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# ANTIOCH UNIVERSITY

**ONLINE**

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Academic Catalog

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2019-2020

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Academic Catalog  
2019-2020

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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 co-education, nonsectarianism, and nonsegregation in order to educate “minds free from prejudice and yearning after truth”.

With diverse campuses in New Hampshire, Ohio, Seattle, Los Angeles and Santa Barbara, as well as the non-place-based Graduate School of Leadership and Change and Antioch University Online, Antioch University today stands stronger than ever. As a private, nonprofit, comprehensive institution, Antioch University is a singularly accredited, highly integrated University. Antioch offers face-to-face, hybrid and fully-online coursework, and bachelor’s, master’s and doctoral degree programs in the following academic areas: Arts and Humanities, Business, Management, and Leadership; Counseling and Health Professions; Education; Environmental Studies and Sustainability; Interdisciplinary and Liberal Studies; and Psychology.

### **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. Development of the Core Attributes is an ongoing process engaging all members of Antioch’s academic community.

### **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](mailto:registrar@antioch.edu).

### **Use of this Catalog**

The fees, programs and policies contained in this catalog are effective with the Summer 2019 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](http://www.antioch.edu/policies). [Throughout this catalog, individual University policies are referenced by number, and may be accessed from this site.]

The University and the Campus reserve the right, in their sole discretion, to amend or remove current policies, to adopt new policies as it deems necessary or appropriate, or to update the academic calendar the tuition refund policy, the curriculum or course offerings during the current catalog year. Any change will be published with 30 calendar days' notice prior to the effective date. Students are encourage to review the online catalog periodically for future amendments, and to monitor their Antioch email account for notification of changes.

## **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 Service 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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Applied Studies Requirements (24 credits)</b>	



Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
<b>Professional Core Curriculum</b> (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
<b>Professional Seminars</b> COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict (3) HUM-3600 Justice and Equity (3)	9 credits
<b>Applied Learning/Prior Experiential Learning</b> Applied Learning Field Work (3) PRO-4790 Senior Project (3)	6 credits

### **Bachelor of Science in Applied Technology and Business Leadership**

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

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Applied Studies Requirements (24 credits)</b>	
Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
<b>Professional Core Curriculum</b> (choose 3) MGT-3680 Accounting and Budgeting (3) MGT-4840 Ethical Issues in Management (3)	9 credits

MGT-4960 Organizational Behavior (3) MGT-4980 Strategic Marketing (3)	
<b>Professional Seminars</b> COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict(3) HUM-3600 Justice and Equity(3)	9 credits
<b>Applied Learning/Prior Experiential Learning</b> 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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Applied Studies Requirements (21 credits)</b>	
Transfer Credits- Technical or Professional Courses approved by Antioch Advisor (18 credits included in transfer credits above).	-
<b>Professional Core Curriculum</b> (choose 3) HAD-4250 Fundamentals of Healthcare Administration (3) HWL-4000 Economics, Politics, and Access in Healthcare (3)	9 credits

HWL-4040 Multicultural Comptency for Healthcare Admin (3) MGT-3700 Legal Issues Impacting Managers (3) MGT-4840 Ethical Issues in Management (3) MGT-4960 Organizational Behavior	
<b><u>Professional Seminars</u></b> COM-3600 Business Communications (3) CRE-3300 Intercultural Conflict(3)	6 credits
<b><u>Applied Learning/Prior Experiential Learning</u></b> 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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Human Development Course Requirements: (36-39 Credits) *professional core (21) and focus area (15-18)</b>	
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.)

<b>***Clinical Mental Health Counseling (18 credits)</b>	
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

<b>Adult Development and Aging Services Focus Courses (15 credits)</b>	
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 BA 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 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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Human Services Administration Course Requirements (33 credits)</b>	
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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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
<b>Literature and Creative Writing Concentration Course Requirements: (36 Credits)</b>	
Choose any combination of 11 COM or LIT courses <i>(with a minimum of 4 COM and 4 LIT courses)</i>	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.

<b>Interdisciplinary Core Courses (18 credits)</b>	
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



<b>Leadership for Service and Change Concentration Course Requirements: (36 Credits) *professional core (21) and focus area (15)</b>	
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 Competance	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.

<b>Domestic Service Focus Courses (15 credits): Must include one service learning course.</b>	
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

<b>Youth in Development Focus Courses (15 credits)</b>	
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.

<b>Interdisciplinary Core Courses (21 credits)</b>	
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

<b>Management Professional Core Course Requirements (21 credits)</b>	
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)**

<b>Project Management Area of Focus Requirements (12 credits)</b>	
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

<b>Healthcare Administration Area of Focus Requirements (12 credits)</b>	
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 Service 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 expand 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**

<b>Master of Human Service Administration Course Requirements (36 credits)</b>	
FIN- 5100 Financial Analysis for Non-Profits	3 credits
MKT-5000 Marketing & Communication Strategy	3 credits
MGT-5231 Ethical and Legal Issues Facing Leaders	3 credits
MGT 5280 Human Resources Management	3 credits
HSA-5230 Human Services Systems & Organizations	3 credits
HSA-5200 Grant Writing and Development	3 credits
HSA-5113 Organizational Leadership and Governance	3 credits
HSA-5210 Program Planning and Evaluation	3 credits
XXX-5xxx Developing People and Performance	3 credits
<del>XXX-XXXX</del> Research Methods	3 credits
XXX-5xxx Strategy, Resilience and Innovation	3 credits
XXX-5xxx Change Project/Capstone	3 credits

## 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](mailto: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\\_6x7/](http://aura.antioch.edu/policies_500_6x7/)

### Undergraduate Admissions Requirements

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

- Undergraduate documentation
  - A completed application form
  - 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
- 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 may not be applicable for international students currently studying in the United States, since the U.S. Department of State does not permit the issuing of the F-1 visa to students enrolled in a 100% distance learning course of study.

### **Expanded International Admission Requirements**

#### ***English Language Proficiency***

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

<b>Exam</b>	<b>Score</b>
<u>ETS TOEFL</u>	79 (internet), 550 (paper), 213 (computer)
<u>Kaplan's TOEFL</u>	Kaplan's Advanced Level
<u>IELTS</u>	6.5 or higher
<u>CELSA</u>	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**

See Antioch University Attendance policy 5.615 at [https://aura.antioch.edu/policies\\_500\\_6x/12](https://aura.antioch.edu/policies_500_6x/12)

Every student's class attendance and participation are essential to the learning process. For the purposes of online work, an absence is defined as "not logging on at least once during a standard seven-day calendar week." It is expected that students will be absent only under extreme circumstances, such as illness or family emergencies.

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

All students must log into the course management system (Sakai) by the end of the first week of class in order to avoid being tagged as a non-participant. Students must use the Antioch Sakai and e-mail messaging systems to contact instructors and advisors.

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.

Students who have more than one absence (two instances of not logging on at least once during a standard seven-day calendar week) and do not contact their instructor and advisor within 2 days of the second absence may be administratively withdrawn from the course.

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

### **Online Participation**

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

Students are expected to contribute to the development of an online learning community through their active participation in class. The 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/](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- or 8-week sessions. New AUO students enroll in the program at any of the entry points for their program per year.

The 2019-2020 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](mailto:kcrist@antioch.edu).

\*For more information, please review Antioch University policy 6.101 Disability Support Services: [http://aura.antioch.edu/policies\\_600\\_1x/1/](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 the 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](http://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**

See Antioch University Student Records (FERPA) Policy 5.629 at [http://aura.antioch.edu/policies\\_500\\_6x/11/](http://aura.antioch.edu/policies_500_6x/11/)

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 personal identifiers 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.

No student who has more than one absence in a course lasting seven or eight weeks or more than two absences for a course lasting sixteen weeks may not receive credit or be eligible for an incomplete.

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

### **Incomplete Grade Policy**

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

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

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

### **Narrative Evaluation**

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

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

### **Categories of Credit Assessment**

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

1. CR (credit). As a minimum standard, academic credit may be awarded toward a degree only if the student's performance is at least “satisfactory.” Antioch University defines “satisfactory” to mean the following:
  - For undergraduate credit, the student has performed at a level that would be considered at least a “C” or better in a graded system.
  - For graduate credit, the student has performed at a level that would be considered - “B” or better in a graded system.
2. INC (incomplete). Students may request an incomplete if they have performed satisfactorily in a course but have some portion of the course to complete after the end of the term. An instructor may award an incomplete at his or her discretion. Incompletes must be successfully completed no later than the end of the drop deadline of the following term or they convert to No Credit. Incomplete grades are considered unsuccessfully-attempted credit in the calculation of term- based satisfactory academic standing.
3. INP (in progress). INP grades may be issued for courses that span more than one term. Students making acceptable progress during the term in which they registered for the course receive an INP, and receive credit upon completion of the course. Courses associated with IP grades include internships, practica, capstones and theses. Students may take a maximum of



two additional terms to complete a course with a grade of INP. If not completed in this time frame, the IP designation will convert to No Credit. INP grades are not counted against term-based SAP calculation.

4. NC (no credit). This designation is based upon not fulfilling minimum course requirements. NC will be given in graduate courses for work not meeting the equivalent of a “B” or better. NC will be given in undergraduate courses for work not meeting the equivalent of a “C” or better.

## **Graduation**

A student’s graduation date falls on the last day of the academic term (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 for the first semester. Instead, in consultation with students, the program office registers students for courses in the first semester and then students meet with their faculty mentors/advisors for registration beyond their first semester. 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.

## **Student Account(s)**

*\*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/ea

Transcripts without Narratives: \$10.00/ea

\*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](mailto: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 Science, Master of Arts, Master of Education, Master of Business Administration, Master of Fine Arts, 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** **3**  
Through this course, students will gain appreciation for the short story form through writing their own stories as well as through analyzing short story literature. Students will be expected to create a well-crafted short story by doing multiple drafts, which will provide experience in developing story ideas, characters, plot, setting, theme and dialogue as well as in story writing techniques such as pace, voice, tension, and description that can be applied to creating fiction of any length.
- COM-3580 Playwriting and Performance** **3**  
Students will develop their understanding of the basic principles of play construction and acting. They will do so by acting out monologues and dialogues written by published playwrights, and by acting out their own written materials. By the end of the course, the class should have written and performed at least one play for an invited audience.
- COM-3600 Business Communications** **3**  
This course will explore and analyze technical and business writing theories and practices designed to be applicable to the production of business communication in the student's real world. It will teach the fundamentals of good business writing, including protocols for proposals, memoranda, electronic mail, good and bad messages, social media communications, and formal reports and proposals. In addition, there will be instruction in oral presentation and in depth practice on both an individual and a collaborative basis. Students will learn how to enhance their business communication with technically based media.
- COM-3650 Multi-Genre Writing** **3**  
This course is an introduction to the basic processes that underlie most creative writing, regardless of genre. It serves as a first experience for those who have never tried to write a poem, fiction, or play, and as a vital reminder of the primal bases of the experience for those who have written. Students will develop their competencies in several different genres of writing, and will also learn how to mix genres to enhance whatever they are working on.

<b>COM-3700</b>	<b>Professional Writing</b> This course will help prepare students for writing as a profession. Students will do hands-on editing work, and will work with publishers and academics to refine their writings in professional fields.	<b>3</b>
<b>COM-4220</b>	<b>Poetry Writing</b> 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.	<b>3</b>
<b>COM-4320</b>	<b>Social Media and Social Change</b> 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.	<b>3</b>
<b>COM-4540</b>	<b>Creative Nonfiction</b> 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.	<b>3</b>
<b>COM-4700</b>	<b>Antioch Writers Workshop</b> 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.	<b>3</b>
<b>CONFLICT RESOLUTION AND ENGAGEMENT</b>		
<b>CRE-3100</b>	<b>Understanding Conflict in a Changing World</b> 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.	<b>3</b>

<b>CRE-3200</b>	<b>Interpersonal Conflict</b> 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.	<b>3</b>
<b>CRE-3300</b>	<b>Intercultural Conflict</b> 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.	<b>3</b>
<b>CRE-3500</b>	<b>Identity and Conflict Analysis</b> 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.	<b>3</b>
<b>CRE-3600</b>	<b>Conflict Inside Organizations</b> 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.	<b>3</b>
<b>CRE-4300</b>	<b>Politics, Power and Conflict</b> 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.	<b>3</b>
<b>CULTURAL STUDIES</b>		
<b>ICC-3200</b>	<b>Intercultural Competance</b> 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.	<b>3</b>

## HEALTH AND WELLNESS

### **HWL-4000      Economics, Politics, and Access in Healthcare      3**

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**

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**

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**

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**

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**

<b>HDV-4020</b>	<b>Child and Adolescent Development</b> 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.	<b>3</b>
<b>HDV-4030</b>	<b>Adult Development</b> 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.	<b>3</b>
<b>HDV-3900</b>	<b>Caring for the Aging</b> 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.	<b>3</b>



<b>HDV-4140</b>	<p><b>Behavioral Physiology</b></p> <p>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.</p>	<b>3</b>
<b>HDV 4910</b>	<p><b>Ecology of Human Development</b></p> <p>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.</p>	<b>3</b>
<b>HDV4210</b>	<p><b>Contemporary Family Patterns</b></p> <p>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.</p>	<b>3</b>
<b>HDV 4190</b>	<p><b>Dying As a Stage of Life</b></p> <p>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.</p>	<b>3</b>
<b>HUMAN SERVICES ADMINISTRATION</b>		
<b>HSA-4200</b>	<p><b>Human Service Systems and Grants</b></p> <p>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.</p>	<b>3</b>

<b>HSA-4300</b>	<b>Issues of Poverty and Hunger in the U.S.</b> 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.	<b>3</b>
 <b>HUMANITIES</b>		
<b>HUM-3013</b>	<b>Ancient Civilizations: Far Eastern Civilizations</b> 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.	<b>3</b>
 <b>HUM-3022</b>	 <b>Greek Civilization</b> 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.	 <b>3</b>
 <b>HUM-3023</b>	 <b>Roman Civilization</b> 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.	 <b>3</b>
 <b>HUM-3032</b>	 <b>Early Jewish and Christian Heritages</b> 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.	 <b>3</b>

<b>HUM-3033</b>	<b>Early Islamic Heritage</b> 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.	<b>3</b>
<b>HUM-3042</b>	<b>Medieval and Renaissance Europe</b> 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.	<b>3</b>
<b>HUM-3052</b>	<b>Colonialism</b> 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.	<b>3</b>
<b>HUM-3053</b>	<b>Postcolonialism</b> 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.	<b>3</b>
<b>HUM-3062</b>	<b>Indigenous Civilizations of Latin America and the Caribbean</b> 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.	<b>3</b>

<b>HUM-3063</b>	<b>Indigenous Civilizations of North America</b> 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.	<b>3</b>
<b>HUM-3600</b>	<b>JUSTICE AND EQUITY</b> 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.	<b>3</b>
<b>INTERDISCIPLINARY CORE</b>		
<b>INTD-3210/3211</b>	<b>Experience and Expression (3210 for Liberal Studies Majors:3211 for all other Majors)</b> 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.	<b>3</b>
<b>INTD-3250</b>	<b>Modes and Methods of Learning</b> 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.	<b>3</b>

- INTD-3310**     **Literary Analysis and Argumentation**     **3**  
Students travel the world in literature to explore ideas, passions, and the lives of people in other times and places. Discussions focus on viewpoints and aims of characters, narrative techniques, cultural contexts, and intentionality in reading and writing. Students refine their ability to read closely and critically and to analyze literary texts using a variety of academic approaches. They learn both how to construct analytical arguments about literary themes and how this skill can be transferred to other professional situations. Prerequisite: INTD-3210.
- INTD-3350**     **Culture, Conflict, and Social Research**     **3**  
Introduces students to the historic and cultural origins of contemporary conflicts and the attitudes and institutions that perpetuate them. They learn methods of research that can effectively address the issues and questions that arise in conflict situations. Students learn how to pose productive questions, formulate hypotheses, design logical and effective research strategies, address issues of reliability and validity, and observe ethical protocols. They each conduct and compose a modest research project and make an oral presentation according to professional standards. Prerequisite: INTD-3250.
- INTD-3450**     **Foundations of Civilization**     **3**  
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.
- INTD-3510**     **Ecology, Technology, and Society**     **3**  
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.

<b>INTD-3550</b>	<b>Leadership</b> 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.	<b>3</b>
 <b>LEADERSHIP</b>		
<b>LDR-3500</b>	<b>Community Engagement</b> This one-credit seminar explores ways to plan, document, and credit service and volunteer work in community settings.	<b>1</b>
<b>LDR-3600</b>	<b>Personal and Professional Development</b> 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.	<b>1</b>
<b>LDR-3700</b>	<b>Reflective Practice</b> This one-credit seminar explores ways in which leadership potential can be enhanced through continuous self-assessment and self-reflection.	<b>1</b>
 <b>LITERATURE</b>		
<b>LIT-3630</b>	<b>Mixed-Race Women’s Literature</b> 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.	<b>3</b>

- LIT-4420 African American Literature 3**  
This course explores the location of Black writers in literature. Oral traditions, folklore, and literature as definition for culture and as documentation and validation are stressed. Concentration is on 20th century writers. This is a reading-intensive survey course designed as a broad exploration of African American writers from the 18<sup>th</sup> century to the present. A range of genres will be explored, including oral traditions, fiction, nonfiction, autobiography, drama, and poetry. Attention will be paid to the relationship between writers and their times, from slave narratives to contemporary fiction. The course is organized in a seminar format, delivered fully online. This is a reading intensive course, with literary and visual texts as well as oral traditions providing locations of discourse. Students will learn from each other and through self-reflection as well as through assigned readings and media, and direct research. Online discussions on race, gender, and class issues will be conducted with utmost sensitivity and respect throughout.
- LIT-4520 American Literature**  
The literature in this course spans both the history of the U.S. and the cultural diversity of writers, both male and female. Within this broad frame, students read works which embody characteristic American themes, such as conflicts over race, the struggle for equality, the pursuit of individual freedom, the questions of truth and destiny, the role of religious belief in a secular world, and the emergence of a multiethnic society. Students will discuss the distinctiveness of American contributions to world literature.
- LIT-4620 English Literature 3**  
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.
- LIT-4650 Shakespeare 3**  
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.

## MANAGEMENT

- MGT-3680 Accounting/Budgeting** **3**  
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.
- MGT-3720 Business Law** **3**  
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.
- MGT-3830 Project Management Essentials** **3**  
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.
- MGT-3850 Quality Management** **3**  
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.
- MGT-3880 Contracting and Purchasing** **3**  
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.



<b>MGT-3900</b>	<b>Human Resource Management</b> 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.	<b>3</b>
<b>MGT-4410</b>	<b>Economics--Macro and Micro</b> 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.	<b>3</b>
<b>MGT-4600</b>	<b>Social Enterprise</b> 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.	<b>3</b>
<b>MGT-4780</b>	<b>Strategic Marketing</b> 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.	<b>3</b>
<b>MGT-4840</b>	<b>Ethical Issues in Management</b> 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.	<b>3</b>

<b>MGT-4880</b>	<b>Strategic Marketing for Non-Profit Organizations</b> 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.	<b>3</b>
<b>MGT-4960</b>	<b>Organizational Behavior</b> 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.	<b>3</b>
<b>PHILOSOPHY</b>		
<b>PHIL-4120</b>	<b>Environmental Ethics</b> Students are introduced to how philosophical assumptions and worldviews permeate our orientations to the natural world. We also examine 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.	<b>3</b>
<b>PRIOR LEARNING</b>		
<b>PLA-1000</b>	<b>Prior Learning Assessment</b> 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.	<b>3</b>
<b>PROFESSIONAL DEVELOPMENT</b>		
<b>PRO-4970</b>	<b>Senior Project</b> 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>	<b>3</b>

**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      3**  
This course is an introduction to system and other concepts related to Systems Thinking. It explores the axiological principles of sustainability in addition to introducing such concepts as complexity and emergence. Systems thinking is also approached in terms of interdisciplinary perspectives such as the principles of ecology, consumption patterns of energy and natural resources, cultural sustainability, environmental politics, social justice, ethics, sustainable architecture, and engineering.
- SST-3600      Population Growth & Global Poverty      3**  
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.
- SST-3700      Culture and Ecology      3**  
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.
- SST-4500      Green Entrepreneurship      3**  
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.

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

### FINANCE

- FIN-5100      Financial Analysis for Nonprofit Managers      3**
- 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.

### HUMAN SERVICE ADMINISTRATION

- HSA-5200      Grant Writing and Resource Development      3**
- 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.
- HSA-5210      Program Planning and Evaluation      3**
- This course introduces students to the purposes of and strategies for program planning in nonprofit organizations. The primary focus of the class is building the knowledge and skills required of program professionals. Students explore and examine theories, concepts, approaches, and processes fundamental to program planning and evaluation. Using research, reflection and practical application, students will explore the development, implementation, and evaluation of programs that aim to effect change and build capacity of individuals, families, and communities.

**HSA-5113**      **Organizational Leadership and Governance**      **3**  
As the environment for nonprofits continues to change, the demand for measured and innovative nonprofit leadership and governance is at a premium. In this course, students explore the unique aspects of nonprofit board governance with a primary focus on roles and responsibilities of the board, executive leadership, staff, and volunteers; how governing boards function; and elements that contribute to the overall organizational effectiveness and mission achievement.

**XXX-XXXX**      **Research Methods**  
This course introduces qualitative, quantitative, and mixed methods approaches to research in an interdisciplinary context. It examines methodological assumptions of those approaches and fundamental issues in designing a research study. Students think critically about how to use various methods to investigate information and phenomena of interest to create new knowledge for professional and academic purposes. Students identify a manageable research question that is consistent with their educational and professional goals, choose a methodology, plan the research and submit an initial research proposal.

## **MANAGEMENT**

**HSA-5230**      **Human Services Systems & Organizations**      **3**  
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 functions of complex social service organizations. Topics will include adapting to changes in the social environments, how to grow and develop services, and how to navigate socio-political relationships including advocacy and community partnerships.

**MGT-5231**      **Ethical and Legal Issues Facing Leaders**      **3**  
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.

**3**

**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.

**MARKETING**

**MKT-5000 Marketing and Communication Strategy**

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

### 2019-20 Academic Calendar

#### Fall 2019

<b>Program Offering Dates</b>	<b>Start</b>	<b>End</b>
Session A	8/26/2019	10/13/2019
Session B	10/21/2019	12/10/2019
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	7/12/2019	
OPEN REGISTRATION	7/26/2019	n/a
New Student Registration	7/26/2019	
First Day of Classes	8/26/2019	
Session A Class Add Period	8/26/2019	9/4/2019
Session A Class Drop Period	8/26/2019	9/4/2019
Session A Class Late Drop (W) Period	9/25/2019	
Session A Class Late Drop (WNC) Period	9/24/2019	10/13/2019
Session B Class Add Period	10/21/2019	10/30/2019
Session B Class Drop Period	10/21/2019	10/30/20189
Session B Class Late Drop (W) Period	10/31/2019	11/19/19
Session B Class Late Drop (WNC) Period	11/20/2019	12/10/19
Last Day of Online Registration*	Drop end date	
Session A Faculty Narrative Evaluations Due	10/21/2019	



Last Day of Classes	12/08/2019	
Official Graduation/Degree Conferral Date for this term	12/18/2019	
Session B Faculty Narrative Evaluations Due	12/16/2019	
Commencement Ceremony	May 3, 2019, site TBD	
HOLIDAYS (campus closed unless noted)	Start	End
Labor Day Holiday	9/2/2019	
Thanksgiving Holiday	11/28/2019	12/01/2019
Winter Break	12/24/2019	1/1/2020

\*For full campus term classes.

## Spring 2020

Program Offering Dates	Start	End
Session A	1/13/2020	3/01/2020
Session B	3/9/2020	4/26/2020

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	11/15/2019	
OPEN REGISTRATION	11/29/2019	
New Student Registration	11/29/2019	
Late Registration	TBD	TBD
Session A Last Day of Online Registration	01/22/2020	

First Day of Term	01/13/2020	
Session A Class Add Period	1/13/2020	1/22/2020
Session A Class Drop Period	1/13/2020	1/22/2020
Session A Class Late Drop (W) Period	1/23/2020	2/10/2020
Session A Class Late Drop (WNC) Period	2/11/2020	03/01/2020
Session B Class Add Period	3/09/2020	3/18/2020
Session B Class Drop Period	3/09/2020	3/18/2020
Last Day of Online Registration*		Drop end date
Session A Faculty Narrative Evaluations Due		3/09/2019
Session B Class Late Drop (W) Period	3/19/2020	4/06/2020
Session B Class Late Drop (WNC) Period	4/07/2020	4/26/2020
Last Day of Classes		4/26/2020
Session B Faculty Narrative Evaluations Due		5/4/2020
Official Graduation/Degree Conferral Date for this term		05/01/2020
Commencement Ceremony		May 3, 2019, site TBD
HOLIDAYS (campus closed unless noted)	Start	End
New Year's Day Holiday		1/1/2020
Martin Luther King Jr. Holiday		1/20/2020
President's Day Holiday (admin holiday, classes in session)		2/17/2020

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

## Appendix IV

### Academic and Student Policies

Antioch University 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/](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/](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/](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.

#### **Degree and Certificate Conferral Policy**

See Antioch University Degree and Academic Certificate Conferral Policy 5.705 at [https://aura.antioch.edu/policies\\_500\\_7x/5](https://aura.antioch.edu/policies_500_7x/5)

Although degree and certificate requirements vary from program to program, all students must meet certain criteria and deadlines to have their academic degree or certificate conferred and to receive official documentation (transcript and diploma/certificate).

#### **Grade Equivalency Policy**

See Antioch University Grade Equivalency Policy, 5.229 at [http://aura.antioch.edu/policies\\_500\\_2x/1/](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/](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/](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.

**International Study and Domestic Field Study Travel Policy**

See Antioch University policy 5.223 at [https://aura.antioch.edu/policies\\_500\\_2x/15](https://aura.antioch.edu/policies_500_2x/15)

This policy outlines the steps that Antioch takes in approving international and other travel courses to ensure student safety, security, and learning opportunities.

**Prior Learning Credit Policy**

See Antioch University Prior Learning Policy 5.613 at [http://aura.antioch.edu/policies\\_500\\_6x/1/](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/](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/](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/](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/](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/](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/](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/](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/](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.

### ***Campus or Workplace Violence***

See Antioch University Campus or Workplace Violence at [http://aura.antioch.edu/policies\\_400\\_5x/4/](http://aura.antioch.edu/policies_400_5x/4/)

Antioch University has a long-standing commitment to promoting a safe and secure academic and work environment. All members of the university community are expected to maintain a working and learning environment free from physical and verbal violence, threats, harassment, intimidation or coercion. This policy seeks to prevent campus or workplace violence from occurring to the fullest extent possible, and sets forth procedures to be followed when such violence has occurred. While this kind of conduct is rare, no large organization can consider itself to be immune, and established policies and procedures can help provide appropriate responses to situations that may arise.

### ***Children on Campus Policy***

See Antioch University Children on Campus Policy 4.511 at [http://aura.antioch.edu/policies\\_400\\_5x/3/](http://aura.antioch.edu/policies_400_5x/3/)

To ensure and promote the most productive learning environment, this policy establishes guidelines regarding children's presence during scheduled instructional sessions.

### ***Drug-Free Schools and Communities***

See Antioch University Drug-Free Workplace Policy, 4.505 at [http://aura.antioch.edu/policies\\_400\\_5x/1/](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/](http://aura.antioch.edu/policies_800/3/) and also Acceptable Use of Electronic Resources, 8.101 [http://aura.antioch.edu/policies\\_800/4/](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/](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.

### ***Military Deployment Policy***

See Antioch University Military and Reserve Military Deployment Policy 6.121 at

[https://aura.antioch.edu/policies\\_600\\_1x/10](https://aura.antioch.edu/policies_600_1x/10)

Antioch University honors the sacrifices made by our active military and active reserve military students. In recognition of the disruption that deployment can create, the university has established policies and procedures to ensure that students are not disadvantaged while meeting their military obligations.

### ***Non-Smoking Environment Policy***

See Antioch University Non-Smoking Environment Policy, 4.507 at

[http://aura.antioch.edu/policies\\_400\\_5x/2/](http://aura.antioch.edu/policies_400_5x/2/)

In accordance with Antioch University's commitment to the general health and well-being of its students, faculty, staff and visitors, and in compliance with state and local ordinances, this policy outlines general guidelines related to smoking on and adjacent to Antioch's campuses and instructional activities.

### ***Relationships in the Workplace Policy***

See Antioch University Relationships in the Workplace Policy, 4.615 at

[http://aura.antioch.edu/policies\\_400\\_6x/11/](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/](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/](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.auo@antioch.edu](mailto:studentaccounts.auo@antioch.edu) or 937-769-1038 (Mon-Fri, 8:30 – 5:00 pm, Eastern).

##### 2019-2020 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: \$375/semester credit hour

##### Graduate Tuition

Master of Human Service Administration

Tuition: \$650 per semester credit hour.

##### Non-Program Fees

Re-enrollment fee	_____	\$50
Techology fee	_____	\$75/semester
Transcript (1st class mail)	_____	\$10.00/each
Transcript (overnight UPS)	_____	\$30.00/each
Late Registration fee	_____	\$100
Late Payment fee	_____	\$50
Return check fee (per check)	_____	\$50
Payment plan fee	_____	\$40
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 (Jackie Dailey).

## 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 third 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: (%'s of Instructional Period)

% Used	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 Amount of Tuition and other fees Refunded  
University Registrar

Prior to first day of the term

(as defined in the Academic Calendar) 100%

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](mailto: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](http://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 1<sup>st</sup> for consideration for the upcoming academic year which begins with the Summer term. March 1<sup>st</sup> 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.

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 2019 – 2020 academic year based on enrollment.

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

- **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, enrollment 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](http://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](mailto: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 (Jackie Dailey). 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 AUVIEW.

### **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 Online Faculty

#### **Joseph Cronin**

*Core Faculty and Director of IMA*

Ph.D., University of Cincinnati

M.A., Teachers College, Columbia University

B.A., Williams College

#### **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*

M.A., Antioch University

B.A., Antioch McGregor

#### **Falami Devoe**

*Affiliate Faculty*

M.Ed., Antioch University Midwest

M.A., Antioch University Midwest

#### **Ian Eagleson**

*Affiliate Faculty*

Ph.D., University of California, San Diego

B.A., Williams College

#### **Lorraine Fish**

*Affiliate Faculty*

Ph.D., Union Institute & University

M.A., Antioch University Seattle

B.A., Antioch University Seattle

#### **Shadi Halabi**

*Affiliate Faculty*

M.A., Union Theological Seminary

B.A., St. Olaf College

#### **Ashley Kehoe**

*Affiliate Faculty*

M.Ed., Loyola University

B.A., Roosevelt University

#### **Rick Kelley**

*Affiliate Faculty*

M.A., Antioch University

B.S.N., Ohio University

B.A., Antioch University

R.N., Community Hospital Nursing

#### **Paul Lucas**

*Affiliate Faculty*

Ph.D., University of Dayton

M.S.Ed., Bowling Green University

Ed.S., Wright State University

B.S.Ed., Bowling Green University

#### **Angel Martinez**

*Affiliate Faculty*

Ph.D., Antioch University

M.A., St. John's University

B.A., St. John's University

#### **Anne Maxham**

*Director, Antioch University Virtual Writing Center*

Ph.D., University of Idaho

M.A., Utah State University

B.A., Montclair State University

#### **Tera McIntosh**

*Affiliate Faculty*

Ph.D., Antioch University

M.S., Carlow University

B.S., Slippery Rock University

#### **Hays Moulton**

*Chair, Undergraduate Studies*

M. A., Antioch University McGregor

M.Ed., Wright State University

**Sukhdev Nanda**

*Affiliate Faculty*  
B.S., Panjab University  
M.S., University of Wisconsin  
M.B.A., University of Dayton

**Leah Nelson**

*Affiliate Faculty*  
M.S., Capella University  
B.S., University of Wisconsin-River Falls

**Yana Normandin**

*Affiliate Faculty*  
Ph.D., Capella University  
M.A., Argosy University  
B.S., Arizona State University  
B.A., Arizona State University

**Wendy M. K. Peters**

*Affiliate Faculty*  
Ph.D., Institute of Transpersonal Psychology  
M.A., Institute of Transpersonal Psychology  
B.S., Southern Illinois University

**Lisa Prosek**

*Affiliate Faculty*  
M.A., Antioch University  
B.S., Ohio University

**Jocelyn Robinson**

*Affiliate Faculty*  
M.A., Antioch University  
B.A., Wright State University

**Dave Ross**

*Affiliate Faculty*  
M.S., Northeastern University  
B.S., New Jersey Institute of Technology

**Alexandra Salas**

*Affiliate Faculty*  
Ph.D. from Walden University  
M.A. Queens College  
B.A. New York University

**Stephen Shaw**

*Core Faculty and Library Director*  
M.L.S., State University of New York at Buffalo  
Ph.D., State University of New York at Buffalo  
B.A., The Ohio State University

**Chad Sloss**

*Affiliate Faculty*  
M.A., Antioch University  
B.A., Antioch 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

**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

**Carol Stoner**

*Affiliate Faculty*  
J.D., Salmon P. Chase College of Law  
M.B.A., Xavier University  
B.S., University of Dayton

**Meg Tufano**

*Affiliate Faculty*  
M.A., Antioch University Midwest  
B.A., University of Toronto

**Karin VanZant**

*Affiliate Faculty*  
M.P.A., Wright State University  
B.A., Wright State University

## Key Contacts

**Admissions**.....[admissions.AUO@antioch.edu](mailto:admissions.AUO@antioch.edu)

**Director of Student Services**

Karen Crist.....937-769-1335  
[kcrist@antioch.edu](mailto:kcrist@antioch.edu)

**Disability Support Services**

Karen Crist.....937-769-1335  
[kcrist@antioch.edu](mailto:kcrist@antioch.edu)

**Director of Administrative and Student Services  
and Academic Advisor**

Liz Carson-Murphy .....937-769-1352  
[ecarsonmurphy@antioch.edu](mailto:ecarsonmurphy@antioch.edu)

**Financial Aid**

Amanda Day  
.....[financialaid.AUO@antioch.edu](mailto:financialaid.AUO@antioch.edu)

**Student Accounts Office** ..... 937-769-1038

[studentaccounts.AUO@antioch.edu](mailto:studentaccounts.AUO@antioch.edu)

**Veteran's Benefits**

.....[vabenefits.AUC@antioch.edu](mailto:vabenefits.AUC@antioch.edu)

## Antioch University Leadership

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William R. Groves  
J.D., The Ohio State University College of Law

### Vice Chancellors & University Leadership

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

Allan Gozum  
Vice Chancellor, Finance and Administration  
Ed.D., University of Pennsylvania

Chet Haskell  
Vice Chancellor, Academic Affairs and  
University Provosts  
D.P.A., University of Southern California

Michelle Koppitz  
Associate Vice Chancellor, Strategic  
Partnerships & Extension Sites  
M.A., Olivet Nazarene University

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

Iris Weisman  
Associate Vice Chancellor, Academic Affairs and  
Student Success  
Ed.D., North Carolina State University

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Provost, Graduate School of Leadership and  
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England  
Ph.D., University of Toledo

Mark Hower, Antioch University Los Angeles

Ph.D., Antioch University

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

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

Terry Ratcliff, Executive Dean, Online  
Learning/University Programs  
Ed.D., University of California, Berkeley

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University Director of Information Technology  
& Chief Information Officer  
M.Div., Virginia Union University

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

Donnie Ronan  
University Director, Financial Services  
B.S., Indiana University

James Sirmon  
Interim University Director, Admissions  
B.B.A., Northwood University

William Winkowski  
Interim Director, Marketing, CRM Teams and  
Financial Aid  
M.A., Keller Graduate School

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