
ANTIOCH UNIVERSITY

ONLINE

Academic Catalog

2018-2019

Academic Catalog
2018-2019

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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; Leadership, Management, and Business; 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.

Core Values

Excellence in Teaching and Learning

The University offers quality academic programs relevant to the needs of today’s learners and embraces experiential learning by bridging academic outcomes with the real-world experience of all members of its learning community.

Nurturing Student Achievement

The University educates the whole person by cultivating personal growth, pragmatic idealism, and the achievement of professional goals.

Supporting Scholarship and Service

The University recognizes the active engagement of faculty in student learning, scholarship, and service. As well, Antioch University values the manifold ways students and graduates creatively and deliberately apply their learning to the common good.

A Commitment to Social Engagement

The University maintains an historic commitment to promoting social justice and the common good. Students graduate from Antioch University with a heightened sense of their power and purpose as scholars, practitioners, and global citizens.

Building and Serving Inclusive Communities

The University nurtures inclusive communities of learners, inspiring diversity of thought and action. Antioch University engages and supports the educational, cultural, and environmental vitality of the diverse regional, national, and international communities that it serves.

Core Attributes

Antioch University's institution-level learning outcomes, known as the "Core Attributes," are designed to be distinctly Antiochian, span all programs, be broad in scope and evident in students' demonstrations of learning.

Self

Antioch University students attain the knowledge and critical skills of their disciplines to develop themselves personally and professionally. Students actively reflect upon those acquired knowledge and skills, as well as their own and others' values, biases, and behaviors.

Community

Antioch University students develop social and cultural responsiveness through participation in academic, civic, and professional communities. Students recognize the diverse perspectives and relational dynamics necessary to be effective community members.

Action

Antioch University students apply the knowledge, skills, and habits of mind acquired through their studies. By anchoring their professional goals in social responsibility, students take actions that advance justice and lead to positive change

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



Antioch University Online 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 Online Catalog. We make every effort to provide accurate and up-to-date information; however AUO 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 Online, Office of the Registrar, 900 Dayton Street, Yellow Springs, Ohio 45387** or registrar@antioch.edu.

Use of this Catalog

The fees, programs and policies contained in this catalog are effective with the Fall 2017 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 Online offers the following programs:

- Bachelor of Arts (Completion Program) in the following majors:
 - Applied Studies
 - Human Services Administration
 - Human Development
 - Liberal Studies, Individualized Studies
 - Conflict Resolution Area of Focus
 - Creative Writing and Literature Area of Focus
 - Healthcare Administration Area of Focus
 - Human Services Administration Area of Focus
 - Humanities Area of Focus
 - Management Area of Focus

- Liberal Studies, Creative Writing and Literature Concentration
- Liberal Studies, Leadership for Service and Change
- Management
 - Healthcare Administration Area of Focus
 - Project Management Area of Focus
- Bachelor of Science (Completion Program) in the following major:
 - Applied Technology and Business Leadership
- Master of Human Services Administration

*In addition, the Antioch University New England Master of Arts in Clinical Mental Health Counseling is offered primarily online. Further information can be found on the following webpage:

<https://www.antioch.edu/auonline/degrees-programs/counseling-wellness/clinical-mental-health-counseling-ma/>

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 Online (AUO) 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 Online. 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).	-
<u>Professional Core Curriculum</u> (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
<u>Professional Seminars</u> 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
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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

Bachelor of Science in Health Care Administration

Healthcare in the United States is an ever evolving industry, with emerging societal trends constantly changing the landscape. This, paired with fragmented and opaque insurance systems, has created a massive demand for Healthcare Administrators who understand the nuances of the industry. This major prepares students with skills in being effective leaders and administrators in hospitals, clinics, and other healthcare organizations. It is best suited for those with an allied health background, such as nursing, respiratory care, physical therapy, occupational therapy, dental hygiene, and medical laboratory technology. The BS in Healthcare Administration major will expand the opportunities at the undergraduate level for AUO to recruit students from both Allied Health majors and from other related fields.

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 (21 credits)	
Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
<u>Professional Core Curriculum</u> (choose 3) HAD-4250 Fundamentals of Healthcare Administration (3) HWL-4000 Healthcare Economics (3) HWL-4040 Multicultural Competency for Healthcare Admin (3) MGT-3700 Legal Issues Impacting Managers (3) MGT-4840 Ethical Issues in Management (3) MGT-4960 Organizational Behavior	9 credits
<u>Professional Seminars</u> COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict(3)	6 credits
<u>Applied Learning/Prior Experiential Learning</u> Applied Learning Field Work (3) PRO-4790 Senior Project (3)	6 credits

Bachelor of Arts in Human Development

The Human Development major is specifically designed to address the changing social structures of contemporary society. As traditional roles, lifestyles, and conceptions of identity have evolved, so too has public policy regarding the social concerns and issues experienced by infants, children, adolescents, adults, and elders. Consequently, gaining an ample understanding of the processes that underlie human development is a pivotal factor in the way these issues are addressed and how their attendant problems can be effectively remediated. With growing numbers of older adults, single or working parents, and children of all ages in need of services, the HD curriculum is for those whose professional concerns will contribute to the development of life skills in the individual.

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 Development Course Requirements: (36-39 Credits) *professional core (21) and focus area (15-18)	
HDV-4020 Child & Adolescent Development	3 credits
HDV-4030 Adult Development	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
HDV-4140 Behavioral Physiology	3 credits
HDV- 4210 Contemporary Family Patterns	3 credits
HDV-4910 Ecology of Human Development	3 credits
PRO-4970 Senior Project	3 credits

Focus Areas: (15-18 credits) Select one focus area. Complete 6 courses from the approved list or satisfy this requirement through approved transfer credits. Courses offered by AUO are subject to change. (see note regarding CHMC requirements)

***Clinical Mental Health Counseling (18 credits)	
PYI-5520 Career and Lifestyle Counseling	3 credits
PYI-5540 Counseling Theories Models & Approaches	3 credits
PYB-5260 Human Development: Lifespan & Systems	3 credits
PYB-6060 Social & Cultural Diversity	3 credits
PYC-6120 Issues in Addiction	3 credits
PYI-5180 Human Sexuality and Sex Therapy	3 credits

Adult Development and Aging Services Focus Courses (15 credits)	
HDV-3910 Caring for the Aging	3 credits
HDV-4530 Cultural & Economic Issues in Aging	3 credits
Social Systems, Services, and Policies for the Aging	3 credits
Long Term Care and Advance Directives	3 credits
Lives in Transition	3 credits

*****Note:** new students will be admitted into the BA program only, and will remain undergraduate students until they have completed all of the following:

- *At least 5 core courses;
- *At least 5 of the major core courses;
- * At least 90 semester hours total;
- * Successful interviews with the AUNE CMHC faculty

Students will have to complete interviews and be admitted by the AUNE CMHC faculty before continuing in the program in the Clinical Mental Health Counseling path toward the MA. Students who do not go into the MA in CMHC program can continue taking courses that will apply toward their BA degrees up until the time of their admission into the CMHC MA program.

Bachelor of Arts in Human Services Administration

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

Bachelor of Arts in Liberal Studies

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, Individualized 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
- Healthcare Administration
- Human Services Administration
- Humanities
- Management

Bachelor of Arts in Liberal Studies: 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)	
Choose any combination of 11 COM or LIT courses (with a minimum of 4 COM and 4 LIT courses)	33 credits
PRO-4970 Senior Project	3 credits

Bachelor of Arts in Liberal Studies: Leadership for Service and Change Concentration

The Bachelor of Arts in Liberal Studies, Leadership for Service & Change concentration prepares committed individuals for lives of engagement in social justice work within local or global contexts. The goal of the interdisciplinary program is to prepare organizers, advocates, and change makers who understand self, their communities and the forces that disadvantage certain groups and individuals within those communities, in order to provide leadership for the common good.

Interdisciplinary Core Courses (18 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

Leadership for Service and Change Concentration Course Requirements: (36 Credits) *professional core (21) and focus area (15)	
COM-4320 Social Media & Social Change	3 credits
CRE-3100 Understanding Conflict in a Changing World	3 credits
INTD-3550 Leadership	3 credits
LDR-3600 Personal & Professional Development	1 credit
LDR-3700 Reflective Practice	1 credit
LDR-3500 Community Engagement	1 credit
ICC-3200 Intercultural Competence	3 credits
SST-3550 Thinking in Systems	3 credits
PRO-4970 Senior Project	3 credits

Focus Areas: (15 credits) Select one focus area. Complete 5 courses from the approved list or satisfy this requirement through approved transfer credits. One service learning/field experience course is required. Courses offered by AUO are subject to change.

Domestic Service Focus Courses (15 credits): Must include one service learning course.	
Select courses from the list below or apply approved transfer credits in the following areas: Area Studies, Criminal Justice, Human Services, Non-profit Management, Political Science, Social Work, Sociology	
CRE-3600 Conflict Inside Organizations	3 credits
CRE-4300 Politics, Power and Conflict	3 credits
HSA-4200 Human Service Systems and Grants	3 credits
HSA-4300 Issues of Poverty and Hunger in the U.S.	3 credits
HDV-3900 Caring for the Aging	3 credits
HUM-3600 Justice and Equity	3 credits
HWL-4000 Economics, Politics, and Access in Healthcare	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
MGT-3680 Accounting/Budgeting	3 credits

MGT-4480 Strategic Marketing for Non-Profit Organizations	3 credits
PLS-4250 Energy & US Environmental Policy	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

International Service Focus Courses (15 credits): Must include one service learning course.

Select courses from the list below or apply approved transfer credits in the following areas: Area Studies, Foreign Languages, Human Services, International/Global Studies, Political Science

CRE-3300 Intercultural Conflict	3 credits
CRE-4300 Politics, Power and Conflict	3 credits
HAS-4200 Human Service Systems and Grants	3 credits
HUM-3052 Colonialism	3 credits
HUM-3053 Postcolonialism	3 credits
HUM-3600 Justice and Equity	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
SST-3600 Population Growth & Global Poverty	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Agriculture Focus Courses (15 credits): Must include one service learning course.

This focus area will be satisfied with transfer courses in the following areas, along with a service learning course: Agricultural Science, Food Science Technologies, Horticulture, Sustainability, Water Resources Management

SOS-4525 Community Engagement and Service Learning	3 credits
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Community Economic Development Focus Courses (15 credits): Must include one service learning course.

Select courses from the list below or apply approved transfer credits in the following areas: Business Administration, Entrepreneurship, Human Services, International/Global Studies, Management

MGT-3680 Accounting/Budgeting	3 credits
MGT-3720 Business Law	3 credits
MGT-3830 Project Management Essentials	3 credits
MGT-3900 Human Resource Management	3 credits
MGT-4410 Economics—Macro and Micro	3 credits
MGT-4600 Social Enterprise	3 credits
MGT-4780 Strategic Marketing	3 credits
MGT-4840 Ethical Issues in Management	3 credits
MGT-4960 Organizational Behavior	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Education Focus Courses (15 credits): Must include one service learning course.

Select courses from the list below or apply approved transfer credits in the following areas: Adolescent and Young Adult Education, Early Childhood Education, Education, Human Development, Special Education, TESOL

HAS-4200 Human Service Systems and Grants	3 credits
HDV-4020 Child & Adolescent Development	3 credits
HUM-3600 Justice and Equity	3 credits
INTD-3250 Modes and Methods of Learning	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Environment Focus Courses (15 credits): Must include one service learning course.

Select courses from the list below or apply approved transfer credits in the following areas: Energy Management or Technology, Engineering, Environmental Science, Environmental Studies, Natural Resources Management, Sustainability, Water Resources Management

SOS-4200 Environmental Economics	3 credits
PHIL-4120 Environmental Ethics	3 credits
SCI-3150 Environmental Science	3 credits
SOS-4220 Environmental Health	3 credits
SST-3700 Culture and Ecology	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Health Focus Courses (15 credits)

Select courses from the list below or apply approved transfer credits in the following areas: Dietetics, Exercise and Sport Sciences, Family and Consumer Sciences, Health, Healthcare Administration, Medical Assisting, Nursing, Nutrition, Wellness

HAD-4250 Fundamentals of Healthcare Administration	3 credits
HAS-4200 Human Service Systems and Grants	3 credits
HDV-3900 Caring for the Aging	3 credits
HDV-4140 Behavioral Physiology	3 credits
HWL-4000 Economics, Politics, and Access in Healthcare	3 credits
HWL-4030 Health and Nutrition within the Family	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
SOS-4220 Environmental Health	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Youth in Development Focus Courses (15 credits)	
Select courses from the list below or apply approved transfer credits in the following areas: Counseling, Early Childhood Education, Education, Exercise and Sport Sciences, Family and Consumer Sciences, Human Development, Social Work	
HAS-4200 Human Service Systems and Grants	3 credits
HWL-4040 Gender and Multicultural Issues	3 credits
HDV-4020 Child & Adolescent Development	3 credits
CRE-3500 Identity and Conflict Analysis	3 credits
HWL-4030 Health and Nutrition within the Family	3 credits
SOS-4525 Community Engagement and Service Learning	3 credits

Bachelor of Arts in Management

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)

Project 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

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 Human Services Administration (MHSA)

Founded on the principles of helping others, our Master of Human Services Administration prepares service-minded practitioners looking to put their talents to use by improving the lives of others. Classes offered within the MHSA program challenge and prepares leaders to think creatively about the duties of executives. Students will learn human resources development, agency funding strategies, how to manage diverse populations of employees and clients, and how to improving and expanding quality of services in a variety of fields from social service organizations to nonprofits.

Residency Requirements

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

Program Requirements

Master of Human Service Administration Course Requirements (36 credits)	
FIN- 5100 Financial Analysis	2 credits
HSA-5200 Resource Development Strategies	2 credits
MGT-5260 Strategic Planning	2 credits
HAS-5210 Program Planning and Evaluation	3 credits
MKT-5000 Marketing & Communication Strategy	2 credits
HSA-5100 Public Policy & Advocacy	1 credit
HSA-5220 Personal & Prof Accountability	2 credits
MGT-5230 Ethical Issues in Management	2 credits
MGT-5250 Leadership and Change	2 credits
HAS-5110 Governance & Board Relations	1 credit
MGT-5270 Building High Performance Teams	1 credit
HSA-5120 Community Collab & Partnerships	2 credits
MGT 5280 Human Resources Management	2 credits
MGT-5290 Human Capital Management	2 credits
HSA-5910 Research Methods	2 credits
MGT-5360 Analytic Driven Decision Making	2 credits
COM-5200 Digital Communication	1 credit
HSA-5230 Human Services Systems & Organizations	2 credits
MGT-5320 Integrated Change Project I	2 credits
MGT-5330 Integrated Change Project II	1 credit

Admissions Policies and Procedures

Antioch University Online 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 Online should be directed to the Admissions Office at admissions.auo@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 <https://www.antioch.edu/auonline/>. Also see Antioch University Admissions Policy 5.607 at http://aura.antioch.edu/policies_500_6x/7/

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
- Admissions and/or faculty interview, if required

Graduate Admissions Requirements

Master of Human Service Administration

- A bachelor's degree from a regionally accredited college or university: exceptions may be reviewed on a case-by-case basis using faculty's professional judgment such as cases of international degree. Antioch Online will accept degrees earned under the terms of the Bologna Declaration.
- A minimum cumulative GPA of 3.0 (exceptions may be reviewed on a case-by-case basis using faculty's professional judgment)
- Admission Essay
- Current Resume
- One Letter of Recommendation

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 Online (AUO) 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 is not 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 Online recommends the use of [World Education Services](#), a not-for-profit organization specializing in foreign credential evaluation.

Academic Guidelines and Procedures

Attendance and Participation Requirements

Every student's participation in class is essential to the learning process. Students are expected to be fully engaged and participate in class every week, as specified by the instructor.

For the purposes of online work, an absence is defined as "not participating in the course through substantive postings or completing assignments 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.

All students must attend and participate in the course by the end of the first week of class in order to avoid being administratively withdrawn from the course. Students must use the Antioch Sakai and e-mail messaging systems to contact instructors and advisors.

Students who are absent more than once may not receive credit for the course. Students who are absent for a second time and do not contact their instructor and advisor within 2 days of the second absence may be administratively withdrawn from the course.

Students who are unable to participate regularly in their course for any reason should contact their instructor and their advisor. Students who intend to withdraw from a course or a program should notify their instructor and advisor.

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.

Class Participation

Active class participation includes reading and submitting 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 AUO 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 essential 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: <https://www.antioch.edu/resources/students/virtual-writing-center/>.

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.

More information on library services can be found at
<https://www.antioch.edu/resources/students/library/>.

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

The 2018-2019 Academic Calendar is presented in Appendix II.

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 hour(s)

Commencement

Students who have successfully completed all requirements for their degree are encouraged to participate in the annual commencement ceremony held each May in Yellow Springs, Ohio. Additional information regarding dates, times, announcements, regalia, etc. will be communicated with graduates in early Spring.

Disability Support Services (DSS)

Antioch University 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 AUO 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.

Students with disabilities must contact the Disability Support Services office to initiate the process and request reasonable accommodations. Students are encouraged to do this as early in the term as possible, since reasonable accommodations are not retroactive. The Disability Support Services office is available to address questions regarding reasonable accommodations at any point in the term.

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 care provider documentation provided by the student and warranted by the nature of the course, insofar as the service or accommodation does not alter the essential requirements of a course, or compromise the fundamental academic integrity of the curriculum, and is otherwise consistent with University policies. The DSS coordinator works in an interactive process 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 kcrist@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 will be registered each semester unless they notify program office 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. Students may print off their own enrollment verifications by visiting the Student Records web page.

Enrollment verification and subsequent updates are transmitted to the National Student Clearinghouse once a month (typically near the middle of the month).

Enrollment changes that take place after the middle of the month are reported during the next month, if that reporting period is still active – otherwise, data for the new term is reported.

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 Online 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 Online 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.

Students who are absent more than once may not receive credit for the course.

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 (end of each semester) 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 AUView. Antioch University Online 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 order to assure that students are able to complete their degree in a timely manner, Antioch University Online students do not register themselves for courses. Instead, in consultation with students, the program office registers students for courses each session. The program office will alert students with registration details each term. 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 Records office 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 Online 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 with Narratives: \$15.00/each

Transcripts without Narratives: \$10.00/each

*Mail delivery is included in the price although other expedited delivery options are available at an additional cost.

*Most transcript requests are processed within 48 hours. 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.

The Office of Records Administration does not accept third party transcript requests.

If you have questions or need assistance during the ordering process, please call us at 937-769-1087 (8:30 a.m. to 4:30 p.m. EST).

Current students requesting an unofficial transcript may do so by sending an email from their Antioch email account to records@antioch.edu. Be sure to include your name, campus attended, years of attendance, and student ID or SSN.

Diplomas

The degrees conferred by Antioch University are titled Bachelor of Arts, Bachelor of Applied Arts, Bachelor of Science, Master of Arts, Master of Education, Master of Business Administration, Master of Fine Arts, Master of Science, Doctor of Philosophy, and Doctor of Psychology. The diploma in most cases contains the major. The diploma does not contain the specific field of concentration - this information is included on the transcript. The diploma is mailed to the address included on the Graduation Application.

The University issues replacement diplomas (current price \$30.00) and the order forms can be found on the Student Records web page. Each replacement diploma order also includes a new diploma cover and a complimentary student copy of the transcript.

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 Online 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)
- AUView: 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

Undergraduate Course Descriptions *(rev. 08.21.17 courses subject to change)*

COMMUNICATION

COM-3570	Short Story Writing 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.	3
COM-3580	Playwriting and Performance 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.	3
COM-3650	Multi-Genre Writing 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.	3
COM-3910	History of the English Language 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.	3
COM-4220	Poetry Writing 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.	3

COM-4320	Social Media and Social Change 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.	3
COM-4540	Creative Nonfiction 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.	3
COM-4700	Antioch Writers Workshop 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.	3
CONFLICT RESOLUTION AND ENGAGEMENT		
CRE-3100	Understanding Conflict in a Changing World 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.	3
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
CRE-4300	Politics, Power and Conflict This course examines class dynamics and their relation to international politics, global trade, inequality or imbalances in distribution of resources or opportunities. It also involves an examination of symmetrical and non-symmetrical, military, political, and economic interventions, and looks at what a just use of politics and power in bringing about positive change might look like.	3
CULTURAL STUDIES		
ICC-3200	Intercultural Competence This course provides an introduction to cross cultural communication and development of the knowledge, skills and attitudes needed for broadening one's perspective. The course explores theoretical aspects of culture and worldview; communicative and intercultural competence; intercultural contact and entry processes; issues of diversity and commonality; and implications and applications for situating self in relation to others	3

HEALTH AND WELLNESS

HWL-4000	Economics, Politics, and Access in Healthcare	3
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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.

HWL-4040	Gender and Multicultural Issues	3
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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.

HWL-4030	Health and Nutrition within the Family	3
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This course examines human growth and development through the life cycle, from prenatal nutrition through old age within the family system. It involves the study of the interrelationship between eating habits and lifestyle and their implications for long term health and wellness. Among the issues covered will be: preventative care; infant and elder care; cardiovascular health; stress; substance abuse; and eating and behavioral disorders. In addition, this course will explore current trends in processing and marketing foods and other important socioeconomic, cultural and life cycle factors that affect human growth and development.

HEALTHCARE ADMINISTRATION

HAD-4250	Fundamentals of Healthcare Administration	3
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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.

HAD-4800	Experiential Learning In Healthcare Administration	3
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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 encouraged 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
HDV 4910	Ecology of Human Development This course examines the effects that the social environment has on human growth and maturation, and how it contributes to the development of persons or groups. This course may include explorations of different cultural models of parenting, of various types of interactions that group members have in neighborhoods or educational settings, and of how work and labor are related to the development of individuals, families, and communities.	3
HDV4210	Contemporary Family Patterns This course examines contemporary American marital and family systems, roles, and relationships in their historical, societal, and cultural context. Topics addressed in this course include the relationship and impact that emerging demographic trends, social class, ethnic or cultural composition, changes in gender roles and identities, and work-related issues have on family structures and parenthood.	3
HDV 4190	Dying As a Stage of Life This course explores personal death awareness and acceptance, looks at the issues facing dying persons and their families, evaluates the potential for growth at this ending phase of life, examines death through a number of cultural and religious understandings, studies the dynamics of grief, and practices skills for caring for the grieving.	3
HUMAN SERVICES ADMINISTRATION		
HSA-4200	Human Service Systems and Grants 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.	3

HSA-4300	Issues of Poverty and Hunger in the U.S. Utilizing a historical view of the United States, the class will explore how the dominant culture in the U.S. has impacted issues of food security, employment, education and housing –many of the basic needs that build a solid foundation for humans to thrive. This course will also explore economic trends that have been repeated over the past 200 years and allow students to research the impact of these trends on current society	3
HUMANITIES		
HUM-3013	Ancient Civilizations: Far Eastern Civilizations 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.	3
HUM-3022	Greek Civilization 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.	3
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	3

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.

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
HUM-3600	JUSTICE AND EQUITY This course focuses on understanding various topics in applied ethics from Western and non-Western perspectives. We will explore ethics and how to apply ethics to contemporary issues that students will encounter throughout their personal and professional practice. This course will assist students in how to approach discussions of these issues from different perspectives.	3
INTERDISCIPLINARY CORE		
INTD-3210	Experience and Expression 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 interOnlineness to others.	3
INTD-3250	Modes and Methods of Learning 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.	3

INTD-3310	Literary Analysis and Argumentation 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.	3
INTD-3350	Culture, Conflict, and Social Research 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.	3
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
LEADERSHIP		
LDR-3500	Community Engagement This one-credit seminar explores ways to plan, document, and credit service and volunteer work in community settings.	1
LDR-3600	Personal and Professional Development This course introduces students to a systematic framework for enhanced career planning that builds on their education and life experience. In this course students will create a personalized career construction plan and portfolio. The importance of self-awareness, fostering a growth mindset, and applying career development theory to a career planning process will be emphasized.	1
LDR-3700	Reflective Practice This one-credit seminar explores ways in which leadership potential can be enhanced through continuous self-assessment and self-reflection.	1
LITERATURE		
LIT-3630	Mixed-Race Women's Literature 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.	3

LIT-4420	African American Literature <p>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</p>	3
LIT-4520	American Literature <p>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.</p>	
LIT-4620	English Literature <p>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.</p>	3
LIT-4650	Shakespeare <p>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.</p>	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 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.	3
MGT-3850	Quality Management 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.	3
MGT-3880	Contracting and Purchasing 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.	3

MGT-3900	Human Resource Management 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.	3
MGT-4410	Economics--Macro and Micro 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.	3
MGT-4600	Social Enterprise The purpose of this course is for students to gain in-depth insights into economic and social value creation across a number of sectors and areas including poverty alleviation, energy, health and sustainability. Topics include problem and opportunity assessment, resource requirements to grow a social enterprise, and understanding the tradeoffs between social and financial returns on investment.	3
MGT-4780	Strategic Marketing 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.	3
MGT-4840	Ethical Issues in Management 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.	3

MGT-4880	Strategic Marketing for Non-Profit Organizations 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.	3
MGT-4960	Organizational Behavior Organizations are complex social systems with external environments and internal goals. Organizational behavior includes the processes of determining how organization resources shall be employed (toward the goals) and under what rules. Decisions may be made through rational or political processes or through observation, analysis, discussion, and experimentation. This course examines personal and organizational behaviors employed in achieving personal and organizational goals.	3
PHILOSOPHY		
PHIL-4120	Environmental Ethics Students are introduced to how philosophical assumptions and worldviews permeate our orientations to the natural world. We also examines our duties to preserve natural resources, conserve biodiversity, and expand our conceptions of rights to include those of future generations, other species, and terrestrial and aquatic habitats.	3
PRIOR LEARNING		
PLA-1000	Prior Learning Assessment In this accelerated course students will identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio of prior learning through LearningCounts.org.	3
PROFESSIONAL DEVELOPMENT		
PRO-4970	Senior Project In this seminar, each student develops and carries out a project relevant to professional goals. The project generally involves background study or research, planning, implementation, evaluation, and preparation of a written report. <i>Instructor permission required.</i>	3

SCIENCE**SCI-3150 Environmental Science 3**

This course is designed to introduce students to emerging trends in the natural sciences concerning the environment. Several issues will be addressed, including: biomes; biological communities; species interactions; biodiversity; environmental health and toxicology; land use; water, air and solid waste; energy conservation; climate; natural preservation; resource depletion and management; human population growth; food; urbanization; scarcity; and sustainability.

SOCIAL SCIENCES**SOS-4200 Environmental Economics 3**

This course focuses on understanding macroeconomic theories and the reliance that market mechanisms have historically had on cheap resource availability and cheap energy. The course additionally addresses our understanding of the health and ecological benefits that diverse ecosystems provide, and for finding ways to internalize these values inside of market mechanisms.

SOS-4220 Environmental Health 3

This course focuses on understanding public health in relation to environmental factors such as air pollution, water pollution, and solid and hazardous waste disposal. It also addresses public health concerns raised by risks due to food supplies in a global marketplace, the spread of infectious diseases, and the apparatuses necessary to deliver health care services to poor and under-served populations.

SOS-4525 Community Engagement and Service Learning 3

The purpose of Community Engagement and Service Learning is to expose students to the realities that exist in our communities. Community Engagement and Service Learning allows students the opportunity to learn by doing. This enhances the classroom learning and allows students the opportunity to practice skills before graduation. Community engagement also provides networking opportunities for students and prepares students for moving from the classroom experience to the workforce

SUSTAINABILITY

SST-3550	Thinking in Systems 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.	3
SST-3600	Population Growth & Global Poverty This course will focus on factors that have led to the alarming rate of growth in the world's population. It will focus on the demographics of population growth and disparities in wealth distribution. It will also examine methods of curbing global population growth, some of which use laws and public policies, some of which use market mechanisms and some of which use the development and health and educational networks.	3
SST-3700	Culture and Ecology This course introduces students to a variety of cultures from around the world, and focuses on how each developed in relation to its natural environment. The course also examines historical and economic changes that have resulted from environmental changes, population and demographic shifts, and interactions between cultural groups.	3
SST-4500	Green Entrepreneurship This course covers the process of bringing new innovations and ideas to fruition. By emphasizing where sources of funding (grants, governmental programs and incentives, universities and school systems, philanthropic organizations) can be combined with markets and organizations to take ideas from the research and development phases to being market-ready, this course combines theoretical approaches to market innovation with hands-on experience and practice. This course will include a minimum of 15 hours of field-based learning.	3

Graduate Course Descriptions *(rev. 11.01.18 courses subject to change)*

COMMUNICATION

COM-5200	Digital Communication	2
<p>This course will challenge students to think strategically about digital communications and the potential uses for mission-driven organizations. Using a consultative approach, students develop a digital communication plan for an existing client organization. Current best practices inform students as sample digital content is created for a variety of digital media. Students will utilize website analytics to evaluate and optimize strategies and determine message approach(s) for a variety of social and outward facing media. Successful students will complete with a portfolio-quality product.</p>		

FINANCE

FIN-5100	Financial Analysis	2
<p>This course focuses on the practical application of financial statement analysis and the use of financial information. Students will explore financial definitions, concepts and structure of financial accounting, standard financial statements, and basic tools for interpreting financial information. Ultimately, students will develop confidence in reading and interpreting the financial position of an organization and use financial statements, along with knowledge of an industry and information about the marketplace, to make informed business decisions.</p>		

HUMAN SERVICE ADMINISTRATION

HSA-5200	Grant Writing and Resource Development	2
<p>This course provides students with a practical understanding of old and new concepts, techniques and theories of nonprofit/human service organization resource development. Students will think creatively about resource generation and learn how to build a story to express organizational need. The course includes a substantive section on the preparation of an effective grant application and exploration of frequent issues like knowing one's capacity to "get the job done" or creating and implementing outcomes and ensuring realistic expectations and infrastructure for implementation success. The course concludes by highlighting the power in developing non-monetary resources through collaborative partners and building coalitions in order to be more successful systems of financial independence.</p>		

HSA-5210	Program Planning and Evaluation Increasingly, human and social service agencies are required to demonstrate the effectiveness of programming to a variety of internal and external constituencies, funders and governing agencies. This course provides an overview of the process of identifying, planning, implementing, and evaluating human and community-based programs. Emphasis is placed on understanding community-specific needs, program design theory, and evaluation methods; including an introduction to logic models.	3
HSA-5100	Public Policy and Advocacy This course will examine the relationship of how public policy influences nonprofits and as well as, how nonprofits impact policy. The topics in this course will focus on the interaction between nonprofit organizations in forming public policy and advocacy strategies, methods and techniques employed to affect policy and legislative change.	1
HSA-5220	Personal and Professional Accountability Emphasizing professional roles and responsibilities; ethical and legal issues; historical perspectives; mandatory reporting; confidentiality; and professional development, students will investigate the broad aspects and issues involved in the professional life and work of human services profession. Students are challenged to examine their individual professional direction, goals, and achievement strategies to support life-long professional competency.	2
HSA-5110	Governance and Board Relations This course examines the principal models, processes and practices used in governing nonprofit organizations underscoring the primary legal, ethical, and fiduciary responsibilities of the board role. Of particular focus will be the relationship between the governing board and executive leadership and the development and assessment of board relations.	1
HSA-5120	Community Collaborations and Partnerships This course explores how nonprofit agencies can intentionally plan, expand and evaluate strategic alliances with businesses and other mission-driven agencies to increase organizational capacity. Students will examine and analyze different partnerships and collaborations to assess strategies and approaches.	1

HSA-5910	Research Methods This introductory course covers the essential concepts related to research design and methodology that practitioners need to become critical evaluators of research in the non-profit and social services field. Students will gain an understanding of the research process (both qualitative and quantitative) which will enable them to critically analyze published research and/or be able to conduct independent research and to utilize research findings for program and service modification.	2
HSA-5230	Human Services Systems & Organizations This course examines the organization through which social welfare and social services are delivered. Using systems theory perspective, students will develop a more nuanced perspective on the structure and functioning of complex social service organizations. Topics will include the history of social service agencies, adapting to changes in the social environments, how to grow and develop services, and how to navigate socio-political relationships.	2
MANAGEMENT		
MGT-5260	Strategic Planning This course introduces the concept and process of strategic planning. Students will explore the elements of developing a strategic plan by focusing on the evolutionary process of analysis, planning and action. Students will apply the strategic planning techniques to a chosen organization by identifying organizational priorities deemed necessary to remain sustainable and competitive and develop a planning process to achieve these priorities.	2
MGT-5230	Ethical Issues in Management This course explores the role of ethics in organizational management and the inherent dilemmas facing leaders in private, public or nonprofit organizations. Students will examine various strategies, approaches and models of reasoning about ethical issues and how explore how personal values and positional power impact decision-making.	2
MGT-5250	Leadership and Change This course focuses on the challenges posed by changes taking place in the business and non-profit environments, as well as, on the frameworks and skills that are critical to leading and managing organizational change and co-creating a world we want to live in. Through a lens of how leaders effect change, students will be exposed to a number of organizational issues including the need for change, why organizations change or fail, and how change helps organizations become more competitive and self-sustaining.	2

MGT-5270	Building High Performance Teams This course examines components for building high performing teams, factors that influence team effectiveness, and strategies for identifying team performance issues. Students will be exposed to theories and processes of group and team behavior, which inform how to effectively create and lead diverse teams; strategies for designing and implementing employee development efforts that impact performance will also be examined.	2
MGT-5280	Human Resource Management Human Resource Management deals with a wide range of activities by which organizations (both profit and nonprofit) acquire, maintain, and utilize their workforces. Adopting the perspective of a general manager, students will examine a number of key human resource “levers” or processes contributing to the development of an effective work system, including investing in people (training and development), measurement and incentives (compensation), and tapping potential employees (recruitment and selection) to better understand the complexities of managing people in organizations.	2
MGT-5290	Human Capital Management This course focuses on the essential practices of developing and managing human capital and how those practices impact organizational performance. Organizational leaders must be adept at competing for talent and building and deploying talented resources. Students will examine the historical meaning and controversy defining the labor workforce as “human capital management”; define the leaders’ role in implementing and utilizing human capital processes of talent acquisition, learning and development and performance management; and explore how these processes impact organizational success and employee engagement.	2
MGT-5360	Analytic Driven Decision Making This course identifies the use of analytics to drive decision-making. It will focus on applying basic analytic tools that provide the decision maker with insight to support decisions. A survey of sources of data and applicable tools to process the data to identify previously unknown relationships within the data will be emphasized.	2
MGT-5320	Integrated Change Project I In the Integrated Project I class, students will select an organization and the topic that will be the focus of the project. Students will engage in systematic inquiry and research and conduct the necessary analysis to identify and select an appropriate change project. An initial project proposal will be presented and approved at the conclusion of the class.	2

MGT-5330	Integrated Change Project II	1
	This course is a continuation of the Integrated Change Project I. In this course, students will continue to collect and analyze research of their organizational or community-based problem. Students will synthesize the results and implications of the research into a presentable professional product.	
MARKETING		
MKT-5000	Marketing and Communication Strategy	2
	This course integrates marketing fundamentals, centering on marketing's "Four P's": product, pricing, place (distribution), and promotion, with the core environmental, social, and economic principles of sustainability (triple bottom line). Consumer awareness of sustainability issues has evolved from an emerging social movement to mainstream values, and marketing strategy plays an important role in a business' ability to respond to these issues. Accordingly, students will examine current sustainability trends that influence marketing applications and develop strategic and practical marketing recommendations.	

Appendix II

2018-19 Academic Calendar

Fall 2018

Program Offering Dates	Start	End
Session A	8/27/2018	10/14/2018
Session B	10/22/2018	12/11/2018

Actual start/end dates of classes will vary

Note: Students are expected to register for ALL courses for a given term during the open registration period, regardless of their start date.

Activity / Event	Start	End
Classes available to view online	7/13/2018	
Student Advisement Weeks	7/13/2018	7/26/2018
Start Applying for Graduation for this term	7/14/2018	
Faculty Publish Syllabi in Sakai	7/26/2018	
OPEN REGISTRATION	7/27/2018	8/25/2018
New Student Registration	7/27/2018	
Tuition Payment Arrangement Deadline	8/25/2018	
First Day of Classes	8/27/2018	
Session A Class Add Period	8/27/2018	9/5/2018
Session A Class Drop Period	8/27/2018	9/5/2018
Session A Class Late Drop (W) Period	9/6/2018	9/24/2018
Session A Class Late Drop (WNC) Period	9/25/2018	10/14/2018
Session B Class Add Period	10/22/2018	10/31/2018
Session B Class Drop Period	10/22/2018	10/31/2018

Last Day of Online Registration*	Drop end date	
Session A Faculty Narrative Evaluations Due	10/26/2018	
Session B Class Late Drop (W) Period	11/1/2018	11/20/2018
Session B Class Late Drop (WNC) Period	11/21/2018	12/11/2018
Last Day of Classes	12/11/2018	
Official Graduation/Degree Conferral Date for this term	12/19/2018	
Session B Faculty Narrative Evaluations Due	12/23/2018	
Commencement Ceremony	May 2019, site TBD	
HOLIDAYS (campus closed unless noted)	Start	End
Labor Day Holiday	9/3/2018	
Thanksgiving Holiday	11/22/2018	11/25/2018
Winter Break	12/24/2018	1/1/2019

*For full campus term classes.

Program Offering Dates	Start	End
Session A	8/27/2018	10/14/2018
Session B	10/22/2018	12/11/2018

Actual start/end dates of classes will vary

Note: Students are expected to register for ALL courses for a given term during the open registration period, regardless of their start date.

Activity / Event	Start	End
Classes available to view online	7/13/2018	
Student Advisement Weeks	7/13/2018	7/26/2018
Start Applying for Graduation for this term	7/14/2018	
Faculty Publish Syllabi in Sakai	7/26/2018	

OPEN REGISTRATION	7/27/2018	8/25/2018
New Student Registration	7/27/2018	
Tuition Payment Arrangement Deadline	8/25/2018	
First Day of Classes	8/27/2018	
Session A Class Add Period	8/27/2018	9/5/2018
Session A Class Drop Period	8/27/2018	9/5/2018
Session A Class Late Drop (W) Period	9/6/2018	9/24/2018
Session A Class Late Drop (WNC) Period	9/25/2018	10/14/2018
Session B Class Add Period	10/22/2018	10/31/2018
Session B Class Drop Period	10/22/2018	10/31/2018
Last Day of Online Registration*	Drop end date	
Session A Faculty Narrative Evaluations Due	10/26/2018	
Session B Class Late Drop (W) Period	11/1/2018	11/20/2018
Session B Class Late Drop (WNC) Period	11/21/2018	12/11/2018
Last Day of Classes	12/11/2018	
Official Graduation/Degree Conferral Date for this term	12/19/2018	
Session B Faculty Narrative Evaluations Due	12/23/2018	
Commencement Ceremony	May 2019, site TBD	
HOLIDAYS (campus closed unless noted)	Start	End
Labor Day Holiday	9/3/2018	
Thanksgiving Holiday	11/22/2018	11/25/2018
Winter Break	12/24/2018	1/1/2019

*For full campus term classes.

Spring 2019

Program Offering Dates	Start	End
Session A	1/7/2019	2/23/2019
Session B	3/4/2019	4/21/2019

Actual start/end dates of classes will vary

Note: Students are expected to register for ALL courses for a given term during the open registration period, regardless of their start date.

Activity / Event	Start	End
Classes available to view online	11/16/2018	
Student Advisement Weeks	11/16/2018	11/29/2018
Start Applying for Graduation for this term	11/21/2018	
Faculty Publish Syllabi in Sakai	11/29/2018	
OPEN REGISTRATION	11/30/2018	1/2/2019
New Student Registration	11/30/2018	
Tuition Payment Arrangement Deadline		1/2/2019
First Day of Classes		1/7/2019
Session A Class Add Period	1/7/2019	1/16/2019
Session A Class Drop Period	1/7/2019	1/16/2019
Session A Class Late Drop (W) Period	1/17/2019	2/4/2019
Session A Class Late Drop (WNC) Period	2/5/2019	2/23/2019
Session B Class Add Period	3/4/2019	3/13/2019
Session B Class Drop Period	3/4/2019	3/13/2019
Last Day of Online Registration*		Drop end date

Session A Faculty Narrative Evaluations Due		3/7/2019
Session B Class Late Drop (W) Period	3/14/2019	4/1/2019
Session B Class Late Drop (WNC) Period	4/2/2019	4/21/2019
Last Day of Classes		4/21/2019
Session B Faculty Narrative Evaluations Due		5/3/2019
Official Graduation/Degree Conferral Date for this term		6/30/2019
Commencement Ceremony		May 2019, site TBD
HOLIDAYS (campus closed unless noted)	Start	End
New Year's Day Holiday		1/1/2019
Martin Luther King Jr. Holiday		1/21/2019
President's Day Holiday (admin holiday, classes in session)		2/18/2019

Appendix III

Technology Competency Requirements

Students in this program participate in online learning activities organized within small- and large-group learning communities. Antioch University Online 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.auo@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/>
- Google Docs: Free online documents creation capabilities, available with your Antioch gMail account.

Appendix IV

Academic and Student Policies

Antioch University Online 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 Online 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 Online (AUO). Enrollment at AUO 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). AUO 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).

2018-2019 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 Online 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: \$350/semester credit hour

Graduate Tuition

Master of Human Service Administration

Tuition: \$650 per semester credit hour.

Non-Program Fees

Re-enrollment fee	_____	\$50
Technology fee	_____	\$75/semester
Transcript (1st class mail)	_____	\$10.00/each
Transcript (overnight UPS)	_____	\$30.00/each
Late Registration fee	_____	\$50
Late Payment fee	_____	\$50
Return check fee (per check)	_____	\$50
Payment plan fee	_____	\$30
Replacement diploma fee	_____	\$30

*All fees are subject to change

Billing of Tuition

Tuition and fees are charged to a student's account 15 days before the first day of the Session and may be viewed in [AUVIEW](#) 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:** AUO 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 [AUVIEW](#). AUO charges no convenience fee for any type of payment.
- **Financial Aid:** Have evidence of a completed (certified) financial aid package with AUO. 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 AUO VA Certifying Official in the [Registrar's Office](#)

How to Pay Tuition in AUVIEW

Students are encouraged to make bank card and e-check payments online in [AUVIEW](#) 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 [AUVIEW](#) 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. AUO 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 AUO is subject to a \$50 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 [AUView](#) 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. AUO cannot honor requests for advances or early disbursement of refunds.

Tuition Credit

Tuition Credit for Dropped Courses or Program Withdrawal are as follows:

% of Instructional Period	Tuition Credit Schedule	Term Fee Schedule
20 %	100%	None
21% +	0%	None

Withdrawal Refund Policy

When students withdraw (*drop all of their courses, are dismissed, go on Hiatus or take a Leave of Absence*) after the semester begins, Antioch refunds a portion of the tuition and other fees charged based on the withdrawal policy. Such withdrawal received after the first day of the semester becomes effective on the day the written notification is received by the University Registrar.

As of Summer 2018, a University wide withdrawal policy has been initiated in accordance with the Department of Education's Return to Title IV guidelines, which provides for recalculation of tuition and other fees prior to completion of 60% of the A or B term. A and B terms are considered separate terms and the withdrawal policy applies to the start of each term. The updated policy is noted below.

Date Change of Status Form is received by University Registrar	Amount of Tuition and other fees Refunded
--	---

Prior to first day of the term (as defined in the Academic Calendar)	100%
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After the first day of the A or B term
in accordance with the following schedule:

Week 1	100%
Week 2	85%
Week 3	70%
Week 4	55%
Week 5	40%
Week 6	0%

Calculation of tuition and other fees to be refunded is based on the registration of the student at the time of withdrawal. The Enrollment Deposit fee is non-refundable.

Student Account Activity

Students may view account activity at [AUView](#). 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@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 University is committed to helping students pursue and meet their educational goals. Many options for paying educational expenses exist, and the AU Financial Aid office is well-prepared to guide students through this process. Antioch believes that the primary responsibility for financing education rests with the student; however, we welcome the opportunity to explore with the student options which best suit his or her own unique situation.

Students are encouraged to apply for financial aid by starting with completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. While federal and state grants and scholarships are some options- typically most students find that loans form an essential part of all financial aid awards.

To receive consideration for financial aid students must:

- Complete the Free Application for Federal Student Aid (FAFSA) -School code 003010
- Be accepted for enrollment
- Make satisfactory academic progress
- Be a U.S. citizen or an eligible non-citizen
- If male, be registered for Selective Service
- Provide required documentation as requested
- Not be in default on a previous federal loan or owe a refund on a federal grant
- Be enrolled at least half-time (a minimum of 6 credit hours for undergraduate students, or 3 credit hours for graduate students) for students interested in loans.
- For first time borrowers- Complete Entrance Loan Counseling and Master Promissory Note

All financial aid forms should be completed at least 30 days before the start of the term. *Financial Aid is not automatically renewed* – the student must complete a new FAFSA each year beginning on October 1st for consideration for the upcoming academic year which begins with the Summer term. March 1st is the university wide priority date for FAFSA completion for the upcoming academic year.

Along with federal and state financial aid, it is recommended that students check with their employer for possible tuition reimbursement benefits.

Scholarship search sites can also be found on our web site under [External Funding Resources for Scholarships and Grants](#). When the Financial Aid office learns about outside scholarships, this site is updated.

Financial Aid Award

Once the Financial Aid office receives your federal data from completion of the FAFSA and all required documentation, your Financial Aid Award Letter will be emailed to you. Remember to check your Antioch student email often. All subsequent changes during the academic year can be viewed on *AUView* under Financial Aid.

If you are a first-time borrower under the Direct Loan program, you must complete a Master Promissory Note and Loan Entrance Counseling at <https://studentloans.gov/myDirectLoan/index.action>.

Undergraduate Aid Eligibility

Undergraduate students who complete the FAFSA are automatically considered for any federal grants and state funding for which they qualify for.

If you are eligible for the Federal Pell grant, you may also be eligible for a Federal Supplementary Education Opportunity Grant (SEOG). Since funds are limited, the Federal SEOG is awarded on a first-come first-serve basis to the neediest Pell eligible students until the funds have been depleted.

The Federal Pell grant is for students with an EFC of less than 5920. Awards range from \$652 to \$6095 per year for the 2018 – 2019 academic year based on enrollment.

Additionally there are student Direct Loans for which most students are eligible for:

- **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.
- **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.
- **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. 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.

Graduate Aid Eligibility

Graduate students who complete the FAFSA are eligible for up to \$20,500 each year in unsubsidized Federal Direct Student loans. Graduate students are not eligible for federal or state grants. Graduate students who still have unmet need after borrowing unsubsidized Direct Loans may consider a Grad PLUS loan.

- **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.

Loan Disbursement and Delivery

Antioch University will process all subsidized, unsubsidized and Graduate and Parent Plus student loans through the Department of Education. The student and/or parent must “sign” a Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/index.action>. Once the MPN is signed, the student loans will disburse after the add/drop period each term the student is enrolled, which normally falls about 14 days after the start of the term.

The student loan disbursement will first be applied to the student’s account with Antioch University. Federal grants are also disbursed after the add/drop period. There is also an option for Direct Deposit into your personal banking account. Information can be found in the Business Office or through *AUView*.

Probation and Financial Aid

In order to receive financial aid, students must be making Satisfactory Academic Progress (SAP) within their program. A student who is placed on probation by the Registrar for lack of SAP remains eligible for financial aid while on probation. Failure to return to good academic standing within the time allowed will result in the student being withdrawn, and while withdrawn, a student is ineligible for financial aid. Students do have the right to appeal their withdrawal, and if the committee on academic appeals approves an additional semester on probation, students remain eligible for financial aid.

Exit Counseling

When a student withdraws, enrollments falls below ½ time or graduates from any program at Antioch University, the federal government requires Exit Counseling at which time the student is made aware of his/her loan balance, and repayment options. The Exit Counseling is to be completed on-line through www.studentloans.gov during the student’s last semester of attendance. Students will be emailed by the Financial Aid office during their final term or shortly afterwards, however the responsibility to complete Exit Counseling remains with the student.

Additional information about the above programs, policies and procedures, as well as the forms necessary to apply for financial aid, can be obtained from the Financial Aid Office by calling (937) 769-1833 or by email at financialaid.auo@antioch.edu.

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 Online 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 Online Veterans' Benefits, submit your DD-214 and Certificate of Eligibility to the AUO VA Certifying Official. If transferring from another institution, submit also your VA form 22-1995. Until we confirm your eligibility, you are responsible for paying full tuition. AUO 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 Online. Federal grants are also disbursed after the add/drop period. Information can be found through Student Accounts Office or through AUVView.

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.

Appendix VI

Antioch University Leadership

Antioch University Board of Governors

Paul Mutty, J.D. Chair
Seattle, WA

Charlotte M. Roberts, Ph.D., Vice Chair
Sherrill's Ford, NC

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Chancellor & Corporate Secretary
(ex-officio)

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St. Michaels, MD

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Dayton OH

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Cleveland, OH

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Mendham, NJ

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San Francisco, CA

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Huntersville, NC

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Los Angeles, CA

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Indianapolis, IN

William Plater, Ph.D.
Indianapolis, IN

Rich Preyer, M.S.
Asheville, N.C.

Lawrence Stone, Ph.D.
Reston, VA

Martha Summerville, Ph.D.
New Haven, CT

Eugene (Gene) R. Tempel, Ed.D.
Indianapolis, IN

Governor Emerita
Lillian Pierson Lovelace, Ph.D. (Hon)
Santa Barbara, CA

Antioch University Administration

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Chancellor
J.D., The Ohio State University College of Law

Laurien Alexandre
Provost, Graduate School of Leadership and Change;
Special Assistant to the Chancellor
Ph.D., University of California, Irvine

Suzette Castonguay
Chief Human Resources Officer
M.A., Antioch University

Allan Gozum
Vice Chancellor and Chief Financial Officer
Ed.D., University of Pennsylvania

Mary Beth (MB) Lufkin
Vice Chancellor for Marketing and Enrollment
Ed.D., Plymouth State University

Rebecca Todd
University General Counsel
J.D., Cornell Law School

Iris M. Weisman
Vice Chancellor and University Provost
Ed.D., North Carolina State University

Provosts and Chief Executive Officers

Barbara Lipinski, Antioch University Santa Barbara
J.D., Southern California Institute of Law

Shawn Fitzgerald, Antioch University New England
Ph.D., University of Toledo

Marian C. Glancy, Antioch University Midwest
Ph.D., University of Dayton

Mark Hower, Antioch University Los Angeles
Ph.D., Antioch University

Benjamin Pryor, Antioch University Seattle
Ph.D., Pennsylvania State University

University Directors

Maureen Heacock
University Registrar
Ph.D., University of Minnesota

Tom Julius
University Director of Academic Assessment
and Support Services
Ed.D., University of Massachusetts

Teresa Kaldor
University Director of Institutional Effectiveness
Ph.D., The Pardee RAND Graduate School of
Policy Analysis

Leatrice Oram
University Director of Accreditation and
Academic Compliance
Ph.D., Antioch University

Donnie Ronan
University Director of Financial Aid
B.S., Indiana University

Antioch University Online Faculty

Joseph Cronin

Core Faculty and Director of Undergraduate Programs
Ph.D., University of Cincinnati
M.A., Teachers College, Columbia University
B.A., Williams College

Mary Ann Short

Core Faculty and Director of Graduate Programs
B.S., Franklin University
M.A., The Ohio State University
Ph.D., The Ohio State University

Greg Belliveau

Affiliate Faculty
M.F.A., Pacific University
M.A., Kent State University
B.A., Kent State University

Amy Browning

Affiliate Faculty
M.B.A., Ball State University
B.S., Indiana State University

Brady Burkett

Affiliate Faculty
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B.A., Antioch McGregor

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M.A., Antioch University Seattle
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Rick Kelley

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M.A., Antioch University
B.S.N., Ohio University
B.A., Antioch University
R.N., Community Hospital Nursing

Vincent Kovar

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M.A., Seattle University
B.A., University of Washington
A.A., Spokane Fall Community College

Dana Knott

Core Faculty and Library Director
M.L.I.S., Kent State University
M.A., Oklahoma State University
B.A., Wartburg College

Paul Lucas

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Ph.D., University of Dayton
M.S.Ed., Bowling Green University
Ed.S., Wright State University
B.S.Ed., Bowling Green University

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Affiliate Faculty
Ph.D., Antioch University
M.A., St. John's University
B.A., St. John's University

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Director, Antioch University Virtual Writing Center
Ph.D., University of Idaho
M.A., Utah State University
B.A., Montclair State University

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B.S., Slippery Rock University

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M.A., Antioch University

B.A., Wright State University

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M.S., Northeastern University

B.S., New Jersey Institute of Technology

Alexandra Salas

Affiliate Faculty

Ph.D., Walden University

M.A., City University of New York, Queens College

B.A., New York University

Chad Sloss

Affiliate Faculty

M.A., Antioch University

B.A., Antioch College

Nathan Singer

Affiliate Faculty

M.A., Antioch University

B.A., Northern Kentucky University

Stephen Soto

Affiliate Faculty

D.M., University of Phoenix

M.B.A. and M.A., Rutgers University

B.S., Massachusetts Institute of Technology

B.S., Elmhurst College

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J.D., Salmon P. Chase College of Law

M.B.A., Xavier University

B.S., University of Dayton

Meg Tufano

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Karin VanZant

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