



Distance Education
Graduate Student Handbook
Academic Year 2016-17

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A Note from President Khoury

Unity College Graduate Students,

Congratulations and welcome to Unity College! We are very happy to welcome you to our educational community.

As I'm sure you know, Unity College is a special place. Our sustainability science educational framework, our commitment to the liberal arts, and our emphasis on transdisciplinary pedagogy give Unity an extraordinary mission and an uncommon sense of community. Welcome to a community of people determined to make powerful and positive changes in the environmental century.

I am happy you are with us, and I hope that you find your time here satisfying and rewarding.

If you need help or have questions, please reach out to your teachers and Dean. And let me know if there is anything I can do.

In Unity,

A handwritten signature in blue ink, which appears to read "Melik Peter Khoury". The signature is stylized and fluid.

Dr. Melik Peter Khoury
Unity College President



SECTION 1 INTRODUCTION

The Unity College Mission

Through the framework of sustainability science, Unity College provides a liberal arts education that emphasizes the environment and natural resources. Through experiential and collaborative learning, our graduates emerge as responsible citizens, environmental stewards, and visionary leaders.

The Unity College Distance Education Student Handbook

The Distance Education Graduate Student Handbook contains the policies, procedures, and guidelines applicable to the Distance Education Strategic Education Business Unit and online learning community at Unity College as reviewed and approved by the Unity College Distance Education administration.

The most visible activity of distance education graduate work is the intellectual interaction of faculty and students involved in learning and devoted to advancing professionalism in their fields. Supporting these endeavors are academic leaders who are committed to providing an atmosphere in which distance education can flourish.

By accepting admission to Unity College, graduate students indicate that they are responsible for adhering to the policies and procedures that govern their education at Unity College. The requirements of the graduate programs at Unity College have been instituted so that students, faculty, and administrators are guided by a shared set of expectations for graduate education. We sincerely hope that awareness of these requirements allows each graduate student a fruitful educational experience at Unity College.

Statement of Accreditation

Unity College is fully accredited by the New England Association of Schools and Colleges (NEASC) Commission on Institutions of Higher Education (CIHE). NEASC is located at 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514. NEASC may also be contacted by telephone at (781) 425-7785 or through their website at <http://cihe.neasc.org>.



SECTION 2

STUDENT RIGHTS & RESPONSIBILITIES

The Unity College student body is a dynamic group of unique individuals whose ethical standards are driven by the compass core values of integrity, community, respect, and environment.

Distance Education Graduate Student Code of Conduct

All members of the Unity College student body must be responsible for their actions and make sure that these actions do not adversely affect other community members. The College has the authority and responsibility to establish rules and standards that may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with students. They are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when students cannot resolve conflicts themselves; when local, state, or federal laws have been broken; when there could be or there is a potential for personal harm or property damage; or when College regulations have been violated.

Unity College requires students to obey local, state, and federal laws. The College also has regulations that it expects students to follow. The College will take action against students whose behavior harms the College's general image or reputation. Students whose activities have a direct bearing on the College or members of the Unity College community may also be subject to disciplinary action. Each student is expected to follow the Distance Education Graduate Student Code of Conduct from acceptance to the College through graduation.

In order to achieve our goals as a community, we follow the Distance Education Graduate Student Code of Conduct. It embodies—in addition to policies—the acknowledgment of the right of individuals to decide how they live their lives as long as those actions do not interfere with the rights and welfare of others. Thus, our actions as a community and as individuals must assure equal treatment to all. This includes upholding honesty and maintaining respect, honor, and civility toward all community members throughout our involvement with the College community.

Nondiscrimination / Harassment / Equal Opportunity Policy

Unity College values a diverse College community where all individuals are treated with respect and dignity. The College is committed to providing a learning and working environment that is free of illegal discrimination, harassment or retaliation. Illegal discrimination against, harassment of, or retaliation against individuals of the College community are against College policy and will not be tolerated.

Unity College does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, or other status protected under local, state or federal laws in the recruitment and admission of students, educational policies and procedures, and in the recruitment and employment of employees. We offer reasonable accommodation to applicants and to qualified individuals with disabilities, including accommodation in the application process.

Unity College is an equal opportunity employer and operates in accordance with federal and state laws regarding nondiscrimination.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual that may involve any of the protected categories listed. Harassment on the basis of these protected characteristics is against the law and the policy of the College. Examples of prohibited harassing conduct include but are not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; written or graphic material that denigrates or shows hostility or aversion toward an individual or group; sexually-oriented conversation; or visual display of sexually suggestive pictures or objects.

These policies apply to all students and employees and are related to conduct engaged in by fellow employees, students, or third parties with whom students and employees interact in the course of their learning or jobs. Those who experience or witness discrimination, harassment, or retaliation are encouraged to promptly report such conduct to the Distance Education Dean of Curriculum & Instruction, who will promptly involve the appropriate College officials and investigate complaints. The type of discipline will be determined by reflecting on the severity of the conduct, up to and including suspension or dismissal from the College.

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

Inspection of Records

A student has the right to inspect and review his or her education records within 45 days of the day the College receives a request for access. If a student wishes to inspect his or her education records, he or she should contact the Dean of Curriculum and Instruction to make arrangements.

Amendment of Records

A student has the right to request the amendment of his or her education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Distance Education Dean of Curriculum and Instruction, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Records

Unity College must obtain a student's written consent prior to disclosure of personally identifiable information contained in educational records except in circumstances permitted by law or regulations, some of which are summarized below.

Directory Information

Unity College designates the following student information as directory information that may be made public at its discretion: name, address, telephone listing, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, most recent educational agency or institution attended, and student ID number or other identifier other than a Social Security number (but only if the identifiers cannot be used to gain access directly to education records without one or more other factors such as a password), participation and level of students in officially recognized activities, dates of attendance in the College, degrees, honors and awards received, and photographs and videos relating to student participation in campus activities open to the public.

Students who do not want the College to disclose directory information must notify the Registrar's Office in writing within thirty (30) days of enrollment. This opt-out request will remain in effect unless and until it is rescinded.

School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a legitimate educational interest. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the College as an administrator, supervisor, academic or research faculty or staff, or support staff member (including health or medical staff and law enforcement unit personnel); persons or companies with whom the College has contracted to provide specific services (such as attorneys, auditors, medical consultants, field placement supervisors and other related personnel, collection agencies, evaluators or therapists); Board of Trustee members; students serving on official committees or assisting other school officials in performing their tasks; and volunteers who are under the direct control of the College with regard to education records.

Grievance Process (Non-Title IX)

A grievance is a student concern relating to Unity College and resulting from non-academic circumstances that the student believes are unjust.

NOTE: If a student is concerned for her or his safety then she or he should contact law enforcement or other appropriate legal authorities.

NOTE: If the student concern is related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities (see below), the student should follow the procedures outlined in the Title IX section of this handbook.

This grievance procedure applies to all graduate distance education students. If a student has a concern, the student should first communicate the concern to the Distance Education Concierge. The Distance Education Concierge will work to address and resolve the student's concerns to the student's satisfaction. The student may, at any time, seek advice and direction from the Distance Education Dean of Curriculum and Instruction.

If the concern is unresolved after speaking with the Distance Education Concierge and/or the Distance Education Dean of Curriculum and Instruction, the student may use the following grievance procedure.

Grievance Procedure

If a student has worked with the Concierge and the concern remains unresolved, the student should notify the Distance Education Dean of Curriculum and Instruction of his or her intent to grieve the issue. This notification must be received, in writing, within thirty (30) calendar days following the incident of concern. Within three (3) business days of written notification, the Distance Education Dean of Curriculum and Instruction will contact the student to arrange a meeting to discuss the issue and receive relevant information from the student. The Distance Education Dean of Curriculum and Instruction will investigate the concern. This may include speaking to other parties, gathering additional information, consulting records, and other means of ensuring due diligence. The Distance Education Dean of Curriculum and Instruction will then schedule a meeting with the student to discuss these findings. The student will receive a decision in writing from the Distance Education Dean of Curriculum and Instruction within thirty (30) days of that meeting.

If the student does not feel that the procedures outlined here were followed, then the student may appeal the decision based on a failure to follow process.

Appeals Based on Failure to Follow Process

If the student does not feel that the procedures outlined here were followed, the student may file a written appeal specifying how this policy and these processes were not followed. The appeal must be submitted to the Chief Distance Education Officer (CDEO) within ten (10) working days after receipt of the decision of the Distance Education Dean of Curriculum and Instruction. The CDEO will investigate the grievance and talk with the student and render a decision in writing within ten (10) working days of receipt of the appeal. The decision issued by the CDEO is final.

Title IX

As a recipient of federal funds, Unity College is required to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities. Sexual Misconduct, as defined by this policy, is a form of sex discrimination prohibited by Title IX. All members of our community have a right to be free from sexual harassment, violence, and gender based harassment. For purposes of this Policy, "Sexual Misconduct" includes sexual exploitation, sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse. Sexual misconduct is a serious offense that violates College policy and federal law and may be subject to criminal prosecution. The College encourages community members to report any act of Sexual Misconduct promptly to appropriate College officials or law enforcement. Please note that the use of alcohol/drugs will not be accepted as a defense or mitigating factor to a violation of this policy.

A. Definitions of Terms

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or depriving someone of the ability to participate in or benefit from the College's educational programs, activities, or employment. Examples of sexual harassment include, but are not limited to:

- Subtle or persistent pressure for sexual activity
- Unnecessary touching, pinching, or brushing against a person

- Unwelcome communications (verbal, written, electronic, etc.) of a sexual nature
- Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior
- Indecent exposure
- Unwelcome commentary about an individual's body or sexual behavior

Non-consensual sexual contact includes any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force. Examples of non-consensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals
- intentional touching of another with breasts, buttocks, groin or genitals
- making another person touch someone or themselves in a sexual manner
- any intentional bodily contact in a sexual manner

Non-consensual sexual intercourse includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without consent and/or by force. Examples of non-consensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue or finger
- oral copulation (mouth to genital contact or genital to mouth contact)

Sexual exploitation includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording)
- knowingly transmitting a sexually transmitted infection
- exposing of a person's body or genitals
- prostituting or soliciting another community member

Consent is an active, knowing, and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

Incapacitation is a state in which someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why and how" of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy. Other definitions include:
 - A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
 - In order to give consent, a person must be of the legal age of consent.

- o Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication.
- o Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes resistance or produces consent.

Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

Intimate Partner Violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate and/or control another person. This behavior can be verbal, emotional and/or physical. Examples include, but are not limited to striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats.

Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person's safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, non-consensual communications (e.g., face-to-face, telephone, email, social media), threatening or obscene gestures, surveillance, or showing up at places frequented by the targeted individual.

Other Forms of Misconduct, when gender-based, will fall under this policy. These include, but are not limited to:

- conduct that interferes with the rights of others and/or demonstrates disregard for the College community
- assisting another person in committing a violation of this policy
- personal harassment and/or verbal abuse
- the threat of physical harm, physical abuse, mental distress or injury
- actions that inflict physical harm, physical abuse, mental distress or injury
- slanderous, false or malicious statement(s) about a person or defamation of character
- endangerment of the health and safety of others
- hazing
- damage and/or vandalism to another's property

Jurisdiction Unity College students are responsible for their behavior regardless of their geographic location and are expected to comply with the Distance Education Graduate Student Code of Conduct, including the Sexual Misconduct Policy, in all circumstances.

Therefore, this Policy applies to any allegation of Sexual Misconduct against a Unity student, regardless of where the alleged Sexual Misconduct occurred.

B. Complaint Procedures for Sexual Misconduct

The College offers alternative options to address cases of alleged Sexual Misconduct within the framework of the College's administrative processes. The options are designed to provide an opportunity for parties to present their versions of the incident and to understand the nature of the incident and its effects on each party. The options differ in their procedures, degree of formality, and potential results.

When reporting a violation of this policy, a student may report the alleged violation and wish to maintain his/her confidentiality and privacy. College staff that may provide confidential advice, options, and assistance includes our counseling and health services personnel.

Excluding such confidential reports, any reports of sexual harassment and discrimination, including sexual assault, must be reported to the Unity College Title IX Coordinator or Title IX Deputy Coordinator.

Title IX Coordinator: Raymond Phinney, email rphinney@unity.edu or call (207) 509-7241.

Title IX Deputy Coordinator: Stephen Nason, email snason@unity.edu or call (207) 509-7284.

Both the Title IX Coordinator and Deputy Coordinator will consult with the Director of Human Resources (when a complaint involves an employee) to continue procedural review and apply appropriate processes.

Community members who are aware of an incident involving sexual misconduct, sexual harassment, intimate partner violence, and/or stalking are encouraged to speak to the Title IX coordinator, Deputy Coordinator, faculty member, or other College staff member and make a formal report. Reported incidents will be investigated.

Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses, and the accused person. Reports that are made anonymously or by third parties may not initiate grievance procedures, however Title IX requires the College to investigate all incidents about which the College knows or has reason to know in order to protect the health and safety of the community. The College will undertake an investigation even in cases in which the alleged victim and/or complainant chooses not to cooperate.

Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If a student files an official complaint but does not wish to pursue official resolution and/or requests that his/her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the Complainant's complaint. If the Complainant requests that his/her name or other identifiable information not be disclosed to the Respondent, the Title IX coordinator will inform the Complainant that the College's ability to respond may be limited and that Title IX prohibits retaliation. If the Complainant requests that his or her Complaint not be resolved, such request shall be in writing and include a waiver of investigation and resolution. The College will evaluate the Complainant's request(s) for

confidentiality or no action in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; the Complainant's age; whether there have been other complaints of Sexual Misconduct against the same Respondent; and the Respondent's right to receive information about the allegation if the information is maintained by the College as an "education record" under FERPA. The Advisor will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the Complaint not be resolved, the Deputy Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described below. Please note that there are resources a student can utilize that can maintain confidentiality without the need to inform other College personnel. These resources include phone consultation with personnel of our Wellness Center, including but not limited to, our counseling and medical staff.

Interim Measures

In all complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community, including taking appropriate interim measures before the final outcome of the investigation and hearing, if any. Accordingly, the College may impose a "no-contact" order, which typically will include a directive that the Respondent refrain from having contact with the Complainant, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Title IX Deputy Coordinator for purposes of this Policy, or the Dean for Student Affairs, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, ordering interim suspensions and directing appropriate College officials to alter the students' academic or other arrangements with the College. When taking steps to separate the Complainant and the Respondent, the Advisor or the Dean for Student Affairs will seek to minimize unnecessary or unreasonable burdens on either party. Every reasonable effort will be made to allow the Complainant to continue in his or her academic or other arrangements with the College. Violations of the Advisor's or Dean for Student Affairs directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Retaliation

It is a violation of College policy to retaliate against any person making a Complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a Witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats, and other adverse action against any such Complainant or third party. Retaliation should be reported promptly to the Deputy Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

Criminal Proceedings

Because Sexual Misconduct may constitute both a violation of this Policy and criminal activity, Unity encourages students to report alleged Sexual Misconduct promptly to the appropriate law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a Complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceeding to commence its own investigation and take interim measures to protect the complainant as detailed above.

Disciplinary Procedure

Sexual assault is a criminal violation of the State of Maine "Sexual Assault" laws, US Sexual Abuse Codes, and a violation of the Unity College policy. A complaint of sexual assault can lead to either or both of two possible proceedings:

- A criminal court case filed by a district attorney's office;
- A College judicial hearing.

In the criminal case, the prosecutor must convince the court of the guilt of the accused "beyond a reasonable doubt." In the College judicial hearing before the College Council, responsibility for a violation of the Unity College Sexual Misconduct Policy is established by a "clear and convincing" standard. The "clear and convincing" standard of proof represents a standard between the "mere preponderance of credible evidence" standard and the "beyond a reasonable doubt" standard. The College reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other relevant College policies, processes, and procedures before, during, or at the completion of extra-college criminal proceedings. Prior to the judicial hearing, the accused may be subject to Summary Suspension, which is defined as follows:

Summary Suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student presents an immediate and definite danger to him/herself or others, or threatens disruption of College actions or activities. Students who exhibit severe emotional problems may also be summarily suspended. Summary suspension is immediate termination of a student's privilege to attend the College and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any College activities, including virtual activities, and may be excluded from College property. Should the student ignore the conditions of this suspension, the College may initiate criminal proceedings. The authority for initiating a summary suspension is vested with the Assistant Dean for Student Affairs, Dean for Student Affairs, and Distance Education Dean of Curriculum and Instruction, who determine the length of the suspension.

Student Rights—Rights of the Complainant

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College
- The right to be treated with respect by College staff throughout the process
- The right to be notified of available counseling, mental and physical health services for victims of sexual misconduct, gender-based discrimination and/or harassment
- The right to identify witnesses and other parties and to request the Deputy Coordinator contact those individuals as part of the investigation
- The right to have an advisor present in a support or advisory role during the investigation and Title IX Judicial hearing
- The right to report the incident to non-college authorities and/or law enforcement and to be assisted by College staff in doing so
- The right to have a committee of mixed genders, to know the members of the committee ahead of time, and to address concerns of bias and/or conflict of interest in regards to committee members
- The right to review all documents and reports produced by the investigation, subject to limitations provided by law, as well as the names of all witnesses who may be called to provide statements to the committee, at least 24 hours prior to the hearing
- The right to know what provisions of the Distance Education Graduate Student Code of Conduct the accused student is charged with violating
- The right to challenge information and documents prior to the hearing
- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing
- The right to have a copy of the committee hearing script at least 48 hours prior to the hearing
- The right to be present and participate in the committee hearing
- The right to make an impact statement to the committee, should the committee find the accused student responsible for violating this policy
- The right to participate in committee hearings by means other than being in the same room with the accused student
- The right to be informed of the outcome and sanction of any committee hearing within 24 hours of a decision being rendered, and to receive that decision in writing
- The right to appeal the finding and sanction of the committee, in accordance with the appeal guidelines established in this policy
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary

Student Rights—Rights of the Accused Student

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College
- The right to be treated with respect by College staff throughout the process
- The right to be notified of available counseling, mental and physical health services, both College and non-College based.
- The right to identify witnesses and other parties, and to request the Deputy Coordinator contact those individuals as part of the investigation

- The right to have an adviser present in a support or advisory role during the investigation and committee hearing
- The right to have the Title IX grievance process fully explained, and to receive written notice of all Student Conduct Code charges at least 48 hours before a committee hearing
- The right to be notified of possible sanctions that may result if found responsible of violating this policy and the Distance Education Graduate Student Code of Conduct
- The right to have a committee of mixed genders, to know the members of the committee ahead of time, and to address concerns of bias and/or conflict of interest in regards to committee members
- The right to review all documents and reports produced by the investigation subject to limitations provided by law, as well as the names of all witnesses who may be called to provide statements to the committee, at least 24 hours prior to the hearing
- The right to challenge information and documents prior to the hearing
- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing
- The right to have a copy of the committee hearing script at least 48 hours prior to the hearing
- The right to be present and participate in the committee hearing
- The right to make an impact statement to the committee, should the committee find the accused student responsible for violating this policy
- The right to be informed of the outcome and sanction of any committee hearing within 24 hours of a decision being rendered, and to receive that decision in writing
- The right to a hearing outcome based on information presented during the hearing which the committee finds credible, relevant and convincing
- The right to appeal the finding and sanction of the committee, in accordance with the appeal guidelines established in this policy
- The right to privacy and the assurance that information regarding the complaint will be shared only with those necessary

Investigation

The deputy Title IX coordinator, in conjunction with the Title IX coordinator, is designated to formally investigate student grievances, address inquiries and coordinate the College's compliance efforts regarding student complaints. Notice of a formal complaint can be made in writing or orally to any appropriate staff member with whom the student feels comfortable, though the College encourages students to submit grievances in writing (electronically or by hard copy) to the Deputy Coordinator and/or the College Title IX coordinator. The Title IX team also reserves the right to investigate any incident referred to the Dean for Student Affairs that may relate to this policy, and, if necessary, refer that incident to the Title IX grievance process.

The complaint should clearly describe the alleged incident, when and where it occurred, and the desired remedy, if known. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as possible. Completion of the investigation and grievance procedures should be complete within 60 days of the receipt of the complaint, often sooner. Should this process last longer than 60 days, the Deputy Coordinator will communicate the reasons and expected timeline to all parties.

Preliminary Investigation

After reviewing the complaint, the Title IX team will:

- determine the identity and contact information of the complainant
- identify what policies, if any, were allegedly violated
- speak with the complainant to inquire about and finalize complaint
- conduct an immediate initial investigation to determine if there is cause to proceed with further investigation.

If there is insufficient evidence to support a reasonable cause for the complaint, the grievance will be closed with no further action.

Formal Investigation

If the Title IX team determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. During the formal investigation, the Deputy Coordinator or a trained lead investigator identified by the Deputy Coordinator will:

- commence a thorough and impartial investigation by developing a strategic investigation plan, including a witness list, information list, intended investigation timeframe, and order of interviews for all witnesses and the accused individual
- give the accused individual proper notice of the investigation and provide an opportunity for the accused individual to provide information
- complete the investigation in a timely manner, without unnecessary deviation from the intended timeline
- maintain communication with the complainant and the accused individual on the status of the investigation and overall process.

At the conclusion of the investigation, the Title IX team will speak with the complainant and the accused student to present the findings. If supported by the investigation findings, the investigator will present the accused student with a notice of alleged violations.

Resolution Agreement Option

If the accused student accepts responsibility for the alleged violations presented in the investigator's report, the Dean for Student Affairs will present proposed sanctions to the accused student. If the accused student accepts the sanctions, then those sanctions will be presented in a written decision letter. After acceptance of responsibility and sanctions, the accused student has three (3) business days to reconsider that acceptance and request a hearing. Accused students who do not accept responsibility or the investigator's proposed sanctions will have their matter heard by the Sexual Misconduct Board. Students who accept responsibility and the sanction recommendation of the investigator cannot appeal the decision.

Student Sexual Misconduct Board

The Board is composed of a total of three (3) members representing staff and faculty. The members should receive annual training on Title IX issues and investigations. The Dean for Student Affairs or his/her designee serves as its Chair.

Advisers

Legal counsel/attorneys, parents and/or family members are not permitted to participate in any committee hearing. A member of the Unity faculty, staff (excluding any relative employed by the College) or student body may attend the hearing in the role of an adviser. Advisers serve as a moral and emotional support for students during committee hearings, and can assist with meeting preparation. Advisers are not permitted to advocate for a student or speak on their behalf during a committee hearing. Students who are witnesses to the incident or are otherwise involved in the matter before the committee cannot serve as advisers.

Hearing Process for Distance Education Students

The Title IX team will meet via videoconference with both the complainant and the accused student prior to the hearing to outline the hearing process and answer questions. Prior to the hearing, the Deputy Coordinator will:

- be available to both the complainant and accused student to answer questions and address concerns with the process
- schedule the committee hearing, and select committee members from the pool of eligible members based solely on availability and maintaining a committee of mixed genders
- contact witnesses and work to ensure their availability for the committee hearing
- arrange accommodations intended to limit contact between hearing participants (i.e., arranging accommodations in different rooms, setting up physical barriers in the hearing room)
- prepare copies of all reports and documentary information to be disseminated to the committee, complainant and accused student before the hearing

The following individuals may be present at the hearing:

- three committee members and chair
- complainant
- adviser for complainant (optional)
- accused student
- adviser for accused student (optional)
- investigator(s)
- witnesses (only one at any one time)
- deputy Title IX coordinator

The chair will conduct the hearing in accordance with the hearing script. The script ensures that the investigation report is presented, and that the committee has the opportunity to ask questions of all parties and witnesses, if necessary. Audio or video recording devices are not permitted at committee hearings.

Additionally, the hearing script ensures:

- all parties are introduced
- all conduct code charges are read
- the accused student is provided an opportunity to plead "responsible," "not responsible," or decline to make a plea, for each conduct code charge
- the investigator will present the results and findings of the investigation
- the committee can ask questions of the investigator, parties, and witnesses

If any individual should become disruptive during the hearing, including witnesses and advisers, the chair maintains the discretion to remove that individual from the hearing. At the conclusion of the investigation, presentation, and questioning, the committee will deliberate privately to determine the accused student's responsibility for the charged conduct code violations. All decisions require a majority vote of the committee.

After the committee makes a decision, the committee will reconvene with the parties and the investigator, and the committee chair will announce the committee's decision. If the accused student is found responsible for any violations, the committee will commence the sanction phase of the hearing. If the accused student is found not responsible for all conduct code violations, the hearing ends. During the sanction phase of the hearing, the hearing script will direct the committee to:

- accept impact statements from both parties, verbally and/or in writing
- ask the deputy Title IX coordinator to disclose the accused student's past student conduct code violations, if any
- ask the deputy Title IX coordinator for sanction parameters, as defined by this policy for the applicable Distance Education Graduate Student Code of Conduct violations

At the conclusion of the sanction phase, the committee will deliberate privately. All sanction decisions require a majority vote. After a sanction decision is made, the committee will reconvene with the parties and the investigator to announce the sanction decision and close the hearing. After the conclusion of the hearing, the investigator will speak with both parties and answer any questions about the sanctions and any post-hearing requirements. The committee has twenty-four (24) hours from the close of the hearing to produce a written decision letter to both parties. Responsibility for the decision letter falls to the chair. Once completed, the decision letter is delivered to the investigator for delivery to both parties.

Sanctions-only Hearing

Should the accused student accept responsibility for all charged violations of the Distance Education Graduate Student Code of Conduct, but disagree with the investigator's proposed sanction, a sanctions-only hearing will be conducted. This hearing, after the presentation of the investigation findings and the opportunity for questioning, moves directly to the sanction phase described above.

Attendance at Hearing

Should the Complainant or the accused student fail to appear at the scheduled hearing, the Board Chair may postpone the proceedings or direct that the panel proceed and determine the Complaint on the basis of the Investigative Report and other available information, provided the absent party was duly notified of the scheduled hearing date, as outlined above.

Preponderance of Evidence Standard

A finding of responsibility must be supported by a preponderance of evidence. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated this Policy.

Sanctions

The following are possible sanctions for incidents reviewed under this policy:

- Students found responsible for violating this policy in regard to non-consensual sexual contact or intimate partner violence will likely receive a sanction ranging from probation to dismissal, depending upon the severity of the incident and any previous violations.
- Students found responsible for violating this policy in regard to non-consensual or forced sexual intercourse will likely receive a sanction of suspension, dismissal, or expulsion.
- Students found responsible for violating this policy in regard to sexual harassment, sexual exploitation, or other gender-based misconduct will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations.
- The committee will sanction students found responsible for Distance Education Graduate Student Code of Conduct violations not related to this policy in accordance with appropriate sanctions specified by policies related to the specific violation.

The board reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. Neither the board nor the appeal officer will deviate from the guidelines listed above unless significant mitigating or aggravating factors exist. The committee also reserves the rights to include additional sanctions, educational or otherwise, in accordance with all appropriate and related policies and processes.

Appeals

After receiving notification of the board's decision, both the complainant and the accused student have three (3) business days to notify the Dean for Student Affairs of their intent to appeal the decision. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three (3) business days of the receipt of the appeal form. Sanction(s) imposed by the committee will remain in effect while the appeal is pending. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting. The letter of appeal must be completed and signed by the student or submitted directly from the student's Unity College email account.

Once the appeal materials are submitted, the other party and the investigator may submit materials in response to the appeal. Complainants or accused students who fail to attend the committee hearing forfeit the right to request an appeal.

Committee hearings may be appealed to the Dean for Student Affairs. The accepted grounds for an appeal are:

- additional and/or new relevant information was not available at the time of the board hearing
- an error in the process or an abridgement of rights, as outlined by this policy, which materially impacted the outcome of the hearing

- the sanction(s) assigned by the board did not adhere to the sanction guidelines stated in this policy. Dissatisfaction with the sanctions, alone, is not a sufficient cause for appeal.

The Dean for Student Affairs determines whether or not there are grounds for consideration of an appeal meeting. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the appeal will be denied and the matter will be closed. If the Dean for Student Affairs determines that an appeal should be considered, he/ she may conduct a formal appeal panel. The appeal panel may decide:

- to affirm the decision of the board. In this case, the initial decision is final.
- to remand the matter back to the board to make a decision in light of the appeal panel's findings or initiate a new hearing based on the appeal's merit

Compliance with Sanctions and Accommodations

At the conclusion of the Title IX Grievance Process, the Deputy Coordinator will be responsible for ensuring compliance with all assigned sanctions, and to make any accommodations with the goal of preventing the recurrence of sexual and/or gender-based harassment.

Education

Unity College provides educational programs to inform all College community members, students, faculty, and staff about sexual misconduct, including identifying behaviors that constitute sexual misconduct, discussing College policy related to sexual misconduct under Title IX, and providing guidance and resources on this issue. This information is included in the Distance Education New Student Orientation, New Faculty Orientation, and in the Distance Education Graduate Student Handbook, which is made available to all students, faculty, and staff on the College's intranet.



SECTION 3 ADMISSIONS POLICIES

Graduate Admissions

The ideal applicant will have a background in biological, environmental, or natural resource sciences or fields closely related to these sciences. Strength in science and math should be reflected in previous coursework or other preparation. Unity College encourages differently prepared students to apply, and all applications will be considered on a case-by-case basis.

To be considered for admission to the graduate program at Unity College, an applicant must

1. Submit official transcripts* demonstrating the completion of a bachelor's degree. A minimum GPA of 3.0 is preferred.
2. Provide a current resume or C.V.
3. Write a personal essay (500 words minimum) addressing the following:
 - a. Why are you interested in pursuing a degree at Unity College and how does this program align with your career goals?
 - b. How do your previous experiences and background prepare you for this degree?
4. OPTIONAL: GRE score reports may be submitted to supplement an application, but are not required

*NOTE: "Official" means the transcript will 1) be signed by a College official, 2) have the school seal, and 3) be in a sealed envelope. Electronic transcripts are accepted from an accredited institution or verified transcript agency when sent directly to the College.

Non-Matriculated Student Policy

Under certain conditions, students may take graduate courses at Unity Online without being accepted in a degree-seeking program. Their official status is "non-matriculated," a traditional academic term meaning not enrolled in a degree program.

Non-matriculated students must meet the same eligibility requirements as admitted students in order to take coursework. If a non-matriculated student decides to pursue a degree program, he or she will be required to go through the regular admissions process. Non-matriculated students are not eligible for Financial Aid.

Students may take only up to nine (9) credits before being asked to apply to a degree program.

Transfer of Credits

Students may transfer a maximum of nine (9) graduate credits into graduate programs at Unity College. All coursework transferred must link clearly to the degree requirements of the program the student is enrolled in, as determined by the Distance Education Dean of Curriculum and Instruction. Students must earn a 'B' (3.0) or higher in order for the credit to be accepted for transfer. The credit granting institution must also be accredited by a recognized regional or national accrediting body.

Credits should be transferred at the time the student is admitted. Transfer credits count only toward the total earned hours, not graduate grade point averages. Transfer of credits from other approved graduate programs will be considered on a case-by-case basis by the Distance Education Dean of Curriculum and Instruction.

Expiration of an Application

Applications for admission remain viable for one calendar year. Either the student or the College may request a change in start date if within one year of initial acceptance. After one year, the applicant must reapply. Students who request a deferment of up to one calendar year must receive approval from the Distance Education Dean of Curriculum and Instruction.



SECTION 4 ACADEMIC PROGRAMS

M.S. In Professional Science Program Goals

The overarching goal of the M.S. in Professional Science program at Unity College is to train students at an advanced level in sustainability science with attention to professional application.

Goal 1: Graduates of the M.S. in Professional Science Program will achieve mastery in sustainability science.

Students will demonstrate proficiency in sustainability science through investigating real sustainability issues. Students will achieve mastery through the completion of a sustainability capstone project, coursework, and comprehensive advising. Through the program's transdisciplinary curriculum based in the natural and social sciences, students will have the opportunity to study, understand, and apply sustainability concepts to solve environmental problems.

Goal 2: The M.S. in Professional Science Program at Unity College will produce graduates prepared to enter the environmental workforce.

Students will demonstrate management and workforce related skills. Program Faculty and Administrators will work closely with businesses, industries and agencies to ensure that the program curriculum aligns with the environmental job market. Courses and experiences will be informed by career expectations, industry needs, and skill expectations.

Goal 3: The M.S. in Professional Science Program at Unity College will produce graduates that are trained in ethics and effective communication.

Students will demonstrate proficiency in ethics and communication. Early introduction to both, including communication technology, will allow opportunities for feedback and review.

Students will develop skills in written and verbal communication, including the ability to communicate with the broader public.

Students will gain understanding of ethical dimensions and the cultural context where science and society intersect.

M.S. in Professional Science: Sustainability Science

Sustainability science is a problem-based, solution-oriented framework for creating a resilient civilization. The framework combines technical sustainability with skills based in the social sciences and humanities to create effective change agents who can work within the context of political, economic, and cultural concerns. Mitigation and adaptation to climate change is emphasized along with biodiversity conservation, resource conservation, and mitigation of pollution. Students within this track should expect to explore, debate, and research possible solutions to climate change from a variety of viewpoints.

Degree requirements:

___ 30 credits earned

___ 3.00 minimum cumulative graduate level grade point average

Management Skills Core:

___ MPS 5023 Strategic Management of Innovation

___ MPS 6013 Communication for Science Professionals

___ MPS 6023 Ethical Practice and Policy

Environmental Science and Sustainability Core:

___ MPS 5113 Thinking in Systems

___ MPS 5123 Climate Dynamics

___ MPS 5133 Ecological Economics

___ MPS 6113 Leading Sustainable Change

___ MPS 6123 Community Planning for Resiliency

Additional requirements:

___ MPS 5993 Capstone I

___ MPS 6453 Capstone II

M.S. in Professional Science: Sustainable Natural Resource Management

This degree track uses a transdisciplinary process for understanding and managing the natural world. Important factors impacting natural communities include climate change and habitat disruption. Understanding the management of the changing environment will be crucial to adaptation and creating sustainable management practices over the coming century. The central distinguishing feature of this degree is its focus on understanding the environment in the context of sustainability science. Students will be expected to be highly inquisitive about the ramifications, motivations and cost of global responses to environmental issues while exploring their own individual ideas.

Degree requirements:

___30 credits earned

___3.00 minimum cumulative graduate level grade point average

Management Skills Core:

___MPS 5023 Strategic Management of Innovation

___MPS 6013 Communication for Science Professionals

___MPS 6023 Ethical Practice and Policy

Environmental Science and Sustainability Core:

___MPS 5123 Climate Dynamics

___MPS 5233 Human Dimensions of Natural Resource Management

___MPS 5223 Conservation Ecology

___MPS 5253 Landscape Ecology

___MPS 5033 Quantitative Methods

Additional requirements:

___MPS 5993 Capstone I

___MPS 6453 Capstone II

Course Descriptions and Student Learning Outcomes

MPS 5023 Strategic Management of Innovation

Course Description: The course is designed to help students understand the strategic, organizational and human issues that can either help or hinder you (and the organizations, both private and public, you work for) in efforts to develop and implement science-based solutions to environmental and natural resource challenges. It combines the study of those principles needed to manage scientific innovation with an emphasis on how environmental innovation fits within an organization's strategy and business model, and why they matter, and how one creates an innovative learning organization, drives change within an organization, and drives the adoption of the innovations the organization creates.

MPS 6013 Communication for Science Professionals

Course Description: This course will provide students the opportunity to develop vital professional skills in oral and written communication while preparing them to communicate clearly about science, policy, and technology issues with demographically diverse and geographically dispersed audiences. Content will address mass media and public understanding of science; organizational communication issues such as structure and communication networks; rhetoric, advocacy, and strategic message development; the role of public opinion and public policy; innovation and decision making; crisis communication and conflict management; emerging communication technologies; and inter-organizational and cross-disciplinary communication.

MPS 6023 Ethical Practice and Policy

Course Description: This course will investigate some of the ethical dimensions of a life in professional science, examining dimensions of environmental and natural resource science and policy in the context of globalization, global change, and climate change. The course builds on the communications skill set of the science communication course by including a module on the role of science in society. Students critically evaluate the ethical dimensions of common scientific practice and policy issues related to sustainability and natural resources.

MPS 5113 Thinking in Systems

Course Description: Ecological, economic, and social systems have complex interactions which can make management inherently difficult. Students will examine examples of these systems from both a top-down and bottom-up perspective. From a top-down perspective, student will use statistical tools to mine information about systems, as understanding system patterns and measures can help managers anticipate how systems will change under natural or artificially applied modifications. In some cases, modifying these interactions (due to variation in environment or natural or applied pressures) can produce unexpected results. Therefore, students will also examine systems from a bottom-up perspective, using quantitative tools to model systems and examine their responses under changing conditions.

MPS 5123 Climate Dynamics

Course Description: Climate change is the defining environmental issue of the 21st century. Sustainability scientists and natural resource managers should be able to follow the emerging science and communicate it to a wide variety of audiences. This course begins with the science of climate and climate change and the anthropogenic contributions to that change. The course then examines the technical and economic challenges society faces with regard to climate change mitigation and adaptation, and strategies to increase the resilience of natural and human communities. Throughout the course, we will examine the historical and emerging responses to aspects of climate change mitigation and adaptation.

MPS 5133 Ecological Economics

Course Description: Economic systems influence how society understands its relationship to the environment. From the neo-classical synthesis to socialism, none of our contemporary economic systems seems to provide the social and environmental resilience that sustainability theory demands. The interdisciplinary field of ecological economics attempts to overcome the deficiencies in traditional economic theory, first by recognizing the physical limits in which any economic system operates and then by including normative values into a holistic economic system. Students will learn the basic principles of ecological economics, evaluate the framework, and learn to apply its principles to sustainability work.

MPS 6113 Leading Sustainable Change

Course Description: The community dimension of sustainability science sets it apart from historical scientific problem solving. Truly sustainable solutions need to meet economic and cultural acceptability to be implemented politically, and the process of seeking solutions can change community perceptions. Through techniques for understanding the nature of stakeholders and the use of social marketing, sustainability professionals can strongly influence perceptions and behavior. In this course, students will practice research-based stakeholder analysis and social marketing.

MPS 6123 Community Planning for Resiliency

Course Description: It is increasingly essential that we couple our greenhouse gas reduction actions with preparations for climate extremes and other changes, both expected and unexpected. As the footprint of human society continues to grow, managing the built environment for resilience becomes one of the primary leverage points for mitigation of sustainability problems, and an important focus of adaptation. From buildings to transportation networks to the relationship between urban communities and their rural resource bases, a strategically developed built environment dramatically reduces the carbon footprint, protects open space, and fosters social cohesion. We will enlist successful frameworks used in community design and green building as we explore ways in which communities can anticipate and adapt to the consequences of climate change while contributing to global mitigation efforts.

MPS 5213 Human Dimensions of Natural Resource Management

Course Description: This course considers the human dimensions aspects of natural resource management. Topics include approaches to stakeholder involvement in management, conflict resolution, and decision-making approaches through case studies and human-dimensions research.

Students learn principles that are needed to find science-based and socially acceptable solutions to natural resource management problems.

MPS 5223 Landscape Ecology

Course Description: Landscape ecology focuses on the relationships between scale, spatial pattern, and ecological processes. Emphasis will be placed on landscape perspectives and practices as they relate to the management and conservation of populations and communities. This course will explore the importance of scale in assessing pattern and process and how landscape structure is characterized. We will examine the abiotic and biotic drivers of landscape patterns including land-use legacies and disturbance regimes. Other topics to be addressed include how populations and communities are structured across the landscape and respond to landscape change.

MPS 5233 Conservation Ecology

Course Description: This course presents concepts from multiple biological disciplines, including population ecology, evolutionary biology, genetics, behavioral ecology, sociology, as well as sociology and policy. Discussion illustrates the value of transdisciplinary thinking in solving conservation challenges. Students practice management and conservation problem solving by integration and application of course concepts to real-world case studies with an ecological focus.

MPS 5243 Quantitative Methods

Course Description: This course provides managers with a basic quantitative literacy to enhance their ability to evaluate and interpret current ecological literature, and to implement management procedures that help advance understanding of the systems they manage. Topics include ecological study design, use of models in ecology, and advanced statistical approaches such as information-theoretic and Bayesian methods.

MPS 5993 Capstone I

Course Description: This course guides students through the creation of a capstone project. Students from all degree tracks solve real-world problems through application of the variety of skills and knowledge acquired during their master's experience. Students work to develop projects that demonstrate transdisciplinary thinking, analyze complex systems, and develop and communicate solutions to posed problems.

MPS 6453 Capstone II

Course Description: This course is the culminating experience of obtaining the M.S. of Professional Science degree at Unity College. Students will work to solve real-world problems through application of the variety of skills and knowledge acquired during their master's experience. Collaborators work to demonstrate transdisciplinary thinking, analyze complex systems, and develop and communicate solutions to posed problems. Students will work with mentors to conduct research projects in their fields of interest.



SECTION 5 ACADEMIC POLICIES

Honor Code

The Unity College Honor Code requires that students be honest in all academic work. By joining the Unity College Community, students express willingness to accept the responsibilities and privileges of the academic community. Academic dishonesty threatens the mission of Unity College and potentially jeopardizes the success and integrity of its students and programs. Every Unity College student is responsible for upholding the principles of academic honesty. Personal ethics and integrity should govern all actions.

Academic Dishonesty

Cases of dishonesty in Distance Education academic matters are referred to the Distance Education Dean of Curriculum and Instruction. The actions of the Dean of Curriculum and Instruction may include any combination of the following:

- Investigate alleged violations of the Honor Code
- Arbitrate instances of academic dishonesty not settled to the student's or the faculty member's satisfaction
- Determine whether the Honor Code has been violated and specify consequences
- Maintain a record of alleged infractions and subsequent findings

If a Distance Education faculty member suspects a violation of the Honor Code, he or she will notify the Distance Education Dean of Curriculum and Instruction and discuss the matter with the alleged violator. If the matter is not resolved to the satisfaction of both parties, either party may appeal to the proper administrative channels which are first, the Distance Education Dean of Curriculum and Instruction, second, the Chief Distance Education Officer, and then if the parties feel that the Distance Education Dean of Curriculum and Instruction and/or Chief Distance Education Officer did not follow due process, the President. The President's decision is final.

Academic dishonesty includes, but is not limited to, the following:

Plagiarism

We acknowledge the difference between citation errors, in which a writer incorrectly cites a source, and plagiarism, in which a writer engages in any of the following:

- Quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any work.
- Incorporating any information—data, statistics, examples, etc. — that is not common knowledge without attributing the source of that information.
- Using another's images, sounds, opinions, research, or arguments without attribution.
- Failing to follow fair-use policies, which dictate informal acknowledgement or formal citation depending upon the context and assignment.
- Submitting work that someone else completed.
- Submitting an assignment for one class in another class without approval of both instructors.

Cheating

Submitting an assignment for one class in another class without approval.

Claiming credit for work not done independently (excluding College support services such as the Collaborative Learning Center) without giving credit for aid received.

Seeking out, accepting, or actively aiding in any unauthorized collaboration or communication during examinations. This includes but is not limited to sharing answers and using technology without prior permission.

Misrepresentation

When someone other than the student enrolled in the course completes any part of the coursework.

Falsification

Falsifying or deliberately misrepresenting data and/or submission of work.

Grading

The grading system used in Unity College Distance Education Graduate programs is as follows:

A	(94-100%)	Excellent
A-	(90-93.9%)	Very Good
B+	(87-89.9%)	Good
B	(84-86.9%)	Satisfactory
B-	(80-83.9%)	Satisfactory, but needs improvement
C+	(77-79.9%)	Needs improvement
C	(74-76.9%)	Unsatisfactory
C-	(70-73.9%)	Poor
F	(0-69.9%)	Failing

W – Withdrawal (No credit)

Recorded but not calculated as part of the GPA. Distance Education Faculty may not give a grade of "W." That grade designation is applied by the Registrar's office.

I – Incomplete (No credit)

Coursework not completed because of circumstances beyond the student's control. All work must be completed no later one calendar year of the final day of the term in which the Incomplete was received, but instructors may specify a timeframe shorter than one year. Work not completed within one year will automatically be changed to a course grade of F. Distance Education Faculty considering granting a final grade of "I" should work closely with the Distance Education Dean of Curriculum and Instruction. A grade of "I" is not factored into a student's GPA.

Calculating Grade Point Average (GPA)

To determine a graduate student's grade point average (GPA), Unity College uses the following system of quality points:

A	=	4.00
A-	=	3.70
B+	=	3.30
B	=	3.00
B-	=	2.70
C+	=	2.30
C	=	2.00
C-	=	1.70
F	=	0.00

Change of Final Grade

With the exception of the grade of "Incomplete," final course grades are not changed after submission to the Registrar except as provided for in this section. Any grade changes provided for in this section may only occur during the term immediately following the term in which the grade was originally submitted.

Change of Final Course Grade - Process for Instructors

If an error has been made in the calculation or transcription of the original grade, the instructor will notify the Distance Education Dean of Curriculum and Instruction of the error, and the warranted correction will be made. Under no circumstances will a change in grade be allowed because of the submission of additional work after the grade has been submitted. Should an instructor wish to change a grade for any other reason, the request, with justification, should be submitted to the Distance Education Dean of Curriculum and Instruction for consideration. The Distance Education Dean of Curriculum and Instruction will review the evidence, seek additional information as appropriate, and make a determination.

Appeal of Final Course Grade - Process for Students

If a student disagrees with his or her final grade for a course, she or he may initiate a conversation about it with the instructor. After this conversation, should a student wish to appeal the final course grade, she or he may appeal the grade to the Distance Education Dean of Curriculum and Instruction. The appeal must be submitted in writing no later than the end of the second (2nd) week of the term immediately following the term in which the grade was originally submitted. The Distance Education Dean of Curriculum and Instruction will consider grade change appeals as they arrive. The Distance Education Dean of Curriculum and Instruction will review the appeal along with any other supporting documentation and information provided by the student and the instructor.

If the student believes that she or he did not receive proper due process in the appeal to the Distance Education Dean of Curriculum and Instruction, she or he may appeal to the Chief Distance Education Officer. The appeal must be submitted no later than ten (10) working days after the date of notification of the decision of the Distance Education Dean of Curriculum and Instruction. It must

document how the appeal process was procedurally inappropriate in light of the timeline, criteria, and method of review published in the catalog.

The Chief Distance Education Officer may seek additional information or documentation from the student, or other parties as appropriate, and upon review of the record will make a determination on whether satisfactory due process was provided to the student. The student will be notified of the decision no later than ten (10) working days after the Chief Distance Education Officer received the appeal. The decision will be final.

Enrollment Policies

Course Registration

Students will register for courses by working with their advisor to select courses that are appropriate for their degree completion. Once the student and advisor determine which courses are appropriate, the student will work with the Distance Education Concierge to be registered for courses.

Course Load and Status

The maximum load for a graduate student is limited to 6 credit hours per 8-week term. To complete the program in one year, a student must enroll in 6 credits for five consecutive terms. To be eligible for financial aid, students must be enrolled at least half time, which is defined as taking one 3-credit course per 8-week term. Any increases to the recommended maximum load are contingent upon course availability and must be approved by the Distance Education Dean of Curriculum and Instruction.

Attendance/Class Participation

Distance Education students will be required to complete an initial "log-in" assignment dictated by the respective course instructor on the first day of classes. During the course of the term, the student will be required to complete assignments both in the course portal and outside of it at the direction of the syllabus and the instructor. Students are expected to log in to their class a minimum of once per week.

Unity College does not allow students to participate in a class for no credit. Until students are officially enrolled in a course, they are not permitted to participate. Students who are not officially registered for a course or do not appear on the course roster after the end of the add/drop period should be referred to the Distance Education Dean of Curriculum and Instruction.

Academic Standing

Students must meet the following requirements, both qualitative and quantitative to be considered to be in good academic standing and eligible for Federal Financial Aid. Students not meeting the academic minimums necessary to progress toward a degree are provided with specific requirements to achieve good academic standing, which they must meet within a defined time period. Academic standing is evaluated at the end of each term.

Satisfactory Academic Progress

Good academic standing for graduate students is defined as:

1. Receiving credit for at least 70% of Total Attempted Credits. All students must complete 70% of their attempted credits in order to remain in good academic standing. To find this percentage, divide the number of credits you have earned by the number of credits you have attempted. (Total attempted credits is defined as the total number of credits a student is enrolled in at the end of the Add/Drop period of each term, and cumulatively includes all accepted transfer credits.)
2. Maintaining the minimum Cumulative Grade Point Average requirement of 3.00
3. Being mathematically able to complete your degree program in a timeframe of no more than 150 percent of your program's average length. NOTE: You must be able to complete your degree in no more than 7 8-week terms of full time study, or 15 terms of part time study.

Failure to Meet the Minimum Standards

Failure to meet the minimum standards of satisfactory academic progress will result in a student being placed on Warning.

Warning

Warning, a one-term time period, allows the student time to achieve good academic standing with no other consequences. Should a student not meet the outlined requirements to be in good standing after their term of warning, the student will be automatically suspended from the College and will thereby become ineligible to receive Federal Financial Aid.

Suspension and Dismissal

The College reserves the right to suspend or dismiss a student from the College at any time when academic work is unsatisfactory or when conduct is deemed detrimental to the teaching and learning goals of the College community. Suspension may be appealed by the student.

Appeal of Financial Aid, Suspension, and Academic Dismissal

A student, who documents in writing, extenuating circumstances that could not be prevented, may request reconsideration of academic standing from the Distance Education Dean of Curriculum and Instruction. Students must submit their appeal within 15 days after final official grades are posted to the student portal. Appeals are submitted to online@unity.edu.

In addition to the student's written appeal, the Distance Education Dean of Curriculum and Instruction, in consultation with other College officials, may consider documented feedback from faculty and staff in a position to know the student's work well, letters of support, other documentation received from the student, or other offices at the College.

The College's determination will be based upon evidence of extenuating circumstances beyond the student's control, as well as the student's likelihood for success upon readmission. The student will be notified of the College's decision no later than (ten) 10 days after receipt of the student's written appeal.

Probation

Students who successfully appeal their suspension will be placed on probation. Students must meet the requirements to be in good academic standing within their one term probation period to continue attendance and receive Federal Financial Aid. Students for whom it is mathematically impossible to achieve good standing in the one-term probation will be placed on an academic plan.

Academic Plan

An academic plan allows the student additional time to obtain good academic standing. This individualized plan is created by the Distance Education Dean of Curriculum and Instruction in consultation with other College officials as needed. The plan will have quantitative and qualitative goals that the student must meet in the outlined timeframe of the plan. This may include certain progress levels at the end of specific terms. Failure to meet the outlined plan will result in academic and financial suspension. A student may not appeal a second time for the same circumstance.

Add/Drop Courses

During the first three class days, students may add or drop courses for the current 8-week term. Students should contact their advisor before adding or dropping a course. Reducing credit hours during the three add/drop days will result in an appropriate tuition and financial aid change. Students who wish to add or drop a course may do so by contacting the Distance Education Concierge and the Distance Education Dean of Curriculum and Instruction.

Course Withdrawal

Students who wish to withdraw from a course must do so by the deadlines in the academic calendar by emailing the course instructor and the Distance Education Dean of Curriculum and Instruction. It is the student's responsibility to contact Financial Aid to determine any changes based on a course withdrawal.

Repeating Courses

Students with a need to earn a higher grade may repeat a course previously taken – both in first and subsequent enrollments, and grades will be a permanent entry on the academic record and transcript. The highest grade will be used in computing the cumulative grade point average. No additional credit will be granted for the repeated course. Courses completed with a passing grade of C or higher may only be repeated once.

Student Academic Progress

The online student in a graduate program of study must complete said program of study within a maximum period of 150% of the total credit hour attempts needed to complete the program. For example, there may be no more than 45 credit hour attempts to complete a 30 credit hour degree program.

Readmission to the College

Following a period of inactivity in the Distance Education student's program of study, students in good standing must contact the Distance Education Dean of Curriculum and Instruction to express their intent to end their period of inactivity and enroll in classes.

Students enrolled in a degree program may continue to work toward their degree program under the requirements that were in effect at the time they matriculated, providing there have been no breaks of more than twelve (12) months. Students who have a break of more than twelve months must apply to be reinstated to the graduate program and meet requirements of the catalog in effect at the time they are reinstated. The College reserves the right to make substitutions for courses that are no longer offered.

Leaves of Absence and Time Limitation for Degree Completion

Distance Education graduate students will have five (5) consecutive calendar years from their date of matriculation to complete their program of study. Students who do not meet this deadline will be required to reapply for admission and will be subject to current availability of courses and programs, as well as any new program requirements.

Students who wish to take a leave of absence should communicate their intent to the Distance Education Concierge and the Distance Education Dean of Curriculum and Instruction in writing. Any student who does not register for classes for two (2) consecutive eight-week terms, but is otherwise eligible to continue study, will remain enrolled in the program, but will temporarily lose access to email, CAMS portal, and library services. Said access will be reinstated when the student returns and registers for coursework.

Any student who is inactive for more than one calendar year, or five (5) consecutive eight-week terms, will be required to reapply for admission and will be subject to current availability of courses and programs, as well as any new program requirements. Extensions with cause may be requested of the Distance Education Dean of Curriculum and Instruction. The final decision rests with the Chief Distance Education Officer.

Veteran Students

Unity College welcomes applications from veterans as well as from active duty military personnel, reservists, the National Guard, widows and widowers of veterans, and war orphans. A student wishing to be considered for educational benefits from the Veterans Administration must submit copies of discharge papers (DD-214) and, if applicable, marriage licenses and birth certificates of dependents, along with the appropriate applications to the Registrar's Office. Official transcripts of any previous training must also be submitted to the Veterans Office. Dependents of deceased or service-connected disabled veterans must contact the veteran's center that holds the veteran's records, and inform the center of their intention to attend Unity College.

The degree programs of Unity College are approved by the Maine State Approving Agency for Veterans Education Programs for persons eligible for educational benefits (GI Bill®) from the U.S. Department of Veteran Affairs. Students who have questions about their eligibility should visit the Veterans Administration web site at <http://www.gibill.va.gov> or call (888) 442-4551. Students who request veteran's educational assistance are required to have all previous post-secondary

experience evaluated for possible transfer credit in order to be eligible for benefits. For more information, contact the Distance Education Concierge.

Veteran students are expected to complete all of their registered courses each term. Any change in academic workload must be reported to the College. Failure to do so may result in an overpayment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Medical Withdrawal from the College

Students may request a medical withdrawal when an illness or injury occurs that makes it impossible for the student to continue with classes. A medical withdrawal may be used in response to matters of both physical and mental health. To be recorded as a medical withdrawal, documentation from a licensed medical practitioner must be submitted to the Distance Education Dean of Curriculum and Instruction outlining the nature of the illness or injury and confirming that the student would not be able to complete coursework as a result. Medical withdrawals will be dated according to the date that the College was notified of the intent to withdraw. The regular refund policies of the College apply. Medical withdrawals can be recorded up to the last day of class for the term and are never retroactive. (All documentation from a medical professional must be received before the last day of classes for the withdrawal to be considered medical.) In the case of a medical withdrawal, all grades are recorded as "W" regardless of the time in the term, and all relevant offices and professors will be notified.

Students are strongly encouraged to take a full 8-week term away from the College to address the medical issues before seeking to return. Depending on the situation and the time in the term that the withdrawal takes place, this may be a required condition of the withdrawal/readmission. Students who leave on a medical withdrawal will be asked to submit confirmation that they have addressed the medical condition and are ready to return to full participation in the educational program of the College. This may require documentation from a licensed medical practitioner.

Students on a medical withdrawal will receive an email address on the College's alumni server while they are away from the College. Notification of this change will come from the Information Technology office.

Extended Absence

Once a period of enrollment begins, if a student needs to be away from his or her class for more than three (3) consecutive class days based on either a personal or medical issue, the Distance Education Dean of Curriculum and Instruction should be notified immediately so that an official notification can be sent to all of the student's instructors. The exact reasons need not be revealed to the Distance Education Dean of Curriculum and Instruction if there is a confidentiality issue. This does not necessarily constitute an "excused absence," relieve the student of her/his responsibilities, or change the course expectations.

Student Identity Verification Policy

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Unity College has established and will periodically evaluate its process to confirm that a

person who is enrolling in the College is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Unity College will use one or more of the following methods for verification:

- A secure login with username and password
- Proctored examinations
- New or emerging technologies and practices that are effective in verifying student identification

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA), any other applicable laws or regulations regarding the confidentiality of personally identifiable information, and the College's Privacy Policy.

Personally identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID number
- Last four digits of the student's Social Security Number
- At least two other pieces of information such as the student's email address on file, date of birth, address, or user name, etc.

Graduation

Application for a Degree

There are three (3) times each year when degrees are conferred: December, May, and August. The deadline for submitting an Application for Degree is September 15 for December graduation, February 15 for May graduation, and June 15 for the August graduation. Upon receipt of the application to the Registrar's office, students will be billed a \$100 fee. Diplomas are not handed out at the Commencement Ceremony. Processing completion of degree requirements may take up to thirty (30) days. Diplomas will be mailed once the academic records are certified and all financial obligations to the College have been resolved.

Participation in a Commencement Ceremony

Unity College celebrates Commencement with an official ceremony at the Unity, Maine campus each May. There is a smaller ceremony on campus each December. Distance Education graduates who wish to travel to the Unity, Maine campus are welcome to participate in Commencement.

Online students who have met all academic requirements to receive their diploma or are within three (3) credits of meeting all of the graduation requirements set forth by Unity College are invited to participate in a Commencement Ceremony.

The following online students are invited to participate in the ceremony:

1. Students who have met all academic requirements to receive their diploma.
2. Students who are within three (3) credits of meeting all of the graduation requirements set forth by their program of study.

There are two ways to request to participate in the May Commencement Ceremony:

1. Students who will meet all graduation requirements set forth by Unity College at the conclusion of the Spring Term 2 must:
 - a. Have a degree audit completed by the Registrar's office.
 - b. Submit an Application for Degree by the February 15 deadline.
 - c. Pay a \$100 fee.
2. Students who are within three credits of meeting the graduation requirements and would like to request to participate in Commencement:
 - a. Must submit a Request to Participate form by the designated deadlines: September 15 for December graduation; February 15 for May graduation. Included with the request must be an academic plan to complete the remaining requirements. Before a decision for approval can be made, the Request to Participate form must be submitted to the Registrar's Office. The form will be provided to you by the Distance Education Concierge.
 - b. Must pay a \$100 fee.
 - c. May participate in a Commencement Ceremony only once.

Once the completion of requirements has been verified, a diploma will be issued at the next available conferral opportunity (December, May, or August). The diploma will be mailed to the student within six (6) weeks of his or her conferral date.

Replacement Copies of Diplomas

Graduates may request a replacement diploma if their original diploma has been lost or destroyed. Replacement diplomas shall carry all information contained on the original, except that all signatories will be current administrators. Graduates requesting a replacement diploma will be subject to the current fee for such diplomas. Each replacement diploma will carry a "replacement" notation.

Unclaimed Diplomas

Unclaimed, undeliverable, or withheld diplomas are retained in the Registrar's Office for a period of (5) five years, after which they may be destroyed. Graduates wishing to replace an unclaimed, destroyed diploma must purchase a replacement diploma as described above.

Operative Handbook

Unity College views the *Unity College Distance Education Graduate Handbook* as the primary contract between the College and the graduate student. Students must follow the graduation requirements from the handbook in effect at the time of their matriculation, or students may elect to fulfill the requirements of any subsequent handbook, provided they were enrolled at the time the handbook was published.

In either case, the handbook is to be considered in its entirety; students may not fulfill part of their requirements from one handbook and another part from another handbook. Unity College reserves the right to change any of the statements made in the handbook by reasonable notice in a supplement or replacement publication.



SECTION 6

ACADEMIC AND TECHNICAL RESOURCES

Academic Advising

Graduate Students will be assigned an academic advisor. The academic advisor is familiar with the student's field of study and provides support throughout the student's time at Unity.

Academic advisors are important as a guide, a mentor, and a partner. Advisors help students plan their academic program, select courses, and discuss career options to get the most out of their program of study. When students enroll, they are assigned to an academic advisor who is both interested and skilled in helping Distance Education students advance in their careers.

Career Services

The Office of Career Services educates students about career development and helps facilitate community-based learning projects such as those that may be a part of the student's Capstone coursework. Career Services provides one-on-one counseling, and will work with students and their advisors as needed.

Collaborative Learning Center

The Collaborative Learning Center (CLC) is an academic center that offers academic support, including academic course accommodations to students who are diagnosed with learning disabilities, ADHD, or other learning challenges. The staff of the CLC includes a director and a professional learning specialist.

Assistive Technology

The CLC has some assistive technologies available for students with disabilities. Assistive technology can help students with learning differences become more successful readers, and writers and can bridge the gap between their reading and writing needs and their current skills.

Dorothy Webb Quimby Library Services

The library houses a collection of more than 50,000 titles in a variety of formats, including e-books and digitized materials, which are selected primarily to support the College's curriculum. The library provides access to hundreds of scholarly and special-interest electronic journals and research databases. Quimby Library is a member of several consortia: Minerva (Maine InfoNet); Lyris; OCLC: the Maine Download Library; and WALDO (Westchester Academic Library Directors Organization), providing the library with substantial interlibrary loan capabilities and purchasing options.

Online Orientation

Distance Education students are required to participate in an online orientation prior to the start of their first online coursework. The orientation will provide information on Canvas, CAMS, student resources, and expectations for online student success.

Technical Policies and Resources

Computing user accounts are provided to students for their personal use while enrolled at Unity College. Students may not lend these accounts to others or use others' accounts. Students are responsible for all activity from their account. Because of this, it is imperative that students keep their passwords confidential and never lend their account to another person. Students, in their communications, may not pretend to be anyone else or attempt to represent the College in any official capacity. Students may not use their email accounts for any activities that produce income.

Students are expected to provide and maintain functional personal computing equipment and Internet access service that meets or exceeds the minimum requirements posted on the M.S. in Professional Science FAQ page. Please note that these requirements may change from time to time.

If you have difficulty accessing or using your Unity College computing account, please contact the IT Help Desk. If your computer hardware or software is not functioning properly, please contact the original equipment manufacturer or vendor who sold you the particular hardware or software or contact a local computer store for assistance.

Students should be aware that there are many laws affecting computing and related activities. There are legal statutes covering system intrusion, harassment, data privacy, fraud, child pornography, theft of services, and use of publicly funded facilities for religious or political purposes. In some situations, the College is obligated to share with authorities violations of the law when using College computer systems.

Violations of the Terms of Service will be dealt with according to disciplinary procedures outlined in the Graduate School Handbook. This may result in denial of access to College computing facilities or in other disciplinary action.



SECTION 7 EXPENSES AND FINANCIAL AID

Cost of Attendance

Graduate courses cost \$850 per credit hour. If all courses are taken online and no credits are transferred into the program, a student can expect to pay \$25,500 for the entire degree program (30 credit hours x \$850 per hour = \$25,500). Books, software, hardware, and other materials are not included in the credit hour cost and must be purchased separately.

Billing

Students will be billed for each term after registering for their courses, and all student accounts must be settled and any financial aid in place before the start of classes each term. Any outstanding balance will lead to automatic withdrawal from courses.

Refund Policy

Prior to the first day of class	100%
1-4 calendar days	75%
5-8 calendar days	50%
9-12 calendar days	25%
13 or more calendar days	0%

Failure to Participate

Students who fail to participate in their course within the first three (3) days (as defined by a minimum of one discussion forum post) may be automatically dropped from the course. This does not guarantee, however, freedom from financial liability for a course for which a student signed up but in which the student did not participate.

Financial Aid

Your federal need will be determined on the basis of the income and asset information you provide on the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.gov>. Choose Unity's College Code (006858) to ensure that the federal application data will be transmitted to the Financial Aid Office. Please respond promptly to requests for additional information or clarification concerning your aid application.

Federal Direct Unsubsidized Loan Program

Matriculated graduate students enrolled in three (3) or more credits per 8-week term may apply for assistance through the Federal Direct Unsubsidized Loan Program – as long as a total of 6 credits are taken within a traditional semester, as defined by Federal Financial Aid guidelines: Fall, Spring, or

Summer. The maximum annual unsubsidized loan is \$20,500. More information about the Direct Unsubsidized Loan will be provided to qualifying students.

The Unsubsidized Loan starts to accrue interest after payment to your account. While in College, you can elect to pay interest on an Unsubsidized Loan or have it added to the principal. Repayment on the Unsubsidized Loan starts no sooner than six (6) months after you graduate or fall below half-time status. There is a ten-year repayment period and other re-payment options.

Federal Graduate PLUS Loan

The Graduate PLUS Loan may be available to matriculated graduate students attending on at least a half-time basis. In order to establish eligibility, you must first apply for the annual loan maximum under the Direct Unsubsidized Loan.

Additionally, a credit review is required to determine that you do not have an adverse credit history. If you have adverse credit, the option exists to apply with an endorser who has a positive credit history. Upon request, repayment is deferred until six (6) months after you graduate or fall below half-time status. For more information and to apply for the Federal Graduate PLUS Loan, please visit <http://www.studentloans.gov>.

Private Loans

Private loans may be an option if no other sources of financial aid are available. Unity College is not permitted to provide counsel about which private loans to choose. For help on this matter, please visit: <http://www.Unity.edu/FastChoice>.

Failure to Pay

Failure to pay bills in full when due may result in revocation of Unity College privileges, including but not limited to, issuance of grades and/or transcripts, registration for subsequent terms, participation in graduation ceremonies, and participation in registered classes and examinations. It is imperative that a student contact the Student Accounts Office at (207)509-7261 if any charges are disputed.



SECTION 8 INSTRUCTIONAL DESIGN PROCEDURE AND ASSESSMENT

Common Course Syllabus

All Distance Education faculty are required to use a common course syllabus. The common syllabus will have course information, course learning outcomes, textbook requirements, instructor contact information, and assessment guidelines. The Distance Education Dean of Curriculum and Instruction will work with every instructor to ensure course syllabi are similar, have adequate information, and are being used appropriately.

Common Course Template

All courses in the Distance Education programs are required to use a common Canvas course template. All courses will have work broken into 8-week modules with clear expectations and assessment rubrics. All courses will use the Canvas Learning Management System for posting grades, discussions, course readings, videos, and other course-specific materials. The Distance Education Dean of Curriculum and Instruction will work with instructors to ensure that Canvas course templates are similar and being used appropriately.

Student Evaluations and Assessment

Students will have an opportunity to provide feedback for every class. Students will receive a link to an online class evaluation form that they must complete prior to receiving their final grade. This evaluation is designed to support course development and constructive instructor feedback. The Distance Education Dean of Curriculum and Instruction is responsible for assessing the development and instruction of all courses. If there are concerns about either course development or instruction, please refer your feedback to the Distance Education Dean of Curriculum and Instruction.



SECTION 9 RESOURCES

2016-17 Academic Calendar

Fall Term 2

Online Orientation	Mon-Sun	October 17-23
Classes Begin	Mon	October 24
Add/Drop Period	Wed-Fri	October 26-28
Last Day to Withdraw from a Class	Sun	November 20
Pre-Registration Period	Mon-Fri	November 21-25
Classes End	Sun	December 18
Final Grades to Registrar	Wed	December 21

Spring Term 1

Online Orientation	Mon-Sun	January 9-15
Classes Begin	Mon	January 16
Add/Drop Period	Wed-Fri	January 18-20
Last Day to Withdraw from a Class	Sun	February 12
Pre-Registration Period	Mon-Fri	February 13-17
Classes End	Sun	March 12
Final Grades to Registrar	Wed	March 15

Spring Term 2

Online Orientation	Mon-Sun	March 6-12
Classes Begin	Mon	March 13
Add/Drop Period	Wed-Fri	March 15-17
Last Day to Withdraw from a Class	Sun	April 9
Pre-Registration Period	Mon-Fri	April 10-14
Classes End	Sun	May 7
Final Grades to Registrar	Wed	May 10

Summer Term

Online Orientation	Mon-Sun	May 29-June 4
Classes Begin	Mon	June 5
Add/Drop Period	Wed-Fri	June 7-9
Last Day to Withdraw from a Class	Sun	July 2
Pre-Registration Period	Mon-Fri	July 3-7
Classes End	Sun	July 30
Final Grades to Registrar	Wed	August 2

College Resources

The mailing address for all Unity College correspondence is:

Unity College
 90 Quaker Hill Road
 Unity, ME 04988-9502
 College Switchboard: (207) 509-7100
 College Website: www.unity.edu

Distance Education Team

Chief Distance Education Officer, Dr. Michelle Caminos
mcaminos@unity.edu: (207) 509-7156

Distance Education Dean of Curriculum and Instruction, Dr. Amy Arnett
aarnett@unity.edu: (207) 509-7204

Distance Education Concierge, Heather Stetkis, M.S.M.
hstetkis@unity.edu: (207) 509-7155

Other Important Resources

Registrar, Heather McAnirlin
hmcAnirlin@unity.edu: (207) 509-7218

Collaborative Learning Center Coordinator, James Heck
jheck@unity.edu: (207) 509-7263

Instructional Technology
helpdesk@unity.edu: (207) 509-7110

Campus Store Manager, Leigh Juskevics
ljuskevics@unity.edu: (207) 509-7208

Date Modified: October 1, 2016
Adoption Chain: DE Leadership, President