



Academic Catalog

2015-2016



**Academic Catalog
2015-2016**

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About Antioch University

Antioch University was founded in 1852 in Yellow Springs, Ohio as a private, liberal arts college. Horace Mann, known as the founder of the American public school system and the first president of Antioch, pioneered the introduction of coeducation, nonsectarianism, and nonsegregation in order to educate “minds free from prejudice and yearning after truth.”

Antioch University today stands stronger than ever. As a private, nonprofit, comprehensive institution, Antioch University is a singularly accredited, highly integrated multi-campus, multi-state University. Antioch University offers bachelor’s, master’s and doctoral degree programs in the following academic areas: Arts and Humanities, Business, Management, and Leadership; Counseling and Health Professions; Education; Environmental Studies and Sustainability; Interdisciplinary and Liberal Studies; Psychology; and Public and Social Service.

Our Mission

Antioch University provides learner-centered education to empower students with the knowledge and skills to lead meaningful lives and to advance social, economic, and environmental justice.

Our Vision

Antioch aspires to be a leading university offering learners and communities transformative education in a global context that fosters innovation and inspires social action.

Statement of Commitment to Inclusion and Diversity

In recognition of our mission, vision, and core values, Antioch University governors, trustees, faculty, staff, students, and alumni pledge to engage in ongoing development as an inclusive learning community. Our goal is justice and empowerment for all. To this end, we respond to the spectrum of human diversity so that no one is marginalized. Firmly rooted in our longstanding tradition of challenging inequities and promoting social change, we are committed to continued growth as an international university that addresses the complexities of the diverse regions we serve. To move beyond tolerance toward inclusion, affirmation and the celebration of our differences, we embrace challenges and recognize that the responsibility for this rests with each member of the community and with the university as an educational institution. We commit to creating and maintaining a learning environment free from discrimination, and we encourage and support those who identify and speak out against discrimination in pursuit of social justice. We demonstrate our commitment to the celebration of difference through self-examination, respectful interactions, and through formal and informal policies and practices that give life to these ideals within Antioch University and the world around us.

Accreditation



Alteration and/or unauthorized use prohibited.

Antioch University Connected is an integral part of Antioch University, which since 1927 is fully accredited by the Higher Learning Commission (HLC). The address of HLC is 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604 and phone number (800) 621-7440.

<http://www.hlcommission.org>

Nondiscrimination Compliance

As a matter of policy, and in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972 and other state and federal laws, Antioch University does not discriminate on the basis of race, color, sex, national origin, religion, handicap, age, sexual preference or marital status in recruiting and admitting students, awarding financial aid, recruiting and hiring faculty and staff, or operating any of its programs and activities. (*AU Affirmative Action and Equal Opportunity Policy 4.005*)

Antioch University's credentials also include federal government recognition of eligibility for various forms of federal assistance, grants, and contracts, including the eligibility of Antioch students for federal financial aid and veteran's benefits. The University is in compliance with appropriate federal laws and regulations concerning civil rights, affirmative action, tax exemption, and eligibility for foundation support.

About this Catalog

The Registrar's Office publishes the Antioch University Connected Catalog. We make every effort to provide accurate and up-to-date information; however AUC reserves the right to change, without notice, statements in the catalog concerning policies, fees, curricula, course offerings and other matters.

If you have questions or comments regarding this publication, please direct them to **Antioch University Connected, Office of the Registrar, 900 Dayton Street, Yellow Springs, Ohio 45387** or registrar.auc@antioch.edu.

Use of this Catalog

The fees, programs and policies contained in this catalog are effective with the Summer 2015 term. This Academic Catalog is provided, in part, to summarize current tuition rates, fees, curricula, course offerings and the major university policies affecting your rights and responsibilities as a student. The actual policies may be found on the University website at www.antioch.edu/policies. [Throughout this catalog, individual University policies are referenced by number, and may be accessed from this site.]

The university reserves the right, in its sole discretion, to amend or remove current policies or to adopt new policies as it deems necessary or appropriate from time to time. Therefore, it is the student's responsibility to visit the policy section of the University website frequently to be kept informed of all current policies and their effective dates. The University also reserves the right to change tuition, fees, curricula and course offerings and other matters contained in this Catalog at any time, without notice.

Programs of Study

Antioch University Connected offers the following undergraduate programs.

- Bachelor of Arts (Completion Program) in the following majors:
 - Human Services Administration
 - Liberal Studies
 - Liberal Studies, Creative Writing and Literature Concentration
 - Management
 - Data Analysis Area of Focus
 - Healthcare Administration Area of Focus
 - Applied Studies

- Bachelor of Science (Completion Program) in the following major:
 - Applied Technology and Business Leadership

In addition, the Antioch University New England Master of Arts in Clinical Mental Health Counseling is offered primarily online and is described in this catalog.

Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) Program Overview

The 100% online bachelor's degree completion program offered through Antioch University Connected (AUC) is designed for students at various stages of their degree completion journey, from those who have already earned some college credit by completing an associate's degree, or students who began work on a bachelor's degree in the past, but for whatever reason did not complete the degree. As a degree completion program, the bachelor's curriculum is not designed to provide a full four years of college. There is no attempt to replicate the full portfolio of courses that are typically offered at the associate's degree or lower division levels.

Our student population includes established professionals who have extensive job-related experience and desire completion of the formal degree credential, as well as recent community college graduates seeking to continue their education and take on the work of the next degree – all of whom are seeking an online, flexible, and relevant undergraduate education.

All B.A. and B.S. completion students, regardless of chosen major, take our Interdisciplinary Core courses prior to focusing on the major course requirements.

Program Learning Outcomes

This program of study builds on the history and principles that shape Antioch University curricular offerings and reflects a commitment to access to education, helping people learn in their own communities, lifelong learning, social responsibility, teaching adult students, and “whole person” teaching.

The bachelor's degree completion program has four principal curricular goals beyond the major requirements. Upon graduation, students should be able to demonstrate a variety of competencies:

- Effective analytical writing skills.
- Awareness of and ability to integrate diverse perspectives.
- Mastery of the content in the chosen academic discipline.
- Effective group interaction skills within an environment of diversity.

Residency Requirements

There are no on-campus or on-site residency requirements for the bachelor’s degree. Students complete their study through 100% online active engagement with their faculty and course colleagues.

Bachelor of Arts and Bachelor of Science Degree Requirements by Major

A Bachelor of Arts or Bachelor of Science degree requires a minimum of 120 semester credits. All majors contain a minimum of 54 semester credits of required upper division coursework within the major. Although some substitutions of required courses may be allowed for credits earned elsewhere, in accordance with University policy, a minimum of 30 semester credits must be completed at AU Connected. All majors contain both Interdisciplinary Core and Major Requirements.

Bachelor of Arts in Applied Studies

This Applied Studies major gives students who have earned an associate’s degree in a technical area the forum to build upon these skills by developing a broader contextual understanding of their profession while advancing their liberal learning perspective. It is a particularly good choice for individuals currently employed in a technical field but restricted in their ability to grow professionally due to their limited liberal learning skills. Students with an Applied Studies major are encouraged to integrate their career or technical preparation into studies that expand their skills in written and oral communication, consideration of social and ethical issues, and ability to problem solve. Applied Studies students critically examine their professional field and personal learning, moving toward a more systems-thinking approach. Students completing this degree will have a liberal education perspective that will enhance and build upon their employable skills from their careers and technical learning experiences.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits

Applied Studies Requirements (24 credits)	
Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
Professional Core Curriculum (choose 3) COM-4320 Social Media and Social Change (3) MGT-3630 Project Management Essentials (3) MGT-4840 Ethical Issues in Management (3) SST-3550 Thinking in Systems (3)	9 credits
Professional Seminars COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict (3) HUM-3600 Justice and Equity (3)	9 credits
Applied Learning/Prior Experiential Learning Applied Learning Field Work (3) PRO-4790 Senior Project (3)	6 credits

Bachelor of Science in Applied Technology and Business Leadership

The Bachelor of Science in Applied Technology and Business Leadership gives students who have earned an associate's degree in a technical area an opportunity to develop business skills that will help them advance in their professional field. Many individuals trained in technical expertise need business and management knowledge to move up in their industries, be promoted into supervisory positions or have the opportunity to launch their own enterprises. The major prepares students with practical business tools and a leadership perspective they can apply to their own particular professional area. Because it is an Antioch degree, emphasis will be placed on understanding how business and organizations can benefit from a social lens and considering ethical implications in a practical framework.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits

Applied Studies Requirements (24 credits)	
Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
Professional Core Curriculum (choose 3) MGT-3680 Accounting and Budgeting (3) MGT-4840 Ethical Issues in Management (3) MGT-4960 Organizational Behavior (3) MGT-4980 Strategic Marketing (3)	9 credits
Professional Seminars COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict(3) HUM-3600 Justice and Equity(3)	9 credits
Applied Learning/Prior Experiential Learning Applied Learning Field Work (3) PRO-4790 Senior Project (3)	6 credits

Human Services Administration Major

Students majoring in Human Services Administration receive a combination of knowledge and skills in both management and human development, thus providing a strong foundation for administrative and/or managerial roles in human service and nonprofit organizations. Graduates from this program have a breadth of understanding of the work place that allows them to excel in administration because of their understanding of people. Students who pursue this degree can enter a variety of human service, business, government, and nonprofit careers.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits

Human Services Administration Course Requirements (33 credits)	
HDV-3900 Caring for the Aging	3 credits
HDV-4020 Child and Adolescent Development	3 credits
HDV-4030 Adult Development	3 credits
HDV-4140 Behavioral Physiology	3 credits
HSA-4200 Human Services Systems and Grants	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
MGT-3680 Accounting/Budgeting	3 credits
MGT-3900 Human Resource Management	3 credits
MGT-4880 Strategic Marketing for Non- Profit Organizations	3 credits
MGT-4960 Organizational Behavior	3 credits
PRO-4970 Senior Project	3 credits

Liberal Studies Major

The objective of the Liberal Studies major is to allow students to creatively combine courses for a breadth of exposure to liberal studies or to probe more deeply into one or two specific areas within our majors. Students work closely with an academic advisor to develop a specific direction for their degree program.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits

Liberal Studies Major Requirements (33 credits)

Students work with their advisor to develop an individualized learning plan that includes

- 15 credits in a single foundational area
- 15 elective credits from coursework from the other foundational areas
- PRO-4970 Senior Project (3 credits).

Foundational Area of Focus Options

- Conflict Resolution
- Creative Writing and Literature
- Data Analytics
- Healthcare Administration
- Human Services Administration
- Humanities
- Management

Liberal Studies Major: Literature and Creative Writing Concentration

Students majoring in Liberal Studies with a Literature and Creative Writing Concentration will be able to develop the craft of writing in multiple genres and explore literary expression in order to achieve greater proficiency in their own craft as writers. The major will cultivate students' ability to examine the craft of other writers (both historical and contemporary), looking at formal elements of the work, including the elements of language, character, story, theme, rhythm, and tone. Coursework will call upon students to consider the impact that creative writing has in our world. Students are encouraged to consider the importance of writers in community, society, and culture—to move toward a contextual understanding of one's own voice in a continuum of writers. Students will also be able to apply foundational skills of a creative writer. These skills include the ability to comment on the work of other writers, participate in a writing community, and apply best practices of editing and grammar.

Students pursuing the Literature and Creative Writing Concentration complete the same interdisciplinary core and then follow the concentrations requirements below.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits
Literature and Creative Writing Concentration Course Requirements (36 credits)	
COM-3910 History of the English Language	3 credits
LIT-4620 English Literature	3 credits
LIT-4650 Shakespeare	3 credits
LIT-3630 Mixed Race Women's Memoirs/ LIT-4420 African American Literature	3 credits
LIT-4520 American Literature	3 credits
COM-3570 Short Story Writing	3 credits
COM-3580 Playwriting & Performance	3 credits
COM-3650 Multi-Genre Writing	3 credits
COM-4220 Poetry Writing	3 credits
COM-4320 Social Media and Social Change	3 credits
COM-4540 Creative Nonfiction	3 credits
PRO-4970 Senior Project	3 credits

Management Major

The Bachelor of Arts in Management program prepares graduates for careers in a global community by developing their capacities to adapt to and influence societal change. The program challenges students to address issues of access and diversity in organizations. While students become knowledgeable about social, political and economic issues that affect the future of business they also become competent in the traditional areas of management (accounting, finance, marketing, economics, and production).

Students complete the Interdisciplinary Core courses, the Professional Core courses, and the four required courses within one area of focus.

Interdisciplinary Core Courses (21 credits)	
INTD-3210 Experience and Expression	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
INTD-3310 Literary Analysis and Argumentation	3 credits
INTD-3350 Culture, Conflict, and Social Research	3 credits
INTD-3450 Foundations of Civilization	3 credits
INTD-3510 Ecology, Technology, and Society	3 credits
INTD-3550 Leadership	3 credits
Management Professional Core Course Requirements (21 credits)	
MGT-3680 Accounting/Budgeting	3 credits
MGT-3720 Business Law	3 credits
MGT-4410 Economics-Macro and Micro NOTE: Students who pursue the Healthcare Administration area of focus should complete HWL-4000 Economics, Politics, and Access in Healthcare	3 credits
MGT-4780 Strategic Marketing	3 credits
MGT-4840 Ethical Issues in Management	3 credits
MGT-4960 Organizational Behavior	3 credits
PRO-4970 Senior Project	3 credits

Area of Focus: Select one Area of Focus and complete all courses listed: (12 credits)

Management Area of Focus Requirements (12 credits)	
MGT-3830 Project Management Essentials	3 credits
MGT-3850 Quality Management	3 credits
MGT-3880 Contracting & Purchasing	3 credits
MGT-3900 Human Resource Management	3 credits

Data Analytics Area of Focus Requirements(12 credits)	
ANL-3500 Business Systems Analysis	3 credits
ANL-3600 Database Management & Data Warehousing	3 credits
ANL-4200 Foundations of Analytics	3 credits
ANL-4500 Advanced Analytics	3 credits

Healthcare Administration Area of Focus Requirements (12 credits)	
HAD-4250 Fundamentals of Healthcare Administration	3 credits
HAD-4800 Experiential Learning in Healthcare Administration	3 credits
MGT-3900 Human Resource Management	3 credits
HWL-4040 Gender and Multicultural Issues in Healthcare	3 credits

Master of Arts in Clinical Mental Health Counseling – Antioch University New England

Overview

Antioch University New England offers an online delivery option of its Master of Arts in Clinical Mental Health Counseling. The program prepares students for a career as a clinical mental health counselor through a combination of online coursework and extensive field experience in your community. The program accepts students from all undergraduate degrees. Students must pass a candidacy review before being authorized to begin practicum.

The online counseling degree consists of:

- Three years of online full-time study
- Two 1-week in-person residential colloquia
- A semester-long practicum (100 hours)
- A 3-semester internship (900 hours based on state requirements)

Our Clinical Mental Health Counseling graduate program offers an optional Substance Abuse and Addictions Counseling (SAAC) concentration.

Students also have the opportunity to pursue an area of focus in Counseling Military Service Personnel and their Families (MSPF).

Residency Requirements

As a part of the program curriculum, students will attend two six-day residential colloquia as a requirement during the first and second summer in the program. The colloquia experience supplements two courses, PY 590A Fundamentals of Therapeutic Interaction and PYG 603 Group Approaches to Mental Health Counseling and gives students opportunities to practice the fundamental counseling skills they will need to begin Practicum. The residential colloquia also offer students the experience of group process needed to complete the group counseling class.

Accreditation

The online delivery option is in the CACREP accreditation process, and mirrors the CACREP program delivered on campus. This graduate degree will meet your educational requirements for licensure as a Clinical Mental Health Counselor or a Licensed Professional Counselor in most states. Since these requirements vary, students are responsible for knowing these requirements and working with their advisor to meet them.

Clinical Mental Health Counseling Degree Requirements (60 credits)

MA in Clinical Mental Health Counseling (CMHC)

Required Core Courses—36 Credits	
PY-590A Fundamentals of Therapeutic Interaction	3 credits
PYD-601 Professional Orientation & Ethics	3 credits
PYB-526 Human Development: Lifespan & Systems	3 credits
PYI-554 Counseling Theories, Models, & Approaches	3 credits
PYB-606 Social & Cultural Diversity	3 credits
PYG-603 Group Approaches to Mental Health Counseling	3 credits
PYI-514 Assessment Principles & Methods	3 credits
PYI-552 Career & Lifestyle Counseling	3 credits
PYC-675 Crisis & Trauma-Informed Interventions	3 credits
PYC-666 Family Counseling Approaches to Addiction	3 credits
PYB-550 Psychopathology: Diagnosis & Assessment	3 credits
PYB-590 Research & Evaluation in Counseling & Therapy	3 credits
Elective/Concentration Courses—12 Credits (Choose 4 Courses)	
PYC-610 CMHC Treatment Modalities: e.g., Mindfulness-based Counseling	3 credits
PYI-518 Human Sexuality & Sex Therapy	3 credits
PYC-612 Issues in Addictions Recovery	3 credits
PYC-626 Integrative Approaches to Addiction	3 credits
PY-563 Psychopharmacology	3 credits
PYC-680 Counseling Special Populations: Military Deployment; Mental Health Issues*	3 credits
PYC-681 Counseling Special Populations: Military Culture and Language*	3 credits
PYC-682 Counseling Special Populations: Military Couples and Families*	3 credits

Practicum & Internship—12 Credits (Practicum 100 hours; Internships 900 hours)	
PY-683/696 Practicum in Clinical Mental Health Counseling (Minimum 100 clock hours)	3 credits
PY-684/695D CMHC Internship I (300 clock hours minimum)	3 credits
PY-688/696C CMHC Internship II (300 clock hours minimum)	3 credits
PY-689/696A CMHC Internship III (300 clock hours or remainder)	3 credits

***Optional Focus: Counseling Military Personnel and Their Families**

MA in Clinical Mental Health Counseling with a Substance Abuse and Addictions Concentration (CMHC-SAAC)

Required Core Courses—45 Credits	
PY-590 A Fundamentals of Therapeutic Interaction	3 credits
PYD-601 Professional Orientation & Ethics	3 credits
PYB-526 Human Development: Lifespan & Systems	3 credits
PYI- 554 Counseling Theories, Models, & Approaches	3 credits
PYB-606 Social & Cultural Diversity	3 credits
PYG-603 Group Approaches to Mental Health Counseling	3 credits
PYI-514 Assessment Principles & Methods	3 credits
PYI-552 Career & Lifestyle Counseling	3 credits
PYC-675 Crisis & Trauma-Informed Interventions	3 credits
PYC-666 Family Counseling Approaches to Addiction	3 credits
PYB-550 Psychopathology: Diagnosis & Assessment	3 credits
PYC-612 Issues in Addictions Recovery	3 credits
PYC-626 Integrative Approaches to Addiction	3 credits
PY-563 Psychopharmacology	3 credits
PYB-590 Research & Evaluation in Counseling & Therapy	3 credits
Elective/Concentration Courses—3 Credits (Choose 1 Course)	

PYC-610 CMHC Treatment Modalities: e.g., Mindfulness-based Counseling	3 credits
PYI-518 Human Sexuality & Sex Therapy	3 credits
PYC-680 Counseling Special Populations: Military Deployment; Mental Health Issues*	3 credits
PYC-681 Counseling Special Populations: Military Culture and Language*	3 credits
PYC-682 Counseling Special Populations: Military Couples and Families*	3 credits

Practicum & Internship—12 Credits (Practicum 100 hours; Internships 900 hours; A minimum of 600 hours must be completed in a Substance Abuse & Addictions site)

PY-683/696 Practicum in Clinical Mental Health Counseling (Minimum 100 clock hours)	3 credits
PY-684/695D CMHC Internship I (300 clock hours minimum)	3 credits
PY-688/696C CMHC Internship II (300 clock hours minimum)	3 credits
PY-689/696A CMHC Internship III (300 clock hours or remainder)	3 credits

***Optional Focus: Counseling Military Personnel and Their Families**

Admissions Policies and Procedures

Antioch University Connected maintains a non-discriminatory admissions policy for persons regardless of race, color, creed, sex, sexual orientation, national origin, age, or disability. Inquiries about admission to any program offered by Antioch University Connected should be directed to the Admissions Office at admissions@online.antioch.edu or 855-792-1049. Application to the programs should be filed as early as possible, to assure adequate processing and preparation time for the desired term of entry. Admission information can also be found on the web at online.antioch.edu. Also see *Antioch University Admissions Policy 5.607* at http://aura.antioch.edu/policies_500_6x7/

Undergraduate Admissions Requirements

Bachelor degree applicants must provide transcripts from all post-secondary institutions previously attended. If the institution is not accredited, supporting documentation such as catalogs, course syllabi, and, in some cases, previous academic work may be required in order to determine eligibility for transfer credit.

- Undergraduate documentation
 - A completed application form
 - Current Resume
 - Educational goals statement
 - Official transcripts from each institution previously attended
 - Letters of Recommendation, if required
- Twenty-four or more transferable semester credit hours
- Evidence of professional and personal responsibility
- Admissions and/or faculty interview, if required

Graduate Admissions

Master of Arts in Clinical Mental Health Counseling (AU New England)

- A bachelor's degree from a regionally accredited college or university
- A minimum cumulative GPA of 2.7
- Statement of purpose (criteria provided with application)
- Resume
- Three letters of recommendation
- Completion of an admissions interview with a faculty member

NOTE: International students must live in the U.S. and have a TOEFL score of 550 for the paper-based test or 79 for the internet-based examination

Transfer Credit

Transfer credit for courses taken at other institutions is based on official transcripts issued directly to Antioch University from the registrars of those institutions.

Institutions must be regionally accredited by one of the regional associations recognized by the Council on Postsecondary Accreditation: Middle States, New England, North Central, Northwest, Southern, and Western Associations. If an institution is not accredited by one of the regional associations listed above at the time of the student's attendance, but subsequently becomes regionally accredited, the registrar may re-evaluate the transcript for consideration of transfer credits, upon a student's request.

In addition, some institutions are not accredited by one of the regional associations named above but have obtained accreditation from one of the national institutional accrediting associations recognized by the Council on Postsecondary Accreditation: American Association of Bible Colleges, Association of Independent Colleges and Schools, Association of Theological Schools in the U.S. and Canada, National Association of Trade and Technical Schools, National Home Study Council. The registrar may present a transcript from an institution thus accredited to the faculty for consideration of transfer credits.

Credits are accepted as semester hours. They are translated from quarter hours according to nationally accepted formulae, based on the definition of the other college's credit unit as stated on the transcript or in the institution's catalog. Credits from schools also using the semester system transfer 1 to 1; credits from schools on a quarter system translate as follows: 1 quarter credit = .667 semester credit.

To be accepted for transfer, credit must have been earned with a minimum of C at the undergraduate level, and a minimum of a B at the graduate level.

Transfer credits are not official until they are evaluated by the registrar (in consultation with the chair of the student's academic program as needed) and entered into the student's academic record.

Prior assurances given verbally by faculty members or staff at Antioch University must be regarded as estimates or opinions. They do not commit the University to a course of action.

For additional information please consult the Student Services Coordinator or refer to the [Antioch University Transfer and Intra-University Credit Policy 5.611](#).

International Student Information

Antioch University values student diversity and welcomes applications from all qualified international candidates. Antioch University Connected (AUC) applicants who reside outside the United States should allow sufficient time to collect all required elements of the admissions application

International Student Admission Requirements

In addition to submitting a complete admission application, international applicants must also submit the following:

- Proof of English language proficiency. *See options below.*
- Transcript evaluation for all coursework done outside of the U.S. or Canada (except Quebec). **See options below.*

NOTE: This program may not be applicable for international students currently studying in the United States, since the U.S. Department of State does not permit the issuing of the F-1 visa to students enrolled in a 100% distance learning course of study.

Expanded International Admission Requirements

English Language Proficiency

Applicants whose native language is not English must demonstrate English language proficiency through successful completion of the [ETS-TOEFL](#), [Kaplan's TOEFL](#), [IELTS](#), or CELSA exam. *See chart below for acceptable scores.*

Exam	Score
ETS TOEFL	79 (internet), 550 (paper), 213 (computer)
Kaplan's TOEFL	Kaplan's Advanced Level
IELTS	6.5 or higher
CELSA	70

Transcript Evaluation

If you had schooling in a country other than the U.S. or Canada (except Quebec), you must have your academic record evaluated to certify that coursework completed (and academic degrees earned) are the equivalent to that offered in the United States at a regionally accredited institution. A *full course-by-course* evaluation must be completed by an approved evaluation agency. The evaluation summary provided directly by the agency will serve as your official transcript, and indicate the number of units and/or degree(s) you have earned. It is not necessary for you to provide an original copy of your academic record to our office. Antioch University Connected recommends the use of [World Education Services](#), a not-for-profit organization specializing in foreign credential evaluation.

Academic Guidelines and Procedures

Attendance Requirements

Every student's class attendance and participation are essential to the learning process. "Attending class" means logging on to the course. Students are expected to attend class every week, as specified by the instructor.

For the purposes of online work, an absence is defined as "not logging on at least once during a standard seven-day calendar week." It is expected that students will be absent only under extreme circumstances, such as illness or family emergencies.

No student who has more than one absence in a course lasting seven or eight weeks or more than two absences for a course lasting sixteen weeks may receive credit or be eligible for an incomplete

The student is responsible to initiate a conversation with faculty regarding a planned absence. Additional work may be assigned to make up for lost classroom time. If there is sufficient time remaining during the course for all required work, including make-up assignments, to be submitted by the date of the last class, credit may be awarded. If additional time is needed, an incomplete may be awarded, at the discretion of the faculty member, subject to the usual guidelines and deadlines for completion of the work. Unauthorized absences may result in forfeit of credit.

Online Participation

Online participation in a course includes both class attendance, (electronically showing up by logging on to the site) and active class participation, through the reading and submitting of postings related to the course requirements. Through active participation and the sharing of information and ideas, students and their faculty develop a community of learners.

Students are expected to contribute to the development of an online learning community through their active participation in class. The AUC faculty agree that active, collaborative learning is a hallmark of an Antioch University education, and stress active class participation as a major course requirement. Faculty will specify the participation requirements for each course within the course syllabus.

Writing Requirements

Demonstration of learning through writing is an important component of an Antioch University education. Students not only complete written assignments such as research papers, reflections, and responses to literature in the chosen field of study, but are also called upon to use written communication to demonstrate class participation and engagement in course discussions. Assessment of student learning will, in part, be based on the clarity and quality of this written communication. Each faculty will create writing assignments most appropriate to the course content and learning objectives.

A Virtual Writing Center (VWC) is staffed and available to all students seeking additional feedback or guidance on written assignments. The VWC is accessible through the menu available at www.antioch.edu/vwc/.

Library Services

At Antioch University, we recognize that library services play an integral role in academic success. We offer our students comprehensive access to the materials needed for completing coursework or pursuing research interests – all of this, from anywhere in the world.

Thanks to our participation in OhioLINK (one of the largest library consortiums); students have access to a full range of electronic library services available to all Antioch University students, faculty and staff. This includes access to over 100 electronic, scholarly research databases, including almost 10,000 full-text journals, over 81,000 ebooks, and nearly 40,000 theses and dissertations.

Our central catalog, powered by OCLC's WorldCat, is one of the largest library catalogs in the world. Use it to find articles, e-books, books and other research materials. For materials not in our campus library holdings, simply look for the blue We Deliver button and request the item through Interlibrary Loan. With access to our other library consortia partners, our We Deliver team is able to send books to you from libraries all over the country – no matter where you live.

Electronic material is sent to your Antioch Gmail, and books are mailed either directly to a location of your choice, or held for pick up at an Antioch campus closest to you. When you're finished, simply mail the book back or return it to the nearest Antioch campus and let us take care of the postage for you.

Academic and Student-Related Policies and Procedures

The university reserves the right, in its sole discretion, to amend or remove current policies or to adopt new policies as it deems necessary or appropriate from time to time. Therefore, it is the student's responsibility to visit the policy section of the University website (http://aura.antioch.edu/au_policies/) frequently to be kept informed of all current policies and their effective dates.

Academic Calendar

Antioch University Connected operates on a semester system. There are three semesters per academic year (Summer, Fall, Spring), each comprised of two, 7- or 8-week sessions. New AUC students enroll in the program at any of the entry points for their program per year.

The 2015-16 Academic Calendar is presented in Appendix II. To download the 2015-16 Academic Calendar please click [here](#).

Academic Load

Undergraduate program:

Full-time:	12 or more credit hours
3/4 time:	9-11 credit hours
Half-time:	6-8 credit hours
Part-time:	1-5 credit hours

Graduate programs: (See your program for normal credit load by semester.)

Full-time:	6 or more credit hours
Half-time:	3-5 credit hours
Part-time:	1-2 credit hours

Commencement

Students who have successfully completed all requirements for their degree are encouraged to participate in the annual commencement ceremony (date to be determined) in Yellow Springs, Ohio. Additional information regarding dates, times, announcements, regalia, etc. can be obtained from the AUC Division Administrator at least three months prior to the scheduled commencement ceremony.

Disability Support Services (DSS)

Antioch University Connected (AUC) is committed to ensuring disability non-discrimination as outlined in Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990, as amended, and related laws. In accordance with these laws, Antioch University does not exclude or discriminate against otherwise qualified students with disabilities.

The Office of Disability Support Services (DSS) provides resources for the AUC community to build effective understanding and implementation of disability civil rights. One key role of the office of DSS is to ensure that all students have equal opportunity to benefit from and have access to programs and services.

All students seeking reasonable accommodations must contact the Disability Support Services coordinator as early as possible. Students are responsible for providing documentation of the nature and extent of the disability.

Each support service or academic accommodation provided on the basis of a disability is determined on an individual, case-by-case basis, as supported by the documentation and warranted by the nature of the course, insofar as the service or accommodation does not compromise the fundamental academic integrity of the curriculum and is otherwise consistent with University policies. The DSS coordinator works collaboratively with the student to ensure reasonable accommodation needs are met.

*If you have any questions or if you would like to request this information in a different format, please contact Karen Crist, Disability Support Services Coordinator at dss.auc@antioch.edu.

*For more information, please review Antioch University policy 6.101 Disability Support Services: http://aura.antioch.edu/policies_600_1x/1/

Enrollment

A student enrolls only one time, at the beginning of the degree program. Enrollment continues from entry to graduation. Students are expected to register each semester unless they notify the Student Services Coordinator of a leave of absence or withdrawal (see below for details). Students who withdraw or are withdrawn may petition to re-enroll. If permitted to re-enroll, students are subject to such policies and tuition charges that are in effect at the time of re-enrollment, regardless of previous agreements.

Leave of Absence

A student may request one or more leaves of absence (LOA) during the degree program. The duration of a LOA is one full semester. A student may not earn academic credit during a leave of absence. The request for a LOA must be submitted, by the student, via Antioch University email. Approval is made if the Student Services Coordinator receives the request in advance of the semester in which the LOA is to be taken. The Student Services Coordinator will confirm the request in writing via Antioch University email.

Withdrawal

When a student needs to suspend work in the program for more than one term, the student must withdraw from the program and, when ready to return, must petition for re-enrollment. It is the student's responsibility to initiate notification of withdrawal. Written notice must be sent to the Student Services Coordinator via Antioch University email. The Student Services Coordinator confirms official withdrawal status.

Petitioning for Re-Enrollment

In order to petition for re-enrollment after a period of withdrawal a student must contact the Student Services Coordinator to obtain a Petition for Re-enrollment. The student will then complete the form and submit it to the Registrar along with the petition fee and a letter describing the

student's intent to re-enroll. A review will be completed of the student's academic record, student account, and financial aid information (if applicable). The student will be notified in writing as to whether or not the petition is approved.

Enrollment Verification

Verification of enrollment is handled through the National Student Loan Clearinghouse (NSLC) at getmytranscript.com.

FERPA (Student Privacy Rights) and Directory Information Policy

Antioch University affirms its commitment to adhere to the guidelines of this federal policy. This act gives students certain rights with respect to their educational records. They are:

- The right to inspect and review their education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosure of personally identifies except to the extent that FERPA authorizes disclosure without consent (example-directory information).
- The right to secure a copy of the school's student records policy from the Student & Alumni Services Division.
- The right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the act.

At its discretion, Antioch University Connected may release public or directory information in accordance with the provisions of FERPA. Students who wish directory information to be withheld must inform the Registrar's Office in writing.

Antioch University defines directory information as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to: the student's name; address; telephone listing; electronic mail address; photographs; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities; degrees, honors and awards received; and the most recent educational agency or institution attended.

Requests for non-disclosure of public or directory information will be honored for the current academic year; therefore, authorization to withhold public or directory information must be filed annually with the Registrar.

Note: *Your name will not be published in the commencement program if you request non-disclosure during the academic year of your graduation.*

Financial Aid

**Please see Appendix V for a complete description of Financial Aid Policies and Procedures.*

Good Standing

To be considered in good academic standing, a student must be making satisfactory academic progress. Financial accounts must also be in good standing, with all fees paid and all financial aid materials filed and signed. Students not meeting these standards may be suspended for one term or withdrawn, as determined by the Director of the Academic or Administrative Department noting the violation.

Appropriate supporting documentation, including letters to government and fiscal agencies that indicate University support and responsibility are furnished to students in good standing. Only students in good standing will be permitted to continue degree programs. Lack of academic progress may result in withdrawal before the completion of the academic program, and will not be considered grounds for refund of tuition.

Grading Policy

The awarding of academic credit at Antioch University Connected is based upon evaluation by a faculty member competent in the matter being certified and in a position to have adequate evidence that the learning, achievement, competence, or other matter certified has been met.

No student who has more than one absence in a course lasting seven or eight weeks or more than two absences for a course lasting sixteen weeks may receive credit or be eligible for an incomplete.

In general, courses for which a student receives no credit may be re-taken once without prior authorization. For courses that do allow a re-take, students who were unsuccessful in earning credit for a course after two attempts may petition for a third attempt to satisfy certificate or degree requirements. In the petition, students must document the measures that they have taken to ensure success on the third round. Students will be required to register and pay all associated fees for each course that is re-taken.

Incomplete Grade Policy

The grade of Incomplete (INC) may be assigned at the discretion of an instructor, provided that three criteria are met:

- There are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for other students in the class. A student's desire to avoid an unsatisfactory evaluation is not a legitimate reason to award an incomplete.
- The student has been passing the course at the time that the Incomplete is awarded.
- Only a small amount of work remains, such that it can be completed with little or no additional instruction from the faculty member and within the time frame established by program.

Students are responsible for communicating fully with their faculty member and for requesting an incomplete prior to the last day of class.

Narrative Evaluation

Antioch University is committed to a narrative evaluation process for assessing student learning. Students who satisfactorily complete course requirements receive a “CR” on their transcripts.

Letter grade equivalents, if requested upon or subsequent to enrollment, will appear on the narrative evaluation for each course the student completes. Letter grade equivalents will not, however, appear on the Antioch University transcript. Narrative evaluations serve as an official transcript supplement.

Categories of credit assessment

Students may receive the following evaluative designations to reflect their performance in courses for which they’ve registered:

1. CR (credit). As a minimum standard, academic credit may be awarded toward a degree only if the student’s performance is at least “satisfactory.” Antioch University defines “satisfactory” to mean the following:
 - For undergraduate credit, the student has performed at a level that would be considered at least a “C” or better in a graded system.
 - For graduate credit, the student has performed at a level that would be considered “B” or better in a graded system.
2. INC (incomplete). Students may request an incomplete if they have performed satisfactorily in a course but have some portion of the course to complete after the end of the term. An instructor may award an incomplete at his or her discretion. Incompletes must be successfully completed no later than the end of the drop deadline of the following term or they convert to No Credit. Incomplete grades are considered unsuccessfully-attempted credit in the calculation of term- based satisfactory academic standing.
3. INP (in progress). INP grades may be issued for courses that span more than one term. Students making acceptable progress during the term in which they registered for the course receive an INP, and receive credit upon completion of the course. Courses associated with IP grades include internships, practica, capstones and theses. Students may take a maximum of two additional terms to complete a course with a grade of INP. If not completed in this time frame, the IP designation will convert to No Credit. INP grades are not counted against term-based SAP calculation.
4. NC (no credit). This designation is based upon not fulfilling minimum course requirements. NC will be given in graduate courses for work not meeting the equivalent of a “B” or better. NC will be given in undergraduate courses for work not meeting the equivalent of a “C” or better.

Graduation

A student's graduation date falls on the last day of the academic term in which all degree requirements have been met. When a student completes the work required by the academic program (evaluations for all courses or learning components, all required documentation, and if required, thesis approved for binding), the student's academic file will be audited by the Registrar's Office to make certain that the permanent record is complete. Only then can a final transcript and diploma be generated.

Name or Address Changes

To make a name change on academic records, a student must provide the Registrar's Office with a copy of either driver's license, social security card, or marriage/divorce decree indicating that the change is official.

Students may update all other contact information (address, phone, and personal email address) through myAntioch. Antioch University Connected is not responsible for correspondence (including transcripts and diplomas) that is not received due to a student's moving, unless the change in address was provided as indicated above.

Registration

In consultation with a Student Services Coordinator, students are registered for courses each session. Whether at a half-time or full-time enrollment status (Academic Load), the process of registration for courses each session is completed in accordance with the student's academic progress goals and degree major, as reviewed and approved by the student's advisor.

Students Accounts

**Please see Appendix V for a complete description of Student Accounts Policies and Procedures.*

Transcript and Diploma Processing

Transcripts

The official transcript is maintained by the Registrar and is a chronological listing of attempted credits. Students may request that narrative evaluations accompany the transcript as a supplement. Your Antioch transcript is considered official with or without your narrative evaluations. The transcript provides the course titles, terms taken, credit earned, and degree granted, if applicable. You should request narratives to accompany your transcript if the intended recipient requires more detail regarding the specific learning outcomes achieved and your performance in each course. The transcript alone is generally sufficient for the majority of transcript requests. Our standard practice is to send your transcript without narratives, but during the ordering process, you can request that your narratives be sent along with your transcript.

Upon completion of the program, the Registrar will send a complimentary student copy of the final transcript to the address indicated on the Graduation Application.

Transcripts will not be released if the student has an outstanding balance of any type with Antioch University.

Transcript Requests*

Antioch University Connected Transcripts are requested online at the [National Student Clearinghouse](#)

To order your transcript, you will need a major credit card and an email address. As part of the process you will also be required to sign a FERPA form that authorizes us to provide this data on your behalf. To expedite your request you can sign this form using your mouse, or you may download the form, sign it, and fax it back to the number indicated on the form.

Transcript Fees (subject to change)

Transcripts: \$5.00/ea. via first class mail + \$2.25 processing fee=\$7.25

Fed-Ex Overnight Electronic PDF: \$25.00 + \$2.25 processing fee=\$27.25

*Most transcript requests are processed within 3-5 business days. If you have any type of hold on your account, you will receive an email notification. Your transcript cannot be released until you have reached a satisfactory resolution with the appropriate University office. Please remember to allow additional time for delivery of your transcript.

Diplomas

The degrees conferred by Antioch University are titled Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Education, Master of Business Administration, Master of Fine Arts, Doctor of Philosophy or Doctor of Psychology. The diploma does not name the major or specific field of concentration, although it appears on the official transcript. The diploma is sent by mail to the address on the Graduation Application.

Note: *Diplomas will not be released if the student has an outstanding balance of any type with Antioch University.*

Technologies and Computer Specifications

Antioch University Connected students will receive access to a variety of technologies, including but not limited to:

- Antioch Google Account: Student, faculty, and staff Email; Drive; Hangouts; etc.
- Engage: Online course access and Learning Management System (LMS)
- myAntioch: Online access to degree audit, student accounts, financial aid award letters, etc.
- myCareerPlanner: Online access to job search tools including networking and resume help.
- Virtual Writing Center (VWC): Online access to writing resources and feedback on coursework.

**Please see Appendix III for a complete description of technology competency and computing requirements.*

Appendix I

Course Descriptions *(rev. 08.21.15 courses subject to change)*

COMMUNICATION

- COM-3570 Short Story Writing** **3**
Through this course, students will gain appreciation for the short story form through writing their own stories as well as through analyzing short story literature. Students will be expected to create a well-crafted short story by doing multiple drafts, which will provide experience in developing story ideas, characters, plot, setting, theme and dialogue as well as in story writing techniques such as pace, voice, tension, and description that can be applied to creating fiction of any length.
- COM-3580 Playwriting and Performance** **3**
Students will develop their understanding of the basic principles of play construction and acting. They will do so by acting out monologues and dialogues written by published playwrights, and by acting out their own written materials. By the end of the course, the class should have written and performed at least one play for an invited audience.
- COM-3650 Multi-Genre Writing** **3**
This course is an introduction to the basic processes that underlie most creative writing, regardless of genre. It serves as a first experience for those who have never tried to write a poem, fiction, or play, and as a vital reminder of the primal bases of the experience for those who have written. Students will develop their competencies in several different genres of writing, and will also learn how to mix genres to enhance whatever they are working on.
- COM-3910 History of the English Language** **3**
This course comprises two areas of study. First, it traces the broad evolution and diversification of human language from the earliest history to the present age with particular emphasis on English. Second, it covers the psycholinguistic processes of language acquisition both of native languages and of second languages. The course focuses specifically on the history and spread of the English language.

COM-4220 Poetry Writing 3
Students will examine some of the fundamental aspects of contemporary lyrical, narrative, and conversational works of poetry. They will explore how to develop line, stanza, voice, meter, rhythm, and scheme in order to deepen and broaden their ranges of poetic expression.

COM-4320 Social Media and Social Change 3
Students will hone their abilities to interface with the public through such media as Twitter, Facebook, blogging, and other social media, as well as through audio-visual media. In addition, students will develop their ability to use conventional public media outlets, such as local newspapers, television stations, and radio stations. This course will differ from traditional media courses in that students will develop these social media skills in relation to vital social issues within a social justice framework, with the goal of changing the world.

COM-4540 Creative Nonfiction 3
Students will explore ways of writing factual information while exploring methods of expression that usually are attributed to fictional works; thus the course involves detailed attention to stylistics. Samples of creative non-fiction in such fields as sports writing, biography, food writing, travel writing, etc., will be explored as well as various means to develop the craft of writing in this genre.

COM-4700 Antioch Writers Workshop 3
Students will develop and hone their craft through participation in the Antioch Writers' Workshop summer program. Students focus their work in one of the following genres: poetry, short fiction, creative nonfiction or memoir. After the AWW workshop, students refine their writing based on feedback from faculty and peers.

CONFLICT RESOLUTION AND ENGAGEMENT

CRE-3100 Understanding Conflict in a Changing World 3
This course serves as an introduction to the field of conflict studies. It will emphasize the varieties of factors that contribute to the emergence of conflicts, including social, political, economic, cultural, international, ecological, and global stresses and challenges. It also introduces methodologies for viewing conflicts as opportunities for social and individual change and growth.

CRE-3200	Interpersonal Conflict This course involves the analysis of conflicts between individuals, inside of families, and within small groups and organizations due to relational dynamics between individuals. It also involves researching the social and psychological dimensions of how conflicts between individuals emerge.	3
CRE-3300	Intercultural Conflict The course examines conflicts between linguistic, ethnic, racial, religious, geographical and bio-regional groups. It also entails a critical examination of what forms the basis of a cultural group, and whether those bases are central or peripheral to conflicts between and among cultural groups.	3
CRE-3500	Identity and Conflict Analysis This course begins with an examination of the psychological and cultural dimensions of identity formation. It also analyzes different conceptions of human development and the development of consciousness of self in relation to others. Finally, it investigates the manner in which identity plays a pivotal role in the formation of conflicts, providing ways to examine how to engage conflict in relation to identity formation.	3
CRE-3600	Conflict Inside Organizations This course involves the analysis of conflicts between individuals, inside of families, and within small groups and organizations due to relational dynamics between individuals. It also involves researching the social and psychological dimensions of how conflicts between individuals emerge.	3
 DATA ANALYTICS		
ANL-3500	Business Systems Analysis This course provides a student with the knowledge and skills necessary to analyze and design information systems in an organization. It covers the basic components of modern information systems including the equipment that implement systems. The techniques for analyzing existing systems and the gathering of user requirements for new systems are explored. The application of informed and ethical decision making in the design of information systems is emphasized. This course provides the basis for business analytics in organizations.	3

ANL-3600	<p>Database Management and Data Warehousing</p> <p>This course covers the fundamental concepts of database management including data modeling based on user requirements, the relational model, normalization of relations and the use of Structured Query Language (SQL) to store and query data in a database management system. Additionally, the application of database management systems to data warehousing will be explored. The construction, data models and use of data marts and data warehouses by organizations will be described. The role of key stakeholders in the design, use and maintenance of databases will be shown.</p>	3
ANL-4200	<p>Foundations of Analytics</p> <p>This first course introduces the foundational concepts of analytics. It introduces students to the analysis of large data collections for the purpose of knowledge discovery and informed decision making. Topics include the sources of data, the types of analysis, knowledge discovery techniques and the application of the results of analytics to decision making. Constraints such as ethical considerations, regulatory, and privacy concerns will be addressed. Application of analytics to real world scenarios will be emphasized.</p>	3
ANL-4500	<p>Advanced Analytics</p> <p>The second course in analytics will build upon the Foundations of Analytics and apply the concepts and techniques of analytics. The use of tools and techniques used to analyze large masses of data to discover unknown relationships and support forward looking ethical decision making will be explored. Students will analyze large data sets using industry standard tools to discover relationships within data that can be applied to marketing, operations, customer relations and other common business functions. The analysis of the contents of data warehouses to enhance strategic decision making will also be explored.</p>	3

HEALTH AND WELLNESS

HWL-4000	Economics, Politics, and Access in Healthcare This course investigates the role of healthcare in the economy of the United States, the varying structures for funding healthcare (government, business, private, philanthropic), and the ways such structures affect the American public’s access to quality medical care. It will also examine the role of politics in healthcare and the role of healthcare in politics, as well as the effect of payers (insurance companies, Medicare/Medicaid, the VA, individuals) on quality, standards, and choices in care. Healthcare structures in other countries will be examined to provide comparison and contrast to the American system.	3
HWL-4040	Gender and Multicultural Issues This course will examine ways in which gender and culture affect healthcare and approaches to medicine. In particular we will explore gender role expectations, the rise of the “women’s health” movement, ethno- medicine, and the psychology of health. The course also explores various ways in which individuals, households, larger groups of people and various medical systems and practitioners attempt to define, interpret and create health, as well as problems that arise from perceptions of difference.	3
HEALTHCARE ADMINISTRATION		
HAD-4250	Fundamentals of Healthcare Administration This course will introduce students to the organizational structures, types of governance, and significant elements and trends of the current U.S. healthcare system. Topics to be covered include: overview of the U.S. healthcare system (private and public sectors) and the various healthcare delivery structures within it, components of the healthcare workforce, healthcare resources, financing of health services, and current critical issues in the field.	3
HAD-4800	Experiential Learning In Healthcare Administration	3

This course is designed to create a link between the academic study of Healthcare Administration and the day-to-day practices of professional work in the field. Students will complete placement hours in an experiential learning environment, and then appropriate issues and observations from the workplace will be shared and analyzed in individual, classroom, and/or online settings. Experiential learning exposes students to the realities that exist in our healthcare communities. Structured experience allows students the opportunity to learn by doing and extend beyond classroom learning to develop and practice skills. Practical exposure to the professional community also provides networking opportunities and prepares students for moving from the classroom to the workforce.

HUMAN DEVELOPMENT

HDV-4020	Child and Adolescent Development This course examines the major theories and research findings in human development from conception and infancy through adolescence with an emphasis on physical, cognitive, and psychosocial development. The impact of contextual variables on the developmental process will be an ongoing focus of discussion.	3
HDV-4030	Adult Development This course covers the development of the individual from young adulthood through old age in the context of contemporary society. Physical, psychological, and social changes are examined as they relate to individual and family functioning.	3
HDV-3900	Caring for the Aging In order to understand how to care for the aging it is essential to recognize how biological, social, economic, and historical factors influence the aging process, including the numerous controversies surrounding these issues. Therefore, this course will provide students with an overview of our aging population and society's role in this stage of development. Students will examine many of the controversial issues surrounding the care of older people and will be encourage to engage in discussions and writing assignments that allow them to critique the ideas, theories, and processes from the assigned readings.	3
HDV-4140	Behavioral Physiology This course reviews major anatomical structures and physiological systems affecting human behavior cognition and emotion. Emphasis is on normal and abnormal functioning of the brain. Topics such as left/right hemisphere differences, the physiology of chemical dependency and brain disorders are examined in depth.	3

HUMAN SERVICES ADMINISTRATION

HSA-4200 Human Service Systems and Grants 3

This course explores the broad range of human services available in most large communities and the social policy context in which these services are delivered and funded. Topics include the ways in which services are delivered, the interconnections among the various agencies and organizations providing services and how to access these services including the writing of grants. Students have the opportunity to investigate services that are of particular interest to them as well as develop a philanthropy project. In this course, the student develops skills useful in conducting research on and writing about topics in human development and human services and writing about topics in these fields. It emphasizes the preparation of grant applications in human services settings.

HUMANITIES

HUM-3013 Ancient Civilizations: Far Eastern Civilizations 3

This course explores the lives of the people of antiquity in the Far East. We will address their worldviews and methods of social and political organization, their discoveries, inventions, spiritual practices, science, and literary achievements. We will also address the cultural and historical heritages and legacies they left behind.

HUM-3022 Greek Civilization 3

This course explores the historical and cultural evolution of classical Greece through the epics, dramas, histories and philosophies that both reflected and shaped the minds and events from the Classical world. Students consider how reason and observation came to challenge Greek mythological thinking and how early Greek philosophy politics, history, art, and writings reflected and shaped the entire Mediterranean world.

HUM-3023	Roman Civilization This course explores the historical and cultural evolution of classical Rome through the epics, dramas, histories and philosophies that both reflected and shaped the minds and events from the Classical world. Students consider how reason and observation came to challenge Roman mythological thinking and how early Roman philosophy politics, history, art, and writings reflected and shaped the entire early Roman thought. Students will also reflect on the impact ancient Rome had on Western European thought and culture.	3
HUM-3032	Early Jewish and Christian Heritages In addition to learning about the main themes of the sacred scriptures from these religious traditions, students will explore the diverse ways scholars have interpreted the Hebrew Scriptures and the New Testament. They explore how Judaism and Christianity took institutional shape and diversified over time.	3
HUM-3033	Early Islamic Heritage In addition to learning about the main themes of the sacred scriptures from this religious tradition, students will explore the diverse ways scholars have interpreted the Quran. They will also explore how Muslim traditions took institutional shape and diversified over time, and they will also explore the Islamic world and examine its contributions to the European civilization during the early Renaissance, and assess contemporary tensions and affinities between the Muslim peoples and the West.	3
HUM-3042	Medieval and Renaissance Europe In this course, we will study important works of literature, art and philosophy of Europe from the Medieval and Renaissance periods in Europe. Themes from the course include the rise of chivalry, the Crusades, the formation of trading cities, and the emergence of the new merchant class. Additional themes from the course include the Inquisition, religious wars, tension between faith and reason, the birth of the empirical sciences, and the initial encounters with the new world.	3

HUM-3052	Colonialism Students explore the impact of colonial contacts between Europe, the Americas, Africa and Asia, the rise of revolutionary modes of thinking which challenged all forms of inherited dogma, oppression and forms of exploitation by reading and discussing major classics of literature, philosophy and history.	3
HUM-3053	Postcolonialism In this course, we will examine the rise of divergent modes of thought and expression through the lens of the classics of literature, philosophy and history in various cultures from around the world. We will also explore the manner in which global capitalism has become a force that has shaped personal modes of expression and self-definition throughout the globe in the past century.	3
HUM-3062	Indigenous Civilizations of Latin America and the Caribbean This course addresses the histories, cultures, and heritages of the great civilizations from the center of Mexico, throughout the southern part of the Americas. Particular emphasis will be placed on daily rituals, diets, worship practices, scientific achievements, ways of life, and worldviews of the Aztec, Incan and Mayan cultures.	3
HUM-3063	Indigenous Civilizations of North America This course addresses the histories, cultures, and heritages of the great civilizations from present day United States and Canada Americas. Particular emphasis will be placed on daily rituals, diets, worship practices, scientific achievements, ways of life, and worldviews of the indigenous peoples of the Desert Southwest, the Great Plains, the Eastern Woodlands, the Great lakes, and the Pacific Northwest.	3

INTERDISCIPLINARY CORE

- INTD-3210 Experience and Expression 3**
Students discover the uniqueness of each human life by reading and comparing life stories about transformative experiences. They learn to write in their own voice from their own life experience employing rhetorical modes such as narration, description, example, comparison and contrast, process analysis, classification, cause and effect, and argument and persuasion. Students develop a new view of the world, of themselves, and of their interconnectedness to others.
- INTD-3250 Modes and Methods of Learning 3**
This course shows ways to identify and apply diverse modes of learning to achieve ends such as acquiring knowledge of self and world, solving problems, producing works of art, or engaging in public speaking. Students learn to distinguish facts from values, intuition from logic, imagination from objective representation, beliefs from arguments, synthesis from analysis, and qualitative from quantitative reasoning. They practice self-awareness and employ evidence and logic as foundations of inquiry.
- INTD-3310 Literary Analysis and Argumentation 3**
Students travel the world in literature to explore ideas, passions, and the lives of people in other times and places. Discussions focus on viewpoints and aims of characters, narrative techniques, cultural contexts, and intentionality in reading and writing. Students refine their ability to read closely and critically and to analyze literary texts using a variety of academic approaches. They learn both how to construct analytical arguments about literary themes and how this skill can be transferred to other professional situations. Prerequisite: INTD-3210.
- INTD-3350 Culture, Conflict, and Social Research 3**
Introduces students to the historic and cultural origins of contemporary conflicts and the attitudes and institutions that perpetuate them. They learn methods of research that can effectively address the issues and questions that arise in conflict situations. Students learn how to pose productive questions, formulate hypotheses, design logical and effective research strategies, address issues of reliability and validity, and observe ethical protocols. They each conduct and compose a modest research project and make an oral presentation according to professional standards. Prerequisite: INTD-3250.

INTD-3450	Foundations of Civilization This course focuses on understanding differences between cultures and civilizations, including how both evolve from specific environmental conditions, and are shaped to address local challenges. This course examines the religious, economic, and political systems in such foundational zones as ancient Egypt and Mesopotamia, India and China, and Greece and Rome.	3
INTD-3510	Ecology, Technology, and Society This course explores the interdependency of natural and social systems, the factors that contribute to the evolution and disappearance of species, and the human impact on natural environments by factors such as overpopulation, pollution, war, and excess consumption. It also examines more sustainable initiatives in waste management, and agricultural production, the use of alternative energies and technologies, and policy efforts to both conserve natural resources and ecosystems and build more sustainable communities.	3
INTD-3550	Leadership The course explores the concept of Leadership as science, as art, and as service. In the process of studying cases of successful and failed leadership the course requires students to reflect on how to make their lives meaningful and productive through the cultivation and exercise of leadership skills. They learn how to employ creative means to achieve constructive ends and how, in the process, to serve with integrity as they draw upon the capacities of diverse human resources and deploy the skills of community building.	3

LITERATURE

- LIT-3630** **Mixed-Race Women’s Literature** **3**
- This course is designed as a multidisciplinary exploration of race, gender and identity utilizing oral and written narratives of Black-white mixed race women from the mid-nineteenth century to the present as source material. Drawing from elements of cultural studies, African American studies, American studies and women's studies, students will construct critical and historical contexts for self-identity and perceptions of that identity in women of interracial descent.
-
- LIT-4420** **African American Literature** **3**
- This course explores the location of Black writers in literature. Oral traditions, folklore, and literature as definition for culture and as documentation and validation are stressed. Concentration is on 20th century writers. This is a reading-intensive survey course designed as a broad exploration of African American writers from the 18th century to the present. A range of genres will be explored, including oral traditions, fiction, nonfiction, autobiography, drama, and poetry. Attention will be paid to the relationship between writers and their times, from slave narratives to contemporary fiction. The course is organized in a seminar format, delivered fully online. This is a reading intensive course, with literary and visual texts as well as oral traditions providing locations of discourse. Students will learn from each other and through self-reflection as well as through assigned readings and media, and direct research. Online discussions on race, gender, and class issues will be conducted with utmost sensitivity and respect throughout
-
- LIT-4520** **American Literature**
- The literature in this course spans both the history of the U.S. and the cultural diversity of writers, both male and female. Within this broad frame, students read works which embody characteristic American themes, such as conflicts over race, the struggle for equality, the pursuit of individual freedom, the questions of truth and destiny, the role of religious belief in a secular world, and the emergence of a multiethnic society. Students will discuss the distinctiveness of American contributions to world literature.

LIT-4620	English Literature This course surveys the literature of the British Isles from the late eighteenth century to the modern day. It explores trends such as Romanticism, Imagism and Formalism, while addressing such themes as individual freedom, alienation, industrialism, the changing role of the family, and the impact of Imperialism. This course includes the study of poetry, short stories, short novels, and essays from a representative sample of important modern British authors.	3
LIT-4650	Shakespeare This course will examine Shakespeare's major writings, including his important plays and sonnets. It will also include some biographical information, including some of his personal correspondences, so that students gain insight into the relationship between his personal life and his authorship. Besides reading Shakespeare's works, students will also engage in critical research on his writings.	3
MANAGEMENT		
MGT-3680	Accounting/Budgeting This course introduces the students to fundamental principles underlying the accounting function as it relates to the management of organizations. Students develop an accounting model, starting with simple concepts, and build toward a system overview by taking a practical approach to the subject. This course also examines the basic concepts and issues underlying budget planning as well as the relationships of budgeting, planning, accounting, and information systems to organizational goals, program objectives, and performance measures.	3
MGT-3720	Business Law This is a comprehensive survey of the courts and laws affecting business, with particular emphasis on torts, contracts, agency, partnerships, corporations, Uniform Commercial Code, antitrust, employment, real and personal property, insurance, wills, and trusts.	3

MGT-3830	Project Management Essentials	3
	<p>This course will cover the nine knowledge areas in the area of Project Management; Project Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Human Resource Management, Communications Management, Risk Management and Procurement Management. Students will learn how to initiate, plan, control, execute and close a project. This course will cover three aspects of project management in detail: cost management, time management and scope management. Students will learn how to define the needs and requirements of a project, develop and implement a comprehensive project schedule, and estimate project costs. Managing changes to these three areas during the course of the project will also be covered.</p>	
MGT-3850	Quality Management	3
	<p>This course is an in-depth study of the theories and methods used to achieve quality in various types of organizations. Through exercises and case analysis, students will learn to apply quality control tools to problems and organizations. The focus is on quality across a broad range of industries, and services rather than simply from a manufacturing perspective.</p>	
MGT-3880	Contracting and Purchasing	3
	<p>This course covers the skills needed to acquire the goods and services necessary for successful projects, including contract law and administration, elements of supplier relationship management and purchasing.</p>	
MGT-3900	Human Resource Management	3
	<p>This course introduces students to a critical examination of theoretical and practical issues of human resource management and strengthens their decision-making skills in personnel cases. It is designed to benefit all students of management.</p>	

MGT-4410	Economics--Macro and Micro	3
	<p>This course provides an understanding of methods, theories and concepts of microeconomic analysis and their application to basic management decisions pertaining to production, marketing, finance, and investment. Emphasis is placed on theoretical and practical rationales underlying economic decisions. This course also studies the aggregate economy focusing on the major macroeconomic problems of income, employment and prices. Major theories of macroeconomic instability are presented along with resulting policy options. International economics, international finance and economic growth are also studied.</p>	
MGT-4780	Strategic Marketing	3
	<p>This course examines marketing as the business function that identifies current unfulfilled needs and wants, defines and measures their magnitude, determines what target markets the organization can best serve, and decides on appropriate products, services, and programs to serve these markets.</p>	
MGT-4840	Ethical Issues in Management	3
	<p>This course provides an ethical investigation of the context of American business, including capitalism and the free market system. This includes an inquiry into the ethical nature and role of business organizations within this broad economic context, as well as an examination of particular ethical issues, which arise in the course of this activity.</p>	
MGT-4880	Strategic Marketing for Non-Profit Organizations	3
	<p>Marketing is the business function which links a society's needs and its pattern of organizational response, has become critically important to not-for-profit organizations seeking to survive and prosper in increasingly competitive environments. Students learn the principles of strategic marketing, including marketing research, segmentation, targeting, and positioning, and how to apply these principles.</p>	

- PY-590A Fundamentals of Therapeutic Interaction 3**
 The focus of the course is on the nature of counseling, the acquisition of fundamental counseling skills, and the relationship of skills to theoretical concepts, in particular, those of the Humanistic and Person-Centered perspectives. The course includes both didactic and experiential formats and is designed to be a first opportunity to try out new skills. Methods will include lectures, small group activities, large group observation of student practice, and dyadic role plays in which students take turns assuming roles of both ‘counselor’ and ‘client.’ Students will explore the interpersonal dynamics of the helping relationship and develop self-in-role skills, such as self-reflection and strategies for self-care.
- PY-683/696 CMHC Practicum 3**
 The Practicum Seminar provides supervision for students in their first clinical practice experience. The course focuses on student growth and the development of skills, behaviors and attitudes of a professional counselor, including discussion of factors that influence the counseling relationship, such as the effective use of supervision. Students participate in weekly individual, triadic, and/or group supervision in order to explore students' experiences at the practicum site, practice clinical skills, reflect on personal and professional growth, and discuss the role of intern and the supervisory relationship. Clinical work samples are shared and discussed with the program supervisor and peers throughout the semester.
- PY-684/695D CMHC Internship I 3**
 The first semester of Professional Seminar addresses the roles, functions and professional practice issues that affect clinical mental health counselors, such as practice within a managed care system, collaboration with prescribing providers (psychiatrists, psychiatric nurses), psychologists, social workers, case managers, and mental health system management. Students will expand their knowledge of case conceptualization, treatment planning, and theories of counseling, including treatment of substance abuse, trauma, and crisis, and integration of psychopharmacological treatment into counseling. The seminar leader will provide weekly group supervision

for one and one-half hours. This will supplement, but not replace, onsite supervision by clinical staff.

- PY-688/696C CMHC Internship II** **3**
- This course provides an overview of the current contexts of mental health practice. Selected topics will include, role of the mental health counselor in contemporary practice settings, multicultural issues, standards of ethical practice, collaboration with prescribing practitioners and integration of psychopharmacological treatment into counseling, and theories and practices of consultation. Students' will have an opportunity to integrate their current internship experiences with their theoretical learning and to develop skills in peer supervision and consultation.
- PY-89/696A CMHC Internship III** **3**
- This final semester of the professional seminar is the capstone course in the student's development as a mental health counselor. Students will be supported in their transition to the mental health profession through in-depth explorations of professional identity, the relationship between theory and practice, and a continued focus on ethical practices. There will be a review of preparations for state licensure and an emphasis on the creation of professional networks, including the value of professional organizational membership and participation. A final competency presentation will demonstrate the integration of the professional self with a chosen theoretical orientation and its influence on the change process. The seminar leader will provide weekly group supervision for one and a half hours. This will supplement, but not replace, on-site supervision by clinical staff.
- PYB-526 Human Development: Lifespan & Systems** **3**
- This course will provide an overview of human development throughout the lifetime in the family, social and cultural context. The individual and family life cycles will be viewed as mutually interactive processes that are also affected by such factors as biology/genetics, gender, race, ethnicity, acculturation, religion, etc. The development

of the individual through a systems perspective will be traced chronologically through a survey of a select number of major theoretical approaches and concepts. The family and other factors influencing and generated by the individual's developmental tasks will be explored concurrently. Additional emphasis in this course will be placed on understanding how these developmental concepts apply to diverse groups, including minority cultural groups and both men and women.

PYB-550 Psychopathology: Diagnosis & Assessment 3

This course addresses individual psychopathology from a variety of perspectives: biological, developmental, cultural and interactional. It will provide students with a broad theoretical base for understanding psychopathology from not only an individual descriptive, symptom logic perspective as presented in the DSMIV (V), but also from a contextual, systemic perspective including developmental hallmarks, familial patterns and sociocultural contributors. Students will learn to perform individual, relational and larger systems assessments, including but not limited to a mental status exam, a medical genogram and diagnosis using the DSMIV (V).

PYB-590 Research & Evaluation in Counseling & Therapy 3

This course will familiarize students with clinically relevant qualitative and quantitative research methods, including clinical outcome research and program evaluation. In addition, this course will include an examination of professional ethical guidelines for conducting research, issues of diversity in research and evaluation, and major themes and controversies in MFT, DMT, and CMHC. An overview of statistical concepts and terminology related to research methods will be included. Students will also learn how to use research in their field in order to enhance their knowledge and to aid them in viewing their work and the work of others more critically. MFT/DMT/CMHC students will present research or research designs supporting their approach to treatment and client outcome within a selected client population.

PYB-606	Social & Cultural Diversity This course will expose students to issues of ethnicity, race, gender, socioeconomic status, culture, sexual orientation, physical/psychological ability, religion, age, etc. as these relate to their development as counselors. Students will explore their own attitudes and beliefs through experiential exercises, small and large-group discussions. Through discussions of texts, novels, films, and lectures, students will learn about historical contexts and contemporary concerns of diverse groups. In order to provide a foundation for competent and ethical practice, students will examine strategies for working professionally as individual, group and family counselors with diverse populations.	3
PYC-626	Integrative Approaches to Addiction Counseling This course is designed to prepare students for work with clients who present with substance abuse or other addictive disorders. Students will address the process of change that occurs in the range of substance use issues from abuse to addiction and recovery. The course focuses on the development of skills in motivational interviewing, harm reduction and cognitive behavioral approaches to substance abuse and pays special attention to short term interventions and treatments.	3
PYC-675	Crisis and Trauma-Informed Interventions This course will provide an overview to the theory and practice of crisis intervention and trauma responses. A variety of crisis and disaster situations and appropriate trauma responses will be examined as well as the roles and responsibilities of clinical mental health counselors in providing appropriate interventions in both individual and group settings. Students will be exposed to a variety of counseling treatment modalities with the objective of helping them to develop an integrated approach to a range of trauma responses.	3

PYC-666	<p>Family Counseling Approaches to Addiction</p> <p>This course will provide an understanding of the structure and dynamics of marriage and other committed relationships, and families, and look at a variety of systemic interventions including structural, strategic, and Bowenian approaches. Special attention will be given to understanding of and intervention with shame based family systems including families with addictions, domestic violence and other family problems which require broad based as well as dynamic interventions.</p>	3
PYC-610	<p>CMHC Treatment Modalities</p> <p>This course will explore one or more specific treatment approaches to clinical mental health counseling and provide an in-depth understanding of the approach as applied in current clinical practice contexts. There will be an emphasis on case conceptualization and treatment interventions. Selected options may include play therapy, experiential approaches, integrated mind-body treatment, creative arts modalities and/or others to be determined.</p>	3
PYC-680	<p>Military Deployment Cycles: Mental Health Issues</p> <p>Military personnel and their families are required to make many challenging cognitive and emotional changes to adapt to cycles of deployment. This course trains civilian mental health providers to recognize and address common deployment cycle issues that occur when military personnel shift from pre-deployment to battlefield, to homecoming and often re-deployment. Post deployment issues are included, e.g., substance abuse, domestic violence, suicidal ideation, unemployment, as well as the familial stress of supporting a traumatized family member with brain trauma, disability or dismemberment.</p>	3
PYC-681	<p>Military Culture and Language</p> <p>Mental health providers working with military clients and their families need to understand their clients' background including the military social system and the language that creates and sustains that background. This course will provide clinicians with a rich variety of information on how to talk with military families, using the same language used by those</p>	3

families to describe themselves and their lives.

- PYC-682** **Special Issues with Military Families** **3**
The demands of military service such as long-term absence and subsequent homecoming place tremendous demands on military personnel and their families. Changes in roles and responsibilities must be made to accommodate the deployed person's presence and absence in the home. Children are challenged to adjust to the absence of a parent, which is a further stressor. This course addresses couple and family interventions and suggests resources directed particularly at family issues related to military service.
- PYC-612** **Issues in Addictions Recovery** **3**
This course will provide a basic foundation of the psychopathology of substance abuse and addiction. The course will review theoretical perspectives of addiction, discuss diagnosis and assessment of substance dependency, and explore stages of treatment through different treatment modalities. Challenges to successful recovery as well as ways to build resiliency will be examined.
- PYD-601** **Professional Orientation & Ethics** **3**
This course focuses on professional orientation and ethical practice in counseling and therapy. Counseling, marriage and family therapy, and dance/movement therapy students will be introduced to their respective professional disciplines through the examination of licensure and credentialing standards, as well as the professional organizations under which they will practice. This course will cover professional writing using APA format. Additionally, counseling and therapy students will understand ethical practice through ethical codes for each professional discipline (ACA and AMHCA, AAMFT, and ADTA). Legal issues in counseling and therapy and the role of advocacy and social justice as they apply to ethics and the law will be understood.

PYG-603	Group Approaches to Mental Health Counseling This course is designed to help students gain a solid theoretical and practical knowledge of group dynamics, group development, and group leadership styles. Students will learn to observe and understand group process on a variety of levels. The course will give students the opportunity to practice group facilitation and will prepare them to work in various types of groups. The course will balance presentation, discussions and experiential learning in a group culture. The course includes 10 hours of small group experience with required student participation.	3
PYI-514	Assessment Principals & Methods This course will provide students with an overview of the theoretical, historical and cultural bases for assessment. Ethical standards, issues related to age, gender, ethnicity, culture, language and disabilities as they pertain to psychological testing and assessment, assessment methods and instruments, and the concepts of reliability, validity and the psychometrics of assessment will be covered. Students successfully completing this course will be better able to administer and interpret appropriate psychological test and assessment information in their roles as mental health counselors.	3
PYI-552	Career and Lifestyle Coaching This course will provide both the theoretical foundation and practical experience necessary to understand and foster career/life development in diverse individual and group counseling settings. Topics include career and developmental theories, the elements and evaluation of life careers, administration and interpretation of career-related assessment instruments, and definition of the role, ethics and professional identity within the field of career development.	3
PYI-554	Counseling Theories Models & Approaches Counseling Theories, Models and Approaches I is the first in a two-part counseling theories series. This course is designed as an overview of major cognitive, behavioral, and analytic theories of counseling and psychotherapy, along with a focus on the current theories and practices of addictions counseling. Students will have the opportunity to learn	3

theoretical foundations in-depth in both didactic and experiential classroom formats. The course includes simulated counseling sessions in order to allow students the opportunity to practice skills and techniques associated with major counseling theories. Students are encouraged not only to explore all the major theoretical orientations, but also to examine their personal beliefs and values in an effort to develop their own understanding and/or approach to counseling.

PYI-518 Human Sexuality and Sex Therapy 3

This course covers many different aspects of sexuality including: biological, developmental, medical, cultural, historical, and interpersonal. Students will be encouraged to use the knowledge gained in order to better understand their own feelings and attitudes related to sexuality and how those attitudes and feelings influence their beliefs about and therapeutic work with individuals, couples, and families. No previous training in sex therapy is required. Students will be invited to examine their own attitudinal framework regarding these ideas; but disclosing intimate details about one's own sexuality is not required.

SUSTAINABILITY

SST-3550 Thinking in Systems 3

This course is an introduction to system and other concepts related to Systems Thinking. It explores the axiological principles of sustainability in addition to introducing such concepts as complexity and emergence. Systems thinking is also approached in terms of interdisciplinary perspectives such as the principles of ecology, consumption patterns of energy and natural resources, cultural sustainability, environmental politics, social justice, ethics, sustainable architecture, and engineering.

Appendix II

ACADEMIC CALENDAR 2015-2016

Summer Semester 2015: 05/04/15 - 08/16/15

Session A: 05/04/15– 06/21/15	Start	End
REGISTRATION WINDOWS		
Registration	4/3/15	5/3/15
Application deadline	4/24/15	
Add	5/4/15	5/10/15
Drop (no transcript notation)	5/4/15	5/12/15
Withdraw (W transcript notation)	5/13/15	6/6/15
Withdraw No Credit (WNC transcript notation)	6/7/15	6/21/15
REFUND WINDOWS		
Drop 100%	5/4/15	5/12/15
Withdraw 50%	5/13/15	5/19/15
Withdraw/ Withdraw No Credit 0%	5/20/15	6/21/15
FINANCIAL AID DATES		
Book vouchers available	4/3/15	4/27/15
Tuition Payment Due	5/4/15	
Financial Aid disbursed	5/4/15	
Financial Aid overages available	5/18/15	
CAMPUS HOLIDAYS		
Memorial Day	5/25/15	
Session B: 06/29/15 – 08/16/15	Start	End
REGISTRATION WINDOWS		
Registration	4/3/15	6/28/15
Application deadline	6/19/15	
Add	6/29/15	7/5/15
Drop (no transcript notation)	6/29/15	7/14/15
Withdraw (W transcript notation)	7/15/15	8/1/15
Withdraw No Credit (WNC transcript notation)	8/2/15	8/16/15
REFUND WINDOWS		
Drop 100%	6/29/15	7/7/15
Withdraw 50%	7/8/15	7/14/15
Withdraw/ Withdraw No Credit 0%	7/15/15	8/16/15
FINANCIAL AID DATES		
Book vouchers available	5/25/15	6/22/15
Tuition Payment Due	6/29/15	
Financial Aid disbursed	6/29/15	
Financial Aid overages available	7/13/15	
CAMPUS HOLIDAYS		
Fourth of July	7/4/15	

Fall Semester 2015: 8/31/15 - 12/13/15

Session A: 08/31/15– 10/18/15	Start	End
REGISTRATION WINDOWS		
Registration	7/31/15	8/30/15
Application deadline	8/21/15	
Add	8/31/15	9/6/15
Drop (no transcript notation)	8/31/15	9/14/15
Withdraw (W transcript notation)	9/15/15	10/3/15
Withdraw No Credit (WNC transcript notation)	10/4/15	10/18/15
REFUND WINDOWS		
Drop 100%	8/31/15	9/8/15
Withdraw 50%	9/9/15	9/14/15
Withdraw/ Withdraw No Credit 0%	9/15/15	10/18/15
FINANCIAL AID DATES		
Book vouchers available	7/31/15	8/24/15
Tuition Payment Due	8/31/15	
Financial Aid disbursed	8/31/15	
Financial Aid overages available	9/14/15	
NARRATIVE GRADING		
Grades posted in MyAntioch	10/27/15	
CAMPUS HOLIDAYS		
Labor Day	9/7/15	

Session B: 10/26/15– 12/13/15	Start	End
REGISTRATION WINDOWS		
Registration	9/28/15	10/25/15
Application deadline	10/16/15	
Add	10/26/15	11/01/15
Drop (no transcript notation)	10/26/15	11/10/15
Withdraw (W transcript notation)	11/11/15	11/28/15
Withdraw No Credit (WNC transcript notation)	11/29/15	12/13/15
REFUND WINDOWS		
Drop 100%	10/26/15	11/3/15
Withdraw 50%	11/4/15	11/10/15
Withdraw/ Withdraw No Credit 0%	11/11/15	12/13/15
FINANCIAL AID DATES		
Book vouchers available	9/28/15	10/19/15
Tuition Payment Due	10/26/15	
Financial Aid disbursed	10/26/15	
Financial Aid overages available	11/9/15	
NARRATIVE GRADING		
Grades posted in MyAntioch	12/22/15	
CAMPUS HOLIDAYS		
Thanksgiving	11/26/15	11/27/15

Spring Semester 2016: 1/11/16 - 4/24/16

Session A: 01/11/16– 02/28/16	Start	End
REGISTRATION WINDOWS		
Registration	12/4/15	3/6/16
Application deadline	12/30/15	
Add	1/11/16	1/19/16
Drop (no transcript notation)	1/11/16	1/26/16
Withdraw (W transcript notation)	1/27/16	2/13/16
Withdraw No Credit (WNC transcript notation)	2/14/16	2/28/16
REFUND WINDOWS		
Drop 100%	1/11/16	1/19/16
Withdraw 50%	1/20/16	1/26/16
Withdraw/ Withdraw No Credit 0%	1/27/16	2/28/16
FINANCIAL AID DATES		
Book vouchers available	12/4/15	1/4/16
Tuition Payment Due	1/11/16	
Financial Aid disbursed	1/11/16	
Financial Aid overages available	1/25/16	
NARRATIVE GRADING		
Grades posted in MyAntioch	3/8/16	
CAMPUS HOLIDAYS		
Martin Luther King, Jr. Birthday	1/18/16	
President's Day	2/15/16	

Session B: 03/07/16– 04/24/16	Start	End
REGISTRATION WINDOWS		
Registration	12/4/15	3/6/16
Application deadline	2/16/16	
Add	3/7/16	3/13/16
Drop (no transcript notation)	3/7/16	3/22/16
Withdraw (W transcript notation)	3/23/16	4/9/16
Withdraw No Credit (WNC transcript notation)	3/10/16	3/24/16
REFUND WINDOWS		
Drop 100%	3/7/16	3/15/16
Withdraw 50%	3/16/16	3/22/16
Withdraw/ Withdraw No Credit 0%	3/23/16	4/24/16
FINANCIAL AID DATES		
Book vouchers available	2/8/16	2/29/16
Tuition Payment Due	3/7/16	
Financial Aid disbursed	3/7/16	
Financial Aid overages available	3/21/16	
NARRATIVE GRADING		
Grades posted in MyAntioch	5/3/16	

Appendix III

Technology Competency Requirements

Students in this program participate in online learning activities organized within small- and large-group learning communities. Antioch University Connected is a 100% online learning environment, and therefore, in addition to having the traditional learning skills, students are expected to have the following basic technological skills upon entrance into the program:

- Skill in accessing the Internet and using an internet browser and a search engine
- Skill in basic word processing and spreadsheet applications
- Skill in sending and receiving electronic mail
- Skill in sending, receiving, and making changes to a word processed document

Individuals who have little or no experience with these technologies will benefit from additional skill development in these areas prior to enrollment in our program.

Computer Requirements

All students are required to have a computer and Internet access. For students who need to purchase a computer to meet these requirements, the costs can be covered through your financial aid package. Please contact financialaid.auc@antioch.edu for further information.

Internet Connectivity

Consistent and reliable access to a high-speed (i.e. cable / DSL) Internet connection is strongly recommended, particularly for distance, hybrid, and heavily computer-mediated courses. Slower modem connections via telephone lines (56K modems) may result in frustration with the amount of time it takes to remain productive online.

Computer Hardware / Operating System

- Mac or Windows PC with a minimum of 2 GB of RAM; 4 GB preferred
- PC Hard drive capacity 60 GB or higher
- Internal network card or modem for PCs, wireless network card for laptops
- Computer speakers or headphones to listen to audio content
- Webcam to participate in course-related video conferencing
- PC Operating System - Windows 7 or higher
- Mac Operating System - OS 10.5 or higher

Older operating systems and computers with less memory (RAM) and processing power may function and meet your basic needs for computing. However, they may not be adequate to access Antioch's online resources.

Hand-held and Tablet Devices

Most hand-held and tablet devices (i.e. Samsung Galaxy S III, Apple iPad) capable of displaying web pages will allow you to view the content of many AU systems, including Engage. Capabilities of these devices vary widely; particularly in their ability to interface with some AU systems (i.e. iPad cannot view Flash content without an additional app). Contact the Antioch Helpdesk (24/7 support) or <http://helpdesk.antioch.edu> if you have questions about the compatibility of your device with our systems.

Office Productivity Software

Any word processing program that saves and opens text files and that saves in multiple file formats (Antioch University recommends that faculty and students trade files in DOC format to prevent incompatibilities). A good choice for students in general is a current office suite package, such as Microsoft Office, that includes word processing, presentation, spreadsheet, and other useful software. Some new computer purchases have this software already installed.

Some options are listed below:

- Office 365 University
http://www.microsoftstore.com/store/msusa/en_US/pdp/productID.275549300
- Open Office 3: The free and open productivity suite <http://www.openoffice.org/>
- GoogleDocs: Free online documents creation capabilities, available with your Antioch gMail account.

Appendix IV

Academic and Student Policies

Antioch University Connected follows all academic and administrative policies established at the University level, and which apply to all academic programs of the University and across all of its five campuses and University-wide programs. Below are links to these University policies, as well as a brief description. *Browse the complete collection of Antioch University Policies at http://aura.antioch.edu/au_policies/*

Academic Appeal Policy

See *Antioch University Academic Appeal Policy 6.111* at http://aura.antioch.edu/policies_600_1x/4/

This policy governs the conditions under which students may appeal an academic evaluation, and outlines the procedures for doing so.

Academic Integrity Policy

See *Antioch University Student Academic Integrity Policy, 6.105* at http://aura.antioch.edu/policies_600_1x/6/

This policy establishes and communicates the University's standards of student academic integrity, the nature of prohibited behavior, and the protection of students' right as well as expectations regarding students' responsibilities during the disciplinary process.

Grade Equivalency Policy

See *Antioch University Grade Equivalency Policy, 5.229* at http://aura.antioch.edu/policies_500_2x/1/

This policy outlines Antioch University's policy on narrative evaluation and letter grade equivalencies.

Grading System and Transcript Recording Policy

See *Grading System and Transcript Recording Policy, 5.227* at http://aura.antioch.edu/policies_500_2x/14/

This policy lists and defines all valid evaluative marks for the Antioch transcript, as well as the conditions under which they may be conferred. It also clarifies the relationship between the transcript and a student's set of narrative evaluations.

Human Subjects Protection Policy

See *Antioch University Human Subjects Protection Policy 5.507* at http://aura.antioch.edu/policies_500_5x/4/

Antioch University policy requires that all research involving human participants conducted by student researchers be reviewed and approved by the Human Participants Research Review Committee (HPRRC). These rules are in place to protect the human participants, the researchers, and the institution. See the Registrar's Office or the Human Participants Research Review Committee for complete policy and procedures.

Prior Learning Credit Policy

See *Antioch University Prior Learning Policy 5.613* at http://aura.antioch.edu/policies_500_6x/1/

In higher education, the term "prior learning" most often connotes experiential learning which takes place outside accredited institutional sponsorship. Prior learning credit is university credit that has been granted for this type of learning once it is demonstrated through a portfolio or other documentation process. Antioch University ("Antioch") uses this term to distinguish this type of learning from other learning acquired, documented and credited prior to enrollment at Antioch (such as credit earned at regionally accredited institutions, the College

Board's College Level Examination Program, or ACE-CAEL prior learning credit), all of which are addressed in the university *Transfer Credit Policy #5.611* http://aura.antioch.edu/policies_500_6x/10/

Satisfactory Academic Progress Policy

See *Antioch University Satisfactory Academic Progress Policy 6.119* at http://aura.antioch.edu/policies_600_1x/9/

In order to maintain satisfactory academic progress (SAP) at Antioch University, students must meet minimum standards of academic success. These standards are intended to insure that students demonstrate the ability to be successful in their program, progress at a reasonable rate, and graduate within the maximum allowable time.

Antioch University's SAP guidelines and procedures are in compliance with all associated federal regulations. In addition to the Registrar's assessment of student academic achievement and standing through SAP, the Financial Aid Office uses the results of Satisfactory Academic Progress reviews to determine student eligibility for Title IV Federal aid. Per federal regulations, failure to maintain satisfactory academic progress will result in disqualification from federal student aid. Scholarships and other student aid based on academic progress may also be affected if a student fails to achieve satisfactory academic progress.

The purpose of this policy is to inform students of the University's expectation regarding the review and assessment of satisfactory academic progress, the relationship of satisfactory academic progress to a student's eligibility for financial aid, as well as students' right of appeal.

Student Academic Rights and Freedom

See *Antioch University Student Academic Rights and Freedom* at http://aura.antioch.edu/policies_600_1x/7/

Antioch University adheres to the principles of academic freedom and intellectual pluralism as both rights and responsibilities. This policy informs students and faculty of the University's expectations regarding students' academic freedom as well as the responsibilities that students accept as members of the academic community.

Student Conduct Policy

See *Antioch University Student Conduct Policy 6.103* at http://aura.antioch.edu/policies_600_1x/2/

Students are expected to conduct themselves in a manner that is conducive to the educational process. This policy defines the acceptable range of student behavioral standards of Antioch University, and outlines the procedures and potential outcomes associated with violations of these standards.

Student Grievance Policy

See *Antioch University Student Grievance Policy, 6.109* at http://aura.antioch.edu/policies_600_1x/5/

If students feel that they have received unfair or inequitable treatment from a member of Antioch University's faculty or staff, or feel that institutional policies pertaining to them have not been followed, they may choose to engage in the formal grievance procedure. Please note: this process is separate from the academic appeals process, which students follow to dispute the awarding of credit in an academic course.

Student Organizations, Speech and Publications Policy

See *Antioch University Student Organizations, Speech and Publications Policy*, at http://aura.antioch.edu/policies_600_1x/3/

Antioch University encourages students to acquire and further interests outside the classroom that contribute to their development as members of the university and global communities. This policy sets forth students' rights and responsibilities, as well as university expectations with regard to the establishment and conduct of student organizations and student publications.

Transfer Credit and Course Substitution Policy

See *Antioch University Transfer and Intra-University Credit Policy 5.611* at http://aura.antioch.edu/policies_500_6x/10/

The intent of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of Antioch University's academic programs.

Administrative Policies

Acceptable Use of Technology Policy

See *Antioch University Acceptable Use of Electronic Resources Policy 8.101* at http://aura.antioch.edu/policies_800/4/

Antioch University values technology as a means of communicating information and ideas to the University community and the world. In keeping with the University's commitment to utilizing technology in teaching and learning, this policy provides direction in the appropriate use of all forms of electronic resources, delineates guards against censorship, identifies potential violations and outlines sanctions for violations.

Drug-Free Schools and Communities

See *Antioch University Drug-Free Workplace Policy, 4.505* at http://aura.antioch.edu/policies_400_5x/1/

As required by the federal Drug-Free Schools and Communities Act of 1990 and the Drug-Free Workplace Act of 1988, Antioch University prohibits the illegal possession, use or distribution of illicit drugs and alcohol by students and employees on its property *or as any part of any of its activities*. Such conduct will result in disciplinary sanctions up to and including expulsion, termination of employment and/or referral for prosecution.

Email Policy

See *Antioch University Email Use Policy, 8.103* at http://aura.antioch.edu/policies_800/3/ and also *Acceptable Use of Electronic Resources, 8.101* http://aura.antioch.edu/policies_800/4/

All Antioch University students, staff, and faculty will be assigned institutional email accounts and may have general access to the system as long as they maintain their relationship with the university. This policy clarifies University expectations for acceptable use of this resource.

Intellectual Property Policy

See *Antioch University Intellectual Property Policy, 5.503* at http://aura.antioch.edu/policies_500_5x/3/

The purpose of this policy is to ensure fairness and equity in the development and dissemination of useful creations, products, or processes at Antioch University.

Relationships in the Workplace Policy

See *Antioch University Relationships in the Workplace Policy, 4.615* at http://aura.antioch.edu/policies_400_6x/11/

Antioch University generally affirms that it is the policy and intent of the institution to establish and maintain an environment which is conducive to its educational mission. Relationships between Antioch employees, who are

responsible for maintaining a supportive learning environment, and students, are crucial to the learning process. This policy provides guidelines for establishing and maintaining acceptable relationships between employees and students.

Title IX Sex Discrimination, Sexual Harassment and Sexual Violence Policy

See Antioch University Title IX Sex Discrimination, Sexual Harassment and Sexual Violence Policy, 4.607 at http://aura.antioch.edu/policies_400_6x/12/

It is the policy of Antioch University to create and maintain an environment for students, faculty and employees, which is optimally conducive to learning and to positive working conditions. Such an environment must be free from sex discrimination, sexual harassment and sexual violence.

Weather and School Closing Policy

See Antioch University Weather and Short-term Closings Policy, 4.411 at http://aura.antioch.edu/policies_400_4x/17/

Specific application of the Antioch University Weather and Short-term Closings policy to Antioch University Connected student services offices includes the following: the offices are always officially open during school hours. During periods of severe inclement weather, public emergency, or other crisis, the Chancellor will make the decision to close the University administrative offices. In periods of severe inclement weather, the decision to close the offices on a normal workday will be made by 6:00 a.m., Eastern.

Note: Notification to students will be via Antioch University student email.

Appendix V

Financial Policies and Procedures

Student Accounts

Tuition and Fee Payment Information

Student Financial Policies inform students of their financial responsibilities while enrolled at Antioch University Connected (AUC). Enrollment at AUC assumes student's agreement with terms of these and all other university policies. Student Financial Policies are administered by the Student Accounts Office (Student Accounts). AUC reserves the right to amend its policies at any time without prior notice. For more information, contact Student Accounts at studentaccounts.auc@antioch.edu or 937-769-1038 (Mon-Fri, 8:30 – 5:00 pm, Eastern).

2015-2016 Tuition and Fees

The following schedule was approved by the Antioch University Board of Governors

Undergraduate Tuition

The total cost to complete a bachelor's degree at Antioch University Connected varies based on a number of factors including area of concentration, credit received for prior life and work experiences, and the credits that would transfer into your BA completion program. Our students typically transfer in between 45-60 semester credits. A minimum of 120 semester credits is required to complete a bachelor's degree.

BA Completion – All majors

Tuition: \$250/semester credit hour

Graduate Tuition

Master of Arts in Clinical Mental Health Counseling

Tuition: \$625 per semester credit hour.

Residential Colloquia Fee: \$1,495 per Colloquium (Two required in the program)

Travel, lodging, meals and other expenses are not included in the Colloquium fee and must be paid for separately by the student

Non-Program Fees

Re-enrollment fee _____ \$50

Student Services fee _____ \$75/semester

Transcript (1st class mail) _____ \$7.25/each

Transcript (overnight UPS) _____ \$27.25/each

Late Registration fee _____ \$50

Late Payment fee_____	\$50
Return check fee (per check)_____	\$25
Payment plan fee_____	\$30
Graduation application fee_____	\$80
Replacement diploma fee_____	\$20

*All fees are subject to change

Billing of Tuition

Tuition and fees are charged to a student’s account 14 days before the first day of the Session and may be viewed in [myAntioch](#) under *Student Account Summary*. All charges on a student’s account are subject to verification and may be adjusted according to published tuition and fee rates. PDF statements are available through your student email upon request.

Paying Tuition

Students must complete one of the following payment options by the tuition payment deadline to avoid cancellation of registration due to non-payment of tuition. The last day to pay tuition is the first day of classes in each Session. Failure to attend classes or provide a written notification of withdrawals to the Registrar’s Office does not relieve a student from tuition payment.

- **Check or bank card:** AUC accepts checks and money orders drawn on a U.S. bank and in U.S. funds; American Express, Discover, MasterCard and Visa cards. Payment by e-check or bank card may be paid online in [myAntioch](#). AUC charges no convenience fee for any type of payment.
- **Financial Aid:** Have evidence of a completed (certified) financial aid package with AUC. Tuition not covered by aid also must be paid in full by the first day of classes in each Session.
- **Third-Party Authorizations:** Submit an employer or government agency tuition payment authorization to [Student Accounts](#). Students with VA benefits must submit your DD-214 and Certificate of Eligibility to the AUC VA Certifying Official in the [Registrar's Office](#)

How to Pay Tuition in myAntioch

Students are encouraged to make bank card and e-check payments online in [myAntioch](#) by selecting *Student’s Menu* then *Pay on my Account*.

Checks or money orders may be mailed to Antioch University, Student Account Office, 900 Dayton Street, Yellow Springs, OH 45387.

Note: *Please include your student ID number on the check or money order.*

Tuition Payment Deadline

Tuition and fees may be paid as soon as charges appear on your account in [myAntioch](#) and no later than the first day of classes for the Session. Accounts with unpaid balances are subject to registration cancellation, fiscal holds and/or collection actions.

Financial Holds

Holds are used to restrict student access to university services. AUC may withhold assessments, transcripts, and the right of registration for future term or course, until all previous outstanding debts to the university have been paid.

Returned Check Fee

Each check or e-check returned unpaid to AUC is subject to a \$30 returned check fee. Registration is also subject to cancellation if the payment was for tuition and returned after the first day of classes.

Financial Aid Refunds

Funding received in excess of a student's account balance is typically refunded to the student the second Thursday of the Session. Refunds are dependent upon several factors, including timely valid registration, timely completion and certification of a financial aid package, and the types and amounts of aid received.

Direct Deposit or Check? For fastest access to refunds, students are encouraged to enroll in direct deposit in [myAntioch](#) under menu item *Non-Payroll Direct Deposit*.

Note: Available through U.S. banks only. Refund checks for students without direct deposit are mailed from Ohio. AUC cannot honor requests for advances or early disbursement of refunds.

Tuition Credit

Tuition Credit for Dropped Courses or Program Withdrawal is prorated and credited to a student's account for courses dropped or program withdrawal within the first 16 calendar days of the Session

Days Used	Tuition Credit Schedule	Term Fee Schedule
0-9	100%	None
10-16	50%	None
17+	None	None

Student Account Activity

Students may view account activity at [myAntioch](#). Select *Students Menu* and then under the section *Financial Profile* select *Student Account Summary*. Enter a date range in the fields provided that cover the period of time you wish to see. Once your statement appears, you can print if needed.

For more information contact the [Student Accounts Office](#) or 937-769-1038 (Mon-Fri, 8:30 – 5:00 pm, Eastern)

Student Loan Deferments

Forms to defer payment on student loans currently due should be submitted to the Registrar's Office at registrar.auc@antioch.edu after completing and signing the student portion of the lender's form. *Deferment forms are available from the lender*, not Antioch University or the NSLC. Please allow approximately three weeks for this information to reach the billing agency.

Financial Aid

Antioch believes that the primary responsibility for financing education rests with the student. Interested students may apply for grants and, if available, outside scholarship assistance. Loans form an essential part of many financial aid awards. Limited Title IV funds may be considered under very unusual circumstances. Antioch considers several factors for financial aid eligibility. To qualify, you must:

- Complete the financial aid process
- Be accepted into a degree or certificate program
- Be enrolled for a minimum of 6 credit hours or half-time for undergraduate students or 3 credit hours for graduate students to be eligible for financial aid.
- Make satisfactory academic progress
- Be a U.S. citizen or an eligible non-citizen
- Not be in default status on previous loans or owe an overpayment on aid
- Be registered with the Selective Service (if required). If you are older than 26, you must have registered by age 25.

Determining Financial Need

Your family income and size, the number of people in your family attending college, and your cost to attend Antioch are factors that determine your financial need.

It Starts with the FAFSA

Antioch University uses formulas established by the federal government to determine need. The Financial Aid Office does this with the information you provide on the [Free Application for Federal Student Aid](#).

The calculation is based on income and resources from your federal tax form, if filed. This determines what you (and your parents, if you are a dependent) are eligible for in assistance and are considered able to contribute toward your educational expenses.

You may qualify for adjustments to the financial information you submitted with the FAFSA if you believe the calculated contribution unrealistically represents your current financial situation. Antioch University Connected may consider your projected income if the financial aid staff determines it more accurately represents your ability to contribute to the cost of attending school.

The Cost of Attendance

Cost of attendance for tuition, books, and a cost-of-living allowance is included in the calculation of financial need. While financial aid is intended to support only your school expenses, an allowance for indirect costs such as housing, food, and personal expenses is part of the cost-of-attendance budget.

The difference between the cost-of-attendance budget and your Estimated Family Contribution is what is called your financial need.

Applying for Financial Aid

Applying for financial aid is as simple as completing the following steps. If you have questions, [contact](#) the Financial Aid Office. The application process takes one to two weeks.

1. Apply for admission if you are a new student.

Apply early to have your financial aid processed on time. Only students admitted to a degree or approved certificate program can receive financial aid.

2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

Read the instructions carefully, follow all the required steps, and ensure you list the Antioch University Connected school code: **003010**. After you submit your FAFSA, you will receive a confirmation number via email.

If you would like to complete the paper FAFSA, you will need to contact the Department of Education at 1-800-4FED-AID to request a paper copy. Be sure to list the Antioch University Connected school code **003010** on your list of schools. You will receive an email response within 3-4 days, with a confirmation number and link to your Student Aid Report (SAR).

3. When you receive the email, check your SAR for errors.

If corrections need to be made, make them [online](#) and submit the changes. You will receive another email confirmation.

Antioch University Connected will receive your FAFSA electronically. You will be emailed financial aid information with a link to [myAntioch](#) to review your award letter once you are formally admitted to your program.

Types of Financial Aid

Several types of assistance are available to Antioch Connected students through federal and state governments, Antioch University Connected, and private organizations. Eligibility for financial assistance is usually based on need. Your individualized aid package may include multiple types of assistance.

Undergraduate Students

- **Grants:** Federal grants are awarded to undergraduate students based on need and income. Grants are considered “gift” aid – they do not need to be repaid.

- **Federal Pell Grant:** Available to undergraduate students, awarded based on estimated family contribution, cost of attendance, and enrollment status. Students can receive this grant for a maximum of six years, which includes time attending other campuses.
- **Federal Direct Loans:** Loans that are part of the Direct Student loan program, which helps students pay part of their educational expenses by borrowing directly from the government. Terms of the loan are covered in greater detail in the required [Federal Loan Entrance Counseling and Master Promissory Note](#). Loan repayment begins six months after a student graduates, withdraws, or drops below half-time status (6 credit hours).
- **Federal Direct Subsidized Loan:** Based on Unmet Need, the federal government pays the interest on subsidized loans while you are enrolled at least half-time. For Academic Year 2015-2016, subsidized loans have a fixed 4.29% interest rate for undergraduate students.
- **Federal Direct Unsubsidized Loan:** Students are not required to have Unmet Need to borrow an unsubsidized loan, but are responsible for interest that accrues during deferment periods with this loan type. For Academic Year 2015-2016, unsubsidized loans have a fixed 4.29% interest rate for undergraduate and 5.84% for graduate students.
- **Federal Parent PLUS Loan:** A Parent PLUS loan is an unsubsidized loan for parents of dependent undergraduate students, limited to the cost of attendance minus other financial aid received. For Academic Year 2015-2016 PLUS loans have an interest rate of 6.84%. PLUS loan borrowers cannot have an adverse credit history. Repayment can be deferred until a student graduates, withdraws, or drops below half-time (6 credit hours). Interest accrues from the first disbursement of the loan.
- **Alternative Loan:** Some students may borrow up to the cost of attendance less any financial aid received. Interest rates, fees, and approval of this loan are determined by credit history.

Veterans Benefits

Antioch University recognizes those men and women who currently serve or served honorably in the United States armed services, in accordance with the Antioch University mission and emphasis on social responsibility.

Post-9/11 Yellow Ribbon Program

Antioch University Connected is a full participant in the U.S. Department of Veterans' Affairs Post-9/11 Yellow Ribbon Program. We'll match dollar-for-dollar the VA Yellow Ribbon amount paid towards your tuition once you reach your annual VA tuition limit.

Other Benefits-eligible Veterans and Dependents

We honor active duty and honorably discharged Chapters 30 and 33 benefits-eligible veterans and family members with a tuition discount when enrolled in an approved degree or academic certificate program. Benefits-eligible veterans with other VA entitlements also may qualify.

Eligibility

For information, or to determine your eligibility for Antioch University Connected Veterans' Benefits, submit your DD-214 and Certificate of Eligibility to the AUC VA Certifying Official in the Registrar's Office at

vabenefits.auc@antioch.edu. If transferring from another institution, submit also your VA form 22-1995. Until we confirm your eligibility, you are responsible for paying full tuition. AUC Veterans' Benefits are not applied retroactively.

Loan Disbursement and Delivery

Antioch University will process all subsidized, unsubsidized and Graduate and Parent PLUS loans through the Department of Education. The student must "sign" a Master Promissory Note (MPN) at and Loan Entrance Counseling at <https://studentloans.gov/myDirectLoan/index.action>. Once the MPN is signed and Entrance Counseling is completed, the student loans will disburse after the add/drop period each term the student is enrolled.

The student loan disbursement will first be applied to the student's account with Antioch University Connected. Federal grants are also disbursed after the add/drop period. Information can be found through Student Accounts Office or through myAntioch.

Probation and Financial Aid

In order to receive financial aid, students must be making Satisfactory Academic Progress (SAP) within their program. Students who are placed on "Warning" for lack of satisfactory academic progress have one term to re-establish satisfactory progress. Failure to complete required work within this period will result in a suspension of financial aid.

Students who wish to appeal the suspension of aid must do so in writing to the SAP Committee within five days of the suspension notice. Appeals for an extension of probation will only be considered for unavoidable and documented reasons. The appeal must be accompanied by a revised curriculum summary schedule indicating when the requirements will be met. Students who subsequently complete their work and receive credit for this work may apply for financial aid again for the next term.

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