



# UNION

## INSTITUTE & UNIVERSITY

### **2022-2023 Catalog Addendum**

**Effective August 1, 2022**

**National Headquarters**

**2090 Florence Avenue**

**Cincinnati, OH 45206**

**Phone: 800.861.6400**

**513.861.6400**

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

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

*UI&U reserves the right to change, when warranted, any of the provisions, policies, procedures, programs, tuition, 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.*

*UI&U is accredited by the Higher Learning Commission. UI&U is authorized as a degree-granting institution by the Ohio Department of Higher Education and the Florida Commission for Independent Education.*

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

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

*UI&U does not discriminate based on national origin, race, color, age, gender, gender identity, gender expression, sexual orientation, religion, political affiliation, physical or mental disability, genetic information, pregnancy, and Uniform Services or veteran status or any other characteristic prohibited by law, in its educational programs and activities, employment, daily operations and admissions policies, in accordance with all applicable federal, state and local laws and university policies. No retaliation shall be initiated against any person who makes a good faith report of a violation.*

*UI&U 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. UI&U 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.*

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

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## **UI&U ACADEMIC PROGRAMS APPROVED**

- The Master of Education degree program is fully approved.
- The new major Applied Nutrition and Health Education in the Doctor of Education degree program is fully approved.

## **INSTITUTIONAL ACCREDITATIONS**

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) approved extending UI&U's accreditation for eight years to March 31, 2026.

## **ADMISSIONS**

### **DEPARTMENT NAME AND JOB TITLE CHANGES**

The Welcome Center is now called Enrollment Services.

A Welcome Center Representative is now an Enrollment Representative.

A Welcome Center Coordinator is now an Enrollment Counselor.

### **ENROLLMENT SERVICES CALL RECORDING POLICY**

Union Institute & University operates a telephone system which is capable of recording conversations. As with many other organizations that operate call centers, this is a standard practice where telephone calls are recorded for the achievement of quality monitoring, training, compliance and safeguarding purposes. Calls, incoming or outgoing, in the department of Enrollment Services might be recorded and will be retained and/or collected as per our Data Privacy Statement. The use of these recordings is strictly limited for the purposes specified in this policy.

A recorded call is automated and accommodates both outgoing and incoming calls of Enrollment Services. This policy specifies that if a call is transferred to a department that does not have a call recording system and/or software on its line, it means that recording will cease once the call is successfully transferred. Likewise, if a call comes in, or is a result of a non-call-recorded line and then is transferred to one that is under the recording system and/or software, the staff member should notify the caller that their call will be recorded.

Enrollment Services employees are responsible for this policy.

Union Institute & University aims to maintain high standards and protect the public and staff. Within the framework of the foregoing, we need to record telephone calls, incoming or outgoing, in and/or from Enrollment Services and retain them for a limited period of time.

### **Policy Scope**

All live calls, incoming and/or outgoing to and/or from Enrollment Services, can be recorded. Under normal circumstances, a call will not be retrieved or monitored unless:

1. It is necessary to investigate a complaint.
2. It is part of a management "spot check" that our standards are being met.
3. It provides assurance of Union Institute & University quality standards and policies.
4. There is a threat to the health and safety of staff and/or visitors and/or for the prevention and/or detection of a crime.
5. It is necessary to check compliance with regulatory procedures.
6. It will aid standards in call handling through use in training and coaching our staff.
7. It is for safeguarding purposes.
8. It is for helping to protect UI&U employees from abusive or nuisance calls.

### **Advising Callers of Monitored/Recorded Calls**

When a call is transferred from a non-recorded line to a line where recording facilities and/or mechanisms and/or software are being used, we will inform the caller and/or the receiver of the call that the call will be monitored/recorded for quality/training purposes so they have the opportunity to consent by continuing with the call or hanging up.

All impacted staff are required to be knowledgeable of, and compliant with, this policy. If an employee is questioned, they must inform callers and/or receivers that the call is recorded for quality/training purposes. Any employee that fails to comply with the requirements of this policy may face appropriate disciplinary measures.

### **Call Recording Statement**

All Enrollment Services staff will ensure to state the following at the beginning of every call, incoming and outgoing:

"For quality assurance and training purposes this call will be recorded."

### **Employee Use of Company Networks**

All phone calls are governed by Union Institute & University's Employee Use of Company Networks policy. As stated in the policy:

Employees should have no expectation of privacy concerning the use of the equipment or the transmission, receipt or information stored in these systems. Although incidental and occasional personal use of UI&U's communication systems is permitted, employees/users automatically waive any claims to privacy. If a communication is intended to be "personal and confidential," alternative means of transmission should be considered.

### **Procedures for Managing and Releasing Call Recordings**

The recordings shall be stored securely with access to the recordings controlled and managed by the IT department.

Access to call recordings can be given to managers, senior directors, division/department heads or university executives in the administration of this policy and for maintaining the quality of our standards and services, and/or any other purpose that is expressed by this policy.

Subject to our Data Privacy Statement individuals may request access to their call recordings. Union Institute & University acknowledges individuals (data subjects) rights under the Data Privacy Statement to access any personal data held on our systems and in our files upon their request, or to delete and/or correct this information if it is proven to be inaccurate, excessive or out of date. Therefore, the recordings will be stored in such a way to enable the designated officer/administrator to retrieve information relating to one or more individuals as easily as possible. Recordings of calls will be kept on file and periodically archived to external hard drives and stored in accordance with our data privacy statement.

This policy will be administered consistent with all applicable laws, including without limitation, any records or information governed by FERPA.

The browsing of recordings for no valid reason and/or purpose is prohibited by this policy.

Every individual has the right to access the information that the university holds about them. This includes recorded telephone calls.

## **VETERANS EDUCATION AND MILITARY EDUCATION**

- Chapter 35, along with Chapters 31 and 33 students, are covered by the Veterans Benefits and Transition Act of 2018. UI&U ensures that the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31, 35, or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet their financial obligations to the institution due to the delayed disbursement of a funding payment by the U.S. Department of Veterans Affairs.
- The Veterans in Union requirement for proof of Expected Family Contribution (EFC) range for 22-23 is 0-6206.

## **OFFICE OF STUDENT SUPPORT SERVICES**

### **WRITING AND ACADEMIC TUTORING CENTER**

#### **Writing Center Session Limits**

<b>Undergraduate, MSHCL, MSOL = 8-week sessions Masters, ED.D. = 16-week terms Ph.D., M.Ed. = 6-month terms</b>	One 1-hour tutoring or two 30-minute tutoring sessions per week	Maximum 1 hour per week and maximum 8 hours per session / semester
<b>Students at dissertation stage</b>	One 1-hour tutoring or	Maximum 1 hour per week and maximum 12 hours

	two 30-minute tutoring sessions per week	per session / semester
Students with a disclosed disability that need to go beyond these limits may do so as a reasonable accommodation.		
Session limits include when a student does not show for a scheduled appointment. A no-show is defined as no communication to cancel six hours prior to the scheduled appointment.		

## REGISTRATION INFORMATION

### UI&U HOLIDAY CALENDAR

UI&U will be closed on the following additional two holidays.

- Veterans Day (November 11)
- Juneteenth (June 19)

### COURSE DELIVERY OPTIONS

The individual UI&U degree and certificate programs determine their most effective format of course delivery for instruction. UI&U offers instruction through fully online courses, on-ground instruction, a blended/hybrid model using two or more delivery options, virtual live with online courses with required synchronous meetings, and/or in some cases, via faculty-guided directed study. Class size, regardless of delivery option, is kept small to ensure significant contact and interaction with faculty and classmates. **There is no differentiation made in course expectations, requirements, outcomes, or other standards based on delivery format.**

## INSTITUTIONAL POLICY UPDATES

### USE OF UNIVERSITY FACILITIES: POLICIES AND PROCEDURES

#### *Reporting Criminal Incidents*

UI&U is not required to track incidents in a daily crime log because UI&U does not have a campus security department (per Clery regulations).

### DIPLOMAS AND CERTIFICATES

The degree or certificate earned posting date on transcripts and diplomas is the final day of a student's last session or term of enrollment.

## UNDERGRADUATE DEGREE PROGRAMS

### ACADEMIC NOTICE/PROBATION POLICY FOR B.A./B.S. STUDENTS



The term “probation” has been replaced with the phrase “academic notice.”

## **TRANSFER CREDIT/ADVANCED STANDING POLICIES**

Courses awarded through a prior agreement (articulation and/or academic agreements) will be accepted. This existing transfer credit policy now incorporates specifics regarding the agreement with StraighterLine.

### **StraighterLine**

Union Institute & University has a partnership agreement with StraighterLine where specified courses taken through StraighterLine can be transferred into our UI&U program.

- No more than 30 StraighterLine credits may be awarded. These credits are accepted as college-level learning from a non-regionally accredited source. A maximum of 60 credits can be accepted in transfer towards an undergraduate degree at UI&U from StraighterLine, prior learning assessments, certified learning assessments, or any other non-regionally accredited sources.
- A student’s approved degree audit must be on file in the Registrar’s Office.
- It is expected that StraighterLine transcripts be submitted by the drop/add date of the second-to-last session of a student’s active enrollment, and no Straighterline credits will be added if the student is not actively enrolled in classes at UI&U.
- StraighterLine credits will be added to a student’s academic record after the drop/add date for a session in which a student is actively enrolled and has earned or will have 15 credit hours earned in residency with UI&U at the end of the current session.
- Students must work closely with their success coach to affirm which courses would be acceptable in their individual degree audit.

## **B.A. AND B.S. ACCELERATED BRIDGE/DUAL ENROLLMENT OPPORTUNITIES**

Two of the MSOL courses below can be taken by undergraduates wanting to bridge to the MBA degree with an Organizational Leadership specialization.

LDR 603 Managing Talent: Engaging a Diverse Distributed Workforce	3 Credits
LDR 606 Leveraging Technology: Strategic Information, Communication and Collaboration Systems	3 Credits
LDR 607 Collaborative Work Environments: Telework, Teams and Conflict Management	3 Credits
LDR 608 Leading Knowledge Workers: Establishing Organizational Knowledge Sharing, Cultures and Systems	3 Credits

## **BACHELOR OF SCIENCE MAJOR IN BUSINESS MANAGEMENT**

### **New Course**

**New course: LDR 342 Arts & Humanities View of Leadership**

**2 Credits**

Course Description: The primary goal of this course is to reach beyond the social sciences in the study of leadership. This course draws from the works of great philosophers, authors, and artists across the ages, providing an arts, humanities and ethics perspective on leadership. The course is organized around a five-component leadership model which explores the leader, the follower, the goal, the environmental context, and the cultural context.

By organizing the contributions of seminal figures into these five components, the course promotes a multidimensional approach to understanding leadership in a complex and diverse world.

### **Course Title Change**

Course Title Change for MGT 343 (no change in content or description)

Old course title: Operations Management

New course title: Global Supply Chain Management

### **Course Prerequisites Deleted**

ACC 236 – remove ACC 235 prerequisite.

HRM 323 – remove HRM 316 and HRM 340 as prerequisites.

LDR 345 – remove LDR 335 prerequisite.

MKT 380 – remove MKT 321 prerequisite.

MKT 426 – remove MKT 380 prerequisite.

MKT 430 – remove MKT 380 prerequisite.

## **BACHELOR OF SCIENCE MAJOR IN CRIMINAL JUSTICE MANAGEMENT**

Emergency Services Management (ESM) courses DO NOT fulfill electives in the CJM major.

## **BACHELOR OF SCIENCE MAJOR IN EMERGENCY SERVICES MANAGEMENT**

Criminal Justice Management (CJM) courses DO fulfill electives in the ESM major.

## **MASTER OF ARTS DEGREE PROGRAMS**

### **M.A. WITH A MAJOR IN CLINICAL MENTAL HEALTH COUNSELING**

### **CACREP Accreditation Extension**

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) approved extending UI&U's accreditation for eight years to March 31, 2026.

**Program Leadership Updates**

Dr. Rebecca Morrissey, Program Director of M.A. with a major in Clinical Mental Health Counseling

Dr. Rosalyn Brown Beatty, Director, Mental Health Services

**M. A. (FULLY ONLINE)**

**Revised Program Learning Outcomes**

University Outcomes
I. Communication: Express and interpret ideas clearly, using a variety of written and oral and/or visual forms.
II. Critical and Creative Thinking: Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.
III. Ethical and Social Responsibility: Express ethical and social implications in one's social, professional, artistic and/or scholarly practice.
IV. Social and Global Perspectives: Articulate a perspective on power in the world and one's own place in the global community.
M.A. Program Outcomes
V.1. Knowledge Base: Demonstrate knowledge of the scholarly conversation (evolution of ideas, major debates, theories, methods, and/or approaches) related to the field(s) of study.
V.2. Application and/or Experiential Learning: Academic inquiry is informed by application and/or experiential learning.

**Course of Study for Applied Nutrition & Dietetics and Applied Nutrition & Dietetics with a Specialization in Human Lactation Studies**

Students are required to track all Supervised Experiential Learning (SEL) hours throughout their time in the program using an electronic time management system designated by the university.

**Course of Study for Pathway 2 LACT Human Lactation Studies**

The following 1-credit health science courses can be added to any term if/when needed.

- HWEL 591 Biology (1 cr.)
- HWEL 592 Anatomy & Physiology (1 cr.)
- HWEL 593 Infant/Child Growth and Development (1 cr.)
- HWEL 594 Medical Terminology (1 cr.)

**Online Teaching and Learning Certificate and the Certificate as Part of the M.A. Education Major**

The following two special topics courses for the Online Teaching and Learning Certificate and for the certificate as part of the M.A. Education Major have been replaced with two new EDUC courses.

EDUC 599 Special Topics: The Theory of Online Teaching and Learning is replaced with **EDUC 514 The Theory of Online Teaching and Learning, 3 credits.**

This course introduces a range of theories relevant to teaching online, including general theories about how people learn and how the brain processes information, the community of inquiry model, theories about collaboration and using digital media, and approaches to diversity, equity, and inclusion in the field of education. This course will focus on how these approaches can inform the practice of teaching online. Through their coursework and individual research, students will apply these theories to their teaching and to the fields and grade or degree levels they teach.

EDUC 599 Special Topics: The Practice of Online Teaching and Learning is replaced with **EDUC 515 The Practice of Online Teaching and Learning, 3 credits.**

This course focuses on teaching practices for effective online instruction, with an emphasis on course design. Based on evidence-based pedagogy, this course gives students the knowledge and skills to develop and facilitate an engaging, accessible, and well organized course that builds community through curated content and learning activities. This course is designed to empower teachers to be impactful online instructors and ensure student success today and in the future.

The tuition rate for the Online Teaching and Learning stand-alone certificate has been adjusted to \$460.00 per credit hour.

## **MASTER OF EDUCATION DEGREE PROGRAM**

### **M.Ed. Degree & Majors Approval**

The M.Ed. degree with the two majors of Montessori Integrative Learning and Integrative Learning are fully approved.

## **MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM**

### **Program Leadership Update**

Mary Margaret Kraut, Director, MBA

## **DOCTORAL DEGREE PROGRAMS**

### **DOCTOR OF EDUCATION (ED.D.)**

### **Program Leadership Update**

Dr. Elden Golden, Assistant Director, Ed.D.

### **Transfer Credit Policy Updates**

Transfer Credits: Up to 24 semester credits.

Transfer Credit Policy: Up to 24 graduate-level transfer credits may be accepted for students admitted into the Ed.D. degree program. For students admitted into the Ed.D.-ABD program, up to 54 transfer credits may be accepted.

### **Approvals**

The All But Dissertation (ABD) option is approved for the Ed.D. program.

The new major Applied Nutrition and Health Education in the Doctor of Education degree program is fully approved.

### **Revised Satisfactory Academic Progress Review**

Satisfactory Academic Progress (SAP) requirements are reviewed each term by the Ed.D. program office for students matriculated in the Ed.D. program. A student is making satisfactory academic progress when a grade of B or better is received and recorded on the student's official transcript with the applicable earned credits.

- A student who received a C grade or lower, or multiple grades of C or lower in the same term, is not making satisfactory academic progress and will be placed on academic probation.

- A student who receives an additional grade of C or lower in a subsequent term will be administratively withdrawn from the program.
- A student whose cumulative GPA falls below 3.0 is not making satisfactory academic progress and will be placed on academic probation.
- A student whose cumulative GPA falls below 3.0 in a subsequent term or continues to be below 3.0 in a subsequent term will be administratively withdrawn from the program.
- A student who has not formed their dissertation committee by the end of term in which they register for EDU 891 Literature Review is not making satisfactory academic progress and will be placed on academic probation.
- A student who has received I grades in consecutive terms or in two or more courses in the same term is not making satisfactory academic progress and will be placed on academic probation.

Students who are placed on academic probation or are administratively withdrawn from the program will receive notice from the Ed.D. program of such actions via their official university email account. The Ed.D. program office will notify the Office of Financial Services, the Business Office, and the Registrar's Office of any student who is administratively withdrawn for academic reasons.

### **Special Review**

At the discretion of the Associate Vice President for Academic Affairs, a special review may be convened in place of the above administrative procedures. The AVPAA will appoint a special review committee that includes at least three university faculty appropriate to the concern to be reviewed and will provide the committee with the documentation pertinent to the issue to be considered. The student will receive prior notice of the special review and will be afforded the opportunity to submit written materials for consideration by the committee.

The special review committee may recommend that no action be taken, that the student be placed on academic probation, that the student must take certain actions or meet certain requirements to have the academic probation lifted, or that the student be academically withdrawn. The written recommendation will be submitted to the AVPAA who may accept, modify, or reject the recommendation.

### **Incomplete Grade Policy Revision for Ed.D.**

In order to be eligible for an Incomplete, the student must have satisfactorily completed at least 60% of the assigned learning activities. Students must have approval from the faculty member to receive an incomplete for the term. If this approval is not requested and approved, the student will receive a W (withdrawal) or V (vanished), depending on the circumstances in regard to attendance in the course. In other words, incompletes are not automatic and students should not assume that they can take incompletes at will. All incomplete work for a current term must be submitted by **April 1, August 1, or December 1** of the following term. If the student has not satisfactorily completed the work by the end of the three-month 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.

## **Revised Incomplete (I) Ed.D. Grade Definition**

<b>I</b>	<p>Academic work reflects substantial completion (at least 60%) of the learning activities assigned but additional time needed beyond the end of the enrollment period in which to successfully achieve and document all learning results. Students must initiate a request for an Incomplete grade with their instructor, by completing the <b>Petition For An Incomplete Grade Form</b>, which indicates work to be completed. All incomplete work for a current term must be submitted by <b>April 1, August 1, or December 1</b> of the following term. If the student has not satisfactorily completed the work by the end of the three-month 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.</p> <p><b>0.00 Quality Points and does not calculate into the GPA</b></p>
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### **New Course**

#### **New course: RSCH 902 Dissertation**

**6 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. This course is only available to students admitted into the Ed.D.-ABD program option.

## **DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES (PH.D.)**

### **Program Leadership Update**

Dr. Diane Richard-Allerdyce, Associate Dean, Ph.D.

### **Educational Studies Concentration**

The Educational Studies Concentration name will remain through June 30, 2023, not renamed at this time. All courses with a prefix of EJE have been adjusted back to an EDST prefix.