours which meet education requirements enabling eligibility to apply for credentialing as alcohol and drug abuse counselors. The non-degree graduate certificate will allow individuals to earn required education hours for certification without having to enroll in the MA-C 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-C curriculum and includes four required courses and two elective courses which will cover the 270 hours of education/training in the required chemical dependency specific content areas, and permits 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 leading to the certificate and are invited to attend residencies each academic term. There will be differential rates charged for courses taken for graduate credit and courses taken as non-degree certificate education hours only. The required courses for the certificate are offered in a one-year sequence enabling a student to finish within that time frame.

**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-C courses is required:

(Degree-seeking MA-C students register for the CPM courses. Non-degree students register for the ADC prefix courses.)

- CPM/ADC 501 Counseling Theory and Practice (3 credits/45 hours)
- CPM/ADC 507 Group Work and Therapy (3 credits/45 hours)
- CPM/ADC 512 Psychopharmacology for Mental Health and Addictive Disorders (3 credits/45 hours)
- CPM/ADC 518 Substance Abuse/Addictive Disorders (3 credits/45 hours)
- CPM/ADC 520 Substance Abuse Counseling with Addicted Populations (3 credits/45 hours)
- CPM/ADC 530 Assessment, Diagnosis, and Treatment Planning of Addictive Disorders (3 credits/45 hours)

Students who complete the non-degree certificate and choose to apply to the UI&U Master’s Program in Clinical Mental Health Counseling will be allowed to transfer the credits earned at Union toward the degree. However, such students must pay the difference between rates charged for education hours and the current tuition rate for graduate credits in order for this conversion of education hours to graduate credits to occur.

Certificate students need to contact the MA-C program office for registration information.

**Student Financial Aid Satisfactory Progress Policy for Certificate Students**

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. Please review the Student Financial Aid Satisfactory Academic Progress (SAP) Policy in the Financial Aid Resources and Services section of the university catalog. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid.
MA-C Registration and Tuition Policies

Students enrolled in the MA-C will select courses according to term (first-year; second-year), which have been verified by the faculty advisor against the student’s program course checklist. The program course checklist prescribes a sequence of courses to be taken in years one and two and includes the opportunity for electives which will support meeting the student’s national credentialing and state licensure requirements.

Registration

- Registration is required prior to the start of each 16-week term.
- MA-C full-time status is nine semester hours, and six semester hours is considered part-time status.
- Students register in CampusWeb through Web registration. Registration is initiated by the student and must be approved by the faculty advisor or assistant director. When Web course registration closes for a term, registration changes need to be approved by the faculty advisor and submitted to the program office for processing.
- A student’s registration through Web course registration must be approved by the advisor/assistant director before financial aid will be disbursed.
- Direct questions regarding registration and course offerings to the M.A. Clinical Mental Health Counseling program office.
- Registration follows approval of tuition payment agreements by the Business Office and receipt of a student approved registration agreement form.
- Students with past due balances must obtain financial clearance from the Business Office prior to registration for a new term.
- Drop/add deadlines are for academic purposes only. ALL REFUNDS DUE TO DROPPED OR WITHDRAWN COURSES ARE PROCESSED ACCORDING TO THE SCHEDULE OF REFUNDS.

Program Completion Extension (PCX 503)

If additional time is needed to complete the capstone, a student may register for Program Completion Extension PCX 503 with approval by the advisor and the assistant director. This extension allows one additional four-month term to complete the capstone. The extension maintains the student in a registered active status but at zero 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 capstone credit hours is charged for enrollment in Program Completion Extension.

Course Drop/Add

To receive a tuition refund (see Schedule of Refunds below), students must drop individual courses no later than 30 days after the start of the academic term. Courses dropped prior to 30 days will not appear on the student’s academic transcript. Students are permitted to add courses up to 14 days from the start of the academic term. The effective date of a drop/add is either the date of postmark or the date the written or oral request arrives at the student’s program office or Registrar’s Office. Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid immediately to determine the effect, if any, on their financial status. All drop/add requests must be approved by the student’s instructor(s) and academic advisor in the course(s) dropped and/or added. All MA-C courses dropped after 30
days from the start of the academic term will remain on the student’s academic record with a W (for withdrawal) grade.

**Withdrawal and Tuition Refund Policy**

A withdrawal is considered to be a complete withdrawal from the university. The date of withdrawal is the earlier of:

- The date the student notifies the university; or
- The ending date of the previous term if the student fails to register for a new term; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

The withdrawal can be written or verbal and sent directly to either the student's academic center, program office, or communicated directly to the Registrar’s Office. When a student withdraws from the university prior to the end of a term 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 academic transcript. If the withdrawal is effective at the end of the term, the grade as supplied by the evaluating faculty for each course will be posted to the student’s academic record.

It is understood that a student who fails to notify Union Institute & University of withdrawal from the program is obligated for all tuition assessed for the term. Students that withdraw prior to the end of the term should refer to the current tuition policies statement for information about appropriate tuition refunds. Tuition is not prorated for course work with earned academic credit. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal and the balance of the student account, after financial aid adjustments, as of the withdrawal date. Financial aid adjustments are based on federal guidelines.

Unofficial withdrawals as defined in the university’s catalog will affect the amount of financial aid and/or tuition and fees that have been posted to the student's account. The resulting adjustments may create significant balances payable to the university that will be required to be paid prior to allowing continued enrollment.

Tuition is partially reversed or refunded when students withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal. The following table shows the percentage of tuition to be reversed for complete withdrawals from the program:

<table>
<thead>
<tr>
<th>Schedule of Refunds for Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
</tr>
<tr>
<td>Week Two</td>
</tr>
<tr>
<td>Week Three</td>
</tr>
<tr>
<td>Week Four</td>
</tr>
<tr>
<td>Week Five and Thereafter</td>
</tr>
</tbody>
</table>

**Maryland Resident Tuition Refund Schedule**

Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below. Refund schedules are based on the length of the term in which the student is enrolled. The date
of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

<table>
<thead>
<tr>
<th>Date of Withdrawal or Termination</th>
<th>Percent of Term Days</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 thru 10</td>
<td>Less than 10% completed</td>
<td>100%</td>
</tr>
<tr>
<td>Day 11 thru 21</td>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>Day 22 thru 32</td>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>Day 33 thru 44</td>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>Day 45 thru 66</td>
<td>40% up to but not including 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress Review**

**Monitoring and assessing student progress**

Student progress in the program is assessed in a variety of ways, including oral and written feedback from faculty advisors. One of the primary tasks of the faculty advisor is to assist the student in making steady progress toward completing the sequence of courses outlined in the Program Course Sequence Checklist. To assure good progress, the faculty advisor will offer regularly scheduled feedback on academic progress through each term of graduate study. It is the responsibility of the student to review the course sequence checklist each term and to update her/his advisor on academic progress toward degree completion.

Students are expected to complete all course work 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 request an Incomplete (I) grade from the faculty instructor. The faculty determines whether or not to assign an I grade, which will allow an additional term from the last day of the previous term for course work to be completed for academic credit. Refer to the Incomplete Grade Policy following the letter grade criteria.

Although a student has four months (one term) beyond the end of a term to remove Incomplete grades, the student will not be permitted by the faculty advisor to register for courses in the next academic term if more than one Incomplete grade has been recorded. Failure to meet all course requirements to resolve the Incomplete will result in a grade of Unsatisfactory (U), and the student may have to take the course again if it is required for their degree completion.

If a student achieves a GPA of less than 3.0 in any term, the student will be placed on academic probation for one term. If a student’s progress remains unsatisfactory at the end of the probationary period, the student may be considered for dismissal from the program.

A student who is making satisfactory academic progress by the end of the probationary term will be removed from financial aid probation and from academic probation via the faculty advisor’s submitting a revised transcript report to the registrar.
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 Financial Aid.

Grading Policy

The assessment of academic skills is a critical component of the MA-C 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, case studies, participation in class discussions, and observation of skills at residencies scheduled each term.

The MA-C program uses a four-point grading scale (A, B, C, and U), with all grades other than U, I 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 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.  
4.0 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.  
3.00 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:  
- Student has missed up to 15 percent of classes or online live presentations.  
- Student does not consistently complete course assignments or struggles to complete work.  
- Student is inconsistent in producing written material of expected quality consistent with the student’s stage of professional development.  
- Student is erratic in making deadlines.  
- Student’s work is considered marginal by curriculum and/or professional standards.  
2.0 Quality Points |
### Grade Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>U indicates course was attempted but was unsuccessful. No credit is granted. U may also indicate that an I was automatically changed to a U because outstanding work for a course was not completed satisfactorily within the prescribed term period. No credit is granted. <strong>0.00 Quality Points</strong></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete may be assigned if a course is not completed within the enrollment period. The faculty determines whether or not to assign an I grade. An I grade allows an additional term from the last day of the previous term to complete the course work. <strong>If the student has not satisfactorily completed the work by the end of the one-term extension, the I grade will convert 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.</strong> No credit is earned for the I grade until it is converted to the final grade. <strong>0.00 Quality Points and does not calculate into the GPA.</strong></td>
</tr>
<tr>
<td>W</td>
<td>W indicates a student withdrew from a course before the term was concluded. No credit is granted. <strong>0.00 Quality Points and does not calculate into the GPA.</strong></td>
</tr>
<tr>
<td>N</td>
<td>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. <strong>0.00 Quality Points and does not calculate into the GPA.</strong></td>
</tr>
<tr>
<td>S</td>
<td>MA-C internships, practicums, and independent study work dedicated to a practicum experience are graded on a Satisfactory/Unsatisfactory basis. Academic work receiving an S is equivalent to a B or better at the master’s level. <strong>0.00 Quality Points and does not calculate into the GPA.</strong></td>
</tr>
</tbody>
</table>

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit.

*(Note: Refer to the University Attendance & Engagement Policy in this catalog.)*

### MA-C Policy for an Incomplete Grade

Incomplete (I) are awarded when illness, accident, or other unusual extenuating circumstances beyond the student’s control make it impossible for a student to complete required course work during the term when they are enrolled in the course. The granting of an Incomplete is at the discretion of the course instructor. A grade of Incomplete (I) must be requested by the student before the end of 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 course work 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. If the course work is not satisfactorily completed by the end of the next academic term the grade
will automatically be converted to an Unsatisfactory (U) grade and posted by the registrar. If the student receives an Unsatisfactory (U), a special review will be called by the assistant director or associate dean. An action may result in requiring the student to repeat the course. The only exception to this policy is if the course is an elective.

It is the student’s responsibility to initiate a request for an Incomplete (I) grade with the course instructor. Incompletes are normally granted only when students have completed at least 67 percent of the required course work with a passing grade. (When less than 50 percent of a course has been completed, students will usually have to repeat the course, at the discretion of the instructor.) The student must discuss his/her request for an Incomplete (I) grade with the course instructor before filing the petition. This discussion must occur at least five weeks before the end of the term, unless there are extenuating circumstances. 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.

The student initiates the petition by completing, signing and dating a petition for an Incomplete Grade form. 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.

If the instructor approves the petition process, the instructor and the student must complete the MAC Incomplete Contract in which the instructor sets the conditions for the completion of all assignments and evaluations due within the guidelines discussed above. The instructor submits the petition and the incomplete contract together with the grade sheet to the assistant director. Upon satisfactory course completion, the instructor will inform the assistant director and the registrar of the change in grade. A student may also appeal a grade. (Please refer to the appeals process in the 14-15 university catalog.)

Blended Delivery Model

Course Sequence Checklist

The blended delivery model of education and training provides a structured sequence of courses which address foundation theory, skills, and professional ethical practice guidelines in Year I, followed by advanced course work and field experience in Year II which builds upon core competencies in assessment, counseling, consultation, and specialized elective clinical areas. The internship in Clinical Mental Health Counseling is the capstone component of professional training and provides students the opportunity to demonstrate and refine skill proficiencies learned as part of the university training program.

Alternate elective courses may be substituted to meet specific state credentialing/licensing requirements.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPM 501</td>
<td>Counseling Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CPM 502</td>
<td>Psychopathology: Diagnosis, Assessment/Treatment</td>
<td>3</td>
</tr>
<tr>
<td>CPM 504</td>
<td>Helping Relationships</td>
<td>3</td>
</tr>
<tr>
<td>CPM 505</td>
<td>Professional Orientation and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CPM 506</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CPM 507</td>
<td>Group Work and Therapy</td>
<td>3</td>
</tr>
<tr>
<td>CPM 508</td>
<td>Appraisal and Diagnostic Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
CPM 509 Treatment Modalities 3
CPM 510 Social Bases of Behavior & Cultural Diversity 3
CPM 511 Career and Lifestyle Development 3
CPM 513 Research Methods & Program Evaluation 3
CPM 519 Tests and Measurements 3
CPM 521 Capstone Project I 3
CPM 529 Biological Bases of Behavior 3
CPM 542 Internship I 3
CPM 543 Internship II 3

**Elective Courses**

CPM 512 Psychopharmacology for Mental Health & Addictive Disorders 3
CPM 514 Family Therapy 3
CPM 515 Crisis Intervention 3
CPM 516 Clinical Consultation 3
CPM 518 Substance Abuse/Addictive Disorders 3
CPM 520 Substance Abuse Counseling With Addicted Pops. 3
CPM 522 Capstone Project II (if required) 3
CPM 530 Assessment, Diagnosis, and Treatment Planning of Addictive Disorders 3
CPM 531 Practicum I (if required) 1
CPM 544 Internship III (if required) 3

**Alcohol and Drug Abuse Counseling Certificate Requirements**

CPM 501 Counseling Theory and Practice 3
CPM 507 Group Work and Therapy 3
CPM 512 Psychopharmacology of MH and SA Disorders 3
CPM 518 Substance Abuse/Addictive Disorders 3
CPM 520 Substance Abuse Counseling with Addicted Pops. 3
CPM 530 Assessment, Diagnosis, and Treatment Planning of Addictive Disorders 3

**Program Delivery**

Students enrolled in the UI&U Master of Arts with a major in Clinical Mental Health Counseling Program complete course requirements through a combination of online courses and brief weekend residencies offered at the Brattleboro, Vermont and Cincinnati, Ohio campus locations three times annually. The course sequence checklist outlines the required term courses and specialized elective courses, and academic expectations are further clarified during residencies and/or ongoing communication between the student and his/her instructors and advisor. All courses will involve a combination of faculty presentations, interactive discussions, scholarly study, and on-campus instruction at residencies scheduled each term.

**Academic Calendar**

The Master of Arts program operates on a twelve-month calendar. Registration is required prior to the start of each enrollment term. Students may register for the following term options:

- Fall Term: September - December
- Winter Term: January - April
- Spring/Summer Term: May - August
**Residency Requirements**

Residencies are a critical component of the M.A. brief residency program. They fulfill the total academic picture at Union Institute & University by offering course-based and advanced topic presentations, research seminars, applied skill workshops, cohort engagement, time with faculty and advisors, and an overall environment designed to support the student in engaging with theory and practice in their chosen fields. All students are required to attend all three residencies per year, corresponding to residencies scheduled each academic term. Residency schedules are emailed to students approximately three weeks prior to each residency to allow students to plan their on-campus attendance and activities.

The campus-based residency at Brattleboro includes the following activities:

- Research Seminars
- Professional Seminars and Training Workshops
- Core Groups and Advisement
- Course Content Presentations
- Student Presentations
- Degree Planning
- Capstone Project Final Presentation
- External Speakers

**Licensure and Certification**

While no program can guarantee licensure or certification to any person, numerous external regulatory and state credentialing/licensing requirements for professional counselors were used in the design of the master’s program. These include academic course requirements shared by states and stipulations made by national credentialing bodies for types of national certification. The prospective clinical mental health counseling students should review their state’s licensing requirements before matriculating into licensure-bound studies at Union Institute & University. The ultimate responsibility regarding licensure or certification lies with the individual student and not with the institution.

**Graduation**

**Graduation Standards and Requirements**

When all academic requirements for the degree have been met and final evaluations and forms for graduation provided to the faculty advisor, that advisor will present the student’s work to the UI&U Graduation Review Committee.

When the Graduation Review Committee has reviewed the student’s graduation paperwork, and approved the student for graduation, the recommendation is reviewed by the Committee on Academic Standing and Degrees and then sent to the university registrar with recommendations for graduation.

The following is a list of specific requirements for graduation.

1. A cumulative grade point average of 3.00.
2. Successful completion of the Internship and Final Professional Presentation requirements as determined by the Graduation Review Committee.
3. Documented clinical competency as determined by the Graduation Review Committee.
4. All financial obligations to the institution have been met and all library resources borrowed have been returned.
5. Required graduation forms have been completed and submitted to the assistant director (see description below).

**Graduation documents**
In the final term of enrollment, students must complete the graduation forms found in the appendix. These forms must be completed and submitted, along with the following items, before billing can be terminated.

- **Final transcript review.** Students will download their unofficial transcript form CampusWeb and verify it for accuracy.
- **Evaluation of the Master’s Program.** This is the student’s opportunity to comment on the strengths and weaknesses of the program as the student has experienced it, and to present suggestions for ways in which the program can be improved. The program evaluations are reviewed regularly by the associate dean and members of the core faculty with an eye toward addressing program weaknesses. Students’ program ratings and constructive comments have helped to adapt and strengthen the program in many significant ways.
- **Self-evaluation of growth as a graduate student.** In this evaluation, students will be asked to comment on their progress and the theoretical knowledge and skills they have acquired in their graduate studies. The evaluation is not limited to professional activities, as personal insights and statements regarding personal growth are also welcome.
- **Student evaluation of faculty advisor.** This critique is sent directly to the assistant director of the program and will be shared with first core faculty advisors after the student has graduated. The student evaluations of their first core faculty advisors play an important role in the program peer review process. They also assist the first core faculty advisors in knowing how to serve students more effectively.
- **Internship Information Form.**
- **Program Overview Survey.**

**Graduation review process**
When the core faculty advisors are satisfied that a student’s work meets the criteria for graduation, they will present the student’s work to the Graduation Review Committee on the student’s behalf. The review committee is comprised of at least three members of the program faculty, who will review the work of graduation candidates on a regular basis. Members of the committee evaluate documentation of learning with respect to the course sequence/checklist and all required graduation documents.

If the review committee approves a student’s graduation, the program office then submits documents to the Committee on Academic Standing and Degrees for a final pro forma approval. Documents are then sent to the university registrar with recommendations for graduation.

Graduation is approved and the degree awarded when all academic and financial obligations to the university have been met. The degree earned date is the last day of the month of the student’s final term of enrollment required to complete all degree requirements. The graduation transcripts and diploma and/or certificate are mailed from the Registrar’s Office.

**Commencement**
Commencement is held once per year at the residency. Commencement ceremonies are typically held on Sunday morning during the residency. Participation in commencement requires
notification to the assistant director no less than four weeks prior to the commencement date. Those who do not meet the four-week minimum are welcome to attend a later commencement. Students who are eligible to participate in commencement will receive information in advance. M.A. graduates are also invited to participate in the national commencement held each fall in Cincinnati, Ohio. Participation in a commencement ceremony requires that all academic requirements have been successfully completed.

Course Descriptions

Course prefixes used for this program are CPM with #500 level courses. Courses are three semester credit hours.

CPM 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.

CPM 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 nosological system (DSM-IV-TR) 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.

CPM 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. There is also a residency requirement intended to facilitate proficiency with counseling skills by providing an opportunity to role-play, video tape, and simulate counseling situations.

CPM 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; conflicts among client, counselor, and societal, legal, and cultural values; and methods and practices for recognizing and resolving ethical dilemmas.
CPM 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 and biological factors in the environment. Specific topics covered include physical development, cognitive development, learning, intelligence, language development, emotional development, and the growth of personality. Current theories are also examined.

CPM 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. Ten theoretical approaches and key concepts to group counseling will be included, while the practice applications of these theoretical models to group work will be considered. Additionally, 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.

CPM 508 – Appraisal and Diagnostic Techniques 3 credits
This course provides a general introduction to the basic testing concepts and other assessment techniques including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group tests, behavioral observations, clinical interviews, and computer-managed and computer-assisted methods.

CPM 509 – Treatment Modalities 3 credits
This course includes advanced study of specific treatment approaches such as Cognitive Behavioral Therapy, Feminist Therapy, Narrative Therapy, and Psychoanalytic Psychotherapy; specialized focus on one or more modalities; application of theories to practice, case conceptualization, and corresponding therapeutic interventions; and legal, ethical, and diversity aspects of treatment for individuals, families, and groups.

CPM 510 – Social Basis of Behavior and Cultural Diversity 3 credits
This course includes study of a number of advanced topics in social psychology 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. 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.

CPM 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.

CPM 512 – Psychopharmacology for Mental Health and Addictive Disorders 3 credits
This course includes an introduction to the field of psychopharmacology as well as the study of drug interactions with the brain, which impact cognitive processing and behavioral states. Pharmacokinetics and chemical neurotransmission are considered. Specific classes of drugs and their applications to the treatment of psychological disorders, including anxiety, depression, and bipolar disorder, are emphasized. Substance use and abuse and such related topics as
neurophysiology, addiction behaviors and interventions, and the effects of licit and illicit drugs are investigated.

**CPM 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.

**CPM 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.

**CPM 515 – Crisis Intervention**  
3 credits  
This course includes study of various theoretical frameworks of crisis prevention and intervention; post-traumatic stress disorder; child abuse laws and reporting procedures; system-wide crisis management; lifespan and cultural issues in relation to suicide, death, and trauma; suicide assessment; self-injury; domestic violence; sexual assault; bereavement; and grief.

**CPM 516 – Clinical Consultation**  
3 credits  
This course examines the role of mental health counselors and psychologists as consultants in community, educational and mental health settings. Various consultation models are considered, including case consultation, interdisciplinary team involvement, and the mental health professional as an expert working with diverse populations. Consultation as it applies to individuals, groups, and organizations is also studied. Consideration is also given to issues related to contact, gathering information, evaluation, diagnosis, models of intervention, and follow-up services.

**CPM 518 – Substance Abuse/Addictive Disorders**  
3 credits  
This course includes study of the historical and societal aspects of drug use and abuse; the etiology of drug abuse; core concepts and advanced terminology of substance use, abuse, and dependence; neurophysiology of addiction; effects of licit and illicit drugs; assessment, diagnosis, and treatment of substance abuse and dependence; boundary issues in intervention; and effectiveness of treatment methods and preventive strategies for addictions to food, sex, alcohol, drugs, work, gambling, and relationships.

**CPM 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 individual and group test administration; educational and clinical diagnosis; interpretation; non-discriminatory and controversial issues in testing; psychometric procedures used to develop and evaluate psychological and educational testing instruments; validity and reliability; psychometric statistics; factors influencing measurements; professional standards for test development and use; and the legal and ethical issues as established by the American Psychological Association.

**CPM 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. Evidence-based
approaches and ethical and legal issues related to chemical dependency counseling are emphasized.

CPM 521, 522 – Capstone Project I and II 3 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.

CPM 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 psychology, particularly recent findings in neuroplasticity and epigenetics.

CPM 530 – Assessment, Diagnosis, and Treatment Planning for Addictive Disorders 3 credits
This course focuses on addictive disorder 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.

CPM 531 – Practicum I 1 credit
Many state licensing boards, as well as other credentialing bodies, require the completion of a practicum experience of 100 hours. The practicum is typically the first 100 hours spent at the internship setting, and regulations regarding individual and group supervision are typically the same as for internship. Students are required to spend a minimum of 100 clock hours at an approved site, working under supervision with clients. During that time, the student is expected to increase his or her 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.

CPM 542, 543, 544 – Internship in Counseling Psychology I, II and III 3 credits
This course is an off-campus, supervised internship in counseling psychology designed to integrate theoretical understanding with direct hands-on exposure to praxis. The purpose of this fieldwork is to practice the skills of counseling psychology in an applied setting under the supervision of an experienced practitioner. Students must complete a minimum of 700 total hours of internship (350 hours per term) at a site approved by the faculty in order to complete this requirement. Total internship hours to be completed for the program may vary for each student based on state credentialing and licensing standards. All aspects of counseling psychology practice - appraisal, therapeutic intervention, and consultation - will receive exposure in this experience. Both the site and college faculty and the internship coordinator will closely monitor the activity of the student throughout this internship and will ensure that all internship activities are appropriate to the field of counseling psychology. The college and site supervisor will also evaluate the progress of the student. Expected outcomes include submission of an internship log and a reflective essay that chronicles the student’s growth and development of core competencies, as well as satisfactory field evaluations.
PCX 503 – Program Completion Extension 0 credits
If additional time is needed to complete the capstone, a student may register for Program Completion Extension PCX 503 with approval from the advisor and assistant director. This extension allows one additional four-month term to complete the capstone. 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 capstone credit hours is charged for enrollment in Program Completion Extension.
MASTER OF ARTS

Associate Vice President for Graduate Programs: Arlene Sacks, Ed.D.
Director: Andrea Scarpino, M.F.A.

Program Overview

Credits to Degree: 36 semester hours (academic year: 52 weeks; program length: 78 weeks)
Transfer Credits: Up to six semester hours
Enrollment Dates: October and April (January and July, new students only)
Minimum Time to Degree: 18 months
Full-time Status: 12 credit hours
Three-fourths Status: Nine credit hours
Part-time Status: Six credit hours

Academic Program Location
Master of Arts Office
Union Institute & University
28 Vernon St., Suite 210
Brattleboro, VT 05301-3669
Toll-free: 800.861.6400, ext. 8915
Local: 802.254.0152, ext. 8915
Fax: 802.257.8923
Email: MAProgram@myunion.edu
http://www.myunion.edu/academics/masters-programs/master-of-arts/

Majors
• Creativity Studies
• Health and Wellness
• History and Culture
• Leadership, Public Policy and Social Issues
• Literature and Writing

The UI&U Master of Arts Student Handbook is available on the university website at
http://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/.
Students should refer to the Master of Arts handbook for a more in-depth description of
requirements for the submission, format, and presentation of the thesis and other information
relating to the program.

The annual program calendar and Registration/Tuition Fee Schedule are available on the
website at http://www.myunion.edu/admissions/tuition-payment-options/.

Degree Program History

The Master of Arts was conceived as a distance learning program for adults. Previously,
students met on a regular basis with their faculty in regional meetings in various geographical
locations across the country and abroad. Between meetings, students and faculty members
maintained contact, primarily by mail, telephone, and more recently, online. In 1994, a weekend
option was established at Norwich University’s Brattleboro site and later at the UI&U Montpelier, then Brattleboro academic centers in Vermont, allowing students to receive monthly face-to-face contact with their faculty advisors and peers.

Beginning in October 2006, the program entered a new era by offering the Master of Arts degree online. As long as students have access to the Internet, they are able to pursue studies toward the Master of Arts.

**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 and the free pursuit of learning 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.

**Admission Criteria, Requirements, and Procedures**

**Admission Criteria**

To be considered for admission, the applicant must demonstrate:

- Completion of a baccalaureate degree from a regionally accredited college, university or foreign equivalent, as evidenced by an official transcript with the baccalaureate degree noted, sent directly from the sending institution to the admission office.
- Evidence of relevant academic achievement in transcripts (and/or relevant post-graduate experience) to indicate potential for success in graduate study.
- Evidence, in three letters of reference from persons who know the applicant academically or professionally, that the applicant is regarded as having potential to succeed in graduate study.
- Evidence of graduate-level writing skills and command of the English language.
- Access to email and the Internet.
Admission
Once all application documents have been received and the application file is complete, the documents are reviewed by a faculty admissions committee. The committee may accept or reject the applicant or request further information about the applicant’s preparation for graduate study.

Enrollment
- Enrollment must occur within 12 months of acceptance.
- Enrollment occurs on the dates listed in the program calendar (refer to program handbook).
- Enrollment is confirmed when the student’s signed/approved registration form is processed by the M.A. office, and the Business Office has processed tuition and fees.

Transfer Credit

External Transfer Credit
Students who wish to transfer credits from another institution of higher learning are governed by the following transfer credit policy:
- 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 an accredited institution of higher learning or equivalent.
  - Be clearly identified on the transcript as graduate level.
  - Be closely related to the course of study as judged by the program.
  - Be of a grade B (or equivalent) or better.
  - Be listed in whole semester hour credits or, if listed in quarter credits, then they will be converted into semester hour credits.
  - Not have been applied to any other earned degree.

Internal Transfer Credit
Students who have earned graduate-level credits in another program of Union Institute & University may apply those credits to their program of study, subject to the following limitations:
- The program will determine the acceptance of internal transfer credit.
- To qualify for acceptance, such credits must:
  - Be graduate-level credits.
  - Be closely related to the course of study as judged by the program.
  - Be of a grade of B (or equivalent) or better.
  - Not have been applied to any other earned degree.

No more than 12 internal transfer credits and external transfer credits combined will be accepted. In no case will enrollment in the program be less than 12 months. Exceptions to this policy may be made at the discretion of the dean and vice president for academic affairs. Request to Apply Internal Academic Credits form, http://www.myunion.edu/forms-directory/life-long-learning/.
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 associate dean to replace up to six credits of the core courses with additional M.A. application course credits.

Registration
Master of Arts students are required to register prior to the beginning of each term by submitting to the program office a completed and signed Registration Form.
https://campusweb.myunion.edu/ICS/eForms/MA_Online_Registration.jnz.

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 12 credits per term. Students may also enroll with three-quarter-time status (nine credits per term) or half-time status (six credits per term). Tuition is prorated accordingly. Refer to the current registration and tuition policies.

The student's academic year is determined by the term of initial registration. The first day of the term is the matriculation date throughout the student's program. Registration forms are initiated by the student and must be approved by the associate dean. Signatures of both the student and associate dean are required. Once registered, enrollment normally occurs in contiguous terms.

Course Drop/Add Policy
Students have 40 days from the beginning of the term to drop courses. New M.A. students in an early start three-month session have 20 days to drop from the beginning of a term. Tuition and technology fees will be reduced to the appropriate tier level as noted on the tuition and fee schedule for drops that occur within the drop period. Students have 10 days from the term start date to add courses that change their status to three-quarter time or full time. Tuition and fees will be increased to the next tier level for additions. The effective date of a drop/add is either the date of postmark or the date the written request arrives at the program office. If the number of credit hours added equals the number dropped, there will be no change in the tuition and technology fees assessed. Drop/adds can impact continuing financial aid eligibility. Students receiving financial aid and especially federal student loans should contact UI&U Financial Aid if they plan to drop or add courses to determine the effect, if any, on their financial aid eligibility. All drop/add requests must be approved by the associate dean. Drop/Add Form:
https://campusweb.myunion.edu/ICS/eForms/MA_Online_Drop_or_Add.jnz.

Withdrawal Policy
Tuition is partially reversed or refunded when students drop courses or withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal.

The following table shows the percentage of tuition to be reversed for complete course drops or withdrawals from the program:
Schedule of Refunds for Withdrawal

<table>
<thead>
<tr>
<th></th>
<th>26 Week/Six-Month Semester</th>
<th>13 Week/Three-Month Mini-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week of Term</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Third Week of Term</td>
<td>100%</td>
<td>75%</td>
</tr>
<tr>
<td>Fourth Week of Term</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Fifth Week of Term</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Sixth Week of Term</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>Seventh Week of Term</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>Eighth Week of Term</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>After Eighth Week of Term</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Maryland Resident Tuition Refund Schedule
Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below.
Refund schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

<table>
<thead>
<tr>
<th>Six-Month Term – Based on 180 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Withdrawal or Termination</td>
</tr>
<tr>
<td>Day 1 thru 16</td>
</tr>
<tr>
<td>Day 17 thru 34</td>
</tr>
<tr>
<td>Day 35 thru 52</td>
</tr>
<tr>
<td>Day 53 thru 70</td>
</tr>
<tr>
<td>Day 71 thru 106</td>
</tr>
<tr>
<td>More than 60%</td>
</tr>
</tbody>
</table>
Three-Month Accelerated Term – Based on 92 Days

<table>
<thead>
<tr>
<th>Date of Withdrawal or Termination</th>
<th>Percent of Term Days</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 thru 8</td>
<td>Less than 10% completed</td>
<td>100%</td>
</tr>
<tr>
<td>Day 9 thru 17</td>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>Day 18 thru 27</td>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>Day 28 thru 36</td>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>Day 37 thru 54</td>
<td>40% up to but not including 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

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 (3.0-4.0). If the work for a course is unsatisfactory, a rating of Unsatisfactory (U) and no credit hours will be awarded.

- A student who receives a U rating, or multiple U ratings in the same term, is not making satisfactory academic progress and will be placed on academic probation.
- A student who receives additional U ratings in a subsequent term will be administratively withdrawn from the program. The program director will notify Financial Aid and the Registrar’s Office of any student who is administratively withdrawn for academic reasons.

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 Financial Aid.

Grading Policy

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.

Note: Grades of U, I and W may adversely affect a student’s satisfactory academic progress.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| **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 60 percent) 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 six months (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** | Indicates no grade has been reported for a course at the conclusion of the term. The N designation is a temporary grade indicator that converts to a final grade once reported to the Registrar’s Office. |

**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 seminar (including the residency sessions). |
| 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 seminar (including the residency sessions) but subsequently ceases to attend/engage in the seminar and does not officially withdraw from the seminar. |
Program Structure

Program Length
The Master of Arts is a 36-semester hour program. The minimum time frame for completion is 18 months.

Academic Calendar
Union Institute & University operates its Master of Arts on a 12-month academic year calendar with two six-month terms:
- Fall/Winter (October 1 - March 31 Year/7D term)
- Spring/Summer (April 1 - September 30 Year/8D term)

In addition, there are two accelerated three-month terms for new students only:
- Winter (January 1 - March 31 Year/7D1 term)
- Summer (July 1 - September 30 Year/8D2 term)

The accelerated three-month sessions are only available to students enrolling for the first time. Course offerings are restricted to MAP 508 Elements of Scholarship (three credits) and MAP 509 Research Methods (three credits).

Orientation
Students enrolling in the program for the first time participate in a five-day 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 CampusWeb portal used by the university.
**Course of Study**

Students may enroll on a full-time (12 credits per term), three-quarter-time (nine credits per term) or half-time (six credits per term) basis.

<table>
<thead>
<tr>
<th>First Term</th>
<th>Students who choose to take twelve credits per term normally take the following courses over three terms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Foundations</td>
<td>6 cr.</td>
</tr>
<tr>
<td>Elements of Scholarship</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Second Term</td>
<td>Students who choose to take nine credits per term normally take the following courses over four terms:</td>
</tr>
<tr>
<td>Field of Study</td>
<td>6 cr.</td>
</tr>
<tr>
<td>Applications I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Advanced Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Third Term</td>
<td>Students who choose to take six credits per term normally take the following courses over six terms:</td>
</tr>
<tr>
<td>Applications II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Thesis or Capstone I and II</td>
<td>9 cr.</td>
</tr>
<tr>
<td>Fourth Term</td>
<td>Students who choose to take six credits per term normally take the following courses over six terms:</td>
</tr>
<tr>
<td>Thesis or Capstone I and II</td>
<td>9 cr.</td>
</tr>
<tr>
<td>Fifth Term</td>
<td>Students who choose to take six credits per term normally take the following courses over six terms:</td>
</tr>
<tr>
<td>Applications II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Thesis I or Capstone I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Sixth Term</td>
<td>Students who choose to take six credits per term normally take the following courses over six terms:</td>
</tr>
<tr>
<td>Thesis II or Capstone II</td>
<td>6 cr.</td>
</tr>
</tbody>
</table>

It is possible to register for a different number of credits (12, 9, or six credits) in successive terms.

**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.

- CRST Creativity Studies
- HWEL Health and Wellness
- HISC History and Culture
• LPPS  Leadership, Public Policy and Social Issues
• LITW  Literature and Writing

**Commencement and Graduation**

M.A. graduates and planned graduates at the end of the term ending in September each year are invited to participate in the National Commencement Ceremony held each fall 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 are to have successfully completed all M.A. program requirements with a 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.

**Core Courses**

The core courses provide the underpinning for subsequent advanced courses. The syllabi of these courses are more prescriptive than those of the advanced courses. Learning occurs online, through the learning management system CampusWeb.

**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.

[**Major Prefix**] 511 – Disciplinary Foundations [**Major Area**]  
6 credits  
A course designed to give graduate-level breadth of knowledge in the student’s major area. The student works with the instructor of this course to identify his/her field of study by the completion of this course. A field of study title, approved by the instructor, must be submitted to the program office prior to enrollment in [**Major Prefix**] 520 Field of Study.

**Advanced Courses**

After completion of the core courses, remaining courses are tutorial-based with the student working with an instructor, one-to-one or in small student cohorts. Instruction begins with the student and instructor working together to create a learning agreement for each course. The instructor submits the approved learning agreement within 30 days of the date the course begins.
[Major Prefix] 520 – Field of Study  
A course designed to give graduate-level depth of knowledge in a specific field of study. The student works one-to-one or in a small student cohort with a qualified instructor. Emphasis is on student initiative, guided reading, and consultations with the instructor. 
Prerequisite: Disciplinary Foundations

[Major Prefix] 620 – Advanced Research Methods  
A graduate-level course designed to provide the student with in-depth knowledge of research methods appropriate to the chosen field of study. If the student chooses to write a culminating thesis, s/he writes a thesis proposal. If the student chooses to take capstone courses in place of a thesis, s/he develops a capstone plan. 
Prerequisite: Elements of Scholarship and Research Methods

[Major Prefix] 527 – Applications  
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.

[Major Prefix] 525 – Applications I  
[Major Prefix] 526 – Applications II  
These two courses divide the content of Applications over two terms. Applications I is a prerequisite for Applications II.

Culminating Courses

To conclude the course of study for the Master of Arts degree, the student writes a thesis, or with the permission of the advisor, takes two capstone courses. All students completing the master’s degree will present their thesis or capstone portfolio to the Graduation Conference Committee for its approval.

Thesis

[Major Prefix] 630 - Thesis  
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  
[Major Prefix] 629 - Thesis II  
These two courses divide the content of the thesis over two terms. Thesis I is a prerequisite for Thesis II.

OR

Capstone

An advanced level, integrative study of the key principles, theories, models, and concepts of the chosen field of study. The capstone consists of two courses, which can be completed in one term or in consecutive terms and culminates with a portfolio of work produced during the
These courses may be selected only with permission of the student’s advisor. **Prerequisites: All core courses and Advanced Research Methods.**

**[Major Prefix] 631 – Capstone I**  
3 credits  
A course designed to produce specialized knowledge in field of study or multidisciplinary perspectives from other fields.

**[Major Prefix] 632 – Capstone II**  
6 credits  
A culminating experience providing an integrative study of the key principles, theories, models, and concepts studied throughout the concentration that demonstrates the student’s ability to analyze and synthesize those in a manner appropriate to the concentration. Students are required to compile a portfolio synthesizing the results of their capstone experience. The portfolio must provide evidence that the university outcomes and master’s competencies have been met. **Prerequisite: Capstone I**

**[Major Prefix] 597 – Teaching Writing I: Theory and Writing Center Practicum**  
3 credits  
Teaching Writing I introduces students to current theories and practices of teaching writing. Offered in partnership with the UI&U Writing Center, students have the opportunity to work as writing consultants in a supported practicum. This course may be taken in place of, or in addition to, Applications I or Applications II. **Requirements:** Recommendation of the student’s faculty advisor and acceptance of the instructor.

**[Major Prefix] 598 – Teaching Writing II: Theory and the Composition Course**  
3 credits  
This course is designed to follow Teaching Writing I and focuses on theory and best practices for developing a college composition course. Expanding on the one-on-one tutoring experiences of Teaching Writing I, students consider ways to create writing assignments and learning activities. They also continue their supervised practicum at the university’s writing center. This course may be taken in place of, or in addition to, Applications II. **Requirements:** Recommendation of the student’s faculty advisor and acceptance of the instructor. **Prerequisite:** Teaching Writing I

**Program Completion Extension (PCX 506/509/512)**  
0 credits  
If additional time is needed to complete the thesis, a student may register for Program Completion Extension either PCX 506, 509, or 512 based on the credit hours assigned to the thesis or capstone II. This extension allows one additional six-month term to complete the thesis or capstone II, approved by the thesis or capstone II advisor and the second reader. 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.
MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (MSOL)

Associate Vice President for Graduate Programs: Arlene Sacks, Ed.D.
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Program Overview

Credits to Degree: 36 semester hours (academic year = 32 weeks, program length = 48 weeks)
Courses: 12 courses each being 3 credits
Transfer Credits: None at this time.
Format: A distance learning (online) format with a virtual learning community. A cohort program completed in three modules. Each module is 16-weeks in length. The three 16-week terms are: August-December: Fall Term; January-April: Winter Term; and April-August: Spring/Summer Term. Each 16-week term is split into two eight-week sessions.
Students take two courses every eight weeks.
Start Terms: Students can start the program in the fall or winter terms.
Minimum Time to Degree: 12 months
Student Status: Full-time 12 semester credits per term
Major for the Program: Organizational Leadership
MSOL Capstone Project: Besides completing the 36 credits each student must satisfactorily complete an MSOL capstone project. This project is worked on throughout the program with components of it being completed at the end of each of the three 16-week terms.

Program Mission and Vision

- Coupling business entrepreneurship with social innovation.
- Developing and empowering innovative solution building leadership for a globally interdependent world.
- Networking professionals to collaboratively envision, build, and implement interdisciplinary solutions to global business and social challenges.
- Union, a national university with regional presence, individualized student attention and advising, and local community engagement.

Program Candidate Profile

MSOL program candidates are current leaders or emerging professionals in the for-profit, nonprofit, and public sectors, as well as benefit corporations and social enterprises. 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. They:

- Have successfully completed a bachelor’s degree from an 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 distance educational community setting, a network where members collaboratively 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 and Process

Applications for admission to the MSOL program are accepted from those with bachelors’ degrees from regionally accredited institutions and who are seeking to develop their leadership and management capacity and skills.

MSOL Program Admission Requirements

• An undergraduate degree with a cumulative grade point average (GPA) of at least 3.0;
• Three to five years of work experience;
• 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; and
  ▪ 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 course work beyond the 12 core courses.
MSOL Program 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 from universities and/or colleges attended.
- A three-four page (double-spaced) statement of purpose that:
  - 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;
  - Outlines the socially responsive professional project rooted in a work issue and social concern that will be developed and completed during the MSOL program’s course of study;
  - 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 recommendations that indicate one’s:
  - Leadership qualities and professional experience, and
  - Ability to think critically, problem solve innovatively, and work at a graduate level.
  (A recommendation form is provided in the admission packet.)
- A resume outlining one’s work experience, professional accomplishments and career aspirations.

Admission Interview: The final part of the application process is a 45 - 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.

Registration

Union Institute & University operates its MSOL program on a three-term, 12-month academic year calendar. The academic terms are identified as fall, winter, and spring/summer. MSOL students register three times a year before the beginning of each term.

Registration is completed online on CampusWeb in Web course registration; instructions are found on the MSOL website and on the Web registration site.

Due to the nature of the MSOL program modular design, interrelationships of course topics, and instructional style, students must register for two courses each eight-week session.

Registrations are to be processed prior to the start of each new term. The first day of the initial term is the matriculation date throughout the student's graduate program.

The MSOL program is a three-module cohort program with 12 courses. Students follow the course sequence set out. Registration forms are initiated by the student. Only when needed are they reviewed and approved by the academic advisor prior to registration being finalized. Direct registration questions to the MSOL program office.
Tuition is due on the first day of each new term. The tuition and registration policies are published annually on the university’s website. 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**
To receive a tuition refund students must drop individual courses according to the following schedule:

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<tr>
<th>Schedule of Tuition Refunds</th>
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<td>Week One</td>
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<td>Week Two</td>
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<td>Week Three</td>
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<td>Week Four and After</td>
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Students are permitted to add courses only prior to the start of the academic term. Course drops may occur through the end of the session; however, the tuition refund schedule is enforced. The effective date of a drop/add is either the date of postmark or the date the written or oral request arrives at the MSOL office or Registrar’s Office.

Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid 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 instructor(s) in the course(s) dropped and/or added and by their academic advisor.

Courses dropped will remain recorded on the student’s academic record. A grade of Withdrawn (W) will be posted to the grade field for each course dropped.

**Non-Registration Policy**

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 MSOL program chair.
- The program chair is to be notified in writing outlining the reason for not registering and when registration in the program will resume.

Any student that drops more than one course in a 16-week term, or does not register for a 16-week term, or withdraws from the program and requests to be reinstated, or who fails to register for one academic term, then subsequently registers, will join a new cohort matching his/her progress in the program and assume the new cohort’s per credit hour tuition rate.
**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 term. 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.

**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 term 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 program chair will consider reinstatement. Reinstatement is not automatic and the decision of the program chair is final. Upon recommendation for readmission, a readmission clearance form will be sent by the MSOL 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 chair 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. 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 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. The re-admittance process includes:

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

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 registering for a term after a withdrawal must join a cohort in the same center to which they had originally been assigned. A request to join a cohort in a different center must be submitted with the application to the program chair and requires her/his authorization.
- 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.

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, academic advisors review their advisees’ overall programs. The purposes of the review are as follows:

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

A special review may be called by a student, program chair or the advisor to address any issues that are noted in the context of the review or on the 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.
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 chair. There are a number of reasons for initiating a special review, including: perceived or experienced deficits; concern about a student’s academic, professional, or personal/interpersonal functioning; an alleged ethical violation; and/or substandard performance. Continuation in the MSOL program is contingent not only upon successful completion of academic course work but also on the student’s personal/emotional stability and interpersonal skills. A special review may be called to address any of these issues and develop a remediation plan or 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.
- More than one grade of C in courses (in a single 16-week term or over more than one term).
- Incomplete grades in consecutive terms or in two or more courses in a given term.
- The student is placed on academic probation.
- Unsatisfactory progress in the MSOL capstone project.
- Violation of program and/or institutional policies, such as breach of the Academic Integrity Policy, Student Code of Conduct, not attending a required academic meeting, 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.
- Two grades of U in any courses during the duration of the program.
- Failure to meet the terms of probation and/or a remediation plan.
- Failure to complete program requirements within the established time limits, including lack of progress on the MSOL capstone project.
- Failure to meet minimal criteria for the internship level of training.
- Failure to comply with UI&U’s Student Code of Conduct.
- Confirmed and/or repeated violation of program and/or institutional policies.
- Dismissal or administrative withdrawal requires the review of the vice president for academic affairs.
Student Financial Aid Satisfactory Progress Policy

Financial aid recipients must make satisfactory academic progress toward a degree in order to receive institutional, federal, and/or state aid. Student financial aid satisfactory academic progress will be reviewed at the end of each term for which a student is enrolled. Please review the Student Financial Aid Satisfactory Academic Progress Policy in the university catalog for more details. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid.

Minimum/Maximum Time Frame
The 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.

Transfer credits
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.

Minimum Credit Hour Completion Requirements
Students enrolled in the MSOL program must successfully complete or earn 67 percent 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 academic advisor.

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. Note: 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

A (4.0): 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.

A- (3.7): Criteria for A work not fully met.

B+ (3.3): Criteria for B work more fully met.

B (3.0): 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.

B- (2.7): Criteria for B work not fully met.

C+ (2.3): Criteria for C work more fully met.

C (2.0): The student's work is satisfactory, but there are concerns because it lacks graduate-level analysis, precision and/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:

- Student has missed up to 50 percent of the course teleconferences and/or 25 percent of the online dialogue forums.
- Student does not consistently complete course assignments or struggles to complete work in a satisfactory manner.
• Student is inconsistent in producing written or oral material of professional and/or academic quality.
• Student is erratic in making deadlines.
• Student's work is considered marginal according to professional and academic standards.

Academic work reflects basic familiarity with key ideas and knowledge. 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.

**U (0.0):** 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:

• Student has missed more than 50 percent of the course teleconferences and/or 25 percent of the online dialogue forums.
• Student is rarely or never in contact with the faculty member.
• Student habitually does not follow through on recommendations by faculty members.
• Student does not produce written or oral material of professional and/or academic quality.
• Student has not met minimum evaluation standards of the course.
• Student does not meet deadlines and target dates.
• Student does not complete 60 percent of the academic work.
• Student is chronically ineffective in managing either her/his time or other resources for completing course work.

Academic work reflects insufficient comprehension and inaccurate or inadequate presentation of ideas and information; superficial and unpersuasive critiques; no evidence of capability for original thinking.

**I (Incomplete):** A temporary mark of Incomplete (I) will be awarded when all course requirements have not been submitted by the student due to an emergency or serious unexpected life or work issue. Incompletes are awarded when illness, accident, or other grave extenuating circumstances make it impossible for a student to complete required course work during a session.

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.

**AU (Audit):** Students may audit courses on a space available basis as determined by the faculty and program chair. Conditions or requirements for the audited class are determined by the faculty and the program chair. Learning activities taken for audit earn zero credits and are
not calculated into the grade point average. An Audit is worth 0.0 points and does not calculate into the GPA.

**W (Withdrawal):** 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.

*Note: Refer to the University Attendance and Engagement Policy in the UI&U University Catalog.*

**Grade Point Average (GPA)**

The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit. The MSOL program requires a minimum cumulative GPA of 3.00.

**Incomplete Policy**

If a 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 be granted an Incomplete (I) grade. The student will then have eight weeks following the session to complete the course work.

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

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

- A grade of Incomplete (I) must be requested by the student before the end of the session.
- The student must discuss his/her need for an Incomplete (I) grade with the course instructor prior to making the formal written request.
- A grade of I must be requested in writing with supporting rationale by 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.

**Introduction and Program Description**

Contemporary organizations function in an interdependent global arena whether they are for-profit businesses, nonprofit organizations, government agencies, benefit corporations, or social enterprises.

Critical to organizational success are:

- Collaboratively leading a talented diverse workforce;
- Making well-informed decisive decisions that are ethical;
• Building and implementing sustainable solutions to complex issues; and
• Joining organizational innovation and success with social innovation and well-being.

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 a challenging global, social, and business arena.

The MSOL program’s overarching theme is entrepreneurial solution building leadership in a global environment.

The MSOL program is for socially responsive leaders in for-profit, nonprofit, government and social enterprises who want to be innovative solution builders who lead with a global perspective. It is for professionals striving to be forward thinking leaders who can readily face challenging organizational situations, understand the larger world economic, political and social factors creating them, and devise new solutions that are equitable and sustainable.

The MSOL program expands a professional’s capacity to be and act as an entrepreneurial socially responsive leader, and to refine one’s practical leadership skills, including collaborative management, communication, discernment, problem solving, decision making, and innovation while enabling one to apply one’s learning and development to a particular professional context.

Professional Benefits of the MSOL Program

Graduates of the MSOL program will be equipped to serve as middle and senior-level leaders within their respective organizations. Graduates of the program, if they couple the degree with a specialization in business administration or an MBA degree, will be able to operate their own small to midsize businesses in the event they choose an entrepreneurial career path. Finally, graduates of the MSOL program will learn skills in developing and grooming others for organizational leadership roles.

Distinctive Highlights of the MSOL Program

• Has 12 core courses.
• Enables students to adapt course assignments, projects, etc., to their professions and address work-related issues.
• Engages students in actively addressing—trying to resolve or contribute to the resolution of—current local and global issues.
• Has integrative activities, enabling students to apply their learning to their professional leadership styles, careers and jobs, and enables students to create a professional portfolio by the end of the program.
• Has an online leadership resource that contains articles, videos, podcasts, weblinks, book titles, etc., related to the student’s chosen profession.
Foundational Program Philosophy and Guiding Principles

Overarching Program Themes: Union Institute and University's Master of Science in Organizational Leadership (MSOL) enables professionals to develop their abilities and skills in social consciousness, entrepreneurial leadership, and innovative solution building.

Five “foundational themes” undergird the program’s approach to developing organizational leaders and the qualities and skills it strives to nourish in professionals. These critical themes are:

1. Being a strategic entrepreneurial leader who envisions alternative possibilities, establishes networks, and proactively builds innovative solutions.
2. Leading organizations critically mindful of how they are shaped by an interdependent global economy and that they operate in complex, culturally diverse social environments.
3. Establishing organizational structures, cultures, and management practices that support:
   a. Ongoing systemic organizational analysis;
   b. The valuing of workers as resources and the non-exploitation of markets as commodities;
   c. Strategic talent management and workforce engagement;
   d. Continuous learning and mentoring of employees; and
   e. Development of a high performing and meaningful workplace.
4. Devising adaptive organizational networks that foster collaboration, knowledge sharing, and innovation.
5. Coupling an enterprise’s mission with social innovation to develop organizations that:
   a. Flourish as contributing members of local and global communities;
   b. Address current social, economic, and environmental issues; and
   c. Strive to build a sustainable future and workplace.

Core Principles of the Instructional Process

Interdisciplinary Critical Analysis Approach: The heart of Union’s MSOL program is its interdisciplinary approach to analysis, learning, and solution building. This approach forms the program’s perspective of being an innovative and analytical organizational leader who acts justly and for the benefit of all stakeholders.

Organizations and the world in which they function are multifaceted. Because of this, leaders need to approach ideas or issues not from one perspective, theory, discipline, trend, set of best practices, etc., but draw upon multiple angles, integrating them into a clear analytical lens to develop an understanding of the particular idea or issue, to formulate a viable solution, and to execute a dynamic action plan.

Such an approach aids professionals to expand their analytical thinking abilities and practical application skills from an interdisciplinary (or some would say transdisciplinary) perspective, an approach that enables professionals to understand and analyze organizations, their operations, their workforce dynamics, and their issues in light of their social, economic, political, environmental and ethical contexts.

Central to the program is a learning process that enables professionals to develop the knowledge, ability, and skills to critically explore issues and work with diverse teams from such a vantage point. In light of this approach, leadership and its application in organizations, whether they be for-profit, nonprofit, government, 4th sector partnerships, or benefit corporations, are critically examined from the following six vantage points:
• The Human Person and Human Organizations;
• Society and Culture;
• Science and Technology;
• Economics and Business;
• Politics and Government;
• The Environment and Future Generations.

In each of the MSOL program’s modules, the scholarship, concepts, trends, insights, issues, professional approaches, etc., related to these areas are fashioned into integrated analytical lenses to understand concepts, issues and practices, discern questions, create dialogue, develop insights, devise new theories and practical applications, problem solve, examine solutions, create new systems and take action.

**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, and
  ▪ 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 Learning Outcomes**

The MSOL program enables students to:

- Develop a sustainable strategic management approach that is coupled with a proactive succession planning philosophy.
- Utilize entrepreneurial 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; and
  - 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; and
  - 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 Format**

**Three Semester Program:** The MSOL is a cohort program offered twice a year, starting every fall (August/September) and winter (January). The program is comprised of twelve online courses, each being three credit hour units, offered in an eight-week session format and totaling 36 semester credits in length.

The MSOL program is comprised of three modules:

- The Innovative Leader
- The Networking Leader
- The Analytical Leader

**The 12 core courses are:**

The Innovative Leader
- LDR 501 Leading Complex Organizations: An Entrepreneurial Perspective
- LDR 502 Professional Ethics: Organizational Integrity in an Age of Globalization
- LDR 503 Managing Talent: Engaging a Diverse Distributed Workforce
- LDR 504 Capstone A: Organizational Development: Innovation, Change Management, and Design Thinking

The Networking Leader
- LDR 505 Organizational Communication: Agile Organizational Structures, Social Networks and Partnerships
- LDR 506 Leveraging Technology: Strategic Information, Communication and Collaboration Systems
- LDR 507 Collaborative Work Environments: Telework, Teams and Conflict Management
- LDR 508 Capstone B: Leading Knowledge Workers: Organizational Knowledge Sharing Cultures

The Analytical Leader
- LDR 509 Strategic Analysis and Operations in a Global Economy
- LDR 510 Organizational Research, Analytics and Innovative Solution Building
- LDR 511 Responsible Organizational Governance
- LDR 512 Capstone C: Leading Strategically and Implementing Succession Planning Processes

See section “MSOL Program Modules with Course Descriptions” for course descriptions.

The program can be completed in three terms or about 12 months.

Each course includes:
- Two 1.5-hour interactive webinars with experienced scholar-practitioners who are experts in their field.
- Weekly online dialogues with professionals from various fields, organizational and leadership subject matter experts, and peers who are completing the module.
- One-on-one video or teleconference coaching sessions (at least two 30-minute sessions, more as reasonably requested).
- Weekly online readings, assignments and integrative activities.
- Individual and/or team practical application projects which can include case studies analyses, problem solving presentations, etc.

Program Modules: 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.

Each module is a self-contained unit. While each can stand alone, each is enhanced by the other two modules.

With a focus on socially responsive entrepreneurial leadership in a globally interdependent world, the MSOL program examines and develops abilities and skills in three broad forms of leadership critical to today’s organizational leader. They are:

- The Innovative Leader;
- The Networking Leader; and
- The Analytical Leader.

Integrative Capstone Project: To aid students make connections between the three modules and to integrate their learning more fully into their careers, students develop and complete an integrative capstone project that has theoretical, practical application and professional portfolio components. This practical application project is worked on in each course with a section of the project being completed by the end of each module.

Foundational to the capstone project is a leadership project related to 1) a management or business operations issue in their current organization, or 2) their future career aspirations.
Upon entering the program, the students, working with their program advisors, identify an issue or project. If they choose, they can craft a career project related to a skill set that will prepare them for a future job. Throughout the program, students shall work on the issue or project completing it as their capstone project in their final course.

This capstone project enables participants to:

- Articulate their cosmopolitan professional profile and more fully integrate it into their professional image and work habits.
- Apply their learning in a socially conscious manner to a particular issue they are facing in their workplace or career or to a challenge related to their profession and society.
- Demonstrate their ability to lead in a complex global setting, collaborate with others in assessing a situation and envisioning solution options, and implement innovative solutions.

Online Global Management Professional Development Resource Library

This resource can include:

- Professional and scholarly articles
- Book bibliographies
- Online videos and podcasts
- Webinars
- Weblinks

Program Instructional Process

The MSOL program has an interdisciplinary and integrative instructional process. This transformative and holistic approach to learning strives to expand one’s knowledge and practical wisdom, refine one’s analytical and workplace leadership skills, and deepen one’s professional character and confidence.

Being interactive and engaging, it utilizes a wide variety of learning processes, including case studies, online discussions, research and practical application essays, team projects, journals, etc.

The MSOL program’s instructional process is an applied theoretical approach focused on innovative thinking, problem solving and practical application. Topics are not covered in an isolated and siloed manner where students must make the needed connections and applications. Instead an integrated and applied approach is utilized where courses are taught in modules with related topics and their organizational applications examined across several courses. Further, each course also teaches students various relevant applied research methods that can be utilized in leading and operating organizations, dealing with work issues, and in addressing complex problems. The overall instructional process:

- Enables students to:
  - Critically examine concepts and practices in a manner that enables them to devise new leadership approaches and practices;
  - Expand their innovative thinking and problem solving skills required to lead in demanding, complex organizational settings;
  - Expand their change-agent skill set while developing a vision of organizational advancement and change that fosters social innovation and sustainability;
Critically examine and develop creative solutions for practical issues they face at work;
Develop management skills rooted in an interdependent, cosmopolitan and global perspective;
Learn how to collaboratively lead talented, diverse people and networks, and interact with people from various professions and cultural settings;
Utilize technology to analyze information, create interactive knowledge management systems, and collaboratively make decisions;
Develop vibrant intra- and inter-organizational and workplace networks and partnerships;
Refine their professional character, emotional intelligence, cultural sensitivity, and professional ethical code; and
Customize assignments to their professional fields, understanding the core principles of leadership and developing critical skills related to their professions so they can creatively address issues that they face daily.

- Allows students to:
  - Receive personalized attention not only from university and MSOL program advisors, but also from instructors.
  - Work on current local and/or global issues related to their professional fields and career interests.

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 that they do not have to leave. 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, and
- 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.

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 can apply for graduation. The program chair will review the academic record, notifying the student of any deficiencies that must be satisfied. When all records are reconciled, the program chair 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 in June or California in August) or the National Commencement Ceremony held in Cincinnati, Ohio each fall. 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.

Eligible candidates to participate in a commencement ceremony will be mailed a Petition to Participate from the MSOL program office.

MSOL Program Modules with Course Descriptions

Module 1 Theme: Innovative Leadership

Semester Section I
LDR 501 Leading Complex Organizations: An Entrepreneurial Perspective
Course Description: 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 502 Professional Ethics: Organizational Integrity in an Age of Globalization
Course Description: As explored in LDR501, 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.

Semester Section II
LDR 503 Managing Talent: Engaging a Diverse Distributed Workforce
Course Description: 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 504 Capstone A: Organizational Development: Innovation, Change Management, and Design Thinking  
Course Description: 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.

Module 2 Theme: Networking Leadership

Semester Section I  
LDR 505 Organizational Communication: Agile Organizational Structures, Social Networks and Partnerships  
Course Description: 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 506 Leveraging Technology: Strategic Information, Communication and Collaboration Systems  
Course Description: 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 503 and LDR 505, 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.

Semester Section II  
LDR 507 Collaborative Work Environments: Telework, Teams and Conflict Management  
Course Description: 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 503, 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 508 Capstone B: Leading Knowledge Workers: Establishing Organizational Knowledge Sharing Cultures and Systems
Course Description: 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 505, LDR 506 and LDR 507 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

Semester Section I
LDR 509 Strategic Analysis and Operations in a Global Economy
Course Description: 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 510 Organizational Research, Analytics and Innovative Solution Building
Course Description: 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.

Semester Section II
LDR 511 Responsible Organizational Governance
Course Description: 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 512 Capstone C: Leading Strategically and Implementing Succession Planning Processes
Course Description: Strategic leaders make decisions that are aligned with the organization's mission. Each decision moves the organization towards 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 509, LDR 510 and LDR 511 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.
DOCTORAL DEGREE PROGRAMS

- Doctor of Education (Ed.D)
- Doctor of Philosophy in Interdisciplinary Studies (Ph.D.)
- Doctor of Psychology (Psy.D.) (This program is in teach-out through August 31, 2020.)

DOCTOR OF EDUCATION (ED.D.)

Associate Vice President for Graduate Studies: Arlene Sacks, Ed.D.
Program Director: James Henderson, Ed.D.

Program Overview

Total Program Credits: 66 semester hours (academic year: 52 weeks; program length: 156 weeks)
Minimum Required Time in the Program: Three years
Transfer Credits: Up to 12 semester credits
Full-time Status: Nine semester hours
Majors
- Educational Leadership (Pre K-12)
- Higher Education

Academic Program Location
Doctor of Education
Cincinnati Academic Center
440 E. McMillan Street
Cincinnati, OH 45206-1925
Toll-free: 800.861.6400
Toll-free: 800.294.8884, ext. 2150
http://www.myunion.edu/academics/doctoral-programs/doctor-of-education-ed-d/

The Doctor of Education Student Handbook is available on the UI&U website at
http://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/.
Note: Handbooks are continually updated. Students should refer to the Ed.D. program handbook for a more in-depth description of requirements involving E-Portfolio expectations, Taskstream, internships, all phases of the dissertation, and dean’s review.

The annual program calendar and Registration/Tuition and Fee Schedule are available on the UI&U website at http://www.myunion.edu/admissions/tuition-payment-options/program-costs/.

Program Mission

The mission of the Ed.D. program is to support education professionals to acquire advanced knowledge of scholarship in the field and to develop the skills and attributes that will help them become effective researchers and professionals in their major area of Educational Leadership.
(Pre K-12) or Higher Education. An additional distinctive purpose relates to the program’s emphasis on social justice. The Ed.D. program prepares students who, on completion of the program will have: (1) a critical understanding of alternative conceptions of social justice; (2) the ability to assess the implications of different views of social justice; and (3) the ability to serve as facilitators among various constituencies for discussion of issues of education related to social justice.

The Ed.D. program supports individuals who seek to acquire the scholarship and skills required for them to serve as educational researchers, advocates, and leaders. The program’s blend of core, specialized, and praxis experiences through professional development practica and internship is intended for individuals with significant experience in and knowledge of the field and profession of education, who seek to explore, explain, and possibly resolve the challenges they face within their organizations and communities.

Thus, the Ed.D. program continues Union Institute & University’s historical commitment to provide doctoral education that brings advanced knowledge to bear on critical social issues within an academic delivery model that acknowledges and meets the circumstances of adult students.

**Admission Criteria**

To successfully apply to the UI&U Doctor of Education Degree program, applicants must have:

- An earned master’s degree from a regionally accredited institution. While it is expected that most applicants will hold master’s degrees in education, individuals with master’s degree in related fields, such as business, health sciences, social sciences, and other professional areas, may also be considered.
- A minimum of one graduate research course appropriate for an individual preparing to begin a doctoral study program.

The complete application will include the following:

- Completed application form, signed and dated by the applicant (apply online).
- Application fee (non-refundable).
- Official transcripts from all previously attended postsecondary educational institutions.
- Three letters of reference, written by individuals able to attest to the applicant’s knowledge and experience in the field of education. At least one of these letters must be submitted by an individual with a doctorate in the field of education or a related field.
- An application portfolio, to include:
  - Cover letter requesting consideration for admission.
  - Current resume/curriculum vitae.
  - An admissions essay in the form of an intellectual autobiography of approximately five pages with a minimum of five references using APA format. The essay should indicate factors which led you to pursue the Ed.D. including the intellectual, academic, and theoretical dimensions of your biography. Your references should primarily include books and journal articles from well-known scholars and professionals in the field, indicting how these are informing your current thinking about education, leadership, and social justice. Applicants must use the APA Style Manual (6th ed.) for formatting citations and references.

The essay is an example of the student’s best academic writing and thinking. The program is looking for the following attributes in the reflective essay:
• A proficient introduction that states the education issues to be discussed.
• A well researched essay with at least three readings from professional and scholarly sources.
• Consistent connections among evidence, subtopics, thesis/topic, and counterarguments.
• Good analysis.
• Solid transition between paragraphs.
• Substantial development of subtopics.
• Proper grammar, spelling, and punctuation.
• Proper APA format.

**Transfer Credit Policy**

Up to 12 semester hour credits (the equivalent of four doctoral level courses) from a regionally accredited university are eligible to be reviewed by the admissions committee for approval of transfer. The transfer courses must have been completed in the past five years with an equivalent grade of B or above. Courses applied toward an earned master’s degree are not eligible to be reviewed for transfer.

A Transfer Credit Petition Form and official transcripts must be submitted as part of the Ed.D. in Educational Leadership (Pre K-12) or Higher Education application package. 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 time in program length. Union Institute & University operates on a six-month term system; therefore, courses taken at colleges operating on the quarter system are converted to semester credit hours.

**Ed.D/Certificate Options**

The two certificates described below are embedded in the Ed.D. program curriculum and are available only to degree seeking Ed.D. students. The certificates will be awarded in tandem with the completion of the Ed.D. degree.

**Design Thinking and Education Certificate (15 credits designated seminars taken/completed within the Ed.D. Program)**

The Design Thinking and Education Certificate (DTE) will be available to all students enrolled in the Ed.D. Program’s major in Pre K-12 Educational Leadership or Higher Education. 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 DTE certificate is to equip education scholar-practitioners with knowledge, skills, and dispositions that allow them to:
• Leverage design thinking as a model for implementing positive changes in their schools.
• Design and implement worthwhile actions that address real challenges for educators and education leaders.
• 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 DTE and related models of cooperative partnership as a forum for problem solving.

In order to earn this certificate, students will complete five of the following seminars:

EDU 824 Education and Technology (Semester 2)
EDU 821 Leadership and Change in Schools and Educational Systems (for Pre K-12)

OR

EDU 841 Leadership and Change in Institutions of Higher Education (Semester 3)
EDU 785 Qualitative Methods of Educational Research (Semester 3)
EDU 850 The Art of Social Justice and Leadership (Semester 4)
EDU 889 Education and Sustainability (Semester 5)

**Teacher Leadership Certificate (15 credits designated seminars taken/completed within the Ed.D. Program)**

The Teacher Leadership Certificate is available to all students enrolled in the Ed.D. program’s major in Pre K-12 Educational Leadership. At its foundation, teacher leadership is a form of collaborative or shared leadership that recognizes the dynamics of leadership as a process that transcends traditional top-down models. The purpose of the certificate is to equip education scholar-practitioners with knowledge, skills, and dispositions that allow them to:

• Serve as teacher leaders in Pre K-12 learning environments (for example, as department chairs, curriculum leaders, instructional coaches, or peer mentors).

• Leverage teacher leadership as a model for implementing positive changes in their schools.

• Design and implement professional development for teachers and teacher leaders.

• Pursue research on teacher leadership and related models of collaborative and shared leadership.

Thus, the certificate is applicable not only for teacher leaders but also for school principals and district leaders who would like to enhance collaborative teaching practices in their schools.

In order to earn this certificate students will complete the following five three-credit seminars:

EDU 701 Ethical Leadership (Semester 1)
EDU 704 Current Issues in Education Pre K-12 (Semester 2)
INTP 790 Internship/Practicum (Semester 3)
EDU 805 Designing Professional Development (Semester 4)
EDU 802 Law and Policy in Education Pre K-12 (Semester 5)

In each of the seminars, students pursuing the Teacher Leadership Certificate will have opportunities to explore teacher leadership and related models and principles of collaborative and shared leadership.
Registration

Union Institute & University operates its Ed.D. program on a two-term, 12-month academic year calendar. Currently enrolled Ed.D. program students are required to register prior to the beginning of each academic term through Web course registration in CampusWeb. New Ed.D. students register for the first term through the Ed.D. program office. The faculty advisor will approve registration based on the curriculum for the selected area of specialization and confirm the student’s attendance and engagement at the semester’s residency as part of the registration approval process. Students with a past due student account balance must obtain financial clearance from the Business Office prior to registration.

Students must register for the sequence of courses/seminars as described in the curriculum. Full time is defined as nine credit hours and tuition is charged per credit hour. A student’s academic year is determined by the month of her/his initial academic residency (IAR). The first day of the IAR is the matriculation/entry date throughout the student’s program. Web course registration is initiated by the student and must be approved by the faculty advisor. Tuition is due the first day of each new term.

Drop / Add and Program Withdrawal

Students can drop or add a course after registration by completing the drop/add information located on CampusWeb course registration. This process serves as an addendum to the original registration and becomes a part of the official registration record. Students must drop individual courses no later than 14 days after the start of the academic term for courses to be removed from the academic transcript. The effective date of a drop/add is either the date of postmark or the date the written or oral request is received by the dean’s office. Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid 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 academic/faculty advisor and the dean’s office. Any course(s) dropped after 14 days from the start of the academic term will remain recorded on the student’s registration record and a grade of W (for withdrawal) will be posted to the grade field for each course dropped. A student who drops a course during a term will need to repeat the course in a subsequent term in order to follow the academic requirements and credits needed with regard to their program.

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 term credit hours added equals the number dropped there will be no change in tuition assessed. If the number of term credit hours added is greater than the number dropped, tuition will be assessed for the difference at the applicable tuition rate for the full term/session. If the number of term credit hours dropped is greater than the number added, an adjustment in tuition will be made including a refund, if applicable.

There is no refund of tuition for a dropped course after the drop/add date. Students withdrawing from the Ed.D. program should consult the tuition policy for the Schedule of Tuition Refunds. If a student is concerned that personal needs may prevent completion of all courses in a six-month term, s/he should consult with the faculty advisor to determine whether withdrawal is the best option or whether s/he can complete enough courses with a passing or Incomplete (I) grade to allow progression to the next term.

Tuition is partially reversed or refunded when students drop courses or withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective
date of the withdrawal. The following table shows the percentage of tuition to be reversed for dropped courses or complete withdrawals from the program:

<table>
<thead>
<tr>
<th>Schedule of Tuition Refunds for Dropped Courses/Program Withdrawal</th>
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</thead>
<tbody>
<tr>
<td>Week One</td>
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<td>Week Two</td>
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<tr>
<td>Week Three</td>
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<tr>
<td>Week Four</td>
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<tr>
<td>Week Five</td>
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<tr>
<td>Week Six and Thereafter</td>
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</tbody>
</table>

Maryland Resident Tuition Refund Schedule
Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below. Refunds schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

<table>
<thead>
<tr>
<th>Six-Month Term – Based on 180 Days</th>
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</thead>
<tbody>
<tr>
<td>Date of Withdrawal or Termination</td>
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<tr>
<td>-----------------------------------</td>
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<tr>
<td>Day 1 thru 16</td>
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<tr>
<td>Day 17 thru 34</td>
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<tr>
<td>Day 35 thru 52</td>
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<tr>
<td>Day 53 thru 70</td>
</tr>
<tr>
<td>Day 71 thru 106</td>
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<tr>
<td>More than 60%</td>
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</tbody>
</table>

Course Extension Registration
There are two options for students who have not finalized their dissertation by the conclusion of Term VI. Dissertation Supervision (DIS 780/781) is for students who have additional research and writing to perform. Program Completion Extension (PCX 799) is designed for students who need additional time to respond to recommendations for edits as a result of the dissertation defense meeting or dean’s review.

**Dissertation Supervision (DIS-780/781)**
If a student registered for RSCH-901 Dissertation in Term VI does not complete the research and writing of the dissertation by the end of Term VI, s/he must register for Dissertation Supervision. The dissertation chair must approve the registration form.
is a non-credit course which is considered the equivalent of full-time academic work for registration status. Students may register for Dissertation Supervisions DIS–780/781 up to four times while completing research and writing of the dissertation. Any Dissertation Supervision beyond four must be approved by a dean’s waiver. **However, any Dissertation Supervision beyond four 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 by completion and submission of the Dissertation Supervision Engagement Form for each DIS 780/781 term registered. The form should be submitted no later than the end of the second week of the term, which confirms the student’s full-time engagement in the academic completion of their research/dissertation. A student would register for DIS 780 twice and then DIS 781 twice if utilizing the maximum of four times that Dissertation Supervision can be taken. A student registered in DIS 780 or 781 may not register for any other course/credits in the same term.

**Financial Aid Policy – Dissertation/Dissertation Supervision**

Student may receive financial aid 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, she/he is ineligible for financial aid. Financial Aid cannot award or disburse federal aid after the fourth term of DIS 780/781.

**Program Completion Extension (PCX 799)**

When a doctoral student reaches the end of her/his intended final term of full-time academic enrollment (last registered term of 9.00 or more credit hours or Dissertation Supervision) and needs additional time to prepare final documents for dean’s review/approval, the student is required to register for PCX 799 Program Completion Extension (zero 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 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. 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 extension terms will be approved. The PCX 799 Program Completion Extension does not qualify a student for financial aid. The Registrar’s Office is required to report students on this extension as registered for less than half-time status to external agencies. No new academic course work/credits can be taken during a PCX 799 registered term.

**Satisfactory Academic Progress 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 or university administrator through a written request to the dean. The student will receive notice that s/he is undergoing special review. Special reviews will always be initiated 30 days after notification of the following circumstances:

- The student is placed on academic probation when the academic term GPA falls below 3.00.
- 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 has not formed their dissertation committee by the end of term four.
- The student has received I grades in consecutive semesters or in two or more seminars in a given semester.
- The results of the portfolio reviews are not satisfactory.
- Evidence that the student has violated program and/or institutional policies, such as not attending a residency event. (See Academic Residency Requirements in this catalog and Residency Attendance Policy in the UI&U Ed.D. Student Handbook.)
- The student commits a breach of the UI&U Academic Integrity Policy or Student Code of Conduct.

**Special Review Process**

The Ed.D. program dean will form a special review committee of three university faculty appropriate to the concern to be reviewed and will provide the committee with documentation pertinent to the issue to be considered. Special review can result in academic dismissal.

The special review committee will make a written recommendation to the Ed.D. program dean. The Ed.D. program dean will consider the recommendation of the special review committee, consulting with committee members as needed and, in cases where the committee has recommended academic dismissal, with the university's vice president for academic affairs.

**Readmission after Academic Dismissal**

Ordinarily academic dismissal is permanent. However, the Ed.D. program dean will review requests for readmission after academic dismissal 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 Financial Aid.

**Grading Policy**

The Ed.D. program uses a plus/minus (+/-) letter grade system. The syllabus for each seminar will specify the learning documentation to be completed for evaluation. The faculty assigned to each seminar will evaluate the documentation required, determine the extent to which proficiency is met, and assign a final grade. While the A, B, C, U grades are used to document the overall completion of learning activities each term, 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 semester. 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>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.</td>
</tr>
<tr>
<td>A-</td>
<td>Criteria for A work not fully met.</td>
</tr>
<tr>
<td>B+</td>
<td>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.</td>
</tr>
<tr>
<td>B-</td>
<td>Criteria for B work are not fully met.</td>
</tr>
<tr>
<td>C+</td>
<td>Criteria for C work are more fully met.</td>
</tr>
<tr>
<td>C</td>
<td>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.</td>
</tr>
<tr>
<td>U</td>
<td>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 percent of the academic work in a seminar, the student will receive a U grade.</td>
</tr>
<tr>
<td>I</td>
<td>Academic work reflects substantial completion (at least 60 percent) 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 six (6) months (the end of the next semester) 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. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td>AU</td>
<td>Any learning activities in addition to the required 66 credit hours do not bear credit and must be registered for audit. 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. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td>Grade</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>W</td>
<td>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. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td>S</td>
<td>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 Field Proficiency Review, Internships, Dissertation Research, and RSCH 901 Dissertation. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
</tbody>
</table>

(Note: Refer to the University Attendance and Engagement Policy in this catalog.)

**Ed.D. Program Grade Point Average (GPA)**

The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit (excluding RSCH 901). To remain in good academic standing, the Ed.D. program requires a cumulative GPA of 3.00. See the Satisfactory Academic Progress Review for the relationship between GPA and academic probation.

**Completed Learning**

Academic work completed must be evaluated, graded, and recorded by the end of the semester. The instructor reviews and evaluates the academic work to determine that the student has satisfactorily completed the requirements for the learning activity. Faculty submit grades via online Web grading using CampusWeb.

The Ed.D. program exemplifies program and seminar assessment and evaluation combining Ed.D. and university outcomes and competencies along with National Board Advanced Leadership Standards. Assessment is accomplished in all seminars and field proficiencies and is shared with the doctoral student throughout his/her program.

**Graduation Policy**

Following the Ed.D. dean's review, members of the administrative review committee inventory all academic requirements and financial records. The academic record is reviewed in the Registrar's Office; UI&U Financial Aid checks the 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.

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 nine or more credit hours in Dissertation Supervision DIS 780/781 or PCX 799. The final transcript and diploma will be released when all academic and financial clearances have been completed.
Ed.D. graduates are invited to participate in the National Commencement Ceremony held each fall in Cincinnati, Ohio. Commencement materials are sent to graduates from the Ed.D. program office.

**Ed.D. Degree Program Structure**

Students admitted into the Ed.D. program complete 66 credits beyond the master’s degree. The minimum time to complete the degree is three years (six semesters). The UI&U Ed.D. Degree Program consists of the following components:

- Foundational interdisciplinary seminars related to ethics, social justice, and research.
- Academic studies that include a core curriculum and advanced study within Educational Leadership (Pre K-12) and Higher Education.
- Praxis - connecting theory to practice through the Professional Development Practica (PDP) and Internship.
- Study in research methods.
- Individualized study that is directly related to the student’s area of study, professional interests, and dissertation research.
- Dissertation research that, when completed, contributes new knowledge to the student’s field of study.

**Cohort-Based, Low-Residency Model**

Twice each year new students are admitted to the Ed.D. program. Students meet online for a three-day, mid-semester Professional Development Practica (PDP). The students begin and move through the Ed.D. program as members of cohorts that are formed within and across the program’s two majors, Educational Leadership (Pre K-12) and Higher Education.

Learning centers on a series of academic residencies that convene on two occasions (January and July) each year through a series of face-to-face and virtual academic residencies. The academic residencies include the following learning activities:

- The beginning of a required sequence of seminars that are completed through online teaching.
- Lectures by leading scholars.
- Panel discussions that address important intellectual, professional, and social issues.
- Professional/creative activities that bring together theory and practice.

The Ed.D. cohort model leads to the formation of academic communities through regular and sustained interaction among students and between students and faculty. These communities begin to form at the initial academic residency and are strengthened through online learning activities, through email and telephone conversations, and through the one-on-one and small group conversations that occur when students return and meet each other and faculty again during the semi-annual academic residencies.

**Professional Development Practica (PDP)**

PDP’s are three-day, mid-semester residency events offered each semester. In addition to their emphasis on social justice, PDP’s also include a variety of other activities such as continuation of academic work assigned during the seven-day academic residency that takes place at the beginning of the semester. Attendance at a PDP residency is mandatory.
**Major Areas**

Students focus their studies in one of the two major areas:

**Educational Leadership (Pre K-12)**

The goals and objectives of the Educational Leadership (Pre K-12) major are met through core and advanced seminars that provide the knowledge base and professional skills needed for students to serve effectively in a wide range of educational settings. The major in Educational Leadership (Pre K-12) also places a primary emphasis on issues of ethics and social justice. Students who pursue the major in Educational Leadership (Pre K-12) complete a program of academic study and professional training that is strongly aligned with the National Standards for Advanced Programs in Educational Leadership. Learning goals and objectives for the major in Educational Leadership (Pre K-12) are designed to educate students who are able to serve as effective leaders within the social, organizational, and educational contexts of the present and foreseeable future.

**Higher Education**

The overarching goal of the Higher Education major is to enable students, through their advanced understanding of social, cultural, organizational, and ethical/justice issues, to guide the development of education in a complex, dynamic, and diverse society. An accepted set of curricular and program standards for a major in Higher Education is based upon higher education professional organizations and parallel doctoral programs in higher education. The learning goals and objectives of the major in Higher Education are met through academic residencies, core and advanced seminars, professional development practica, an internship experience, and original dissertation research.

Expectations of students pursuing Educational Leadership (Pre K-12) or Higher Education majors will complete a program of study aligned with the core values of UI&U and the Ed.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, Ed.D. doctoral students will be awarded the degree of Doctor of Education (Ed.D.) with a major in Educational Leadership (Pre K-12) or Higher Education. The transcript will denote the degree, major area, and dissertation title. The Doctor of Education in Educational Leadership (Pre K-12) or Higher Education degree is awarded in recognition of advanced research and demonstrated abilities in a field of study.

**Program Degree Requirements**

Union Institute & University utilizes a distributed learning model that combines online learning with face-to-face meetings (at academic residencies), plus, virtual online residency experiences with faculty, colleagues, and other professional educators. The program is designed to present learning activities in an organized manner with the work completed each semester building upon learning experiences of previous semesters.

Seminars are equivalent to courses in the Ed.D. program. They commence during each term’s residencies and continue online throughout the term. The residency seminars are taught by faculty and explore significant topics and issues from an educational perspective. Faculty will address relevant topics, learning goals, planned activities, and academic requirements for each
seminar at the time they begin. Seminar content is presented in a way that leaves room for
divergent points of view with faculty positioning the topic in its conceptual, historical, and
methodological contexts.

The Ed.D. with majors in Educational Leadership (Pre K-12) or Higher Education is composed
of seminars in the following areas:

- Foundational knowledge
- Core knowledge
- Advanced knowledge
- Research methodology

The syllabus for each seminar will specify the learning documentation to be completed for
evaluation. The faculty assigned to each seminar will evaluate the documentation required,
determine the extent to which proficiency is met, and assign a final grade. (See the Grading
Policy.) Students must complete each seminar according to academic and curriculum program
requirements.

**Academic Residency Requirements**

As a member of the Ed.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 seminars, the residencies will include such activities as an overview
of Union'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, collaborative learning, and peer learning are
essential features of the Ed.D. program educational process.

As stated in the Ed.D. student handbook, students are required to be in attendance throughout
the duration of the academic residencies, including professional development practica (PDP),
whether they are face-to-face or virtual. Students who miss any of the scheduled programs and
activities of an academic residency, are subject to review by the Office of the Dean of the Ed.D.
Program for continued matriculation in the Ed.D. program. Attendance at an academic
residency is mandatory. Possible consequences for non-attendance from any scheduled
program or activity of any residency without prior approval of the dean or director may include,
but are not limited to, being placed on probationary status; being withdrawn from the seminar(s)
during the semester in which the non-attendance occurred; failing the seminar(s) in which the
non-attendance occurred; or dismissal from the Ed.D. program.

**Academic Program Requirements**

This curriculum sequence applies for all Ed.D. students who entered the program through
Cohort 13 in January 2014.

**Foundational Seminars**

*(9 credit hours)*

Students register for three required foundations seminars in their first semester:

- Education and Social Justice 3 cr.
• Ethical Leadership 3 cr.
• Educational Research Design and Methods 3 cr.

CORE SEMINARS
Core seminars in Educational Leadership (12 credit hours)
• Leadership and Change in Schools and Educational Systems 3 cr.
• Law & Policy in Education Pre K-12 3 cr.
• Current Issues in Education Pre K-12 3 cr.
• Literature Review 3 cr.

Core Seminars in Higher Education (12 credit hours)
• Leadership and Change in Institutions of Higher Education 3 cr.
• Law & Policy in Higher Education 3 cr.
• Current Issues in Higher Education 3 cr.
• Literature Review 3 cr.

ADVANCED SEMINARS
Advanced Seminars in Educational Leadership (15 credit hours)
• Curriculum and Social Justice 3 cr.
• Resource Management in Education 3 cr.
• Education and Technology 3 cr.
• Schools, Society, and Culture 3 cr.
• Education and Sustainability 3 cr.

Advanced Seminars in Higher Education (15 credit hours)
• Curriculum and Social Justice 3 cr.
• Resource Management in Higher Education Settings 3 cr.
• Education and Technology 3 cr.
• Schools, Society, and Culture 3 cr.
• Education and Sustainability 3 cr.

RESEARCH METHODS SEMINARS
Three required Research Methods Seminars (9 credit hours)
• Research Methods 3 cr.
• Qualitative Research 3 cr.
• Focused Research Design Project 3 cr.

INTERNSHIP
INTP 790 3 cr.
INTP 791 or option of EDU 850 Art of Social Justice and Leadership 3 cr.

Dissertation (15 credit hours)
Each doctoral student must make a significant, original contribution to human knowledge by preparing a dissertation.
• Dissertation Research* 6 cr.
• Dissertation** 9 cr.
*Dissertation Research: If a student does not successfully complete his/her dissertation proposal which is a part of the Focused Research Design Project (FRDP) in semester 4, the student will: (1) receive an Incomplete (I) grade for the FRDP course; (2) not be permitted to register for Dissertation Research in semester 5; (3) be required to register for the two required seminars in semester 5; and (4) complete the dissertation proposal as part of the incomplete FRDP in semester 5.

**Academic Calendar**

The academic year for the UI&U Ed.D. Degree Program is 12 months. The academic year is divided into two six-month terms. Doctoral students’ academic year is based on their start date (initial academic residency). 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 semester.

**Academic Calendar – Year Registration Period:**

- **July start date:**
  1st registration semester is 8A July 1 thru December 31.
  2nd registration semester is 7A Jan. 1 thru June 30.

- **January start date:**
  1st registration semester is 7A Jan. 1 thru June 30.
  2nd registration semester is 8A July 1 thru December 31.

Once registered, enrollment is presumed to be continuous.

**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). The program length is 66 credit hours. Any academic work in excess of 66 credit hours will carry zero credits. Students must register for the sequence of courses/seminars as described in the curriculum. Full time is defined as nine credit hours, and tuition is charged per credit hour.

Students must complete all requirements for the Ed.D. program within a minimum of three years (six semesters) and a maximum of seven years (14 semesters) of the date of first enrollment. The 36-month time in program length will be not compromised. The Ed.D. degree program is 66 credit hours. Any learning activities in addition to the required 66 credit hours do not bear credit and must be registered for audit. 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. Learning activities taken for audit earn zero credits and are not calculated into the grade point average. The maximum amount of time allotted for a student to earn a doctoral degree is seven years from the date of first enrollment in the program. Students who do not complete the degree requirements within the seven-year time frame will be subject to academic dismissal from the program.

Students may petition the dean for an extension of up to two semesters to complete the dissertation; petitions for extensions must be submitted to the dean at least three months prior
to the end of the seventh year of enrollment in the program. The petition for extension must receive the support of a majority of program faculty including the dissertation chair.

Students who do not complete the degree requirements within the three-year expected time frame and who have not petitioned for and been granted an extension will be dismissed from the program. Students who have been granted an extension and fail to meet all program requirements within the extended time period will be dismissed from the program.

**Curriculum Sequence**

This curriculum sequence applies for all Ed.D. students who entered the program through Cohort 13 in January 2014.

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year One</strong></td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td>EDU 700 Academic Residency: Education and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>EDU 701 Ethical Leadership</td>
<td>3</td>
</tr>
<tr>
<td>RMTH 783 Educational Research Design and Methods</td>
<td>3</td>
</tr>
<tr>
<td>Professional Development Practicum I</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>Specialized Seminar 1:</td>
<td>3</td>
</tr>
<tr>
<td>EDU 704 Current Issues in Education Pre K-12 OR</td>
<td>3</td>
</tr>
<tr>
<td>EDU 705 Current Issues in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU/RMTH 710 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Specialized Seminar 2:</td>
<td>3</td>
</tr>
<tr>
<td>EDU 823 Resource Management in Education OR</td>
<td>3</td>
</tr>
<tr>
<td>EDU 843 Resource Management in Higher Education Settings</td>
<td>3</td>
</tr>
<tr>
<td>EDU 824 Education and Technology</td>
<td>3</td>
</tr>
<tr>
<td>Professional Development Practicum II</td>
<td>0</td>
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<tr>
<td>EDU 860 Portfolio II</td>
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<tr>
<td>Total</td>
<td>12</td>
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<tr>
<td>Semester 3</td>
<td></td>
</tr>
<tr>
<td>Specialized Seminar 3:</td>
<td>3</td>
</tr>
<tr>
<td>EDU 821 Leadership and Change in Schools &amp; Educational Systems OR</td>
<td>3</td>
</tr>
<tr>
<td>EDU 841 Leadership and Change in Institutions of Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 785 Qualitative Research</td>
<td>3</td>
</tr>
<tr>
<td>EDU 891 Literature Review</td>
<td>3</td>
</tr>
<tr>
<td>INTP 790 Internship Part I</td>
<td>3</td>
</tr>
<tr>
<td>Professional Development Practicum III</td>
<td>0</td>
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<tr>
<td>Total</td>
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<tr>
<td>Semester 4</td>
<td></td>
</tr>
<tr>
<td>Specialized Seminar 4:</td>
<td>3</td>
</tr>
<tr>
<td>EDU 826 Curriculum and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>EDU 825 Schools, Society, and Culture</td>
<td>3</td>
</tr>
<tr>
<td>RMTH 786 Focused Research Design Project</td>
<td>3</td>
</tr>
<tr>
<td>INTP 791 Internship Part II OR</td>
<td>3</td>
</tr>
<tr>
<td>EDU 850 Art of Social Justice &amp; Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Professional Development Practicum IV</td>
<td>0</td>
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<tr>
<td>EDU 860 Portfolio III</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Year Three</td>
</tr>
</tbody>
</table>
### Faculty Advising

During the initial academic residency (IAR), a faculty advisor is assigned to each student. Students meet face-to-face as well as online via Adobe Connect with their faculty advisor at each academic residency. The faculty advisor will work closely with the student until s/he is ready to begin her/his dissertation research.

The dissertation committee should be formed by the end of semester three. The dissertation chair will then become the student’s final faculty advisor for the remainder of the student’s program.

### Field Proficiency Review

Field Proficiency Reviews (FPRs) are designed to assess whether students have developed doctoral level proficiency in specific Ed.D. program competencies. FPRs are integrated into three capstone seminars during the program's second academic year.

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 field 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.

Students may not register for RSCH 880 Dissertation Research or begin collecting data for the dissertation without first having passed each of the three FPRs and the dissertation committee’s acceptance of the dissertation proposal. Thus, if all non-dissertation work has been completed, the student may be required to enroll for an extension term in which to complete work on FPRs that have not been passed.
Dissertation

Refer to the program handbook and dissertation guide for in-depth information about the dissertation process and guidelines.

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 this field. It allows students to exercise their originality and creativity so the work provides new knowledge and approaches to the larger scholarly community.

Students may incorporate qualitative and quantitative research methods or mixed methods appropriate to the research problem and the discipline(s) involved. Regardless of which research design and methods the student may choose, 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, the student must complete four research courses before engaging in her/his own 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.)

The completed dissertation must demonstrate an advanced level of knowledge: critically examine a problem, integrate information, operationalize concepts, implement a research project, and communicate the essential aspects of the study. The dissertation must be relevant to the advancement of knowledge about a professional practice in education.

Dissertation Proposal
Once the dissertation committee has been formed, students should consult regularly with committee members as they develop their proposal, obtaining guidance on the manageability of the topic and general consensus on its direction and suitability. Students submit the written dissertation proposal first to the dissertation committee chair, and then with the approval of the chair, to other members of the committee. Dissertation committee members are expected to provide timely feedback to students regarding their proposals.
**Internship**

*(INTP 790 3 cr / INTP 791 3 cr)*

Students in the Doctor of Education Program (Ed.D.) are required to complete a 300-clock-hour (minimum) internship during their second year in the academic program (semesters three and four). The internship carries a total of six credit hours (three credits each semester). Please note there is an option during semester four for students to enroll in INTP 791 (three credits) or to enroll in the three-credit seminar EDU 850 Art of Social Justice and Leadership.

The internship with a major in Educational Leadership (Pre K-12) or Higher Education is a 300-clock-hour (minimum) experience that occurs in the second year of each student’s academic program (150 hours in Term 3 and 150 hours in Term 4). The student’s initial preparation for the internship begins during training and discussions at the academic residency that occurs at the beginning of the third academic semester. The faculty advisor and other program faculty assist with the development of an appropriate internship. The internship must be overseen and evaluated by a qualified field supervisor at the internship site; the internship will also be evaluated by a member of the Ed.D. program faculty.

**Seminar / 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.

**DIS 780/781 – Dissertation Supervision**

zero credits

Non-credit extension term to complete dissertation research and writing supervised by the dissertation chair. There is a maximum of four (2 DIS 780 and 2 DIS 781). A student will not receive financial aid after four enrollments in Dissertation Supervision. A student registered in Dissertation Supervision may not take other courses/credits in the same term.

**EDST 710 – Education, Society and Culture**

3 credits

This seminar 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.

**EDU 700 – Education and Social Justice**

3 credits

The seminar examines alternative conceptions of ethics and social justice and explores their implications for education. The seminar provides students with a theoretical grounding that will serve to inform their leadership practices in Educational Leadership Pre K-12 and Higher Education contexts. Through readings, dialogue, and written work, students will engage in ongoing reflection on their assumptions and perspectives regarding social justice issues in education.
EDU 701 – Ethical Leadership  
3 credits
This seminar has three key elements: (1) overview of the nature of ethics and the concept of the common good and how they relate to leadership; (2) exploration of the nature and sources of moral courage and how they relate to leadership; and (3) examination of historical examples that underscore the essential nature of ethics and courage for those who aspire to advance positive change for the common good.

EDU 704 – Current Issues in Education Pre K-12  
3 credits
This seminar focuses on examination of factors influencing education in today's society with emphasis on the public school's role within society, the politics of education, finances, and other factors involved in equity, such as historical and philosophical impact of common and idealized values, choices with public education, and questions of policy and leadership. A variety of perspectives and issues will be considered in terms of problems and possibilities for transformative education in schools and society.

EDU 705 – Current Issues in Higher Education  
3 credits
This seminar involves a close study and careful analysis of current issues in higher education. It takes an interdisciplinary approach to exploration of such issues as state and national policies, equity, accessibility, accountability, finance, collaboration, and educational partnerships.

EDU/RMTH 710 – Research Methods  
3 credits
This seminar focuses on quantitative research, beginning with experimental design, followed by other quantitative methods – correlation, causal-comparative, and survey research. For each, design data analysis through measures of central tendency and parametric and nonparametric statistics are discussed.

EDU 785 – Qualitative Research  
3 credits
This seminar has three major components. First, Creswell's (2007), Qualitative Inquiry and Research Design: Choosing Among Five Approaches will be utilized to explore, compare and contrast the following research approaches: grounded theory, ethnography, phenomenology, narrative inquiry and case study. Second, examples of the various approaches to qualitative inquiry and evaluation of their appropriateness for different kinds of research questions will be examined. Third, engagement in a practice research project using Creswell's five approaches will be conducted.

EDU 802 – Law and Policy in Education (Pre K-12)  
3 credits
Decision-making practices within the educational setting are impacted by a myriad of factors; law and policy are factors that permeate every aspect of public school leadership. This seminar addresses significant legal and policy considerations that Pre K-12 educational leaders may encounter in their decisions regarding students, teachers, staff, curriculum and other aspects of schooling. This seminar examines the role of educational leaders in implementing educational policy, disseminating information about the effect of policy decisions on schools, and collaborating with policy makers for advancement and reform of education. The focus is on practical application in the context of ethical leadership and an attention to social justice.

EDU 803 – Law and Policy in Higher Education  
3 credits
Decision-making practices within the educational setting are impacted by a myriad of factors; law and policy are factors that permeate every aspect of higher education leadership. This seminar addresses significant legal and policy considerations that higher education leaders may encounter in their decisions regarding students, teachers, staff, curriculum and other aspects of higher education. This seminar examines the role of educational leaders in implementing
educational policy, disseminating information about the effect of policy decisions on institutions of higher education, and collaborating with policy makers for advancement and reform of education. The focus is on practical application in the context of ethical leadership and an attention to social justice.

EDU 821 – Leadership and Change in Schools and Educational Systems 3 credits
This seminar focuses on professional experiences and reflective practice as they come together in examination of leadership theories and strategies for transformative change in schools, institutions of higher education, or other organizations. The seminar will include an exploration of the relationship between the school/organization’s leader and the effectiveness of that setting.

EDU 823 – Resource Management in Education 3 credits
This seminar is designed to aid in preparing educational professionals to assume leadership/administrative/management positions in educational related organizations. The primary focus of the seminar is on the role and functions of administrators/managers in their responsibilities related to resource management and allocation, with special reference to human resource management especially as it relates to the facilitation and support of student learning and achievement in educational organizations.

EDU 824 – Education and Technology 3 credits
This seminar’s focus is on exploring existing and emerging technologies and applications and designing them into student centric learning experiences and to facilitate the integration access, use, and understanding of new technologies and information resources for continued learning and development.

EDU 825 – Schools, Society, and Culture 3 credits
This seminar focuses on the importance of creating strong programs for encouraging successful relationships among the school, the community, and the wider society. Includes examination of examples of efforts involving teachers, parents, the community, business, and government in supporting the missions of Pre K-12 educational institutions.

EDU 826 – Curriculum and Social Justice 3 credits
The seminar 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 in practice.

EDU 841 – Leadership and Change in Institutions of Higher Education 3 credits
This seminar focuses on professional experiences and reflective practice as they come together in examination of leadership theories and strategies for transformative change in schools, institutions of higher education, or other organizations. The seminar will include an exploration of the relationship between the school/organization’s leader and the effectiveness of that setting.

EDU 843 – Resource Management in Higher Education Settings 3 credits
This seminar is designed to aid in preparing educational professionals to assume leadership/administrative/management positions in educational related organizations. The primary focus of the seminar is on the roles and functions of administrators/managers in their responsibilities related to resource management and allocation with special reference to human resource
management, especially as it relates to the facilitation and support of student learning and achievement in educational organizations.

**EDU 850/ECL 851 – Art of Social Justice and Leadership**  
3 credits  
This seminar 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.

**EDU 889 – Education and Sustainability**  
3 credits  
This seminar’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).

**EDU 891 – Literature Review**  
3 credits  
Students will gain a deeper understanding of the significant role of the literature review in a dissertation and review alternative approaches to organizing the chapter. Students will use the literature review to develop a dissertation prospectus.

**INTP 790-791 – Internship/Practicum**  
6 credits  
Synthesis of academic learning with practical experiences appropriate to area of specialization.

**PCX 799 – Program Completion Extension (zero credits)**  
No-credit extension term for students to respond to recommendations for edits as a result of the dissertation defense meeting or dean’s review. Supervised by the dissertation chair.

**RMTH 783 – Research Designs and Methods**  
3 credits  
The course will introduce students to doctoral level inquiry in four domains: 1) arts, 2) humanities, 3) social sciences, and 4) education and professional practice. Consideration will be given to the kinds of questions each domain invokes, the kinds of methods each domain engages, alternative theoretical orientations which drive diverse methods, and the potential contributions and limitations of research in each of the four domains. This course is the first in a series of courses designed to prepare students to launch their original doctoral dissertations.

**RMTH 786 – Focused Research Design Project**  
3 credits  
The purpose of this seminar is to facilitate students in designing their dissertation study. The culminating project is a dissertation proposal consisting of the first three chapters of the dissertation (Introduction, Literature Review, and Methodology).

**RSCH 880 – Dissertation Research**  
6 credits  
Collection and analysis of data for dissertation.

**RSCH 901 – Dissertation**  
9 credits  
Presentation of the research project representing a culmination of the student’s program and area of specialization: provides evidence of ability to address an educational challenge. May take the form of a traditional (empirical) dissertation but may also be a case study or historical analysis.
DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES

Associate Vice President for Graduate Programs: Arlene Sacks, Ed.D.
Associate Dean: Michael A. Raffanti, Ed.D., J.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: Six-month terms with enrollment dates in January and July
Minimum Time to Degree: 36 months; maximum seven years
Full-time Status: Nine semester hours
Less than Full-time Status: Six semester hours

Majors
- Ethical and Creative Leadership
- Humanities and Culture
- Public Policy and Social Change

Academic Program Location
Ph.D.
440 East McMillan Street
Cincinnati, OH 45206
Phone: 800.861.6400 ext. 1237
http://www.myunion.edu/academics/doctoral-programs/doctor-of-philosophy/
The UI&U Doctor of Philosophy in Interdisciplinary Studies Student Handbook is available on the website at http://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/. Students should refer to the Ph.D. program handbook for a more in-depth description of requirements involving the comprehensive examination 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 http://www.myunion.edu/admissions/tuition-payment-options/program-costs/.

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 major 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.

**Ph.D. Admission Process**

The Ph.D. program seeks diverse students from a variety of personal and professional backgrounds who share a commitment to the values of the program. The program welcomes students 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 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 including three letters of recommendation (professional and/or academic with at least one from a person with a Ph.D.), official transcripts from all postsecondary regionally accredited educational institutions and a statement of purpose. 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. Initial admission offers are made after the admissions committee has interviewed a candidate and approved admission to the program. Once approved for admission, a candidate for the program must reply to the admissions committee accepting the offer and submit an application and deposit for the initial academic residency.

**Transfer Credit Policy**

Up to nine semester hour credits (the equivalent of three doctoral-level courses) from a regionally accredited university are eligible to be reviewed by dean’s office for approval of transfer. The transfer courses must have been completed in the past five years with an equivalent grade of B or above. Courses applied toward an earned master’s degree are not eligible to be reviewed for transfer.
A Transfer Credit Petition Form, official transcripts, syllabi, and all written assignments 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 seminar. 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, two weeks before the start of a new term, registrations are processed in the Ph.D. program office. The student’s major chair, dissertation chair, or associate dean will approve registration based on the curriculum for the selected major.

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 specified by the student’s faculty advisor for the first four terms. After that, the registration will vary and is determined in consultation with the faculty advisor and the dean’s office. Students must register for at least six credit hours per term. The faculty advisor will assist with a typical sequence of courses for a student who chooses to register for the minimum credit hours per term (six) for the duration of the program. For students enrolling for less than full time, the cohort model will remain intact through term four. Course selections will vary in terms five – eleven as students consult with their advisor. TOTAL CREDITS = 66 (5.5 years). A maximum of 14 terms is allowed for completion of the program (including comprehensive examination and dissertation) for students registering for six credit hours per term. International students may not register for less than full time.

Registration for Extensions
Comprehensive Examination Extension (CEX 797)
Students who fail to successfully complete the comprehensive examination may elect to register for Comprehensive Examination Course Extension during the subsequent term to prepare to retake the comprehensive exam after the extension term. The graduate college must approve this registration. Students may register for one CEX 797 extension term. No additional credits may be registered or earned during the extension term. During a term in which students are registered for CEX 797, they will not be eligible for federal student aid. Enrollment status will be reported as less than half time to external agencies. Therefore, this term will not count against the seven-year maximum time frame to be eligible for financial aid.

Dissertation Supervision (DIS 780/781)
Students registered for RMTH 900 Dissertation in term six or the final term of course work who do not complete the research and writing of the dissertation by the end of term six or the final term of course work, 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. Students may register for up to four dissertation
supervision terms while completing research and writing of the dissertation. Any dissertation supervision beyond four must be approved by the dean’s office. **Dissertation Supervision after the fourth term 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 and to ensure that the student submits a semester plan and end-of-semester report to the dean’s office. A student registered in Dissertation Supervision may not enroll in other course/credit hours in the same term.

**Financial Aid Policy – Dissertation/Dissertation Supervision**

Students may receive financial aid for up to five total dissertation terms including RMTH 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, she/he is ineligible for financial aid. Financial Aid cannot award or disburse federal aid after the fourth term of DIS 780/781.

**Program Completion Extension (PCX 799)**

When a doctoral student reaches the end of his/her intended final term of full-time academic enrollment (last registered term of Dissertation Supervision) and needs additional time to prepare final documents for dean’s review/approval, s/he is required to register for PCX 799 Program Completion Extension (zero 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. 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.

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. 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 extension terms will be approved.

**Drop/Add and Program Withdrawal**

Tuition is partially reversed or refunded when students withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal. All refunds due to dropped or withdrawn courses are processed according to the Schedule of Refunds. The following table shows the percentage of tuition to be reversed for course drops or complete withdrawals from the program:

<table>
<thead>
<tr>
<th>Schedule of Refunds*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>100%</td>
</tr>
<tr>
<td>Week Two</td>
<td>100%</td>
</tr>
<tr>
<td>Week Three</td>
<td>75%</td>
</tr>
<tr>
<td>Week Four</td>
<td>50%</td>
</tr>
<tr>
<td>Week Five</td>
<td>25%</td>
</tr>
<tr>
<td>Week Six and Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Regardless of the date of registration, withdrawals will be processed using the first day of the term for the adjustment of tuition unless otherwise stipulated by the dates of a residency or on-ground course.
Maryland Resident Tuition Refund Schedule
Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student who is a Maryland resident and withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period, is shown below. Refund schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

<table>
<thead>
<tr>
<th>Date of Withdrawal or Termination</th>
<th>Percent of Term Days</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 thru 16</td>
<td>Less than 10% completed</td>
<td>100%</td>
</tr>
<tr>
<td>Day 17 thru 34</td>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>Day 35 thru 52</td>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>Day 53 thru 70</td>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>Day 71 thru 106</td>
<td>40% up to but not including 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

Drop/Add of Courses
Students can drop or add a course after registration by completing, signing, and processing the drop/add section of the 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 tuition refund, students must drop individual courses no later than 14 days after the start of the academic term. Students are permitted to add courses during the academic residency only. However, students must attend at least one session of the seminar being added while at the academic residency. The effective date of a drop/add is either the date of postmark or the date the written or oral request is received by the dean’s office or the Registrar’s Office. Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid 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 instructor(s) in the course(s) dropped and/or added, the academic/faculty advisor, and the dean’s office. All learning activities dropped after 14 days from the start of the academic term will remain recorded on the student’s registration record and a grade of W (for withdrawal) 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 term credit hours added equals the number dropped there will be no change in tuition assessed. If the number of term credit hours added is greater than the number dropped, tuition will be assessed for the difference at the applicable tuition rate for the full term/session. If the number of term credit hours dropped is greater than the number added, an adjustment in tuition will be made including a refund if applicable.

There is no refund of tuition for a dropped course after the drop/add date. Students who are withdrawing from the Ph.D. program should consult the Tuition Policy for the Schedule of Refunds.
Reinstatement for Ph.D. Students
Students who have been administratively withdrawn for financial reasons 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 reentry. The date of reentry 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 reentry 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 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 also contact the dean's 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. The dean's office will contact the students 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 form (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.)
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 seminars 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 seminars 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 seminars 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 or university administrator. The student will receive notice that s/he is undergoing a special review. Special reviews will always be initiated 30 days after notification of the following circumstances:

- The student is placed on academic probation when the academic GPA for a term 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 has received I grades in consecutive terms or in two or more seminars in a given term.
- The student receives a grade of 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.

Special Review Process
The dean will form a special review committee appropriate to the concern to be reviewed and will provide the committee with documentation pertinent to the issue to be considered.

Special review can result in academic dismissal. The special review committee will make a written recommendation to the dean. The dean will consider the recommendation of the special review committee, consulting with committee members as needed and, in cases where the
committee has recommended academic dismissal, with the university’s vice president for academic affairs.

**Readmission After Academic Dismissal**
Ordinarily academic dismissal is permanent. However, the dean will review requests for readmission after academic dismissal 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 Financial Aid.

**Grading Policy**
The Ph.D. program uses a plus/minus (+/-) letter grade system. The syllabus for each seminar will specify the learning documentation to be completed for evaluation. The faculty assigned to each seminar will determine the extent to which proficiency is met and assign a final grade. Grades will be submitted via CampusWeb no earlier than 10 days before the term ends. Changes to grades will be made via CampusWeb. While the A, B, C, U (and S for ECL, HMS or PPS 841 Comprehensive Examination; ECL, HMS or PPS 850 Individualized Study I; ELC, HMS or PPS 860, Individualized Study II; and RMTH 900, 901 and 902 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>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. <strong>4.0 Quality Points</strong></td>
</tr>
<tr>
<td>A-</td>
<td>Criteria for A work not fully met. <strong>3.70 Quality Points</strong></td>
</tr>
<tr>
<td>B+</td>
<td>Criteria for B work are more fully met. <strong>3.30 Quality Points</strong></td>
</tr>
<tr>
<td>Grade</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>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. <strong>3.0 Quality Points</strong></td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>Criteria for B work are not fully met. <strong>2.70 Quality Points</strong></td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>Criteria for C work are more fully met. <strong>2.30 Quality Points</strong></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>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. <strong>2.0 Quality Points</strong></td>
</tr>
<tr>
<td><strong>U</strong></td>
<td>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 percent of the academic work in a seminar, the student will receive a U grade. <strong>0.00 Quality Points</strong></td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>Academic work reflects substantial completion (at least 60 percent) 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 six months (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. No credit is earned for the I grade until it is converted to the final grade. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td><strong>AU</strong></td>
<td>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. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td><strong>W</strong></td>
<td>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. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
<tr>
<td><strong>S</strong></td>
<td>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 Comprehensive Examination, Individualized Study I and II, and RSCH 900, 901 or 902 Dissertation. <strong>0.00 Quality Points and does not calculate into the GPA</strong></td>
</tr>
</tbody>
</table>

(Nota: Refer to the Attendance and Engagement Policy in this catalog.)
Ph.D. Program Grade Point Average (GPA)
The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit (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.

Program Degree Requirements
(For students matriculating January 1, 2009 – July 1, 2014, see 2013-2014 university catalog).
- Interdisciplinary Foundational Seminars (nine credit hours, three seminars).
- Core Knowledge Seminars in Primary Major (six credit hours, two seminars).
- Advanced Knowledge Seminars in Primary Major (twelve credit hours, four seminars).
- Research Methodology (twelve credit hours, four seminars).
- Electives (nine - fifteen credit hours, three - five seminars) – chosen from Ph.D. program seminar listings under supervision of the primary major chair.
- Individualized Studies (three credit hours, one seminar).
- Proficiency Review (formerly Comprehensive Examination) (three credit hour in Major Capstone Seminar; two Proficiency Review projects (research and foundations/area of major)).
- Dissertation (includes one to three, three-credit seminars plus proposal, data collection, analysis and writing of the dissertation).

Major Areas
Students focus their studies in one of the three major areas:

Ethical and Creative Leadership (ECL)
An exploration of the intersection of the ethical and creative qualities of effective leaders. To this end, alternative theories of leadership along with historical models of strong, creative, and moral leadership are explored. Because leadership is profoundly situated within a context, political dynamics of power and ethical dilemmas faced by leaders must be considered. Ethical and creative leadership involves moral choice and responsibility, thus giving rise to challenges and possibilities for creative approaches to change.

Humanities and Culture (HMS) - For students matriculating prior to January 1, 2010, the applicable major title is Humanities and Society.
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) - For students matriculating prior to January 1, 2010, the applicable major title is Public Policy and Social Issues.
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.

Area of Specialization

Martin Luther King 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 of their study
and assignments in core and advanced seminars devoted to an exploration of the seminar’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 seminar.

Ph.D. / Certificate Options

The two 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 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 seminars and two advanced content seminars, 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 seminars taken as electives, and six of which may be chosen from among an
approved list of advanced seminars.

Required Seminars  (Each course is three credit hours.)
6 credits, taken as electives
• HMS 808: Creative Writing I
• HMS 823: Creative Writing II

Any two of the following advanced seminars (Each course is three credit hours.)
6 credits
• HMS 802: Memoir and Identity
• HMS/PPS 805: Poetry and Politics
• HMS 801: The Art of Protest
• HMS 816: Form and Genre
• HMS 850/860: Individualized Study (when used to produce creative work)

Graduate Certificate in Martin Luther King, Jr. Studies and Social Change
The Graduate Certificate in MLK Studies and Social Change is available to students enrolled in the Ph.D. program and can be completed without taking additional coursework. The certificate is awarded to those students who satisfactorily complete four (4) seminars. There are two required seminars designed to engage students in careful thought about the legacy of Dr. King and its connection to the current challenges of social justice. The popular and academic interest in matters of inclusion, poverty, racism, peace studies, matters of race, culture, gender, political economy, and the study of social change and the central areas of inquiry are offered in the certificate program. The certificate is likely to improve employment opportunities for those pursuing careers in education, human services, leadership in faith based organizations and policy planning endeavors. Students from a variety of backgrounds are likely to find this certificate a valuable addition to their career preparation and advancement.

Curriculum
The Graduate Certificate in MLK Studies and Social Change requires 12 credit hours. There is a required three-credit Internship and two other three-credit seminars. One additional three-credit seminar may be elected from a list of eight graduate seminars.

Required Seminars (nine credits) (Each course is three credit hours.)
ECL/MLK 802: MLK and Social Change (also designated as HMS 806)
MLK 800: Internship
PPS/ECL/MLK 807: Women, Leadership and Policy

Any one of the following advanced seminars (three credits)
PPS 802: Public Policy and Human Rights
HMS/PPS 805: Poetry and Politics
HMS 801: The Art of Protest
HMS/MLK 812: Philosophy and Social Ethics of Religion
ECL 817: Protest, Social Movements and Social Change
PPS 820: Political Economy

Program Delivery Mode, 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
three areas of concentration. 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, course work 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. Course work is submitted electronically using electronic course sites.

**Academic Year and Term**

The academic year for the UI&U Ph.D. program is 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:**

**July start date:**
1st registration term is 8A July 1 thru December 31.  
2nd registration term is 7A Jan. 1 thru June 30.

**January start date:**
1st registration term is 7A Jan. 1 thru June 30.  
2nd registration term is 8A July 1 thru December 31.

**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 majority of students. 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 seminars 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 CampusWeb portal and related services.

**Seminar Meetings:** The face-to-face residencies will include an introduction of seminar syllabi, reading and assignments as well as preliminary discussion of seminar-related questions and themes. The MSR seminar 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 seminars that are completed at a distance through online learning activities, email, and telephone conversation.

**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.

**Scholar In Residence:** Over a two- or three-day period, lectures and seminar discussions presented by a noted scholar with expertise within one or more of the majors and/or program themes.

**Social Justice Presentation:** Speakers are invited to the MSR to present on a variety of interdisciplinary topics that relate to social justice.

**Academic Residency Attendance Policy**

Students in the Ph.D. program must be present at all academic residencies during their matriculation in the Ph.D. program from beginning to end and engaged with the academic work for the current term, as verified by faculty and program administrators via the Attendance and Engagement Form. All new students beginning July 1, 2014, whether enrolled full time or less than full time, are required to be in attendance, in person, for all residencies in which they are registered for coursework, until the coursework is completed or the student has attended eight consecutive residencies. Ph.D. students enrolled prior to the July 1, 2014, term are required to be in attendance, in person for at least six consecutive Ph.D. academic residencies beginning with the student’s initial academic residency. After having attended six consecutive academic
residencies in person, students enrolled less than full time have the option of attending future academic residencies in person or continuing their academic studies entirely through electronic means. The daily schedule during the academic residencies is determined by the program administration. In addition, students are asked to be in residence without spouse or guests for the duration of each academic residency. 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 are required to attend the social justice presentation during the MSR as well as attend each virtual session scheduled for their seminars during the MSR. Students who miss a substantial number of academic residency activities, as determined by program administrators, will be required to sit out the term and/or will be administratively withdrawn from the program for that term.

Faculty Advising

The chair of the primary major area serves as the faculty advisor for students in that major and assists the student in making curricular choices and developing a plan for electives and individualized study. Beginning with term six, 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.

Comprehensive Examination

In the sixth term, students will register for ECL, HMS, or PPS 841: Comprehensive Examination. The comprehensive examination is administered in two parts: written and oral.

Comprehensive Examination Philosophy

The comprehensive examination is intended to test students' knowledge in their primary area of concentration. 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. See program handbook for the comprehensive exam structure.

For students matriculating in January 2014 (2014-7A term) and after, the Comprehensive Examination is replaced by two Proficiency Reviews (PR). The first PR will be taken no earlier than Term 3 in conjunction with RMTH 786 (prerequisites are RMTH 783 and either RMTH 710 or 709) and will evaluate proficiency in research methodology. The second PR will be taken in ECL/HMS/PPS 891 Capstone Seminar no earlier than Term 5. Prerequisites are: two Core Seminars in the major; three Advanced Seminars in the major; the three Foundations Seminars (FNDS 701, 702 and 703); the required Research Seminars (RMTH 783, 709 or 710, and 786); and Individualized Study 850. Additionally, students who do not pass four Advanced Seminars prior to the Capstone Seminar must take the fourth Advanced Seminar concurrently with the Capstone Seminar. The second PR focuses on assessing proficiency in the Major and Foundational Themes (Ethics and Social Justice, Creative Process, and Engaging Difference). See program handbook for the Proficiency Review structure.
Dissertation

Expectations of students pursuing study in a selected major 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 major, secondary major and/or area of specialization, 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.

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 her/his 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 Certification and Commencement

Following the dean’s review, defense of the dissertation and approval of the dissertation by the dissertation committee and a form and style review, students should submit the appropriate graduation materials to the dean’s office. Refer to the Ph.D. handbook for specific information regarding the dean’s review, dissertation defense, form and style review and submission of required graduation materials. The dean's office will take final inventory of the academic record and prepare the submission of the graduation materials to the Registrar’s Office. The registrar certifies that all academic requirements have been fulfilled. The Business Office reviews and confirms financial clearance. When final academic and financial clearances are completed, the graduation completion date is noted on the academic transcript. The degree grant date is the last day of the month of the student’s final term of enrollment. The graduation transcripts and diploma will be issued from the Registrar’s Office.

Ph.D. graduates are invited to participate in the National Commencement Ceremony held each fall in Cincinnati, Ohio. Commencement materials are sent to eligible participants from the Ph.D. program office.

Curriculum / Course of Study (Students matriculating July 1, 2014)

<table>
<thead>
<tr>
<th>Term One</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>»Research Methods I: RMTH 783 Research Design and Methods</td>
<td>3 credits</td>
</tr>
<tr>
<td>»Foundations: FNDS 701 Ethics and Social Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>»Foundations: FNDS 703 Engaging Difference</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9 credits</strong></td>
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<table>
<thead>
<tr>
<th>Term Two</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>»Academic Skills: ACS 700 Critical Writing and Thinking I: Explorations</td>
<td>3 credits</td>
</tr>
<tr>
<td>»Foundations: FNDS 702 The Creative Process</td>
<td>3 credits</td>
</tr>
<tr>
<td>»Research Methods II: RMTH 709 Inquiry in the Humanities (HMS) or RMTH 710: Qualitative, Quantitative and Mixed Methodologies (ECL/PPS)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
By mid-point of Term 2, students should, in conjunction with the academic advisor, plan for their use of electives. Electives may not be used in place of advanced seminars in the primary major without approval from the academic advisor. Six total credits in any two seminars in a secondary area are required for a secondary major.

<table>
<thead>
<tr>
<th>Total</th>
<th>12 credits</th>
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</table>

### Term Three

| Academic Skills: ACS 705 Critical Writing and Thinking I: Analysis and Synthesis as Inquiry | 3 credits |
| Core Seminar Primary Major: ECL, HMS or PPS 700 Series | 3 credits |
| Advanced Seminar Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860) (total of 12 credits or any four Advanced Seminars, in any sequence) | 3 credits |
| Elective (can be taken from any seminars outside of the Primary Major and may be used for Secondary Major, Specialization, specialized research training or creative writing seminars) | 3 credits |

<table>
<thead>
<tr>
<th>Total</th>
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</table>

### Term Four

| Individualized Study I: ECL, HMS or PPS 850 Supervised by Major Chair | 3 credits |
| Foundations: FNDS 704 Interdisciplinarity | 3 credits |
| Advanced Seminar Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860) | 3 credits |
| Elective (can be taken from any seminars outside of the Primary Major and may be used for Secondary Major, Specialization, specialized research training or creative writing seminars) | 3 credits |

<table>
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<tr>
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### Term Five
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Seminar Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Seminar Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860)</td>
<td>3</td>
</tr>
<tr>
<td>Individualized Study II: ECL, HMS or PPS 860 Supervised by Dissertation Chair</td>
<td>3</td>
</tr>
<tr>
<td>Elective (can be taken from any seminars outside of the Primary Major and may be used for Secondary Major, Specialization, specialized research training or creative writing seminars)</td>
<td>3</td>
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<tr>
<td>Total</td>
<td>12</td>
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**Term Six**

<table>
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<th>Course Description</th>
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<tbody>
<tr>
<td>Comprehensive Examination: ECL, HMS or PPS 841</td>
<td>3</td>
</tr>
<tr>
<td>Research Methods III: RMTH 786 Focused Research Design Project</td>
<td>3</td>
</tr>
<tr>
<td>Dissertation: RMTH 900</td>
<td>3</td>
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<td>Total</td>
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**Curriculum Total** 66 credits

**Term Seven and Beyond (Optional)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Program Completion Extension: PCX 799 OR</td>
<td></td>
</tr>
<tr>
<td>Dissertation Supervision: DIS 780/781</td>
<td></td>
</tr>
<tr>
<td>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. major 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 (major work); this is determined by the student and the dissertation committee. Program Completion Extension includes a fee (see UI&amp;U Tuition and Fees Schedule), receives 0 credits, and is not eligible for financial aid. Dissertation Supervision includes a fee (see UI&amp;U Tuition and Fee Schedule), receives 0 credits, and is eligible for financial aid up to four times.</td>
<td>0</td>
</tr>
</tbody>
</table>
## Curriculum / Course of Study

### (Students matriculating January 1, 2014 and beyond)

<table>
<thead>
<tr>
<th>Term One</th>
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<tbody>
<tr>
<td><strong>Course Name</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>Research Methods I: RMTH 783 Research Design and Methods</td>
<td>3 credits</td>
</tr>
<tr>
<td>Core Seminar I Primary Major: ECL, HMS or PPS 700 Series (total of six credits or any two Core Seminars, in any sequence)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Academic Skills: ACS 700 Critical Writing and Thinking I: Explorations</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9 credits</strong></td>
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</thead>
<tbody>
<tr>
<td><strong>Course Name</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>Research Methods II: RMTH 709: Inquiry in the Humanities (HMS) or RMTH 710: Qualitative, Quantitative and Mixed Methodologies (ECL/EDST/PPS)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Academic Skills: ACS 705 Critical Writing and Thinking I: Analysis and Synthesis as Inquiry</td>
<td>3 credits</td>
</tr>
<tr>
<td>Foundations: FNDS 701 Ethics and Social Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>Core Seminar II Primary Major: ECL, HMS or PPS 700 Series (total of six credits or any two Core Seminars, in any sequence)</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 credits</strong></td>
</tr>
</tbody>
</table>

With advisor approval students may begin in Term 3 to substitute Electives for Major Advanced Seminars in order to accommodate work on a certificate or specialization. However, in order to enroll in the Major Capstone Seminar, students must have completed the following: Two Core Seminars in their major, three Advanced Seminars in their major, the three Foundations Seminars (FNDS 701, 702 and 703), the required research seminars (RMTH 783, 709 or 710, and 786), and Individualized Study 850. Additionally, students who do not pass four Advanced Seminars prior to the Capstone Seminar must take the fourth Advanced Seminar concurrently with the Capstone Seminar. 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. Students should also be advised that after passing the 891 Major Capstone Seminar, two additional electives become available to them: RMTH 901 (3 credits) and RMTH 902 (3 credits). Thus, it is possible that in Term 6 students would be able to take up to nine credits of dissertation.
### Term Three

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Foundations: FNDS 702 The Creative Process</td>
<td>3 credits</td>
</tr>
<tr>
<td>Foundations: FNDS 703 Engaging Difference</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advanced Seminar I Primary Major: ECL, HMS or PPS 800 Series (except 850, 891)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advanced Seminar II Primary Major: ECL, HMS or PPS 800 Series (except 850, 891)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Total** 12 credits

### Term Four

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Individualized Study: ECL, HMS or PPS 850 Supervised by Major Chair</td>
<td>3 credits</td>
</tr>
<tr>
<td>Research Methods III: RMTH 787 Designing Interdisciplinary Research (Research Proficiency Review)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advanced Seminar III Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advanced Seminar IV Primary Major: ECL, HMS or PPS 800 Series (except 841, 850, 860)</td>
<td>3 credits</td>
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</tbody>
</table>

**Total** 12 credits

### Term Five

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods IV: RMTH 860 Individualized Study – Dissertation Proposal</td>
<td>3 credits</td>
</tr>
<tr>
<td>ECL, HMS or PPS 891 Major Capstone Seminar (Major Area and Foundations Proficiency Review)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Elective (can be taken from any seminars inside or outside of the Primary Major and may be used for Secondary Major, Specialization, specialized research training or creative writing seminars)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Elective</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Total** 12 credits

### Term Six

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation: RMTH 900</td>
<td>3 credits</td>
</tr>
<tr>
<td>Elective</td>
<td>3 credits</td>
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<tr>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9 credits</strong></td>
</tr>
<tr>
<td><strong>Curriculum Total</strong></td>
<td><strong>66 credits</strong></td>
</tr>
</tbody>
</table>

**Term Seven and Beyond (Optional)**

- Program Completion Extension: PCX 799
- Dissertation Supervision: DIS 780/781

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. major 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 (major 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 up to four times.

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**Seminar Descriptions**

**ACS 700 – Critical Writing and Thinking I: Explorations (three 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 (three 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.

**CEX 797 – Comprehensive Examination Course Extension (zero credits).** Non-credit extension term. Preparation for retake of the comprehensive examination supervised by a faculty member. Faculty member will develop a plan of study based on recommendations from the comprehensive examination committee.

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10 Electives in final term include the option of Dissertation RMTH 901 and 902.
DIS 780/781 – Dissertation Supervision (zero 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.

ECL 710 – Foundations of Ethical and Creative Leadership (three 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 (three 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 804 – Critical Leadership (three credits). Study of critical theories, including critical race theory, feminist theory, and queer theory, to explore diversity and leadership.

ECL/PPS/MLK 807 – Women, Leadership and Policy (three 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.

ECL 809 – Leadership and Social Justice (three 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 811 – Leadership and Performance (three credits). Use of performance and narrative theories to examine how leadership is constituted and how gender, race, age, ability, and sexuality are constructed performances that are embodied in leadership and reflect historical and cultural narratives.


ECL 813 – Special Topics (one - three credits). Examination of various topics of interest in Ethical and Creative Leadership.

ECL 814 – Leadership and Creativity (three 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 (three 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 (three 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 (three 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 821 – Community Based Leadership (three 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 (three credits). This seminar focuses on professional experiences and reflective practice as they come together in examination of leadership theories and strategies for transformative change in organizations. The seminar will include an exploration of the relationship between the organization’s leader and the effectiveness of that setting.

ECL/HMS/PPS 841 – Comprehensive Examination (three credits). Assessment of students’ knowledge in the primary area of concentration. Focuses on the demonstration of 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.

ECL/EDST/HMS/PPS 850 – Individualized Study I (three 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.

ECL 851 – Art of Social Justice and Leadership (three credits). This seminar 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/HMS/PPS 860 – Individualized Study II (three credits). Individualized and advanced study dedicated to students’ individual research objectives supervised by the dissertation chair. Focuses on generation of individual reading lists specific to the dissertation topic and preparation for writing the dissertation prospectus/proposal.

ECL/EDST/HMS/PPS 891 – Area of Concentration Capstone Seminar (three credits). Capstone Seminar provides students the opportunity to expand upon work toward the dissertation research begun in HMS 850 and HMS 860 with emphasis on developing each student's scholarly skills. This course includes the Proficiency Review (PFR) in both Foundational Themes and Content in the Concentration.

EDST 710 – Education, Society and Culture (three credits). This seminar 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 (three credits). The seminar 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.

FNDS 701 – Ethics and Social Justice (three 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 (three 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 (three 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.

FNDS 704 – Interdisciplinarity (three credits). Examination of the current debates surrounding interdisciplinarity. Focuses on the theories and practices, promises and potential shortcomings of interdisciplinary study so as to arrive at a working definition of interdisciplinary research as it pertains to students’ specific scholarly interests and projects.

HMS 710 – Building the Canon: Historical Survey (three 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 (three 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 (three 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 (three 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.

HMS 802 – Memoir and Identity (three 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 (three 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 – ReWritings Nations: Nationalism, Postcolonialism, and the Politics of Literary Representation (three 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/PPS 805 – Poetry and Politics (three 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 (three 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 (three 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 (three 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 seminars are to be taken as electives and/or individualized study, unless otherwise approved by HMS chair.

**HMS 809 – Critical Theory (three credits).** Exploration of the most basic 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 811 – Global Women Writing: Art, Culture, and Social Justice (three credits). Exploration of women writers of the non-Western world in short story, poetry, and personal narratives, which address post-colonial/contemporary issues and ideas. Global regional writing is capped by American authors whose backgrounds express themes of immigration/migration and cultural aspects of their original countries, demonstrating creative, intellectual, and political connections. Addresses both primary and secondary/critical sources reflecting the interplay of art, culture, and social justice in what some critics call “emerging literature.” Focuses on women’s lives, issues, and creative challenges.

HMS/MLK 812 – Philosophy and Social Ethics of Religion (three 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 (three 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 815 – Special Topics (one - three credits). Examination of various topics of interest in Humanities and Culture.

HMS 816 – Form and Genre (three credits). The seminar 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.

HMS 817 – Critical Debates in Postcolonial Studies (three 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 Historicism, 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 (three credits). This seminar 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 821 – Ethics After Postmodernism (three 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 (three 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 (three credits). This seminar 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 seminars are to be taken as electives and/or individualized study, unless otherwise approved by HMS chair.

HMS/PPS – 824 Democracy and Difference (three 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.

MLK 800 – Internship (three or six 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/ECL 802 – MLK and Social Change (three 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.)

MLK 890 – Capstone Seminar (three credits). This seminar 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. **This seminar will change its title to Integrative Seminar in July 2015.**

**PCX 799 – Program Completion Extension (zero credits).** No-credit extension term for students to respond to recommendations for edits as a result of the dissertation defense meeting or dean’s review. Supervised by dissertation chair.

**PPS 711 – Policy Processes and Social Change (three 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 (three 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 (three 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 (three credits).** Explores the evolution of human rights in theory and practice, particularly the practical implications and applications for public policy. Focuses on its foundations, major theoretical debates, as well as current practices.

**PPS 811 – Program Evaluation (three 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 (three 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 on another.

**PPS 817 – Special Topics (one - three credits).** Examination of various topics of interest in public policy and social change.

**PPS 820 – Political Economy (three credits).** This seminar 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 seminar, 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 (three 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.

**RMTH 709 – Research Methods II: Inquiry in the Humanities (three 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
major 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
(three 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 783 – Research Methods I: Research Design and Methods (three credits).** The course will introduce students to doctoral level inquiry in four domains: 1) arts, 2) humanities, 3) social sciences, and 4) education and professional practice. Consideration will be
given to the kinds of questions each domain invokes, the kinds of methods each domain
engages, alternative theoretical orientations which drive diverse methods, and the potential
contributions and limitations of research in each of the four domains. This course is the first in a
series of courses designed to prepare students to launch their original doctoral dissertations.

**RMTH 786 – Research Methods III: Focused Research Design Project (three credits).** The
purpose of this seminar is to facilitate the student in designing his/her dissertation study. The
culminating project is a dissertation proposal.

**RMTH 787 (for students matriculating January 1, 2014) – Research Methods III: Designing
Interdisciplinary Research (three credits).** This seminar 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
seminar.

**RMTH 860 – Research Methods IV: Individualized Research Tutorial: Dissertation
Proposal (three credits).** The purpose of this seminar is to facilitate students in designing their
dissertation study. The culminating project is a dissertation proposal.

**RMTH 880 – Topics in Research (one - three 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 (three 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.

**RMTH 901 – Dissertation (three 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.
RMTH 902 – Dissertation (three 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.
DOCTOR OF PSYCHOLOGY DEGREE (PSY.D.)
WITH A MAJOR IN CLINICAL PSYCHOLOGY

Please note: The Psy.D. program with a major in Clinical Psychology is no longer accepting students into the program, effective Fall 2014. The program is in a teach-out phase. The program is scheduled to close August 31, 2020.

Dean: William Lax, Ph.D., ABPP
Associate Dean: Gerald Fishman, Ph.D.
Director of Clinical Training: Margarita O’Neill-Arana, Ed.D.

Program Overview

Credits to Degree: 120 semester hours (academic year: 32 weeks; program length: 192 weeks)
Transfer Credits: Up to 30 semester hours
Calendar: Three 16-week terms (Aug.-Dec. Fall Term); (Jan.-April Winter Term); (April-Aug. Spring/Summer Term)
Minimum Time to Degree: Four years
Full-time Status in Fall and Winter Terms: Nine credit hours
Full-time Status in Spring/Summer Terms: 4.5 credit hours

Academic Program Locations
Doctor of Psychology
Cincinnati Academic Center
440 E. McMillan Street
Cincinnati, OH 45206-1925
Toll-free: 800.861.6400
Local: 513.861.6400

Doctor of Psychology
New England Academic Center
28 Vernon St., Suite 210
Brattleboro, VT 05301
Toll-free: 800.871.8165
Local: 802.257.9411
http://www.myunion.edu/psyd

The UI&U Doctor of Psychology Program Student Handbook is available on the website at http://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/. Students should refer to the Psy.D. program handbook for a more in-depth description of program requirements, involving the curriculum, clinical training (practicum and internship), and the dissertation.

The annual program calendar and Registration/Tuition and Fee Schedule are available on the UI&U website http://www.myunion.edu/admissions/financial-options/program-costs/.
Practitioner-Scholar Training Model

The Doctor of Psychology (Psy.D.) program follows the practitioner-scholar training model of the National Council of Schools and Programs of Professional Psychology (NCSPP). The program conceptualizes and promotes the professional practice of psychology as informed by scholarly research and inquiry, and students are trained as consumers of research to use scientific methodology in clinical thinking and practice.

The training is designed to promote a set of core competencies in professional psychology. This model has guided the development of the program’s objectives, each with its own specific competencies, vital to the practice of psychology.

The program employs a developmental training approach where expectations of minimum competency increase as students proceed through the sequence of course work, supervised clinical practice, and completion of other requirements including the doctoral dissertation. Congruently, students are evaluated and assessed at different stages of their development: principally at the pre-practicum and pre-internship levels. Graduates of the program are thus expected to be able to function as competent and ethical psychologists, capable of providing psychological services to individuals, groups and organizations, consistent with the goals as specified below.

Psy.D. Mission Statement

The UI&U Doctor of Psychology in Clinical Psychology 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 doctoral education.

The Psy.D. program offers a doctoral degree with a major in clinical psychology designed to educate and train students in preparation to become professional psychologists, functioning as independent practitioners and educators who are informed consumers of research. The program specifically provides and supports the development of personal and professional awareness and knowledge of diversity and issues of social responsibility.

Learning Outcomes and Competencies

University Doctoral Learning Outcomes and Competencies

The goals and objectives of the Psy.D. program are consistent with the mission and values of Union Institute & University, as adopted by the UI&U Board of Trustees in 2007. These university mission and values include a focus on social relevance, critical thinking, an interdisciplinary approach, and the practitioner-scholar model. These apply to all doctoral programs at UI&U, but individual programs may extend them further or adjust for greater specificity. University learning outcomes and competencies are reviewed on a university level, utilizing data from multiple components of the Psy.D. program.

Psy.D. Program Goals, Objectives, and Competencies

The Psy.D. program includes a set of goals, objectives and competencies specific to its training model, which is based on the practitioner-scholar training model of the National Council of Schools and Programs of Professional Psychology (NCSPP). The two primary goals of the Union Institute & University Psy.D. Program are:
1. Train competent and ethical practitioners of clinical psychology to provide comprehensive psychological services to a broad range of clientele. This training includes an integration of science and practice, with an awareness of the individual, systemic and larger socio-political contexts within which we live.

2. Foster personal and professional awareness and knowledge of diversity and issues of social justice and social responsibility in order to competently and respectfully provide services to diverse clientele, as well as be agents of social change.

The program has designated the following objectives to meet its goals:

1. **Social justice and individual and cultural diversity**: Students will competently and effectively provide professional services to individuals, groups, and organizations who represent various cultural backgrounds and characteristics, maintaining an awareness of issues of social justice, including the dynamics of power, privilege and oppression, and function as agents of social change.

2. **Relationship**: Students will develop and maintain effective, collaborative, and respectful interpersonal relationships with clients, peers, community organizations, and professionals in a range of settings, becoming self-reflective practitioners, aware of their biases, limitations and power differentials.

3. **Research and evaluation**: Students will develop the knowledge, skills, and attitudes for critical thinking as consumers of research, with the ability to apply research and scholarship to the practice of psychology.

4. **Assessment**: Students will competently and ethically use various methods of psychological assessments, including psychological tests and interviewing; accurately interpret the results of those assessments; and effectively communicate results and recommendations to both consumers and professionals, taking into consideration the cultural and personal characteristics of the clients.

5. **Intervention**: Students will have the knowledge, skills, and attitudes to conceptualize, plan, explain, implement, evaluate, and modify intervention approaches consistent with ethical evidence-based practices and appropriate to diverse characteristics of their clients.

6. **Management and supervision**: Students will develop the knowledge, skills, and attitudes to conduct effective clinical supervision, management, and clinical consultation with other professionals and within organizations.

7. **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.

To meet these goals and objectives, the program provides broad and general training to students through their participation in the program’s curriculum, practicum and internship training experiences, mentoring experiences, dissertation research and writing, informal faculty-student interactions, and the program’s overall learning environment. The program provides training that is graded and sequential, evaluated and assessed at different stages of the student’s development: the pre-practicum, pre-internship, and after completion of the doctoral degree. The attainment of these goals and objectives is demonstrated in specific identifiable competencies as defined by the program and specified in the individual learning activities. Inherent in each of these goals is a professional standard of ethical competence, including the knowledge of ethical codes, standards and legal regulations and case law relevant to professional practice. Program graduates are trained to engage with diverse populations and will demonstrate the knowledge necessary to treat clients and other professionals in an ethical, legal, and professionally competent manner.
In addition, the curriculum is designed to provide the required knowledge areas as specified by the American Psychological Association (APA) Commission on Accreditation (CoA), including: biological aspects of behavior; cognitive and affective aspects of behavior; social aspects of behavior; history and systems of psychology; psychological measurement; research methodology and techniques of data analysis; individual differences in behavior; human development; dysfunctional behavior or psychopathology; professional standards and ethics; psychological assessment; measurement and formulation and implementation of intervention strategies including training in empirically supported procedures; theories and methods of assessment and diagnosis; effective intervention; consultation and supervision and evaluation of the efficacy of interventions; cultural and individual diversity; and attitudes essential for lifelong learning, scholarly inquiry and professional problem solving.

**Master's Degree in Psychology within the Psy.D. Program**

The Psy.D. program offers the Master of Arts (M.A.) degree with a major in psychology within the Psy.D. degree. While this degree is specifically designed for students who entered the program without a master's degree, all Psy.D. students who meet the minimum criteria are eligible to petition for the degree.

Psy.D. students wishing to receive the M.A. with a major in psychology submit a petition for the degree to the dean. The dean will review the student’s academic file, notifying the student of any deficiencies that must be remediated. If all records are in order, the dean will recommend to the registrar awarding of the degree (see Graduation Policy in the UI&U Catalog). The M.A. degree will be awarded only after all academic, financial, and program components have been successfully completed.

Candidates must successfully meet the criteria for Satisfactory Academic Progress in the program and have successfully completed the following in the Union Institute & University Psy.D. Degree Program:

- Minimum of two (2) full-time academic years of graduate study.
- Minimum of 60 credits in graduate-level coursework completed in or transferred to the UI&U Psy.D. Program.
  - Meeting the minimum credit requirements of specified core course content areas.
  - Completing six (6) credits of PSY 800 level Practicum (minimum of 600 hours) in one academic year (see Psy.D. handbook for practicum criteria). Credits received for additional Practicum cannot be used to fulfill minimum credit requirements above.
  - Credits that have been earned to attain another graduate degree will not be recognized as eligible credit toward this degree.

This UI&U M.A. with a major in psychology is not considered to be a terminal degree but attained within the Psy.D. degree. This M.A. with a major in Psychology will be awarded by the university but will not be included as a part of the regional or national graduation ceremonies.
Required Core Content Areas for the M.A. within the Psy.D.

Students must complete the minimum credit hours in each of these core content areas (courses may only be used once to meet a content area). For a listing of courses that meet these criteria, see course distribution below.

- Biological Bases/Aspects of Behavior (3 credits)
- Psychological Measurement/Statistics (3 credits)
- Research Methodology/Research Design and Methodology/Research and Evaluation (3 credits)
- Human Development (3 credits)
- Dysfunctional Behavior or Psychopathology (6 credits)
- Professional Standards and Ethics / Scientific and Professional Ethics and Standards (6 credits)
- Theories and Methods of Assessment and Diagnosis / Psychometric Theory (6 credits)
- Theories and Methods of Effective Intervention (12 credits)
- Issues of Cultural & Individual Diversity/Cultural Diversity and Social Justice (4 credits)
- PSY 700 level electives (maximum 8 credits)
- PSY 800 Practicum courses (minimum 600 hours)

Program Accreditation and Psychology Licensure

The Psy.D. program cohorts in Cincinnati, Ohio and Brattleboro, Vermont are listed as designated doctoral programs by the Association of State and Provincial Psychology Boards (ASPPB)/National Register Designation Committee (JDC). Designation for the Psy.D. program ends on June 1, 2018.

This program meets the Guidelines for Defining Doctoral Degree in Psychology as implemented by the ASPPB/National Register Designation Project. Therefore, a graduate of this designated program who decides to apply for licensure as a psychologist typically will meet the jurisdictional educational requirements for licensing. However, individual circumstances vary, and there are additional requirements that must be satisfied prior to being licensed as a psychologist. Please contact the state/provincial/territorial licensing board in the jurisdiction in which you plan to apply for exact information. Additional information including links to jurisdictions is available on the ASPPB's website: www.asppb.org.

Once licensed, a graduate of a designated program is eligible to apply for credentialing as a Health Service Psychologist by the National Register of Health Service Psychologists. Graduation from a designated program typically ensures that the program completed meets the educational requirements for the National Register credential. However, individual circumstances vary, and there are additional requirements that must be satisfied prior to being credentialed by the National Register of Health Service Psychologists and listed on the FindaPsychologist.org database. Doctoral students may apply to have their credentials banked and reviewed prior to licensure. For further information about the National Psychologist's Trainee Register and the National Register application process, consult the National Register's website: www.nationalregister.org.

The program’s development was guided by the American Psychological Association accreditation standards (Guidelines and Principles for Accreditation of Programs in Professional
Psychology) but it is not APA accredited. For further information on APA Accreditation or the CoA, see [www.apa.org/ed/accreditation/index.aspx](http://www.apa.org/ed/accreditation/index.aspx).

Students should be aware that the program may not meet psychology licensure requirements in all jurisdictions. Accordingly, students are strongly encouraged to become knowledgeable and proactive when it comes to psychology licensure requirements in the jurisdictions where they hope to practice. Information on state and Canadian provincial licensing requirements can be found at The Association of State and Provincial Psychology Boards, [www.asppb.org](http://www.asppb.org).

For information on university accreditation see [http://www.myunion.edu/about/accreditation-licensure/](http://www.myunion.edu/about/accreditation-licensure/).

**Admission and Transfer Credit Policy**

Effective Fall 2014 term, the Psy.D. program will no longer be accepting students.

**Registration**

Union Institute & University operates its doctoral program with a major in clinical psychology on a three-term, 12-month academic year calendar. The academic terms are identified as fall, winter, and spring/summer. Psy.D. students register three times a year before the beginning of each term. Registration is completed online on CampusWeb in Web course registration; instructions are found on the Psy.D. website under PsyDNet. Registrations are to be approved and processed prior to the start of each new term. The first day of the initial term is the matriculation date throughout the student’s doctoral program. Registration forms are initiated by the student and must be approved by the academic advisor prior to registration being finalized. Direct registration questions to the Psy.D. program office.

Students must register for the sequence of courses/seminars as described in the curriculum. While terms vary in total registered credit hours, full-time registration is defined as a minimum of nine credit hours per term; half time is 4.5 credit hours in fall and winter terms. In the spring/summer term, 4.5 credit hours are considered full-time status. Tuition is charged at the applicable rate per credit hour registered.

Typically the fifth year of the clinical psychology program consists of registration for Clinical Internship and Dissertation Supervision (see Psy.D. course descriptions for PSY 830-836 and DIS 778-783). These registrations may apply to years six and seven as well. No credit hours are earned during terms of registration for internship or Dissertation Supervision. However, registration in Clinical Internship and Dissertation Supervision are considered to be equivalent to a full-time academic workload. Attendance and engagement in the program is documented through the student’s active participation in his/her courses each term. 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.
Academic Year Registration Group
Each student is assigned to a cohort group for Professional Development Seminar. Students will remain with this cohort for all three years of Professional Development Seminars (PSY 751-759).

Drop/Add and Program Withdrawal

Drop/Add of Courses
To receive a tuition refund (see Schedule of Tuition Refunds below), students must drop individual courses no later than 30 days after the start of the academic term. A course dropped prior to 30 days will not appear on the student’s transcript. Students are permitted to add courses only up to 14 days after the start of the academic term. The effective date of a drop/add is either the date of postmark or the date the written or oral request arrives at the Psy.D. program office or Registrar's Office. Drop/adds can impact continuing financial aid eligibility, so students should contact Financial Aid 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 instructor(s) in the course(s) dropped and/or added and by their academic advisor.

All courses dropped after 30 days from the start of the academic term will remain recorded on the student’s academic record and a grade of W (for withdrawn) will be posted to the grade field for each course dropped. There is no refund of tuition for a dropped course after the final drop/add date.

The following table shows the percentage of tuition to be reversed for dropped courses and complete withdrawals from the program:

<table>
<thead>
<tr>
<th>Schedule of Tuition Refunds</th>
<th></th>
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<tbody>
<tr>
<td>Week One</td>
<td>100%</td>
</tr>
<tr>
<td>Week Two</td>
<td>100%</td>
</tr>
<tr>
<td>Week Three</td>
<td>75%</td>
</tr>
<tr>
<td>Week Four</td>
<td>50%</td>
</tr>
<tr>
<td>Week Five and Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

Program Withdrawal
Tuition is partially reversed or refunded when students withdraw completely from the program prior to the end of the fourth week of a term. 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.

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 dean. 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 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.

Upon receipt of the above documentation, the dean will appoint a committee of two faculty members to consider reinstatement. Reinstatement is not automatic and the decision of the faculty committee is final. Upon recommendation for readmission by the committee, a Readmission Clearance Form will be sent by the Psy.D. 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 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 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. Reinstatement by the Psy.D. office within 12 months will not require reappointment of previous dissertation committee members but may be done at the discretion of the dean and/or the director of clinical training.

A student who has been withdrawn from the Psy.D. program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the Psy.D. admissions committee and the dean of the Psy.D. program. Before applying for readmission, the student must resolve all prior financial and administrative obligations. The student must also contact the doctoral admissions office as soon as s/he intends 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. The doctoral admissions office will contact the student as soon as s/he is cleared to apply for readmission. The student may then prepare an application for readmission. Students approved for readmission will enter the program during the fall semester unless they receive other permission from the dean.

The application for readmission includes these items.

1. A new application form (no admission fee will be charged).
2. 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.
3. 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 registration and tuition policies). Students are responsible for learning about and adhering to all current policies.
- Students registering for a term after a withdrawal must join a cohort in the same center to which they had originally been assigned. A request to join a cohort in a different center must be submitted with the application to the dean and requires her/his authorization.
- 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.

**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 annually by the Psy.D. program.

**Annual Review**

At the end of each academic year, academic advisors review their advisees’ overall programs. The purposes of the annual review 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 Psy.D. degree.
- Review practicum and internship selections and establish required or requested strategies to address areas where continued and/or additional clinical training may be needed.

A special review may be called by a student or the faculty advisor to address any issues that are noted in the context of the annual review or on the annual 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 (see Special Review Policy).

**SAP Qualitative Component**

Students enrolled in the Psy.D. program in clinical psychology are required to maintain a minimum 3.0 cumulative grade point average (CGPA) in order to meet the qualitative component of the Psy.D. SAP policy.
SAP Quantitative Component
The SAP quantitative component includes a maximum time frame and minimum credit hour completion requirements in order to complete the Psy.D. program within the maximum time frame.

Minimum/Maximum Time Frame
The Psy.D. program is a minimum of three full-time academic years of graduate study at Union Institute & University including one year of full-time residency at UI&U. The Psy.D. program is a 120-credit hour degree program. The maximum time frame for completion of the degree program is seven years including terms in which a doctoral student is registered for Dissertation Supervision DIS 778-783. Students are permitted to petition for a maximum of two one-year extensions beyond the seven-year limit. However, the Psy.D. program will close on August 31, 2020.

Transfer Credits
All transfer credits that are accepted toward the degree program are used to determine the remaining maximum time frame.

Minimum Credit Hour Completion Requirements
Students enrolled in the Psy.D. program must successfully complete or earn 67 percent of all credit hours attempted in order to meet the quantitative component of the Psy.D. SAP policy. Incomplete grades: Credit hours for incomplete courses are counted in attempted credit hours. Dropped Courses: Credit hours for dropped courses on or before the drop deadline date are not counted in attempted credit hours. Credit hours for dropped courses after the drop deadline date are counted in attempted credit hours.

Special Review
A special review may be initiated at any time by any faculty member or the student through a written request to the dean. 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. Continuation in the Psy.D. program is contingent not only upon successful completion of academic course work but also on the student’s personal/emotional stability, interpersonal skills, and abilities to engage in practice. 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:

- Single grade of U.
- More than one grade of C in courses (in a single 16-week term or over more than one term).
- Incomplete grades in consecutive terms or in two or more courses in a given term.
- Two or more ratings by any practicum or internship supervisor at Below Minimum competence in any of the competency domains.
- Ratings of Unsatisfactory for Technical Reasons or Unsatisfactory for Substantive Reasons in the clinical review.
- The student is placed on academic probation.
- The student has not formed a dissertation committee by the end of the fall term in the fourth year.
- An Incomplete in practicum or internship and having to register for an extension.
• Violation of program and/or institutional policies, such as breach of the Academic Integrity Policy, Student Code of Conduct, not attending a required academic meeting, etc.

In the process of the special review, and in any other instances where the faculty determine that a student is unable to engage in professional training or perform professionally related activities competently or poses a threat to her/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, director of clinical training, or her/his 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 has reached in the program. The special review 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 the vice president for academic affairs review (see dismissal).

**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.
- Two grades of U (Unsatisfactory) in any courses or practicum during the duration of the program.
- Failure to meet the terms of probation and/or a Remediation Plan.
- Failure to complete program requirements within the established time limits, such as lack of progress on the doctoral dissertation, as specified by student’s dissertation chairperson.
- Receiving an Unsatisfactory in both the first and second evaluations of the clinical review.
- Failure to meet minimal criteria for the internship level of training.
- Failure to comply with the APA Ethical Principles of Psychologists and Code of Conduct.
- Confirmed and/or repeated violation of program and/or institutional policies.

Dismissal/Administrative withdrawal requires the vice president for academic affairs review.

**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 Financial Aid.
Grading Policy

Evaluation of academic functioning is central to the Psy.D. 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.

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. For clinical and practice-related courses, the evaluation will include the instructor’s judgments of the student’s clinical knowledge, competencies, and abilities to be a professional psychologist as well.

The Psy.D. 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 by 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. Note: 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>A</td>
<td>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 and to develop persuasive arguments based on original thinking.</td>
</tr>
<tr>
<td>A-</td>
<td>Criteria for A work not fully met.</td>
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</table>

4.0 Quality points

3.70 Quality Points
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<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B+</strong></td>
<td>Criteria for B work are more fully met.</td>
<td><strong>3.30</strong></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>The student's work demonstrates clear understanding of the course material and a level of competence appropriate to the student's stage of professional development and meets all of the course expectancies in a satisfactory manner. The student's work is considered satisfactory at the doctoral 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 judgments.</td>
<td><strong>3.0</strong></td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>Criteria for B work are not fully met.</td>
<td><strong>2.70</strong></td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>Criteria for C work are more fully met.</td>
<td><strong>2.30</strong></td>
</tr>
</tbody>
</table>
| **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:  
- Student has missed up to 15 percent of classes (equivalent to two professional development seminars) 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.  
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. | **2.0** |
| **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:  
- Student has missed more than 15 percent of the classes (equivalent to three professional development seminars) or online postings.  
- 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 material of professional quality.  
- Student has not met minimum evaluation standards of the course.  
- Student does not meet deadlines and target dates.  
- Student does not complete 60 percent of the academic work.  
- Student is chronically ineffective in managing either her/his time or other resources for working on course work.  
Academic work reflects insufficient comprehension and inaccurate or inadequate presentation of ideas and information; superficial and unpersuasive critiques; no evidence of capability for original thinking. Unsatisfactory performance is defined as any performance less than C at the doctoral level. | **0.00** |
<p>| <strong>I</strong> | A temporary grade of Incomplete (I) will be awarded at the end of the term when all course requirements have not been submitted by the student. Incompletes (I) are awarded when illness, accident, or other unusual extenuating circumstances beyond the student’s control make it impossible for a student to complete required course work. | <strong>-</strong> |</p>
<table>
<thead>
<tr>
<th>Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>during the term when they are enrolled in the course. The granting of an incomplete is at the discretion of the course instructor. A grade of I must be requested by the student before the end of the term. When an Incomplete is recorded, the student must satisfactorily complete all required course work before the end of the subsequent semester or the grade will automatically be changed to U and a special review will be called. A grade of I must be requested by the student. Academic work reflects substantial completion (67 percent) of the learning activities assigned but additional time needed beyond the end of the semester in which to successfully achieve and document all learning results. 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</td>
</tr>
<tr>
<td>AU</td>
<td>Any learning activities in addition to the required 120 credit hours do not bear credit and must be registered for audit. Courses taken for audit do not qualify for financial aid. Students may audit courses 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. Learning activities taken for audit earn zero credits and are not calculated into the grade point average. 0.00 Quality Points and does not calculate into the GPA</td>
</tr>
<tr>
<td>W</td>
<td>Academic work reflects the student has withdrawn from a course and has not submitted a petition for an Incomplete Grade Form. The W grade is also posted to indicate term registration that is dropped. 0.00 Quality Points and does not calculate into the GPA</td>
</tr>
<tr>
<td>S</td>
<td>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 the following courses: PSY 700 Foundational Clinical Skills PSY 707 Pre-Statistics PSY 772 Dissertation Proposal Development II PSY 773-774 Dissertation Development I and II DIS 778-783 Dissertation Supervision PSY 801-806 Practicums I-VI PSY 807-812 Adv. Practicums I-VI PSY 830-838 Clinical Internship 0.00 Quality Points and does not calculate into the GPA</td>
</tr>
</tbody>
</table>

Note: Refer to the University Attendance and Engagement Policy in this catalog.

Grade Point Average (GPA)
The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit. The Psy.D. program requires a minimum cumulative GPA of 3.00.

Incomplete Policy
Incompletes (I) are awarded when illness, accident, or other unusual extenuating circumstances beyond the student’s control make it impossible for a student to complete required course work during the term when they are enrolled in the course. The granting of an Incomplete is at the discretion of the course instructor. A grade of I must be requested by the student before the end of 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 enrolled term. However, in cases when the successful completion of one course is a prerequisite to another course (e.g., dissertation courses) or to another step in the program (e.g., clinical review, practicum, or internship), the instructor may insist on a shorter time frame.
If the coursework is not satisfactorily completed by the end of the next academic term the grade will automatically be converted to a U grade and posted by the registrar. If the student receives a U, a special review will be called (see the Psy.D. Student Handbook) by the director of clinical training or the dean. This action may result in requiring the student to repeat the course.

It is the student’s responsibility to initiate a request for an Incomplete (I) with the course instructor. Incompletes are normally granted only when students have completed at least 67 percent of the course with a passing grade. (When less than 50 percent of a course has been completed, students will usually have to repeat the course, at the discretion of the instructor.) The student must discuss his/her request for an Incomplete grade with the course instructor before filing the attached petition. This discussion must occur by at least five weeks before the end of the term, unless there are extenuating circumstances. 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.

The student initiates the petition by completing, signing and dating the attached 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.

If the instructor approves the petition process, the instructor and the student must complete the PsyD Incomplete Contract in which the instructor sets the conditions for the completion of all assignments and evaluations due within the guidelines discussed above. The instructor submits the petition and the incomplete contract together with the grade sheet to the director of clinical training. Upon satisfactory course completion, the instructor will inform the director of clinical training and the registrar of the change in grade. A student may also appeal a grade.

**Program Features**

The Psy.D. program alignment with the institutional values of accessibility and student-centered, socially responsible training make it unique, resulting in distinctive features that support adult students. These features include:

- **Learning Model.** The Psy.D. program utilizes face-to-face, classroom-based courses, online courses, and an integration of the two to provide academic training in clinical psychology. Students attend courses on weekends, as well as at the biannual academic meetings (attendance at six is required during their program) held in Brattleboro, Vermont in the fall and in Cincinnati, Ohio in the spring. During these academic meetings students participate in course work and professional development seminars and interact with faculty, colleagues, and other professional psychologists. Courses are offered in an organized, sequential manner with each semester and year building upon prior learning experiences.

In the **first year of the program**, students attend classroom-based courses **every other weekend during the term.** In **years two and three**, students attend classroom-based classes **one weekend a month.**

- **Professional Development.** Professional development and a close student-faculty relationship are central to the program, and students regularly meet with faculty members at the biannual meetings and professional development seminars, led by a faculty member. The professional development seminar leaders, along with the student’s academic advisor, are the student’s primary mentors until s/he completes the first three years of the program. They monitor, evaluate, and assess the student’s academic,
clinical, research and professional development. During the fourth and subsequent years, the student’s dissertation chair assumes a central role. Students also have concentrated contact with many other core and affiliated faculty in professional development seminars, biannual meetings, academic courses, and informal faculty-student interactions, receiving additional mentoring, training and support in their knowledge and skill development.

- **Social Justice Focus.** Consistent with the university’s mission, the program openly embraces a social justice agenda, emphasizing diversity and multiculturalism in clinical practice. Course work and clinical experiences address issues of oppression, community health, intervention and prevention. Graduates of the program will be well prepared to conduct professional practice in its many forms. They will be able to apply psychological theory, research methodology, and clinical skills to diverse populations and utilize their training to engage in social and political activism.

**Academic Calendar and Credit-Hour, Term-Based Program**

Union Institute & University operates its doctoral program with a major in clinical psychology on a three-term, 12-month academic year calendar. Psy.D. students register three times a year before the beginning of each term. Full time, as defined by the program and Financial Aid, is nine credit hours per term. During the spring/summer term full time is defined as half of this amount (4.5 credit hours). Typically a student will take an average of 30 credit hours per academic year over four years, for a total of 120 credit hours.

**Minimum / Maximum Program Length**

The doctoral program in clinical psychology requires a minimum of three full-time academic years of graduate study at Union Institute & University including at least one year in full-time residence at UI&U (see definition of residency). The Psy.D. program is a 120-credit hour degree program.

Any courses/credits over the 120 credit hours for the degree must be taken for audit. Any credits over the 120 hours and/or those taken for audit are not eligible for Title IV financial aid. Courses may be audited on a space available basis as determined by the faculty and director of the clinical training. Learning activities taken for audit earn zero credits and are not calculated into the grade point average. Elective courses are included in the 120-credit hour degree program requirements.

The maximum amount of time allotted for a student to earn her/his doctorate of psychology with an emphasis in clinical psychology is seven years. Students who do not complete the degree requirements within the seven-year maximum time frame may be subject to academic dismissal from the program. Students are permitted to petition for a maximum of two one-year extensions beyond the seven-year limit. To obtain an extension, a student needs to submit a plan for completion to her/his dissertation chairperson describing the reason(s) s/he needs an extension, the actions s/he will take, and a detailed timeline for these actions in order to complete the program in the following year. This plan must be reviewed and approved by her/his dissertation chairperson and then submitted to the dean for review and approval. A plan that cannot reasonably be completed within the one-year extension will not be approved, and the student will be dismissed from the program. This plan is due to the dean no later than three months before the end of the student’s seventh year in the program or the end of her/his one-year
extension. Failure to complete all requirements within the extended time period(s) will result in automatic dismissal from the program.

Examples of reasons for an extension are as follows:
- Family/personal crisis, including health-related issues.
- Unanticipated problems with data collection or other related methodological issues.
- Unanticipated change/loss of a chairperson and/or committee member.
- Unanticipated problems related to internship completion.

**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. 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.

While the Psy.D. program understands the value of distance education for adult students, it also recognizes the need for psychologists-in-training to have primary interpersonal experiences with faculty and other professional psychologists in courses, training experiences, and in the overall process of socialization to the professional field of psychology.

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, 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.

The program presents courses in an organized, sequential manner with each semester and year building upon prior learning experiences. In addition to courses, students engage in supervised clinical training experiences (see practicum and internship), as well as completing a clinical review and dissertation.

**The three types of delivery models are as follows:**

**Face-to-face courses:** These courses are held on campus on weekends throughout the year and during the six required week-long biannual academic meetings in Brattleboro and Cincinnati. These courses provide students with over 400 hours of student-faculty classroom contact in the first year and over 250 and 200 hours in years two and three, respectively.

**Online courses:** These 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 all of the content and material included in face-to-face courses, such as all course requirements as defined in the syllabus, live and/or recorded presentations, electronically mediated live faculty supervision.

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11 All practicum and internship experiences beginning in year two of the program are completely onsite at approved practicum settings and include face-to-face experiences, including supervision with an onsite, licensed psychologist.
interactions, links to readings in the UI&U Library, exams, threaded discussions, faculty office hours, etc. Fall term and spring/summer term courses have an initial face-to-face meeting at the academic meeting.

**Blended courses:** These typically include face-to-face meetings at an academic meeting and/or day-long meetings during the term with an online component.

**Student Course Load**

All students take a prescribed sequence of required courses as well as electives. The curriculum is designed to provide students with generalist training preparing them for entry into the field of professional psychology.

Typically, students take a combination of three to four required and/or elective courses in each of the three terms during the year. In the first three years of the program, all students attend 10 professional development seminar meetings annually, with one meeting at each of the biannual academic meetings and eight additional day-long meetings in either Brattleboro, Vermont or Cincinnati, Ohio, depending on the student’s cohort.

During years two and three of the program, students are at a practicum placement for 600-800 hours each year, for a minimum total of 1,200 hours over the two years. Practicum placement must be within a five-hour drive from Cincinnati, Ohio or Brattleboro, Vermont and must be approved in advance by the director of clinical training. Students may choose to take an advanced practicum in their fourth year. In the fourth year students take required and elective courses along with courses focused on the preparation and completion of their dissertation. In year five they are at an internship placement for a minimum of 2,000 hours. If they select a half-time internship, they can complete it in years five and six, completing their 2,000 hours within a 24-month period.

**Residency**

The Psy.D. program’s residency requirements are based on current professional education and training standards and more specifically those delineated by the APA Commission on Accreditation (CoA) and the ASPPB/NR Designation Committee. The program specifically provides residency in the first year of the program in which students have all but one course in a direct face-to-face classroom manner. This residency period is designed to facilitate student’s professional development and socialization to the field and to enable faculty to evaluate and assess student competence across the clinical, academic, research, and interpersonal components of their doctoral training.

The program has structured its curriculum and related professional training experiences and activities to implement and meet these residency criteria in this first year, as well as augment them throughout the remainder of the program. This includes a variety of structured and unstructured activities and 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 abilities to engage in professional practice. The professional socialization process is facilitated though the intensive formal faculty-student contact during the initial orientation, the biannual academic meetings, course work, professional
development seminars, advisor meetings and interactions with visiting professional psychologists and faculty. In the context of these activities, there are also ample opportunities for informal interactions for faculty and students to establish personal and professional relationships.

Further details about residency can be found in the Psy.D. student handbook.

**Program Curriculum**

Students follow an established sequence of training, including required and elective courses, with a developmental approach based on a set of core competencies. The curriculum includes biannual academic meetings, professional development seminars, assessment labs, and academic courses, as well as required training experiences and the dissertation. Course syllabi are available from the program office. Students should check the Psy.D. website each term for updates on curriculum changes.

Students who complete the program in the standard time frame will typically adhere to the following curriculum:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1: Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 712</td>
<td>Clinical Psychology &amp; Systems Theory</td>
<td>2</td>
</tr>
<tr>
<td>PSY 751</td>
<td>Professional Development Seminar I: Social Justice and Ethics in Clinical Psychology</td>
<td>2</td>
</tr>
<tr>
<td>PSY 701</td>
<td>Foundations of Psychological Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 721</td>
<td>Adult Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 700</td>
<td>Foundational Clinical Skills</td>
<td>1</td>
</tr>
<tr>
<td><strong>Year 1: Winter Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 752</td>
<td>Professional Development Seminar II: Social Justice and Ethics in Clinical Psychology</td>
<td>2</td>
</tr>
<tr>
<td>PSY 702</td>
<td>Cognitive Assessment</td>
<td>4</td>
</tr>
<tr>
<td>PSY 711</td>
<td>Individual Psychotherapy I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 723</td>
<td>Cognitive-Affective Bases of Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Year 1: Spring/Summer Semester</strong></td>
<td></td>
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<tr>
<td>PSY 703</td>
<td>Cognitive Assessment Laboratory</td>
<td>2</td>
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<tr>
<td>PSY 704</td>
<td>Adult Personality Assessment</td>
<td>2</td>
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<tr>
<td>PSY 753</td>
<td>Professional Development Seminar III: Social Justice and Ethics in Clinical Psychology</td>
<td>2</td>
</tr>
<tr>
<td>PSY 714</td>
<td>Individual Psychotherapy II</td>
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<td><strong>Total</strong></td>
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<td><strong>31</strong></td>
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<tr>
<td><strong>Year 2: Fall Semester</strong></td>
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<tr>
<td>PSY 713</td>
<td>Group Psychotherapy</td>
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<tr>
<td>PSY 754</td>
<td>Professional Development Seminar IV: Clinical Conceptualization</td>
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<tr>
<td>PSY 715</td>
<td>Developmental Psychology</td>
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<tr>
<td>PSY 725</td>
<td>Biological Bases of Behavior</td>
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<tr>
<td>PSY 801</td>
<td>Practicum I</td>
<td>1-3</td>
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<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Semester Credit Hours</td>
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<tr>
<td><strong>Year 2: Winter Semester</strong></td>
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<tr>
<td>PSY 755</td>
<td>Professional Development Seminar V: Clinical Conceptualization</td>
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<tr>
<td>PSY 722</td>
<td>Child &amp; Adolescent Psychopathology</td>
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<td>PSY 764</td>
<td>Family Psychotherapy</td>
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<tr>
<td>PSY 802</td>
<td>Practicum II</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Year 2: Spring/Summer Semester</strong></td>
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<tr>
<td>PSY 718</td>
<td>Cultural Influences on the Self</td>
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<tr>
<td>PSY 756</td>
<td>Professional Development Seminar VI: Clinical Conceptualization</td>
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</tr>
<tr>
<td>PSY 719</td>
<td>Cultural Competence in Clinical Practice</td>
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<tr>
<td></td>
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<tr>
<td>PSY 803</td>
<td>Practicum III[^12]</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>Year 3: Fall Semester</strong></td>
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<tr>
<td>PSY 757</td>
<td>Professional Development Seminar VII: Clinical Presentations</td>
<td>2</td>
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<tr>
<td>PSY 730</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>PSY 731</td>
<td>Qualitative Research in Clinical Psychology</td>
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<td>PSY 804</td>
<td>Practicum IV</td>
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<td><strong>Year 3: Winter Semester</strong></td>
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<tr>
<td>PSY 758</td>
<td>Professional Development Seminar VIII: Management and Supervision</td>
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<tr>
<td>PSY 771</td>
<td>Dissertation Proposal Development I</td>
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<tr>
<td>PSY 733</td>
<td>Quantitative Research Methods</td>
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<td>PSY 805</td>
<td>Practicum V</td>
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<td><strong>Year 3: Spring/Summer Semester</strong></td>
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<tr>
<td>PSY 772</td>
<td>Dissertation Proposal Development II</td>
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<td>PSY 759</td>
<td>Professional Development Seminar IX: Clinical Review</td>
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<td></td>
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<tr>
<td></td>
<td>Elective</td>
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<tr>
<td>PSY 806</td>
<td>Practicum VI[^13]</td>
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<td><strong>Total</strong></td>
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<td><strong>Year 4: Fall Semester</strong></td>
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<tr>
<td>PSY 773</td>
<td>Dissertation Development I</td>
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<tr>
<td>PSY 724</td>
<td>Social Bases of Behavior</td>
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<tr>
<td>PSY 768</td>
<td>Education, Consultation and Organizational Development</td>
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<td><strong>Year 4: Winter Semester</strong></td>
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<td>PSY 774</td>
<td>Dissertation Development II</td>
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<td>PSY 741</td>
<td>Community Psychology</td>
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<tr>
<td>PSY 766</td>
<td>History and Systems of Psychology</td>
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[^12]: Only for students who are distributing their practicum hours over three terms.
[^13]: Only for students who are distributing their practicum hours over three terms.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credit Hours</th>
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<td><strong>Year 4: Spring/Summer</strong></td>
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<td>PSY 765</td>
<td>Family Violence and Trauma</td>
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<td></td>
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<tr>
<td></td>
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<td><strong>Year 5 (-6)</strong></td>
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<td>PSY 830-835</td>
<td>Clinical Internship</td>
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<td><strong>TOTAL PROGRAM CREDITS</strong></td>
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</tr>
</tbody>
</table>

Note: Academic meetings may be held during terms other than fall and spring/summer and are subject to scheduling change. Practicum must total six credit hours per year, for a total of 12 credits over two years.

**Clinical Training**

**Practicum (PSY 801-806)**
Each student is required to complete two practica in psychology, with a minimum of 600 hours annually. Practica are completed in conjunction with Professional Development Seminars IV-IX (PSY 754-759), and students must have a contract or be in the process of finalizing a contract with an approved site to register for Professional Development Seminar. The practicum is expected to provide supervised, introductory experiences in the application of psychotherapy, consultation, and assessment in a field setting (clinic, hospital, laboratory, college, or other mental health facility). The practicum must include at least two hours per week of face-to-face supervision by an onsite licensed psychologist, one hour of which must be individual supervision. A student’s place of employment is not acceptable as a practicum placement. The student needs to remain in a position of a student throughout the training process.

**Clinical Review**
After successful completion of all course work (through the end of the third year) and completion of practicum training (two years with a minimum of 600 hours each year, totaling 1,200 hours), students are eligible and required to complete a clinical review. This review is styled after the American Board of Professional Psychology (ABPP) diplomate exam. The clinical review is under the direction of the director of clinical training. The clinical review is designed to measure the student’s overall competence as a clinical psychologist with an evaluation of the student’s ability to apply the fundamentals of clinical research, assessment, and intervention knowledge to a real clinical situation. The clinical review consists of the following:

- Professional statement
- Intervention sample
- Intervention paper
- Assessment report
- Assessment paper
- Oral exam

The clinical review must be successfully completed before a student can apply for an internship. A student who receives an Unsatisfactory for either technical or substantive reasons on her/his clinical review will be required to repeat the clinical review. These second documents are due
no later than 5 p.m. (EST) on the last day of the winter term of the following year of enrollment. The student is permitted to submit the documents prior to this final date, and an oral exam date will be scheduled by the director of clinical training within four to six weeks following submission of all materials. If the student does not take the exam in this time period or does not satisfactorily pass on a second attempt, the student will be dismissed from the program.

**Clinical Internship (PSY 830-838)**

**PSY 830 - 832 Full-time Internships / PSY 833-838 Part-time Internships**

A student must receive approval from the director of clinical training (DCT) prior to applying for internship. After a student’s successful completion of all course work (through the end of the third year), practicum training (two years with a minimum of 600 hours each year, totaling 1,200 hours), and successful completion of the clinical review, the faculty advisor and DCT conduct a comprehensive annual review of the student’s record, including academic, clinical, professional and interpersonal development. After a satisfactory completion of this review, the student can begin the internship application process.

Clinical internships typically take place over a 12-month period and usually occur in the fifth year of the Psy.D. program. The program requires 2,000 hours of supervised internship training. With the approval of the director of clinical training a student may elect to do a half-time internship over a 24-month period during their fifth and sixth years. Students who elect to complete their internship on a half-time basis over a 24-month period should check with Financial Aid to determine any impact a half-time internship would have on their financial aid eligibility and loan deferment status, if applicable.

**Research / Dissertation**

**The Doctoral Dissertation**

The doctoral dissertation is the culminating activity that requires the student to demonstrate mastery of an area of professional interest and to make a meaningful contribution to the definition or solution of a problem or question or elucidation of an area of clinical interest. Students are required to submit in writing and orally defend the results of their dissertation, demonstrating their ability to apply psychological principles to clinical problems. Students develop their dissertation throughout their program including registration for Dissertation Development, PSY 771 – 774. This includes two courses specifically for the proposal development – PSY 771 Dissertation Proposal Development I (2 credits) and PSY 772 Dissertation Proposal Development II (3 credits) – and two courses for the writing of the dissertation – PSY 773 Dissertation Development I (3 credits) and PSY 774 Dissertation Development II (2 credits).

Upon completing PSY 771, Dissertation Proposal I, students are expected to have finalized their selection of their dissertation committee chair. Along with the chair, the student will then choose the rest of the committee. The dissertation process is fully delineated in the UI&U Psy.D. Dissertation Manual (http://www.myunion.edu/academics/doctoral-programs/doctor-of-psychology/academics/dissertations-academics-doctor-of-psychology/).

**Publishing Dissertations**

The Psy.D. program requires that all dissertations be submitted and published through UMI Dissertation Publishing (a division of ProQuest). Complete information regarding submission of

**Role of Faculty**

The Psy.D. faculty have been selected to facilitate the training of doctoral students in a manner consistent with the UI&U mission and the goals and objectives of the Psy.D. program. Each faculty member is an accomplished professional with specific areas of expertise. All faculty are actively involved in scholarly activities and professional development.

**Graduation**

When all program requirements have been completed, the student must formally apply for award of the degree by submitting an application form that is available online. The dean will review the academic file, notifying the student of any deficiencies that must be remedied. If all records are in order, the dean will recommend to the registrar awarding the degree (see graduation policy below). The Psy.D. degree will be awarded only after all academic, financial, research, and clinical program requirements have been successfully completed, including:

- Course work (120 credit hours with a grade point average of at least 3.0)
- Practica (1,200 hours minimum)
- Clinical review
- Doctoral dissertation
- Clinical internship (2,000 hours minimum)

**Graduation Policy**

Following the dean’s review, all academic and financial records are audited. The academic record is reviewed in the Registrar’s Office; Financial Aid 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 dean approves the student for graduation. The final transcript and diploma will be released when all academic and financial clearances have been completed.

Clinical Internship and Dissertation Supervision fees will be prorated for graduating students based on date of graduation. The date of graduation is provided to the Business Office by the program office.

**Commencement**

Psy.D. graduates are invited to participate in the National Commencement Ceremony held each fall in Cincinnati, Ohio. Participation in the commencement ceremony requires that all academic requirements are satisfied.

**Program Website**

The Psy.D. program utilizes a program-wide web-based network, PsyDNet, for the majority of public communication among students, faculty, and staff. This student-oriented network, housed within the university CampusWeb electronic records system, provides students and faculty a means to obtain program-related information and engage in dialogue with one another about all aspects of the program. All program forms are available for download on the site and a calendar of events keeps students informed of all program-related activities.
Students use their Union ID number as their username and their CampusWeb password to access the site. Since the site is contained within the CampusWeb system, only active students and faculty have access to the site.

**Center for Clinical Mindfulness and Meditation**

In 2009, the Center for Clinical Mindfulness and Meditation (CCMM) was established within the Psy.D. program as a resource for mental health professionals, researchers, and the general public. The mission of the CCMM is to provide information, resources, networking, and training for clinicians, researchers, students and the general public on mindfulness and other forms of meditation. The development of the CCMM demonstrates Union’s leadership and commitment to cutting-edge research and practice to both the professional community and to prospective students.

Richard Sears, Psy.D., M.B.A., ABPP, a core faculty member of the Psy.D. program, serves as director. The CCMM is supported by an advisory board formed from within UI&U, other colleges and universities, and the professional community. The members of the advisory board will not have any direct decision-making power but will provide suggestions, guidance, credibility, and networking possibilities for the CCMM.

Mindfulness is a rapidly growing area of research and practice in the field of psychology and mental health. Mindfulness-Based Stress Reduction (MBSR), Mindfulness-Based Cognitive Therapy (MBCT), Mindfulness-Based Relapse Prevention (MBRP), Dialectical Behavior Therapy (DBT), and Acceptance and Commitment Therapy (ACT) are cutting-edge, evidence-based psychotherapeutic treatments using mindfulness.

**Course Descriptions**

**PSY 700 – Foundational Clinical Skills**  
1 credit  
This course facilitates the development and advancement of basic clinical skills through classroom instruction, role-plays and simulations, reviewing videotapes and other experiential learning processes. Students improve their ability to use basic therapy skills, including but not limited to, rapport building, listening, reflecting, and the overall engagement and intervention process with clients in therapy.

**PSY 701 – Foundations of Psychological Assessment**  
3 credits  
This course focuses on the methods used to evaluate the quality of measures, such as psychological tests, that are used in research and applied settings by psychologists and others interested in human behavior. The fundamentals of psychometric theory such as scaling, central tendency and variability, individual differences and correlation, reliability, validity, and the principles of test development and standardization will be examined. In addition, the nature and use of psychological tests, along with different types of tests, will be explored. Issues related to the legal, ethical, and cultural implications of psychological assessment with special populations will be addressed.

**PSY 702 – Cognitive Assessment**  
4 credits  
This course covers knowledge and skills relevant to the assessment of cognitive functioning in children, adolescents, and adults. The course explores historical as well as contemporary issues in the field of cognitive psychology, including the theoretical frameworks utilized in the development of cognitive assessment instruments and procedures. The major instruments utilized for the assessment of cognition will be discussed (WPPSI-III, WISC-IV, WAIS-III and IV,
K-ABC-II, and WJ-III) as well as instruments for the assessment of visual-constructional skill and memory (ROCF, VMI-5, BVMGT-II, WMS-III). Practical, legal, ethical, and socio-cultural issues relevant to the competent practice of psychological assessment are covered, including issues relevant to working with clients from diverse ethnic-linguistic minority backgrounds.

**PSY 703 – Cognitive Assessment Laboratory**  
2 credits  
This course is the applied companion of PSY 702, and as such, it provides hands-on practice on the administration, scoring, interpretation, and reporting of cognitive assessment tests and procedures. All practice activity will be undertaken with the guidance and supervision of the instructor. Students may have the opportunity to use some of these instruments and procedures at the discretion of site supervisors.

**PSY 704 – Adult Personality Assessment**  
2 credits  
This course presents the principles and practices of objective and projective personality assessment. The class focuses on the MMPI-2 and the MCMI-III. Students also become familiar with other objective tests (such as the CPI, PAI, 16PF, NEO-PI-R, and OMNI) and projective instruments (such as Rorschach, TAT, Drawings, and Incomplete Sentences). The course also addresses related issues such as report writing, test construction, and ethical and diversity issues in testing.

**PSY 705 – Integrative Assessment**  
2 credits  
This course will provide students with a basis for integrating information gained from psychological assessment into a comprehensive narrative psychological report. It explores the meaning of clinical inference in the assessment enterprise. Psychological assessment is the development of diagnostic meaning from a person’s history, clinical interviews and observations, records, and psychological tests. The ability to obtain, shape, integrate, and ultimately export meaningful information about a person is the basis of psychological assessment. Available only to students who have completed PSY 701, 702, 703, and 704.

**PSY 706 – Introduction to the Rorschach**  
3 credits  
This course will provide students with an introduction to the Rorschach Inkblot Method. Students will be trained in administration, scoring, and interpretation of the Rorschach using Exner’s Comprehensive System. Some emphasis will be placed on the integration of data from various sources to supplement and verify Rorschach findings and to develop clinical formulations for presentation in reports. Methods: A variety of didactic models will be used. Lectures, discussions, demonstrations and case presentations will be employed. Students will engage in practice by recruiting volunteers to serve as subjects for practice test administration. Other projective instruments and methods, such as the TAT, sentence completion, and projective drawings, will also be reviewed. Available only to students who have completed PSY 701, 702, 703, and 704.

**PSY 707 – Pre-Statistics**  
0 credits  
This course is a self-directed, self-paced review of undergraduate statistics designed to prepare students to take graduate statistics. The course reviews the following: probability, probability distributions, F-test, t-test and chi-square; graphing, histograms, frequency counts, and other ways of representing data; simple regression and linear graphing techniques; and the concepts of analysis of variance and correlation analysis. Each module has multiple examples of solved homework problems, practice quizzes, and a final exam. A final examination for the entire course must be passed at the 80 percent level before students can enroll in PSY 730 Statistics.
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<th>Course Code</th>
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<tr>
<td>PSY 711</td>
<td>Individual Psychotherapy I</td>
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<tr>
<td>PSY 714</td>
<td>Individual Psychotherapy II</td>
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This two-semester sequence of courses provides both an introduction and in-depth review of some of the major theories and practices of individual therapy. It covers the basic knowledge, skills, and attitudes required to engage in psychotherapy as a professional psychologist. Students develop a flexible, integrated way of conducting treatment, focusing on brief to mid-range therapies. The course emphasizes psychodynamic, behavioral and cognitive-behavioral, existential-humanistic, constructionist, and integrationist approaches. Faculty and students discuss selected clinical practice and process issues, including the therapist's role, theories of problem formation and change, individual and cultural diversity, treatment duration, and therapist theoretical flexibility. Participants learn ways to plan, conduct, and evaluate psychotherapy, and synthesize their own psychotherapy philosophy and style.

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<tr>
<td>PSY 712</td>
<td>Clinical Psychology and Systems Theory</td>
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This course introduces students to the field of clinical psychology and to systemic thinking. The course will review the foundational components of clinical psychology and introduce the student to current research and practices, including evidence-based practice and practice-based evidence models. It provides an overview of systems theory and its application, examining a variety of systems configurations, as well discussing the transition from an individual to a systemic to a sociopolitical/cultural perspective.

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<tr>
<td>PSY 713</td>
<td>Group Psychotherapy</td>
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This course examines small group formats for therapeutic change, personal development, interpersonal skills training, and relationship enhancement. Ethical and cultural competence issues related to group psychotherapy are explored. Participants will learn effective leadership techniques and procedures for planning, conducting, and evaluating group interaction and progress.

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<tr>
<td>PSY 715</td>
<td>Developmental Psychology</td>
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This course reviews major theories for understanding the dual influences of nature and nurture throughout the lifespan. Students grapple with varied explanations of social, moral, emotional, and intellectual development. Students critique theoretical and practical applications of developmental psychology as they relate to clinical and social issues. Individual development is considered within familial, cultural, and societal contexts. The course places emphasis on “typical” development and on developmental concepts and processes that have high relevance to clinical work and that are not discussed in other courses.

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<td>PSY 716</td>
<td>Narrative Therapy</td>
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Narrative therapy views problems as separate from people and conceptualizes problems as situated within larger socio-cultural and political contexts. It places importance on the therapist maintaining a position of curiosity in understanding people’s values and beliefs and views consumers of therapy as experts regarding their own lives. This course examines the underlying theoretical tenants and practical applications of narrative therapy, with an emphasis on a variety of maps of practice with individuals, families, and groups. The course includes presentations, live chat sessions, threaded discussions, and practice exercises.

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<tr>
<td>PSY 717</td>
<td>Mindfulness in Clinical Practice</td>
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Mindfulness is a method of using focused, conscious attention as a therapeutic tool for wisely working with thoughts, feelings, and emotions. Mindfulness has been called the “third wave” of cognitive-behavioral therapy, and several mindfulness-based therapies are now considered evidence-based approaches. This course covers the theories and applications of mindfulness in...
clinical settings. The course reviews the use of mindfulness in individual therapy and group approaches, as utilized in the practices of Mindfulness-Based Stress Reduction, Mindfulness-Based Cognitive Therapy, Mindfulness-Based Relapse Prevention, Acceptance and Commitment Therapy, and Dialectical Behavior Therapy.

**PSY 718 – Cultural Influences on the Self**  
2 credits  
This course increases students’ ability to conduct psychotherapy with clients from a variety of cultural backgrounds. The course focuses on self-examination and consideration of how the clinicians’ and clients’ backgrounds influence the work. The intersection between culture and other multiple identities such as race, gender, sexual orientation, physical ability, and religion will be discussed.

**PSY 719 – Cultural Competence in Clinical Practice**  
2 credits  
This course considers the complex interplay of values, expectations, and social and political forces in psychotherapy. Students examine and critique cultural literacy including guidelines for psychotherapy with people from specific cultural groups.

**PSY 720 – Cognitive-Behavioral Theory and Practice**  
2 credits  
This course addresses issues relevant to the conceptualization and treatment of distress in adult clients from a cognitive-behavioral therapy (CBT) perspective as empirically-supported in the literature. Theoretical issues such as the content-specificity hypothesis and the hierarchical organizational model of personality will be delineated. Clinical issues such as agenda setting, Socratic questioning, eliciting client feedback, homework assignments, dealing with avoidant clients, use of the therapeutic relationship, and termination issues will be addressed. While a variety of techniques including activity scheduling, tests of evidence (reattributions), and behavioral experimentation are introduced, a special emphasis is be placed on case conceptualization.

**PSY 721 – Adult Psychopathology**  
3 credits  
This course examines psychopathology in adults and critically reviews the theory and history of scientific classification of behavioral disorders. Students acquire mastery of current diagnostic conventions and review basic treatment issues for each major category. Multiple contributions to psychopathology are considered including physiological and social influences.

**PSY 722 – Child and Adolescent Psychopathology**  
3 credits  
This course reviews the etiology, diagnostic criteria and developmental course of the psychiatric disorders most commonly diagnosed during childhood and adolescence. It also examines the difficulties that children with those disorders and their families typically experience. The contribution of contextual factors, such as family composition and sociocultural and economic conditions to the development, manifestation and treatment of children with psychiatric disorders, will be emphasized. Students gain basic knowledge of diagnostic categories in the DSM IV-TR, clinical assessment procedures, and case formulation. Evidence-based treatments for disorders of childhood and adolescence are reviewed, and their usefulness and limitations are examined.

**PSY 723 – Cognitive-Affective Bases of Behavior**  
3 credits  
This course is designed to introduce students to basic human cognitive and affective processes. Specific topics include attention and perception, long-term and working memory, learning, executive function, decision-making, problem-solving and creativity, and language. The course will examine the affective, motivational, and cultural influences on basic cognitive processes in supplemental empirical journal articles.
PSY 724 – Social Bases of Behavior  
This course is an advanced introduction to the psychological study of social behavior. The emphasis of the course is upon the scientific examination of social cognition, influence, interaction, judgments, relationships and other relevant topics, with specific attention paid to social psychological theories, methods, and current issues. This course will also emphasize the study of individual experience and behavior in relation to social situations.

PSY 725 – Biological Bases of Behavior  
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 clinical psychology, particularly recent findings in neuroplasticity and epigenetics.

PSY 726 – Clinical Psychopharmacology  
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 and their biological effects, drug interactions, 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. Available only to students who have completed PSY 725.

PSY 727 – Sex Therapy  
This course is designed for mental health practitioners who will work with individuals and couples across the spectrum of ethnicity, religion, race, social class, sexual orientation, and gender identity who experience sexual problems or want to improve their sex lives. The course will include understanding sexual challenges and dysfunctions; causes of sexual dysfunctions; defining sex therapy and sex therapist; and critical evaluations of both sex therapy and the pharmaceutical industry. The main focus will be on treating sexual problems, including medical treatments, sexual surrogacy, biomedical engineering devices, and psychotherapeutic treatments such as behavior therapy for couples, self-help modalities, group therapy for pre-orgasmic women, and sexual enhancement for couples.

PSY 728 – Dialectical Behavioral Therapy  
This course provides an examination of dialectical behavior therapy (DBT) for treating individuals with borderline personality disorder (BPD). The empirical basis of the treatment will be reviewed, and students will develop knowledge and skills in the following areas: the biosocial theory of BPD: dialectical theory; individual DBT and its use of validation, contingency management, diary cards, and behavioral analyses; group DBT and the four DBT skills modules (core mindfulness, emotion regulation, distress tolerance, and interpersonal effectiveness); and the roles of telephone coaching and the DBT consultation team. Instruction modalities will include lecture, class discussion, role-play, and video-recorded sessions.

PSY 730 – Statistics  
This course focuses on the principles and techniques of descriptive and inferential statistical methods and their application to research in psychology. Statistical applications in psychological research will also be emphasized. Students will learn to select and apply appropriate simple
parametric tests and non-parametric statistical methods and to interpret statistical results and their implications. This course also covers the analysis and presentation of statistical data using the computer program: Statistical Package for Social Sciences (SPSS).

**PSY 731 – Qualitative Research in Clinical Psychology** 3 credits
This course provides a theoretical and practical grounding in qualitative research methods and their application to clinical psychology. Data gathering approaches include individual and focus group interviews, observational research, clinical case studies, grounded theory, and participatory action research. Students acquire the skills needed to design studies and collect, analyze, and present qualitative data.

**PSY 732 – Gender and Sexuality** 2 credits
Gender and sexuality issues are common concerns, both expressed and unexpressed, in psychotherapy. The intent of this course is to familiarize the student with gender and sexuality issues by examining the following: (a) the critique of binary gender through current and controversial theories on biological sex classification, cultural gender definitions, gender expression, and identity development; (b) sexual orientation issues and heterosexist socialization; and (c) transgressive gender identity and sexual expression. Also included will be exploration of current gender norms and values with implications for constructed sexualities and how these impact treatment issues and interventions.

**PSY 733 – Quantitative Research Methods** 3 credits
This course provides a foundation for quantitative research methods, which forms the basis for psychological theory and models. We consider common research paradigms; the scientific method; causal inference; refining the research question; and formulating hypotheses. Then we will explore a range of research designs and methodological techniques that are available for empirical research. Topics include: sampling; survey and experimental designs, including simple two-variable and multivariate designs; advantages and limitations of designs; selecting appropriate research instruments; criteria and recruitment of human subjects; collecting data and presenting it in tables and graphs; and understanding statistical measures used in quantitative research reports. Examples from health, education, and clinical and social psychology will be utilized in critical reviews.

**PSY 740 – Special Topics in Clinical Psychology** 2 credits
This course provides an examination of applied issues in selected aspects of clinical psychology. Topics will vary and may include family assessment, workplace and the family, forensic evaluation/assessment, current and emerging family interventions, working with specific populations in the context of the family, family evidence-based practices, substance abuse, trauma and domestic violence, professional issues, mind-body interactions, etc.

**PSY 741 – Community Psychology** 3 credits
This course presents the theory and practice of community psychology, including primary prevention and the delivery of related health, education, and human services. The course examines actual programs addressing areas including mental health, juvenile delinquency, community violence, and family support.

**PSY 745 – Career and Lifestyle Development** 3 credits
This course covers the skills and knowledge needed to help clients consider a wide array of career and lifestyle choices. It will review the applications of career development theory and research in a variety of educational, counseling, and clinical contexts. 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.

**PSY 746 – Psychopharmacology of Mental Health and Substance Abuse Disorders**  
3 credits  
This course includes an introduction to the field of psychopharmacology as well as the study of drug interactions with the brain, which impact cognitive processing and behavioral states. Pharmacokinetics and chemical neurotransmission are considered. Specific classes of drugs and their applications to the treatment of psychological disorders, including anxiety, depression, and bipolar disorder, are emphasized. Substance use and abuse and such related topics as neurophysiology, addiction behaviors and interventions, and the effects of licit and illicit drugs are investigated. Available only to students who have completed PSY 725.

**PSY 747 – Crisis Intervention**  
3 credits  
This course includes study of various theoretical frameworks of crisis prevention and intervention; post-traumatic stress disorder; child abuse laws and reporting procedures; system-wide crisis management; lifespan and cultural issues in relation to suicide, death, and trauma; suicide assessment; self-injury; domestic violence; sexual assault; bereavement; and grief.

**PSY 748 – Assessment, Diagnosis, and Treatment Planning for Addictive Disorders**  
(Prerequisite: PSY 769)  
3 credits  
This course focuses on addictive disorder assessment and treatment planning competencies. Students will acquire knowledge and mastery of clinical evaluation (screening, assessment) and treatment planning instruments and other methods, including screening for co-occurring mental health problems. Students will be able to apply accepted DSM-IV-TR/DSM-5 criteria for the diagnosis of substance use disorders in making treatment recommendations, and develop comprehensive treatment plans addressing substance use disorders. Referral and treatment plan implementation will also be discussed.

**PSY 751 – Professional Development Seminar I: Social Justice and Ethics in Clinical Psychology**  
2 credits  
**PSY 752 – Professional Development Seminar II: Social Justice and Ethics in Clinical Psychology**  
2 credits  
**PSY 753 – Professional Development Seminar III: Social Justice and Ethics in Clinical Psychology**  
2 credits  
The first-year Professional Development Seminar introduces students to the field of clinical psychology and to the multiple roles of professional psychologists. Through readings, videotape presentations, classroom discussions, individual and group presentations, role-plays, clinical simulations, and online interactions, students gain knowledge of ethical and legal issues, state licensing laws and rules, professional standards, and diverse interpretations and applications of social justice in clinical psychology. Students develop a working knowledge of basic clinical concepts and skills in preparation for the first practicum. Throughout the year there is attention to “self-in-role” issues such as boundary management, supervision, and the roles and responsibilities of psychologists-in-training.
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<tr>
<td>PSY 754</td>
<td>Professional Development Seminar IV: Clinical Conceptualization</td>
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<tr>
<td>PSY 755</td>
<td>Professional Development Seminar V: Clinical Conceptualization</td>
<td>2</td>
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<tr>
<td>PSY 756</td>
<td>Professional Development Seminar VI: Clinical Conceptualization</td>
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The second-year Professional Development Seminar focuses on the conceptualization of psychotherapy cases and intervention strategies while integrating the best available research with clinical expertise in an evidence-based approach to the practice of psychology. Through readings, videotape presentations, classroom discussions, role-plays/simulations, individual and group presentations, and online interactions, students will develop increased skills in applying clinical theory and best practices to the development of therapeutic relationships, the diagnostic process and assessment procedures; and to the design and execution of clinical interventions in their practica. They will also learn skills in preparing and reporting clinical experiences. These courses are taken in conjunction with PSY 801-803 - Practicum I-III.

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<td>PSY 757</td>
<td>Professional Development Seminar VII: Clinical Presentations</td>
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<td>PSY 758</td>
<td>Professional Development Seminar VIII: Management and Supervision</td>
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<tr>
<td>PSY 759</td>
<td>Professional Development Seminar IX: Clinical Review</td>
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The third-year Professional Development Seminars focus on clinical conceptualization, assessment, report writing, oral case presentations, preparation for the capstone comprehensive clinical review competency evaluation, clinical supervision, consultation on cases, integration of theoretical and applied clinical practices, and clinical self-review for readiness for internship. Through readings, video presentations, report writing, classroom discussions, role-playing/simulations, individual and group presentations, and online interactions, students will develop increased skills in applying clinical theory to the development of therapeutic relationships, the diagnostic process, and the design and execution of clinical interventions in practica. They will also learn skills in preparing and reporting on clinical cases, both written and verbally. These courses are taken in conjunction with PSY 804-806 - Practica IV-VI.

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<tr>
<td>PSY 761</td>
<td>Humanistic-Existential Psychotherapy</td>
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<tr>
<td>PSY 762</td>
<td>Clinical Hypnosis</td>
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**PSY 761 – Humanistic-Existential Psychotherapy**

This course will cover the theories, strategies, techniques, applications, evidence base, and outcome measures for humanistic and existential psychotherapy methods. Issues of diversity and social justice will also be explored within this framework. The course includes demonstrations and role-plays.

**PSY 762 – Clinical Hypnosis**

Hypnosis has become an important component of a number of current psychotherapy approaches, particularly for pain management. This course will focus on learning how to determine when hypnosis is an appropriate approach and how to do hypnosis in clinical contexts. The course will examine its use regarding pain and medical conditions, as well as with other clinical issues, such as anxiety, depression, post-traumatic stress disorder, smoking and eating disorders. We will focus on both direct and indirect approaches and will consider hypnosis use for clients with special cases of normal pain, such as childbirth or athletic training. The course will include a review of both traditional and current literature of empirically supported treatments. This will include a review of the neurobiological underpinnings of hypnosis and discussion of some of the literature on absorption, flow, attention, and perception that support the efficacy of hypnosis. Students will gain a mastery of basic hypnosis knowledge and skills in preparation for continued practice and/or more advanced training.
PSY 763 – Positive Psychology  2 credits
While traditional approaches to mental health focus on diagnosis of problems and their appropriate treatment, this course explores human strengths – including our strengths as the treating professional. Human strengths are the qualities and processes that promote life satisfaction, well-being and thriving. Specifically, this course covers the theory and practice of positive psychology in a variety of areas, including personality, aging, gender differences, intimate relationships, creativity and decision-making, and then relates personal well-being to global and societal issues. It also includes constructive criticism and future directions for this emerging discipline.

PSY 764 – Family Psychotherapy  3 credits
This course examines the intervention techniques and major theories, models, and schools of couples and family therapy. The course uses a systemic perspective to consider both traditional and recently developed family treatment models, including empirically supported treatments. Ethical, gender, and cultural competence issues related to family therapy are explored.

PSY 765 – Family Violence and Trauma  3 credits
This course explores psychological aspects of family violence and trauma. Issues include the demographics and dynamics of family violence and treatment of the victims and perpetrators of family violence. The course also examines approaches to trauma in individuals, families and communities.

PSY 766 – History and Systems of Psychology  3 credits
This course explores the historical and philosophical underpinnings of modern psychology. The course examines major schools of thought in psychology concerning human nature, the self, and modes of inquiry. These include but are not limited to: structuralism, functionalism, psychoanalysis, and behaviorism. This review will include major contributions to the study, practice, and methods of psychology. Emphasis will be placed on critical thinking in relation to how controversies and issues facing psychology have shaped and will shape it. This course will also focus on the evolution of psychology as a research, evidence-based discipline.

PSY 767 – Child and Adolescent Psychotherapy  2 credits
This course examines the relevant therapeutic and developmental considerations in treatment with children and adolescents. This course provides an overview of the major evidence-based approaches and the basic therapeutic interventions when working with children and adolescents. This course will emphasize the importance of case conceptualization and intervention within family, school, and community systems. Available only to students who have completed PSY 715 and 722.

PSY 768 – Education, Consultation, and Organizational Development  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.

PSY 769 – Substance Abuse: Assessment and Treatment  3 credits
Substance abuse disorders are among the most difficult problems that confront mental health practitioners. The number of individuals abusing or dependent on alcohol and drugs has
significantly increased during the last several decades and is paralleled by a related increase in co-occurring mental health and health disorders. Clinicians need to understand and integrate knowledge and evidence-based strategies relevant to addiction to improve mental and physical health and address disease at both individual and interpersonal/family levels. This course provides an introduction to the basis of addictive disorders, specific drugs of abuse, substance abuse prevention, and intervention with at-risk populations, comorbidity of substance abuse and mental health disorders, assessment and diagnosis, treatment planning and treatment modalities, and strategies for maintaining individuals in recovery.

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<td>Dissertation Proposal Development</td>
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<tr>
<td>PSY 772</td>
<td>Dissertation Proposal Development II</td>
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<tr>
<td>PSY 773</td>
<td>Dissertation Development I</td>
<td>2-3</td>
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<tr>
<td>PSY 774</td>
<td>Dissertation Development II</td>
<td>2-3</td>
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<td>(PSY 773 and 774 combined must equal 5 credits.)</td>
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During this four-term sequence, students research and develop a topic for their dissertation, determine appropriate methodology, prepare a proposal, and then conduct the research for their doctoral dissertation. These courses review the stages of dissertation proposal development and differentiate among the various types of dissertation designs. These courses help students conceptualize their dissertations, choose an approach to study their chosen topic, and begin their dissertation proposals. These courses include presentations, small group exercises, individual consultations with the instructor, and review and feedback on initial proposal ideas. By the end of this course sequence, many students will either have completed or will have made significant progress on their dissertation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 799</td>
<td>Independent Study (Elective)</td>
<td>1-2</td>
</tr>
</tbody>
</table>

An independent study allows the student to expand and individualize her/his academic program by focusing on identified areas of interest or of perceived training needs. Students engage in independent study to acquire or deepen knowledge and/or skills in a specific area of psychology under the supervision of a faculty member. Students are limited to a maximum of four credits of independent study during the length of their program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 801</td>
<td>Practicum I</td>
<td>1-3</td>
</tr>
<tr>
<td>PSY 802</td>
<td>Practicum II</td>
<td>1-3</td>
</tr>
<tr>
<td>PSY 803</td>
<td>Practicum III</td>
<td>1-3</td>
</tr>
<tr>
<td>(Total must equal 6 credits.)</td>
<td></td>
<td></td>
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</tbody>
</table>

These practicum courses provide the first year of clinical training at a Psy.D. student placement site. The placement includes a minimum of 600 hours of training, including individual supervision, with 40 percent of the student’s time spent in direct contact with clients doing psychological assessment/testing, individual, group and family psychotherapy, community action, and psychoeducation. The remaining time may be spent in report writing, clinical conferences, group and peer supervision, professional development, and other related indirect services of a psychological nature. Practicum I-III is taken in conjunction with PSY 754-756 – Professional Development Seminars I-III.
PSY 804 – Practicum IV 1-3 credits
PSY 805 – Practicum V 1-3 credits
PSY 806 – Practicum VI 1-3 credits
(Total must equal 6 credits.)

These practicum courses provide the second year of clinical training at a Psy.D. student placement site. The placement includes a minimum of 600 hours of training, including individual supervision, with approximately 40 percent of the student’s time spent in direct contact with clients doing individual, group and family psychotherapy, community action, and psychoeducation. The remaining time may be spent in report writing, clinical conferences, group and peer supervision, professional development, and other related indirect services of a psychological nature. Practicum IV-VI is taken in conjunction with PSY 757-759 – Professional Development Seminars IV-VI.

PSY 807 – Advanced Practicum I 1-3 credits
PSY 808 – Advanced Practicum II 1-3 credits
PSY 809 – Advanced Practicum III 1-3 credits
(Total may not exceed 6 credits.)

PSY 810 – Advanced Practicum IV 1-3 credits
PSY 811 – Advanced Practicum V 1-3 credits
PSY 812 – Advanced Practicum VI 1-3 credits
(Total may not exceed 6 credits.)

These advanced practicum courses correspond to the third or fourth year of clinical training at Psy.D. student placement sites. The placement is optional to students who have completed a minimum of 1,200 hours of practicum training. This time can be spent in direct contact with clients doing individual, group and family psychotherapy, community action, psychoeducation, report writing, clinical conferences, group and peer supervision, professional development, and other/or related indirect services of a psychological nature.

PSY 830-838 – Clinical Internship no credit
The program requires the completion of a clinical internship totaling 2,000 hours, typically taken during the fifth year in the program and completed within 12-24 months. Clinical internships prepare students for the general practice of psychology, through training that increases in difficulty in both clinical acumen and level of responsibility. The internship should be appropriate both to the Psy.D. program’s training model and to the student’s individual program of study. Students are considered full-time equivalent when registered for this course. (PSY 830-832 are full-time internships, and PSY 833-838 are part-time internships.)

Course Extensions and Dissertation Supervision

CEX 799 – Dissertation Research and Writing Extension no credit
This course is for research and completion of the dissertation, under the supervision of the dissertation chair for each student, after the seven-year program limitation. Students are not considered full-time equivalent when registered for this course. CEX 799 does not qualify students for continuing financial aid. The Registrar’s Office will report students on this extension as registered less than half time to external agencies. A student cannot be registered for any credit hour course work during this extension term.
PCX 799 – Program Completion Extension  
**no credit**
Completion of dissertation, post completion of dissertation defense oral exam. This course is for final editing of dissertation and completion of the program. Students are not considered full-time equivalent when registered for this course. PCX 799 does not qualify students for continuing financial aid. The Registrar’s Office will report students on this extension as registered less than half time to external agencies. A student cannot be registered for any credit hour course work during this extension term.

DIS 778 - 783 – Dissertation Supervision  
**no credit**
This course is for research and completion of the dissertation, under the supervision of the dissertation chair for each student. Students are considered full-time equivalent when registered for this course. Financial aid is available for students enrolled in Dissertation Supervision.

Note: Electives in the program are to be determined on an annual basis.
CONTINUING EDUCATION / NON-DEGREE PROGRAMS

Union Institute & University offers a variety of education options for persons looking to continue their education without earning a degree, visiting students, and professionals who wish to earn certification in specific fields of study.

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. Union Institute & University brings 50 years of experience in experiential and adult learning to businesses and organizations. Continuing Education offers professional development and consultation through various approaches and methods to address the needs of adult students in diverse populations. Three primary programs operate within Continuing Education: The Center for Workplace Advancement, Sponsor Designed Learning, and Certificates.

The Center for Workplace Advancement

Union Institute & University’s Center for Workplace Advancement (CWA) provides accredited college courses to non-degree 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 are customized to serve specific needs of the organization and their employees.

UI&U’s Center for Workplace Advancement provides support for each employer and its people, 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 employee cohorts and provide on-site classes at agreed upon locations or online. Instructors are experienced and knowledgeable, drawn from both UI&U faculty pools and employer recommendations. Courses and programs are offered from existing curriculum or are developed to meet specific group needs. Competitive and customized tuition agreements and group rates are available.

Periodic 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. The offerings are posted as available on the Union website under Continuing Education.

Sponsor Designed Learning: Services for Professional Development

Organizations, School Districts, and Other Employers

Continuing Education oversees the development and administration of the academic approval process for graduate and undergraduate credit offerings for non-degree seeking students developed by outside organizations and individuals (or sponsors) in partnership with Union Institute & University.

Sponsors may offer course work at one of our centers, online, or at other sites. Continuing Education provides support to the organization in the development of course work that both
fulfills Union Institute & University's rigorous academic standards and meets the unique professional development needs of the sponsoring organizations. Continuing Education works with many sponsors including school districts, professional development organizations, and other employers who seek to offer their in-house courses for graduate or undergraduate credit.

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

Certificates

Certificate programs for professional development, to meet professional licensing requirements or to pursue a passion, are offered through the UI&U Continuing Education Certificate Program. Certificates may provide undergraduate or graduate credits, CEU credits, or no credit. See descriptions of individual certificates as posted on the Continuing Education website pages to learn more.

Certificate in Health Education

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.

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.

**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.

To apply, the applicant must submit:

- Application (online at [www.myunion.edu](http://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.

**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. Please review the Student Financial Aid Satisfactory Academic Progress (SAP) Policy in the Financial Aid Resources and Services section of the university catalog. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid.

**Health Care Certificate - Required Courses**

**HEC 501 – Foundations of Health Education: 3 semester 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 semester 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 semester credits.** 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 semester credits.** 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. 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 semester credits.** 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 – Multi-Cultural Competence in Health Education and Promotion: 3 semester 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 semester 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 semester 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 semester credit.** Students will read and provide written critiques of contemporary research and scholarly health education/health promotion articles.
Professional Teacher Preparation Program

Union Institute & University offers through its Florida Academic Center a series of foundations and professional preparation courses. These courses are recognized and accepted toward Professional Education Certification in the state of Florida.

These courses may be taken at the undergraduate level and are for three credits.

Undergraduate course options include:

EDU 330 - Classroom Management (includes positive behavioral supports)
EDU 317 - Psychological and Sociological Foundations of Education
EDU 334 - Education Assessment
EDU 331 - Foundations of Teaching Reading
EDU 335 - Effective Instruction Practices (includes teaching diverse learning)

A series of Methods of Teaching (specifically for subject areas may also be available). ESOL courses leading to ESOL endorsement are also available.

Undergraduate courses are available for teachers who need to complete certification requirements or to become recertified.

Cost
A discounted rate applies to each three-credit course for undergraduate sessions for employed teachers.
INSTITUTIONAL ADMINISTRATIVE OFFICES

National Headquarters
440 E. McMillan Street
Cincinnati, Ohio 45206
Toll-free: 800.861.6400
Local: 513.861.6400
General fax: 513.861.0779

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: www.myunion.edu/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, four 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.

Employees at the university’s headquarters provide services to students in all UI&U programs, allowing staff at the academic centers in Cincinnati, OH, Los Angeles, CA, Miami, FL, Sacramento, CA and New England - Brattleboro, VT to focus on academic advising and support services. Offices and departments at the Cincinnati headquarters include: President’s Office, Academic Affairs Office, Business Office (including Student Accounts), Human Resources, Information Technology, Enrollment Management, Financial Aid, Institutional Effectiveness, Institutional Research, Institutional Review Board, Purchasing, and the Registrar’s Office. In addition to these administrative offices, the facility also houses the National Undergraduate Dean's Office, the Cincinnati undergraduate academic center, the Center for Teaching and Learning, the Writing Center, and administrative offices for the individualized M.A. and Ph.D. programs, Psy.D. faculty offices, and the Psy.D. program's Center for Clinical Mindfulness and Meditation.
Union Institute & University Board of Trustees

(As of 3/27/14)

Union Institute & University’s 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 Board of Trustees meets four times each year in January, April, July, and October. Current members of the Union Institute & University Board of Trustees, with their affiliations, positions, and locations include:

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Knowledge Works  
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World Pac Paper, LLC  
Cincinnati, OH

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President  
(Ex officio)  
Union Institute & University  
Cincinnati, OH

**Dr. Dennis Tartakow**  
Editor in Chief, Ortho Tribune  
Marina del Rey, CA

**Ms. Christine Van Duelmen**  
Executive Director/Conference Coordinator  
International Council for Innovation in Higher Ed  
Toronto, Canada

**Dr. Virginia Wiltse**  
Director and VP  
Caring Response Madagascar Foundation  
Cincinnati, OH
Burgett, Bryan, M.S., National Operations Director for Enrollment and the Regional Admissions Director for Cincinnati Center
Angela Byles, Assistant Dean, Miami Center
Caccavari, Peter, Ph.D., National Dean for Undergraduate Programs & Regional Dean, Cincinnati Center
Cunningham, Thomas, M.B.A., Vice President, Finance & Chief Financial Officer
Day, Janet, B.S., Director, Cincinnati Building Management
Davis, Dejon, M.A., Regional Dean, Sacramento Center
Eamoe, Deborah, M.Ed., Vice President of Human Resources
Fishman, Gerald, Ph.D., Associate Dean, graduate programs in Psychology
George, David, Ed.D., Regional Dean, Miami Center
Ginn, Mary, Ph.D., Director, International Student Services & Coordinator, Institutional Review Board
Henderson, James, Ed.D., Director, Ed.D. program
Jones, Karen, B.B.A., Associate Controller
Keehn, Jay, Ph.D., Associate Dean, Office of Student Success
Krause, Carolyn, M.A., Executive Assistant to the President & Associate Vice President, Communications
Lax, William, Ph.D., ABPP, Dean, Psy.D. program
Mays, Jon, M.P.A., Vice President for Enrollment Management
McKiernan, Jean, B.A., Associate Registrar
Meier, P. Neal, Ph.D., Director of Alumni Affairs
Miller, Mollie, M.B.A., Associate Registrar
Moore, Lew Rita, M.A., Registrar
Pappathan, Matthew, M.L.S., Director, Library Services
Pastores-Palffy, Elizabeth, Ph.D., Regional Dean, Los Angeles Center
Piazza, Charles F., Ph.D., Director, MSOL program & Consultant to the President & VPAA
Pruden, Elizabeth, Ph.D., Associate Vice President for Institutional Effectiveness
Raffanti, Michael, Ed.D. & J.D., Associate Dean, Ph.D. program
Rocheleau, James, Ph.D., Associate Vice President for Enrollment Management – Special Projects
Sacks, Arlene, Ed.D., Associate Vice President for Graduate Programs
Scarpino, Andrea, M.F.A., Director, M.A. program
Soto, Nelson, Ph.D., Vice President for Academic Affairs
Sublett, Roger, Ph.D., President
Thompson, Greg, M.Ed., Assistant Vice President, Information Technology
VanVolkenburgh, Linda, B.S., Director of Institutional Research
Walton, Edward, M.S., Director of Financial Aid
Webb, Brian, D.Mus., Regional Dean, B.A. programs
**UNION INSTITUTE & UNIVERSITY FACULTY**

**2014-2015**

UI&U faculty rosters may change throughout the year as new instructors are engaged to meet students’ specific academic needs. This roster consists of individuals who regularly provide instruction at UI&U, including UI&U staff members who provide instruction outside their job description and faculty who may not provide instruction every term but are held in active status. The roster does not include *emeritus* faculty who may teach occasionally and deans or associate deans who hold faculty status but do not typically provide instruction.

<table>
<thead>
<tr>
<th>Name</th>
<th>Highest Degree(s) Earned</th>
<th>Status 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott, Gayle</td>
<td>M.Ed., Middle Grades Education (Math, Science), Georgia State University</td>
<td>AFF</td>
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<tr>
<td>Aceves, Edward</td>
<td>M.S., Criminal Justice and Security, University of Phoenix</td>
<td>AFF</td>
</tr>
<tr>
<td>Albright, Timothy</td>
<td>M.A., Negotiation &amp; Conflict Resolution, California State University-Dominguez Hills</td>
<td>AFF</td>
</tr>
<tr>
<td>Andrews, John</td>
<td>M.P.A., Public Administration, National University</td>
<td>FT</td>
</tr>
<tr>
<td>Aranda, Mike</td>
<td>M.P.A., Public Administration, California State University-Northridge</td>
<td>AFF</td>
</tr>
<tr>
<td>Armendariz, Rick</td>
<td>M.S., Emergency Services Administration, California State University, Long Beach</td>
<td>AFF</td>
</tr>
<tr>
<td>Arnold, Lois</td>
<td>Ph.D., Interdisciplinary Studies, Union Institute &amp; University</td>
<td>AFF</td>
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<tr>
<td>Babcock, James</td>
<td>M.A., Public Administration, Golden Gate University</td>
<td>FT</td>
</tr>
<tr>
<td>Babzien, Cynthia</td>
<td>Ph.D., Interdisciplinary Studies: Educational Leadership, Union Institute &amp; University</td>
<td>AFF</td>
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<tr>
<td>Bailey, Rory</td>
<td>M.S., Criminal Justice, University of Cincinnati</td>
<td>AFF</td>
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<tr>
<td>Baker, Jason</td>
<td>M.S., Education, Herbert Lehman College</td>
<td>AFF</td>
</tr>
<tr>
<td>Barajas, Bertha</td>
<td>M.A., Early Childhood Development, Pacific Oaks College</td>
<td>AFF</td>
</tr>
<tr>
<td>Barbeau, Thomas</td>
<td>M.S., Criminal Justice, Xavier University</td>
<td>AFF</td>
</tr>
<tr>
<td>Barberini, Ed</td>
<td>M.P.A., California State University, Hayward; M.A., Homeland Security Studies, Naval Postgraduate School</td>
<td>AFF</td>
</tr>
<tr>
<td>Barrett, Carol</td>
<td>Ph.D., Interdisciplinary Studies: Creative Writing, Union Institute &amp; University; Ph.D., Clinical Psychology, University of Southern California, Los Angeles</td>
<td>FT</td>
</tr>
<tr>
<td>Becker-Klein, Rachel</td>
<td>Ph.D., Community Psychology, New York University</td>
<td>AFF</td>
</tr>
<tr>
<td>Beineke, John</td>
<td>Ed.D., Social Science Education/American History, Ball State University</td>
<td>AFF</td>
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<tr>
<td>Bellahm, Stephanie</td>
<td>M.S., Criminal Justice, Xavier University</td>
<td>AFF</td>
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<tr>
<td>Bergh, Sarah</td>
<td>Ph.D., Anthropology, University of Georgia</td>
<td>AFF</td>
</tr>
<tr>
<td>Bible-Federbush, Deborah</td>
<td>Ed.D., Curriculum &amp; Instruction, University of Cincinnati</td>
<td>AFF</td>
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<tr>
<td>Blair, Anna</td>
<td>Ph.D., Interdisciplinary Studies: Communication, Union Institute &amp; University</td>
<td>AFF</td>
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<tr>
<td>Bliss, Lucinda</td>
<td>M.F.A., Visual Art, Norwich University</td>
<td>FT</td>
</tr>
<tr>
<td>Bloksom, Cynthia</td>
<td>M.Ed., Health Education, M.Ed., Nutrition, University of Cincinnati</td>
<td>AFF</td>
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<tr>
<td>Bonner, Edward</td>
<td>M.S., Management Science, California Polytechnic Institute-Pomona</td>
<td>AFF</td>
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<tr>
<td>Boxill, Nancy</td>
<td>Ph.D., Interdisciplinary Studies: Child Psychology, Union Institute &amp; University</td>
<td>FT</td>
</tr>
</tbody>
</table>

14 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; FT=Full-time faculty; PT=Part-time faculty whose services to the university continue from term to term. Administrators without faculty status who also provide instruction are categorized as affiliated faculty.
<table>
<thead>
<tr>
<th>Name</th>
<th>Highest Degree(s) Earned</th>
<th>Status**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley, Gerald</td>
<td>M.S., Administration, Central Michigan University</td>
<td>AFF</td>
</tr>
<tr>
<td>Bradley, Robert</td>
<td>M.Ed., Instructional Design/eLearning/Adult Learning, University of Phoenix</td>
<td>AFF</td>
</tr>
<tr>
<td>Brimdyr, Kajsa</td>
<td>Ph.D., Interdisciplinary Studies, Union Institute &amp; University</td>
<td>AFF</td>
</tr>
<tr>
<td>Brooks, Linton</td>
<td>M.S., Dispute Resolution, Nova Southeastern University</td>
<td>AFF</td>
</tr>
<tr>
<td>Brown Beatty, Rosalyn</td>
<td>Ph.D., Counselor Education and Supervision, Ohio University</td>
<td>PT</td>
</tr>
<tr>
<td>Burns, Stewart</td>
<td>Ph.D., History of Consciousness/Politics, University of California, Santa Cruz</td>
<td>FT</td>
</tr>
<tr>
<td>Byles, Angela</td>
<td>M.A., Concentration in Human Resource Management, Union Institute &amp; University</td>
<td>AFF</td>
</tr>
<tr>
<td>Cadieux, Kathryn</td>
<td>Ed.S., Nova Southeastern University</td>
<td>AFF</td>
</tr>
<tr>
<td>Cadwell, Karin</td>
<td>Ph.D., Interdisciplinary Studies: Health Policy, Union Institute &amp; University</td>
<td>AFF</td>
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<tr>
<td>Calcagno, Douglas</td>
<td>M.A., Leadership, St. Mary's College</td>
<td>AFF</td>
</tr>
<tr>
<td>Campbell, Orna</td>
<td>Ph.D., Interdisciplinary Studies: Educational Leadership: Early Childhood Education, Union Institute &amp; University</td>
<td>AFF</td>
</tr>
<tr>
<td>Caraway, James</td>
<td>Ph.D., Philosophy &amp; Systematic Theology, Emory University; Ed.D., Higher Educational Administration &amp; Supervision, University of Tennessee</td>
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