Unity College
Distance Education Catalog
Academic Year 2019-2020

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A Note from President Khoury

Unity College Distance Education 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 Distance Education Concierge or Distance Education Advisor. And let me know if there is anything I can do.

In Unity,

Dr. Melik 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 Catalog

The Distance Education Catalog contains the policies, procedures, and guidelines applicable to the Distance Education Strategic Education Business Unit (SEBU) at Unity College as reviewed and approved by the Unity College Distance Education administrative team. The Unity College Distance Education SEBU currently oversees all online Undergraduate and Graduate Programs. All students in those programs/courses will follow the policies and procedures outlined in this catalog.

Unity College views the *Unity College Distance Education Catalog* as the primary contract between the College and the student. Students must follow the graduation requirements from the catalog in effect at the time of their matriculation, or students may elect to fulfill the requirements of any subsequent catalog, provided they were enrolled at the time the catalog was published. In either case, the catalog is to be considered in its entirety; students may not fulfill part of their program requirements from one catalog and another part from another catalog. Unity College reserves the right to change any of the statements made in the catalog by reasonable notice in a supplement or replacement publication.

**Distance Education Undergraduate Programs:** Distance Education undergraduate online programs involve engagement in a small-class setting, with active-learning, and highly engaged instructor feedback and support. Undergraduate students can expect to see organized, engaging courses that teach knowledge and skills professionals need to succeed in the 21st century.

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

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

SECTION 2: ADMISSIONS GUIDELINES

Undergraduate Admissions Requirements

To enroll in a Unity College Distance Education undergraduate program, students must meet one of the following criteria:

- Have a minimum of a 2.0 high school GPA on a 4.0 scale
- If transferring, have a minimum of a 2.0 college GPA on a 4.0 scale

The following documentation needs to be submitted with an application for an undergraduate program:

- Proof of high school completion or equivalent (GED)
- Unofficial transcripts from previously attended colleges/universities
- For applicants with GPAs between 1.75 and 2.0: Statement of circumstances (maximum of 500 words) that affected the student’s GPA and how these have been addressed to ensure success at Unity College

While unofficial transcripts are accepted during the admissions process, official transcripts must be submitted prior to completing the student’s first term at Unity College. Failure to submit official transcripts will prohibit the student from registering for the next term.

Transcripts must be provided for any previous college/university attended, even if transfer credits are not desired. If there is no transferrable coursework on a previous college transcript (e.g., withdrawing from the first term and earning only W grades), an official transcript does not need to be provided.

Graduate Admissions Requirements

To enroll in a Unity College Distance Education graduate program, students must meet the following criteria:

- Have a minimum of a 3.0 undergraduate GPA on a 4.0 scale (preferred)

The following documentation needs to be submitted with an application for a graduate program:

- Unofficial transcripts demonstrating the completion of a bachelor’s degree
- Current resume or C.V.
- Personal essay (500 words minimum) addressing the following:
  - Why are you interested in pursuing a degree at Unity College and how does this
program align with your career goals?
  o How do your previous experiences and background prepare you for this degree?
  
- GRE score reports (optional)
- For applicants with GPAs between 2.75 and 3.0: Statement of circumstances (maximum of 500 words) that affected the student’s GPA and how these have been addressed to ensure success at Unity College

While unofficial transcripts are accepted during the admissions process, official transcripts from the institution where the bachelor’s degree was awarded must be submitted prior to completing the student’s first term at Unity College. Failure to submit official transcripts will prohibit the student from registering for the next term.

Admissions Requirement for Homeschooled Students

A homeschooled applicant for admission is required to submit the following for review: 1) A letter of recommendation from a non-relative that assesses the student’s academic ability. 2) Submission of an electronic portfolio that shows evidence that the applicant has met the typical high school academic distribution requirements. 3) Any test scores available (but not required), e.g., SAT or ACT.

Admissions Requirement for Graduate Students with a Non-Science Background:

Students with a non-science bachelor’s degree must have the following classes before enrolling in the M.S. in Sustainable Natural Resource Management: one biology class, one statistics class, one wildlife biology class, and one ecology class.

Readmission to the College

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 distance education program and meet requirements of the catalog in effect at the time they are reinstated. After 12 months of inactivity, students must contact their academic advisor to express their intent to re-enroll in classes. The College reserves the right to make substitutions for courses that are no longer offered.

Transfer of Credits

Undergraduate Students may transfer a maximum of 90 undergraduate credits into undergraduate programs at Unity College. Students must earn a ‘C-’ (1.7) or higher for the credit to be accepted for transfer. The credit-granting institution must also be accredited by a Department of Education recognized regional or national accrediting body. If an
institution is accredited by a DOE recognized agency but has programs and/or courses which are not eligible for Title IV funding, that coursework is not transferable for credit. Some coursework may not be eligible for credit transfer, including remedial/fundamental coursework.

Advanced Placement® (AP®) exams are eligible for transfer credit and count toward the 90-credit maximum for undergraduate students. A minimum score of 4 is required to earn credit for mathematics and biology courses. For all other courses, a minimum score of 3 is sufficient. College Level Examination Program® (CLEP®) exams are also eligible for transfer credit and count toward the 90-credit maximum for undergraduate students. Unity College follows College Board recommendations for minimum scores when processing transfer credit.

Unity College reserves the right to determine the eligibility of transfer credits. Transfer credits count only toward the total earned hours, not undergraduate grade point averages.

Graduate students may transfer a maximum of nine (9) graduate credits into graduate programs at Unity College. All coursework transferred must apply to the degree requirements of the program the student is enrolled in, as determined by the Dean. Students must earn a ‘B’ (3.0) or higher 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 Dean.

Unity College will not accept transfer credits that were earned 20 years prior to the start of the student’s first term.

Transfer of Credits for Prior Learning
Undergraduate students may receive up to 30 credits toward a program through Credit for Prior Learning and no more than a total of 90 credits combined with Prior learning and Transfer credits. Graduate students may receive up to six credits towards a degree program through Credit for Prior Learning. Students must apply through the Credit for Prior Learning Assessment process. All applicants must submit a portfolio that justifies the credits requested for award. The Distance Education Curriculum and Assessment Committee reviews submitted portfolios and provides a recommendation to the Vice President of Distance Education. The Vice President of Distance Education is responsible for the final decision. The following categories are ways that students may qualify to receive through prior learning experiences:
- Credit for professional licenses and credentials earned
- Credit of a prepared portfolio documenting skills and knowledge
- Credit for exams, trainings, or certifications received

Portfolio must include the following information.

• Course Information - Includes the learning outcomes for the specific course you are challenging.
• Summary Sheet - Matches each course learning outcome to your experience and supporting evidence.
• Resume and Biographical Essay - Provides an overview of your learning experiences related to the course.
• Narrative - Demonstrates how you have achieved each course learning outcome.
• Documentary Evidence - Supports your claims to knowledge of the learning outcomes

Transfer of Credits from a Quarter System

Unity College recognizes that some students may transfer in credits earned from a Quarter credit system. To convert quarter hours to semester hours, multiply the number of quarter credits earned by 2/3. For example, a course earned at 4.5 quarter credits converts to 3 semester credits.

When the conversion of credit hours completed results in a fraction, the number of credit hours will be rounded up for the benefit of the student by .5 semester credits. For example, a course earned at 4 quarter credits converts to 2.67 semester credits, which is rounded up to 3 semester credits. A course earned at 5 quarter credits converts to 3.33 semester credits, which is rounded up to 3.5 semester credits.

International Transfer Credit

International transcripts must be evaluated by a NACES®-approved agency to determine U.S. credit equivalency. Unity College will not consider foreign credits for transfer without the agency evaluation.

SECTION 3: EXPENSES AND FINANCIAL AID

Cost of Attendance

Undergraduate courses cost $470 per credit hour. Books, software, hardware, and other materials are not included in the credit hour cost and must be purchased separately.

Graduate courses cost $870 per credit hour. Books, software, hardware, and other materials are not included in the credit hour cost and must be purchased separately.

Military Differential Tuition: All distance education courses are reduced by 10% for veterans or active military members and their dependents.
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 end of the add/drop period (day 3 of the term). Any outstanding balance will lead to automatic withdrawal from courses. Any outstanding balance must be paid prior to future enrollment.

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 Student Financial Services at (207)509-7261 if any charges are disputed.

Refund Policy *See Addendum for additional policy information

Distance Education students who drop a course, whether or not they are active, before the end of the add/drop period are eligible for a 100% tuition refund for that course. After midnight of the last day of add/drop, students are no longer eligible for a refund.

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.

Financial Aid

Your federal need will be determined based on the income and asset information you provide on the Free Application for Federal Student Aid (FAFSA) online at 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.

Return to Title IV

Students receiving any federally sponsored financial aid, such as Federal Pell Grants, or Federal Stafford Loans, are subject to a separate Federal policy pertaining to the amount of those federal funds they may retain when they withdraw from the college during an academic semester. This policy called, The Return of Title IV Funds Policy, prorates available aid based on the amount of the semester completed. Written examples of the refund calculations are available upon request from Student Financial Services, as well as any further information that may be needed pertaining to the refund or return of Title IV Funds process. Whenever applicable refunds are determined and any federally sponsored programs are involved, the following federally prescribed order of refund distribution is required:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Other Title IV Aid Programs

The 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. 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.

NOTE: Financial Aid is not available for certificate programs or non-degree seeking candidates.

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.

SECTION 4: ACADEMIC POLICIES

Definition of a Distance Education Credit:

Unity College policy defines one undergraduate credit hour as a semester hour, the standard measure of progress toward a degree at most institutions. For most standard lecture courses, it represents 50 minutes of faculty-directed instruction and 2 hours of self-directed class work each week for a traditional 15-week semester (i.e., one 3 credit undergraduate class is approximately 135 hours of student work). The table below demonstrates how this standard is applied to Unity College’s undergraduate term calendar. This credit hour definition follows the guidelines for awarding semester credit hours from the US Department of Education and the New England Commission of Higher Education. While online courses do not have specified time in a physical class, they require an analogous amount of work to a semester credit hour.
Graduate students are expected to perform not only additional work beyond undergraduate expectations, but to submit work that is more in-depth and of higher quality as befits a graduate-level course. Graduate students are therefore expected to perform roughly a third more work than their undergraduate counterparts. Thus, one Unity College graduate credit hour in an eight-week term is equal to at least 60 hours of student work.

**Definition of a non-credit course:**

Non-credit offerings may be stand-alone courses or instructional programs that do not offer academic credit. The term “program,” in this policy, refers to a series of non-credit courses that may lead to a culminating non-credit certification or credential. Non-matriculated students participating in non-credit courses are considered non-degree students. Non-credit courses will appear on the official Unity College transcript, but do not have final letter grades. Individual assignments, projects, or coursework may receive feedback and/or assessment as relevant to the content and structure of the course. Non-credit courses may be offered simultaneously as a for-credit course; in this case, a student must be registered for the for-credit course by the end of the add/drop period in order to receive academic credit. Participation in non-credit offerings will not yield credit and cannot be converted to academic credit after the fact.

**Course Load and Status**

The maximum load for all DE undergraduate students is limited to 6 credit hours per 5-week term. Students taking 3 credits per five-week term are considered full time status. To be eligible for financial aid, undergraduate students must be enrolled in at least one 3-credit course per term. Any increases to the recommended maximum load are contingent upon course availability and must be approved by the Vice President of Distance Education or hiring Dean.

The maximum load for all DE graduate students is limited to 6 credit hours per 8-week term. To complete the Master’s in Professional Science program in one year, a student must enroll in 6 credits for five consecutive terms. To complete the Sustainable MBA in 14 months, a student must enroll in 6 credits for six consecutive terms. To be eligible for financial aid, graduate students must be enrolled in at least 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 Dean.
Course Registration
Students will register for courses by working with their Distance Education Concierge/Advisor to select courses that are appropriate for their degree completion. Based on the student’s academic plan, the Distance Education Team will register the student for courses.

Course Cancellation
The college may cancel courses due to low enrollment and other circumstances. If this occurs, the college will immediately notify the students to discuss options. Students can transfer to another available course if appropriate. Any payments made for cancelled courses will be refunded or applied to a different course within the college.

Add/Drop Courses
During the first three class days, students may add or drop courses for the current term. Students should contact their advisor in order to add or drop a course. Reducing or increasing credit hours during the three add/drop days will result in an appropriate tuition and financial aid change.

Attendance/Class Participation
Distance Education students will be required to complete an initial "log-in" assignment dictated by the respective course instructor by 11:59PM on or before the end of the add/drop period. During 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.

In order to comply with federal financial aid regulation, Unity College is providing the following procedural guidance: A student is active in an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academic activity.

Examples of such activity include but are not limited to:
- contributing to an online discussion or text chat session;
- submitting an assignment or working draft; working through exercises;
- taking a quiz or exam; and/or
- viewing and/or completing a tutorial.

Examples of academic activity do not include:
- logging into online classes/discussions without active participation
- speaking with an instructor or advisor to participate in academic counseling or advising.

Academic activity is readily tracked and documented through the College’s learning management system. Students in 8-week terms are required to complete at least one academic activity every 10 days. Students in 5-week terms are required to complete at least one academic activity every 6 days. Students who do not demonstrate academic activity during this time frame will be administratively withdrawn from the course, with an effective date based on their last academic activity. If a student stops posting academic
activity, but the last active date is after the withdrawal deadline, the student will be withdrawn from the course. A WF grade will be entered on the student's record.

Courses shorter than the standard 8- or 5-week term may require more frequent activity to remain enrolled as a student. Students cannot self-certify academic activity. Unity College Distance Education does not allow students who are not registered for a course to audit a class for no credit.

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 days based on either a personal or medical issue, the Vice President of Distance Education (VP) or Dean 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 VP or Dean 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.

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 their Distance Education Advisor. The Distance Education staff will work with the Registrar to complete course withdrawal. It is the student's responsibility to contact Financial Aid to determine any changes based on a course withdrawal. If a student wishes to withdraw after the withdraw deadline posted on the academic calendar, they will receive “WF” grades for all currently enrolled coursework instead of “W” grades.

Leaves of Absence and Time Limitation for Degree Completion

Distance Education undergraduate students will have ten (10) consecutive calendar years from their date of matriculation to complete their program of study. Graduate students will have five (5) consecutive calendar years from 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 remain unenrolled for more than two consecutive terms, should communicate their intent to the Distance Education Advisor in writing. Any student who does not register for classes for two (2) consecutive 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. Account access will be reinstated when the student returns and registers for coursework.

Any student who is inactive for more than one calendar year will be subject to current availability of courses and programs, as well as program requirements as outlined in the most recent Catalog. Extensions with cause may be requested of the Vice President of Distance Education or the Dean. The final decision rests with the VP.
Withdrawal from the College

The process to withdraw from the College is to first contact the Distance Education Advisor and they will work with the Registrar to complete the withdrawal. The student is required to complete an electronic Withdrawal from the College Form upon receipt. All grades for courses in progress as of the withdrawal date are recorded as “W” and all relevant offices and instructors will be notified. Courses whose end date has passed and for which all work has been completed will still receive the grade earned before the withdrawal. Students who fail to withdraw by the withdrawal deadline will remain enrolled and receive the grade earned for the class.

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 Vice President of Distance Education or Dean 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. 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” if the effective date is prior to the withdrawal deadline, and all relevant offices and professors will be notified.

Students are strongly encouraged to take a full 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.

Date of Withdrawal

A student is considered “withdrawn” as of the day they begin the official withdrawal process or notify the Advisor of their withdrawal. Official notice must be written or emailed. In the case of written notice, the date of withdrawal will be the date the written notice is received. Students who do not provide official notice will have their last date of recordable academic activity used as their date of withdrawal.

Unity College must be able to establish the date via electronic record. If a student is unable physically or mentally to begin the withdrawal process, the school may use the date of the related circumstance [such as an automobile accident] or the date of last academic activity.
Students are considered unofficially withdrawn (ceased attendance without providing official notification or expressed intent to withdraw) if a distance education staff member notifies the Registrar’s office a student is no longer attending and continued academic activity cannot be established by Unity College.

Students may also be considered unofficially withdrawn when a student is assigned all “F” or “F” and “W” grades at the end of the semester. The Registrar’s office will attempt to establish if the student earned at least one of their “F” grades. If the Registrar’s office cannot reasonably establish the earning of the grade (academic participation through the entire term) in at least one course, the student will be considered withdrawn. The date of withdrawal will be determined using the “Date of withdrawal” policy. Refunds are based on the published refund schedule and determined by date of withdrawal.

Grading Policy

**Undergraduate Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(94-100%)</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>(90-93.9%)</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>(87-89.9%)</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>(84-86.9%)</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>(80-83.9%)</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>(77-79.9%)</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>(74-76.9%)</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>(70-73.9%)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>(60-69.9%)</td>
<td>Poor, but Passing</td>
</tr>
<tr>
<td>F</td>
<td>(0-59.9%)</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**Graduate Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(94-100%)</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>(90-93.9%)</td>
<td>Very Good</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89.9%)</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>(84-86.9%)</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>(80-83.9%)</td>
<td>Satisfactory, but needs improvement</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79.9%)</td>
<td>Needs improvement</td>
</tr>
<tr>
<td>C</td>
<td>(74-76.9%)</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>(70-73.9%)</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>(60-69.9%)</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**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.

**WF – Withdrawal Failure (No credit)**

Withdrawal Failure. No credit. Shows the student withdrew after the deadline to withdraw published on the academic calendar. Factors into GPA as a failing (F) grade. Distance Education Faculty may not give a grade of “WF.” That grade designation is applied by the Registrar’s office.
I – Incomplete (No credit)

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion with the approval of the Dean to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. To submit an Incomplete grade, please contact the Assistant Registrar dedicated to Distance Education to initiate the paperwork.

If a student does not complete the work before the start of the next term, they may not enroll in classes for future terms. Work must be completed by the end of the next term, or the incomplete grade will automatically be changed to an F. Distance Education Faculty considering granting a final grade of “I” must follow the incomplete grade policy and work with a student’s advisor to initiate an incomplete grade request. A grade of “I” is not factored into a student’s GPA. Credits for an “I” grade are factored into attempted (but not completed) credits for the student’s cumulative completion rate.

Incomplete grades may be given only in the following circumstances:

• 80% of all coursework must be completed with a satisfactory grade;
• An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
• Required work may reasonably be completed in an agreed-upon time frame;
• The incomplete is not given as a substitute for a failing grade;
• The student initiates the request for an incomplete grade before the end of the academic term;
• The instructor and student complete the “Application for Incomplete Grade” form before the end of the academic term.

Appropriate grades must be assigned in other circumstances.

The following provisions for incomplete grades apply:

• The faculty member initiates the digital “Application for Incomplete Grade” in consultation with the student, Assistant Registrar, and the Dean.
• The course work may be completed while the student is not enrolled.
• If Incomplete grades are not resolved by the following academic term, Incomplete grades will change to ‘F’ and affect GPA. The Dean reserves the right to make exceptions to this policy on a case by case basis.
• An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, or other purposes.
• Students who receive an incomplete grade in a course cannot re-register for the course in order to remove the "I".
• If the faculty member isn’t available to grade the incomplete work, the Dean will grade it or find a designee.
Calculating Grade Point Average (GPA)

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>4.0 Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Change of Final Grade

Except for the grade of “Incomplete,” final course grades are not changed after submission to the Registrar except to correct an entry error, or in the result of a successful student grade appeal.

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 Dean of the error, and the corrected grade will be sent to the Registrar’s Office to be processed. An instructor who wishes to change a grade for any other reason must send the request with documentation to the Dean for consideration. The
Dean will review the evidence, seek additional information if necessary, and decide the appropriate course of action. If the change is approved, the Dean will forward the change to the Registrar’s Office with the appropriate documentation.

Appeal of Final Course Grade - Process for Students
If a student disagrees with their final grade for a course, they may initiate a conversation about it with the instructor. After this conversation, should a student wish to appeal the final course grade, they may appeal the grade to the Dean and Vice President of Distance Education (VP). The appeal must be submitted in writing no later than 30 days after the final grade was submitted. The Dean and VP will review the appeal along with any other supporting documentation and information provided by the student and the instructor and decide on the appeal within 10 business days. The VP’s decision is final.

Repeating Courses
Students with a need to earn a higher grade may repeat a previously taken course. While the grades for both the first and subsequent attempts will remain on the student’s transcript and the academic record, the highest grade will be used in computing the cumulative grade point average. Credit can only be earned once for a course, unless specifically stated otherwise in the course description. Courses completed with a grade of C or higher may only be repeated once. Students should be aware that financial aid will cover retaking a previously passed course once.

Academic Standing
Students must meet the following requirements, both qualitative and quantitative to be considered 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 annually.

Satisfactory Academic Progress
Good academic standing for undergraduate students is defined as:

1. Receiving credit for at least 67% of Total Attempted Credits. All students must complete 67% 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 are 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 2.00

3. Being mathematically able to complete your degree program in a timeframe of no more than 150 percent of your program’s average length.

Good academic standing for graduate students is defined as:
1. Receiving credit for at least 75% of Total Attempted Credits. All students must complete 75% 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 are 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.

Failure to Meet the Minimum Standards

Failure to meet the minimum standards of satisfactory academic progress will result in suspension from the institution, and from receiving Financial Aid. There is no formal “warning” to a student who is not meeting the standards before suspension; however, the Distance Education [DE] staff will monitor students and offer assistance to students who show signs of being unsuccessful. This suspension can be put into place at any time during the academic year and does not require the formal Satisfactory Academic Progress review to have taken place. Suspensions may be appealed by the student.

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 their suspension. Students must submit their appeal within 7 calendar days of final official grades being posted to the student portal OR before enrollment in a new term begins, whichever occurs first.

Please note that appeals that do not clearly outline the circumstances which lead to academic difficulty, and what steps have been taken to overcome those circumstances, will not be considered. Appeals are submitted to Registraroffice@unity.edu.

In addition to the student’s written appeal, the panel [composed of Unity College Staff and Faculty] may consider documented feedback from faculty and staff, letters of support, and other documentation received from the student or other offices on campus. This documentation may be requested from Unity College employees by the student or the panel. Students are encouraged to request the submission of documentation that supports the changes the student has made to make them successful. Students may, and are encouraged to, provide documentation from outside sources such as a medical professional, or other professionals who are assisting the student overcome their challenges.

The panel’s determination will be based on evidence of extenuating circumstances beyond
the student’s control, as well as the student’s likelihood for success upon readmission. Likelihood of success will be based on the student’s outlined plans to overcome the circumstance, documentation submitted to the panel, and the student’s past academic performance. The student will be notified of the panel’s decision no later than 7 calendar days after the deadline to appeal suspensions. *See Addendum for additional policy information

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 unlikely to achieve good standing in the one-term probation period will be placed on an academic plan. This plan must be crafted and approved by the end of the add-drop period of the first term of probation. If a student on probation does not meet the requirements of their academic plan, they are suspended with a right to appeal per the appeal policy above. *See Addendum for additional policy information

Academic Plan

An academic plan allows the student additional time to obtain good academic standing. This individualized plan is created by the Academic Advisor for graduate students and undergraduate students in consultation with other College officials as needed. The plan will have quantitative and qualitative goals that the student must meet in the outlined time frame of the plan. This may include certain progress levels at the end of specific terms. Should a student wish to make changes to their Academic Plan, they must appeal at the end of a term to the panel to do so.

Students who meet the conditions of their plans will continue to be on probation until they complete their plan and obtain Satisfactory Academic Standing. 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.

Graduation

Application for a Degree

There are three (3) times each year when degrees are conferred and printed: December, May, and August. Applications for degrees are accepted on a rolling basis prior to the conferral of the degree. 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 six (6) credits of meeting all the graduation requirements set forth by Unity College are invited to participate in a commencement ceremony.

Students who are eligible and wish to participate in a commencement ceremony must:

1. Have a degree audit completed by the Registrar’s office and be within 6 credits of completing their degree
2. Submit an application for Degree by the appropriate deadline (September 15, February 15, or June 15)
3. Pay a $100 fee. You may participate in a commencement ceremony only once per degree.

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.

Academic Honors
Honor designations for baccalaureate degrees are cum laude, magna cum laude, and summa cum laude.

Cum laude is awarded to a degree candidate who graduates with a minimum GPA of 3.50 in all course work taken at Unity College.

Magna cum laude is awarded to a degree candidate who graduates with a minimum GPA of 3.7 in all course work taken at Unity College.

Summa cum laude is awarded to a degree candidate who graduates with a minimum GPA of 3.90 in all course work taken at Unity College.

Replacement Copies of Diplomas
Graduates may submit a request for a replacement diploma through the Registrar’s Office. 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.

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 request a replacement diploma as described above.

Second/Dual Bachelor’s Degree
A student who has completed a bachelor’s degree from an accredited institution may pursue a program leading to a second bachelor’s degree at Unity College. This includes students who have graduated with a bachelor’s degree from the Unity College Flagship
campus. In this case, the student must complete the following requirements to earn a Unity College bachelor’s degree:

1. Complete the Environmental Citizenship Core (15 credits)
2. Complete the Major Core for the program (credits dependent on major)
3. Earn a minimum of 30 credits at Unity College
4. Maintain a cumulative GPA of 2.00 or higher

5. Some programs may require the completion of identified prerequisite courses. If a student has not completed the course(s) identified in their previous degree, they may be required to take them at Unity College.

Students currently enrolled in one Distance Education undergraduate program may add a second undergraduate major; in this case, the student must:

1. Complete all Major Core requirements for the second program
2. Complete at least 30 independent credits for the second program (additional coursework may be required if the second major does not have at least 30 credits of coursework).

Second Master’s Degree

Students enrolled in one master’s degree program may wish to pursue a second master’s degree at Unity College. For students pursuing two master’s degrees, up to 9 credits may be shared between the two degrees. Students must complete at least 21 credits of unique coursework for each degree. This requirement applies whether students are pursuing a second master’s degree after completing a first master’s or seeking two degrees at the same time. If the two programs do not have 21 credits of unique coursework already, students may be required to take additional courses to meet the minimum credit requirement.

SECTION 5: UNDERGRADUATE ACADEMIC PROGRAMS

Environmental Emergency Management & Law Enforcement

The B.S. in Environmental Emergency Management and Law Enforcement prepares students for careers in natural resource agencies, emergency management, and law enforcement. The degree provides students with general knowledge and professional skills for a career in emergency management, environmental policy, law enforcement and administration. This program addresses the need for trained professionals ready to tackle complex issues of both mitigation of and response to natural or man-made disasters.

Graduates of the B.S. in Environmental Emergency Management & Law Enforcement will be
able to:

1. Demonstrate proficiency in core environmental emergency management and law enforcement fields.
2. Demonstrate proficiency in written, oral, and interpersonal communication to diverse stakeholders in law enforcement and emergency management.
3. Evaluate ethical issues related to environmental justice and community disaster preparedness.
4. Understand policy and planning around environmental emergency management and law.
5. Apply leadership strategies to the management and the law enforcement of a variety of environmental threats.
6. Proficient in developing and assessing emergency management plans.

General Education Foundation Requirements
A Life Science course (Courses with a code of BIOL)
ENVS 201 The Warming Planet: Understanding Climate Change
MATH 201 Statistics for Environmental Professionals
A Humanities course (HUMN)
A Language course
PSYC 101 Introduction to Psychology
An Arts course (ARTS)
2 Communications courses – (courses with a code of COMM)

Environmental Professional Core
EVPC 101 Professional Skills for Emergency Management
EVPC 201 Environmental Issues: Deforestation, Biodiversity Loss, and Overpopulation
EVPC 301 Environmental Justice
EVPC 305 Building a Better World: Ethical Decision-Making
EVPC 401 Transformational Leadership
EVPC 490 Transdisciplinary Capstone

Program Core
COMM 303 Communicating to Stakeholders
COMM 403 Environmental Crisis Communication
EMGT 203 Environmental Social Justice and Disasters
EMGT 301 Public Policy and Planning for Emergency Management and Law Enforcement
EMGT 305 Planning and Responding to Natural Disasters
EMGT 307 Planning and Responding to Cyberthreats and Terrorism
EMGT 403 Implementation of Emergency Management: Simulation and Exercises
ENCJ 201 Law Enforcement and Emergency Management in the Age of Globalization
ENCJ 305 Natural Resource Law and Policy
ENCJ 401 Environmental Compliance, Regulation, and Mitigation
ENVS 303 Social Science for Environmental Professionals

College Wide Requirements: A minimum of 120 earned credit hours, a minimum of 30 credits earned at Unity, and an overall cumulative GPA of 2.0 or above

Environmental Studies Degree

The B.S. in Environmental Studies at Unity College prepares students for a wide range of environmental careers. This transdisciplinary program provides students with a holistic understanding of environmental issues. The program teaches students to use tools and perspectives from a variety of disciplines including the natural sciences, the social sciences, and the humanities to understand the causes and consequences of environmental problems. Graduates will be able to enter a wide variety of environmental careers.

Graduates of the B.S. in Environmental Studies will be able to:
1. Reflect critically about their role as environmental actors and citizens in a global context.
2. Demonstrate proficiency in written, oral, and interpersonal communication to diverse stakeholders.
3. Understand core environmental concepts through the perspective of multiple disciplines.
4. Be able to solve environmental problems through an understanding of society, ecology, and economy, and the perspectives of multiple stakeholders.
5. Understand the importance of, and process for, consensus building and working with groups to solve environmental problems.

General Education Foundation Requirements
A Life Science course (Courses with a code of BIOL)
ENVS 201 The Warming Planet: Understanding Climate Change
A Quantitative Skills course (MATH)
A Humanities course (HUMN)
A Language course (LANG)
A Social Science course (SOCL or PSYC)
An Arts course (ARTS)
2 Communications courses – (courses with a code of COMM)

Environmental Studies Program Core
EVPC 101 Professional Skills for Environmental Studies
EVPC 201 Environmental Issues: Deforestation, Biodiversity Loss, and Overpopulation
EVPC 301 Environmental Justice
EVPC 305 Building a Better World: Ethical Decision-Making
EVPC 401 Transformational Leadership
EVPC 490 Transdisciplinary Environmental Studies Capstone
COMM 303 Communicating to Stakeholders
ENVS 101 Sustainable Solutions to Globalization
ENVS 301 Art, Nature, and Environmental Advocacy

*Please work with your advisor to choose your electives and/or a potential concentration.

I. Environmental GIS: *available to all programs
GISC 101: Introduction to GIS for Environmental Solutions
GISC 20x: Maps and Graphics for a Changing World
GISC 30x: Advanced Spatial Analysis and GIS Application/Emergency Management

II. Sustainable Business: Complete any four of the following courses
FINC 301 Environmental Accounting
FINC 401 Financing a Sustainable World
MGMT 201 Understanding the Sustainable Business Landscape
MGMT 301 Starting Your Small Non-Profit (or the Burt’s Bees course)
MGMT 303 Strategic Management for Social Change
MGMT 403 Global Chain Supply Operations: Greening Your Business
MGMT 405 Using Data for Sustainable Business Decisions
MKTG 301 Environmental Marketing and Branding

III. Wildlife Ecology: Complete any four of the following courses.
BIOL 201 Organisms that Sustain the Earth: Understanding Plants
BIOL 203 Ecological Principles: Applications to Conservation and Wildlife
WCON 201 Wildlife Plant Identification: Wildlands and Wildlife Habitat
WCON 303 Life History and Identification of Birds and Mammals
WCON 305 Wildlife Conservation Genetics
WCON 307 Humans, Parasites, and Wildlife: Understanding the Impact of Insects on Wildlife

IV. Emergency and Disaster Management: Complete any four of the following courses.
EMGT 203 Environmental Social Justice and Disasters
ENCJ 201 Law Enforcement and Emergency Management in the Age of Globalization
ENCJ 305 Natural Resource Law and Policy
EMGT 301 Public Policy and Planning for Emergency Management and Law Enforcement
EMGT 305 Planning and Responding to Natural Disasters
EMGT 307 Planning and Responding to Cyberthreats and Terrorism
ENCJ 401 Environmental Compliance, Regulation, and Mitigation
EMGT 403 Implementation of Emergency Management: Simulation and Exercises

College Wide Requirements: A minimum of 120 earned credit hours, a minimum of 30 credits earned at Unity, and an overall cumulative GPA of 2.0 or above

Sustainable Business Management Degree
Unity College’s B.S. in Sustainable Business Management will prepare students to be innovative sustainability business leaders. This program will provide practical expertise and professional skills to students interested in a profession that advances the sustainable business movement.

Graduates of the B.S. in Sustainable Business Management will be able to:
1. Identify sustainable solutions to business practice and products.
2. Demonstrate effective written, oral, and interpersonal communication to diverse stakeholders.
3. Analyze and evaluate environmental and business situations by applying ethical approaches to decision making.
4. Apply business concepts and approaches for managing organizational change and managing and leading people.
5. Exhibit ability to work effectively individually and in groups.

General Education Foundation Requirements
A Life Science course (Courses with a code of BIOL)
A Humanities course (HUMN)
A Language course (LANG)
A Social Science course (SOCI or PSYC)
An Arts course (ARTS)
2 Communication courses – (courses with a code of COMM)
ENVS 201 The Warming Planet: Understanding Climate Change
MATH 201 Statistics for Environmental Professionals

Environmental Professional Core
EVPC 101 Professional Skills for Sustainable Business
EVPC 201 Environmental Issues: Deforestation, Biodiversity Loss, and Overpopulation
EVPC 301 Environmental Justice
EVPC 305 Building a Better World: Ethical Decision-Making
EVPC 401 Transformational Leadership

Sustainable Business Core
COMM 303 Communicating to Stakeholders
COMM 401 Using Social Media in a Global World
ECON 301 The Economics of Sustainable Development
ENVS 101 Sustainable Solutions to Globalization
FINC 301 Environmental Accounting
FINC 401 Financing a Sustainable World
MGMT 201 Understanding the Sustainable Business Landscape
MGMT 301 Starting Your Small Non-Profit
MGMT 303 Strategic Management for Social Change
MGMT 403 Global Chain Supply Operations: Greening Your Business
MGMT 405 Using Data for Sustainable Business Decisions
MKTG 301 Environmental Marketing and Branding
EVPC 490 Transdisciplinary SBM Capstone

College Wide Requirements: A minimum of 120 earned credit hours, a minimum of 30 credits earned at Unity, and an overall cumulative GPA of 2.0 or above

Wildlife Conservation Bachelor's Degree
The Bachelor of Science in Wildlife Conservation degree enables students to work
effectively as wildlife biologists, managers, and ecologists for government agencies, environmental non-profits, and environmental consulting businesses. This program emphasizes sustainable management of wildlife species through consideration of the applicable social, economic, and environmental concepts. This program also prepares students with sound understanding of modern environmental issues and the professional skills needed for effective functioning in modern natural resource organizations.

Graduates of the B.S. in Wildlife Conservation will be able to:

1. Assess fundamental knowledge of ecological, social, legal, and economic concepts underlying modern wildlife management.
2. Exhibit ability to choose and implement appropriate field techniques used in wildlife management.
3. Demonstrate ability to critically evaluate information using scientific and quantitative reasoning skills.
4. Demonstrate proficiency in written, oral, and interpersonal communication.
5. Exhibit ability to work effectively individually and in groups.

General Education Foundation Requirements
BIOL 103 Biology: Foundations of Life
BIOL 105 Biological Diversity, Ecology, and Evolution
ENVS 201 The Warming Planet: Understanding Climate Change
MATH 101 College Algebra for Environmental Professionals
MATH 201 Statistics for Environmental Professionals
A Humanities course (HUMN)
A Language course (LANG)
A Social Science course (SOCl or PSYC)
An Arts course (ARTS)
2 Communications courses – (courses with a code of COMM)

Environmental Professional Core
EVPC 101 Professional Skills for Wildlife Conservation
EVPC 201 Environmental Issues: Deforestation, Biodiversity Loss, and Overpopulation
EVPC 301 Environmental Justice
EVPC 305 Building a Better World: Ethical Decision-Making
EVPC 401 Transformational Leadership

Wildlife Conservation Core
BIOL 201 Organisms that Sustain the Earth: Understanding Plants
BIOL 203 Ecological Principles: Applications to Conservation and Wildlife
COMM 303 Communicating to Stakeholders
ENCJ 305 Natural Resource Law and Policy
MATH 401 Statistics for Wildlife Professionals
WCON 201 Wildlife Plant Identification: Wildlands and Wildlife Habitat
WCON 301 Human Dimensions of Wildlife Conservation
WCON 303 Life History and Identification of Birds and Mammals
WCON 305 Wildlife Conservation Genetics
WCON 307 Humans, Parasites, and Wildlife: Understanding the Impact of Insects on Wildlife
WCON 403 Habitat Management for Wildlife and Fisheries
WCON 405 Population Management for Wildlife and Fisheries
EVPC 490 Transdisciplinary Wildlife Conservation Capstone

College Wide Requirements: A minimum of 120 earned credit hours, 30 credits earned at Unity, and an overall cumulative GPA of 2.0 or above

Undergraduate Concentrations

**EMERGENCY DISASTER MANAGEMENT CONCENTRATION**
A concentration in Emergency Disaster Management is available to all programs except Environmental Emergency Management and Law Enforcement.
*Select any four of the following:*
COMM 403 Environmental Crisis Communication
EMGT 203 Social Justice Issues in Emergency Management
EMGT 301 Public Policy and Planning for Emergency Management and Law Enforcement
EMGT 303 Planning and Responding to Natural Disasters
EMGT 307 Planning and Responding to Cyberthreats and Terrorism
EMGT 403 Implementation of Emergency Management: Simulation and Exercises
ENCJ 201 Law Enforcement and Emergency Management in the Age of Globalization
ENCJ 305 Natural Resource Law and Policy
ENCJ 401 Environmental Compliance and Regulation

**ENVIRONMENTAL GIS CONCENTRATION**
A concentration in Environmental GIS is available to all programs.
*Complete all courses listed below*
GISC 101 Introduction to GIS for Environmental Solutions
GISC 201 Maps and Graphics for a Changing World
GISC 301 Advanced Spatial Analysis and GIS Application

SUSTAINABLE BUSINESS CONCENTRATION
A concentration in Sustainable Business is available to all programs except Sustainable Business Management.
Select any four of the following:
FINC 301 Environmental Accounting
FINC 401 Financing a Sustainable World
MGMT 201 Understanding the Sustainable Business Landscape
MGMT 301 Starting Your Small Non-Profit
MGMT 303 Strategic Management for Social Change
MGMT 403 Global Supply Chain Operations: Greening Your Business
MGMT 405 Using Data for Sustainable Business Decisions
MKTG 301 Environmental Marketing and Branding

WILDLIFE ECOLOGY
A concentration in Wildlife Ecology is available to all programs except Wildlife Conservation.
Select any four of the following:
BIOL 201 Organisms that Sustain the Earth: Understanding Plants
BIOL 203 Ecological Principles: Applications to Conservation and Wildlife
WCON 201 Wildlife Plant Identification: Wildlands and Wildlife Habitat
WCON 303 Life History and Identification of Birds & Mammals
WCON 305 Wildlife Conservation Genetics
WCON 307 Humans, Parasites, and Wildlife: Understanding the Impact of Insects on Wildlife

SECTION 6: GRADUATE 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: Environmental Studies and Sustainability**

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.

Program Learning Outcomes
Graduates of the MS in Professional Science, with a focus in Environmental Studies and Sustainability will:

1. understand and articulate the fundamental processes and multi-perspective issues of climate change plus mitigation and adaptation.
2. be able to integrate social sciences and natural science perspectives for problem solving.
3. understand and integrate different communication styles for different audiences.
4. be able to apply management and leadership to a professional science context.
5. conduct a capstone project through the transdisciplinary lens creating possible solutions.

Degree requirements:
30 credits earned
3.00 minimum cumulative graduate level grade point average

Professional Skills Core:
PROF 505 Strategic Management of Innovation
PROF 510 Communication for Professionals
PROF 515 Ethical Practice and Policy

Climate Change Sustainability Core:
SUST 505 Thinking in Systems
SUST 510 Climate Dynamics
SBUS 515 Ecological Economics
SUST 515 Leading Sustainable Change
SUST 520 Community Planning for Resiliency

Additional requirements:
PROF 590 Capstone I
PROF 690 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.

Program Track Learning Outcomes
Graduates of the MS in Professional Science, with a focus in Sustainable Natural Resources Management will:

1. understand and articulate central ideas and foundational assumptions of managing the natural world.
2. understand and explain fundamental factors that impact natural communities, including climate change.
3. understand natural resource management in the context of sustainability science.
4. understand and integrate different communication styles for different audiences.
5. be able to apply management and leadership to a professional science context.
6. conduct a capstone project through the transdisciplinary lens creating possible solutions.

Degree requirements:
30 credits earned
3.00 minimum cumulative graduate level grade point average

Professional Skills Core:
PROF 505 Strategic Management of Innovation
PROF 510 Communication for Professionals
PROF 515 Ethical Practice and Policy

Environmental Science and Sustainability Core:
Complete the following:
SUST 510 Climate Dynamics
SNRM 505 Human Dimensions of Natural Resource Management
SNRM 510 Landscape Ecology
SNRM 515 Conservation Ecology
SNRM 520 Quantitative Methods

Additional requirements:
PROF 590 Capstone I
PROF 690 Capstone II

M.S in Professional Science: Environmental Geographic Information Science (GIScience)

Environmental scientists can analyze and interpret environmental data while Geographic Information Systems (GIS) scientists can manage and manipulate data. Unity College’s Master of Professional Science in Environmental GIScience program will prepare students to
meld the two by integrating spatial technologies and environmental information. Students will collaborate with their peers, and current or potential employers to learn concepts and skills necessary to complete their work and research in the program. Hands-on experience through online projects and research will engage students in course activities and allow for increased comprehension of the science, concepts, and skills they need to become leaders in their chosen environmental fields. This multidisciplinary education program will also encourage students to report upon their research through scientific communication to both scientists and the general public upon graduation.

Program-level Learning Outcomes

Graduates in the Master’s in Professional Science: Environmental GIScience track will:

1. identify and gather many different types of environmental data produced by government agencies, industry, academia, and popular media
2. quality check, analyze, and process spatial data related to real-world environmental issues they may encounter in their careers
3. critically analyze course project and capstone research results
4. become knowledgeable and critical consumers of environmental GIS data and information produced by government agencies, industry, academia, and popular media
5. write a grant proposal and construct a budget to conduct research
6. learn to work in a team and communicate the results of a final research project to a variety of audiences via presentations, videos, and/or written work
7. identify and discuss the ethical dimensions and policy issues related to environmental research

Degree requirements:
30 credits earned
3.00 minimum cumulative graduate level grade point average

Professional Skills Core:

PROF 505 Strategic Management of Innovation
PROF 510 Communication for Professionals
PROF 515 Ethical Practice and Policy

Environmental GIScience Core: (These 5 needed for GIScience Certificate)

GISC 505 GIS and Remote Sensing for Environmental Solutions
GISC 510 Advanced GIS and Remote Sensing for Ecological Applications
GISC 515 Environmental Research Methods
GISC 520 Creating Maps and Graphics of Ecosystem Change
GISC 605 Modeling Our Changing World
Additional Requirements:
GISC 525 Project Development for Environmental Problem Solving
GISC 690 Environmental GIScience Capstone

M.S. in Professional Science: Conservation Law Enforcement

The role of conservation law enforcement officers in our country is very important and dates back over a century. For over 40 years Unity College has played a key role in developing and educating our conservation officers working all over the United States. Currently, many conservation law enforcement positions in the country require or encourage a two- or four-year degree. As these officers develop in their careers or want to gain extra experience as they enter management positions, a master’s degree from Unity College will help them get the educational insight they need to be successful administrators. This graduate degree is developed for current officers hoping to advance their career, or early career officers hoping to gain extra management and communication skills. This degree will be able to support the continuing education of our Unity College alumni, as well as other conservation law graduates throughout the country. They will develop management and leadership skills, as well as diversity, ethics, public policy and advanced investigative skills.

The strength of a Unity College Professional Science Masters in Conservation Law Enforcement is in the program outcomes, and courses that support them. These outcomes were prepared by conservation law professionals and vetted against a sample of the key duties of law enforcement administrators from a selection of conservation agencies and core competencies for executive leaders in federal positions.

Program-level Learning Outcomes

Graduates in the Master’s in Professional Science: Conservation Law track will:
1) Learn the interface between natural resource enforcement, and public policy
2) Obtain a global perspective of natural resource enforcement
3) Learn to organize and lead a natural resource enforcement agency, create operational policies and procedures
4) Understand human resource issues and diversity challenges in natural resource enforcement
5) Learn progressive strategies for solving complex wildlife crimes

Degree requirements:
30 credits earned
3.00 minimum cumulative graduate level grade point average

Professional Skills Core:
PROF 510 Communication for Environmental Professionals
CONL 605 Leadership and Ethical Decision Making
CONL 610 Diversity in Conservation Law Enforcement

Conservation Law Enforcement Management Core:
CONL 505 Conservation Law Enforcement Management
CONL 510 Operational Human Resource Management
CONL 515 Advanced Wildlife Enforcement
CONL 520 Judicial Procedure and Evidence Management
CONL 525 Conservation Law Enforcement and Public Policy

Capstone Project:
CONL 530 Social Science Research Methods
CONL 690 Conservation Law Enforcement Graduate Capstone

Sustainable Master of Business Administration Program Goals

After completing the Unity College Sustainable MBA program, students will be knowledgeable in implementing sustainable innovation, working collaboratively in teams with diverse stakeholders, and viewing environmental issues critically to identify issues and business solutions. MBA candidates learn to examine how people, planet, and profit work collaboratively to implement sustainability initiatives. Students will gain an understanding of tools specific to environmental business practices, such as sustainability reporting, corporate social responsibility, life cycle analysis, cradle-to-cradle design, environmental accounting, and ecological footprint.

Goal 1: Graduates of the Sustainable MBA will view environmental problems critically to identify business solutions.

Students will demonstrate proficiency in sustainability science through investigating real sustainability issues in businesses. Students will achieve mastery through the completion of a capstone project, coursework, and networking with companies.

Goal 2: Graduates of the Sustainable MBA will be knowledgeable in implementing sustainable innovation.

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: Graduates of the Sustainable MBA will understand and value working in collaborative teams.

Students will demonstrate the ability to work intensely in collaborative teams as necessary in
business enterprises. Students will provide feedback to each other as to improvements to team communication, work, and develop skills for facilitating and creating positive work dynamics.

Goal 4: Graduates of the Sustainable MBA will work collaboratively with diverse stakeholders.

Students will demonstrate proficiency in ethics and communication. Early introduction to both, including communication technology, will allow opportunities for feedback and review. Students will development skills in written and verbal communication, including the ability to communicate with the broader public.

Goal 5: Graduates of the Sustainable MBA will understand and apply transdisciplinary business solutions involving humans, ecology, and the economy.

Students will gain understanding of ethical dimensions and the cultural context where business, ecology, and society intersect and the ability to make sustainability-informed decisions.

Goal 6: Graduates of the Sustainable MBA will understand tools specific to developing quality environmental business practices.

Students will be able to apply considerable knowledge and skill gained from courses to develop a capstone project outlining an environmentally-focused business plan, innovation, or enterprise.

Sustainable Master of Business Administration (MBA)
The sustainable MBA program graduates will possess strategic planning, marketing, business development, and financial planning skills, combined with a strong knowledge of environmental stewardship.

Degree requirements:
36 credits earned
3.00 minimum cumulative graduate level grade point average

Sustainable Business Principles
SBUS 505 Accounting & Finance for Sustainable Business
SBUS 520 Global Impact of Capital Markets
SBUS 590 Sustainable MBA Capstone I: Planning Green Business Initiatives
SBUS 690 Sustainable MBA Capstone II: Implementing Green Business Initiatives

Human Dimensions
PROF 505 Strategic Management of Innovation
SBUS 525 Designing Successful Teams & Organizations
PROF 505 Strategic Management of Innovation
SBUS 530 Business Ethics for 21st Century Leaders
SBUS 535 Marketing & Communicating Corporate Social Responsibility

Ecological Dynamics
SBUS 515 Ecological Economics
SBUS 540 Quantitative Methods for Sustainable Solutions
SBUS 510 Humans, Climate & Business
SUST 515 Leading Sustainable Change

Capstone Experience

The Unity College Graduate Programs require a capstone experience. The capstone experience is a key component of professional master’s degree programs and is centered around a capstone project that demonstrated the student’s ability to apply skills learned during their master’s program through the production of useful workforce-related product for an external partner or the student’s current employer. These programs are non-thesis degrees and the capstone projects are not traditional academic theses. Capstone projects should be able to be completed within the timeframe of the capstone course(s), approximately 16 weeks depending on the student’s degree completion schedule. The instructor(s) of the capstone courses work with the student as they develop their project proposal and produce the deliverable product for the external partner or employer. A final project report based on this deliverable is presented during the capstone course and contributes to the grade of that course. Capstone projects do not have faculty advisors or graduate committees apart from the capstone course instructor(s). Students will work with external partners or employers as part of their capstone projects.

The capstone experience varies somewhat among programs. The following describes the project for each program.

M.S. in Professional Science: Conservation Law Enforcement, Environmental Studies and Sustainability, and Sustainable Natural Resource Management programs

In the Environmental Studies and Sustainability and Sustainable Natural Resource Management programs, capstone projects are developed and completed during two courses. The projects are expected to demonstrate transdisciplinary thinking while developing products that address real-world problems for the external partner or employer. During the first course, the student will work with the instructor to develop a proposal for their project as an outcome for this course. During the second course, the student will compile and analyze information, complete the deliverable product, and prepare and present a report on their project as a course outcome.

M.S. in Professional Science: Environmental Geographic Information Science
program

In the Environmental Geographic Information Science program, capstone projects are developed and completed during two courses. Students will use their GIS skills to work with an external partner or employer to solve a real-world environmental problem. During the first course, students will work with their instructor to identify the external partner and develop their project proposal. During the second course, the student will complete the analysis and present their final projects to a public audience.

Sustainable Master of Business Administration

In the Sustainable Master of Business Administration program, capstone projects are developed and completed during two courses. Students will integrate knowledge from their coursework to develop and implement a green business initiative. During the first course, students work with their instructor and an expert in the field to develop a proposal for a green business initiative. During the second course, students will work with their instructor and the external organization to implement the initiative and produce a written report on the project.

Graduate Certificates

Unity College graduate certificate programs in Sustainability and GIScience are developed for working professionals, academics, or people hoping to develop their career. These do not equate to a graduate degree program, but rather they allow students to show that they've mastered a specific area of interest or topic. Graduate certificate programs are for students who already have an undergraduate Bachelor of Arts or Science.

Certificate in Environmental GIScience

Environmental scientists can analyze and interpret environmental data while Geographic Information Systems (GIS) scientists can manage and manipulate data. Unity College’s Environmental GIScience Certificate will prepare students to meld the two by integrating spatial technologies and environmental information. Hands-on experience through online projects and research will engage students in course activities and allow for increased comprehension of the science, concepts, and skills they need to become leaders in their chosen environmental fields.

GISC 505 GIS and Remote Sensing for Environmental Solutions
GISC 510 Advanced GIS and Remote Sensing for Ecological Applications
GISC 515 Environmental Research Methods
GISC 520 Creating Maps and Graphics of Ecosystem Change
GISC 605 Modeling Our Changing World

Certificate in Sustainability
Sustainability is a problem-based, solution-oriented framework for creating a resilient civilization. Mitigation and adaption to climate change is emphasized along with biodiversity conservation, resource conservation, and mitigation of pollution. Students within this certificate should expect to explore, debate, and research possible sustainability solutions from a variety of viewpoints.

SUST 505 Thinking in Systems  
SUST 510 Climate Dynamics  
SUST 515 Leading Sustainable Change  
SUST 520 Community Planning for Resiliency

SECTION 7: COURSE DESCRIPTIONS

Undergraduate Course Descriptions

ARTS COURSES

ARTS 101 Composing the Landscape: Introduction to Landscape Photography
This course is an exploration of landscape photography. Students will examine its history, study its masters and work on developing their own visions. Over the span of the semester, students will gain an understanding of the medium while trying their own eye at creative expression. The first 2 weeks will re-fresh students on the basic camera functions and making good exposures as well as a "get to know you" assignment. The bulk of the semester will be spent learning the variations of landscape photography by both studying significant photographers and their work as well as exploring the variations with their own cameras, culminating in a portfolio project.  
Credits: 3  
Prerequisites: None

ARTS 103 Introduction to Songwriting
Songwriters use language that moves us to action, marks our place in history, and expresses our individual and collective stories. In this course, students will learn how to craft, refine, and present their own songs--music and lyrics. Successful students will develop critical listening skills, gain proficiency as editors, and immerse themselves into self-designed creative practices. Development of a writer's voice, understanding sense of place, various narrative styles, and traditional song structures will also be explored. Budding to intermediate songwriters will experiment with leveraging their newly minted skills for cultural, environmental, political, or personal impacts.  
Credits: 3  
Prerequisites: None
BIOLOGY COURSES

BIOL 103 Biology: Foundations of Life
Introduction to fundamental biological principles emphasizing common attributes of all living organisms. Unifying concepts include chemical structure of living matter, structure and function of the eukaryotic cell, including characteristics of plant and animal cells, respiration, photosynthetic pathways, genetics, and microevolution.
Credits: 3
Prerequisites: None

BIOL 105 - Biological Diversity, Ecology, and Evolution
An introduction to biological diversity, macroevolution, population genetics, and organismal structure and function. Students will examine such topics as: Origin of life, mechanisms of evolution, diversity, animal and plant morphology, reproduction, behavior, population biology and ecology.
Credits: 3
Prerequisites: None

BIOL 201 Organisms that Sustain the Earth: Understanding Plants
Plants, as the most prominent primary producers in terrestrial systems due to photosynthesis, are the base source of energy in the most ecosystems. This course will introduce students to the factors that influence the growth, distribution and abundance of plants, the influence of plants on energy and nutrient flow, and key features of plant biology. Students will experience the diversity of plants and how major taxa differ in form and function. Case studies will illustrate the role of plants in ecosystem function, human culture, and animal ecology.
Credits: 3
Prerequisites: None

BIOL 203 Ecological Principles: Applications to Conservation and Wildlife
In this course students will explore key concepts of ecology. The course emphasizes concepts applicable to understanding and mitigating impacts of climate change, human activities, and invasive species on ecological systems, as well as other concepts underlying conservation ecology and management of wildlife species. Through course activities focused around practical application of concepts, students will gain a basic understanding of evolution, autecology, population ecology, community ecology, and ecosystem ecology.
Credits: 3
Prerequisites: None

BIOL 301 Animal Behavior: The Evolution, Ecology, and Social Behavior of Animals
Animal Behavior is an exciting and fascinating scientific discipline. In this course, students will study why animals behave as they do. Students will also have to discard many of your former ideas about animal behavior. Students will discover that most species do not see,
hear, smell, or experience the world as we do. Animal behavior is the scientific study of everything animals do, whether the animals are single-celled organisms, invertebrates, fish, amphibians, reptiles, birds, or mammals. In this course, you will investigate the relationships between animals and their physical environment as well as between other organisms, and you will study how animals find and defend resources, avoid predators, choose mates and reproduce, and care for their young.
Credits: 3
Prerequisites: BIOL 103 or BIOL 105

BIOL 305 Conservation Biology
There’s a popular axiom in science that “all biology is now conservation biology.” This statement is telling in two ways: First, in the modern era it is hard to find a biological system that is untouched by humankind. Second, perhaps more than any other discipline conservation biology is highly integrative, bringing together such disparate fields as ecology, evolutionary biology, public policy, and sociology. In this course, we will lay the foundation for any field within the natural sciences or environmental studies. Specific topics that we will cover include the status of biodiversity, the threats facing biodiversity, the importance of ecosystem services, conservation policy, design and management of protected areas, and habitat restoration.
Credits: 3
Prerequisites: BIOL 103 or BIOL 105

COMMUNICATION COURSES

COMM 101 Writing for Environmental Professionals
Environmental professionals understand that the ability to communicate effectively in many genres leads to professional success. In this writing course, students will refine and reflect on their writing process, practice writing in multiple genres, and learn about rhetoric. Through eight modules, online discussion, and a series of writing assignments, this course examines the most important aspects of any piece of professional writing: organization, use of evidence, clarity and cohesion, and incorporating feedback during the revision process. Upon completion, students will develop strategies to improve their writing so that they become more persuasive and impactful environmental professionals.
Credits: 3
Prerequisites: None

COMM 201 Multimedia Communication for Environmental Professionals
In COMM 201 Multimedia Communication for Environmental Professionals, students produce collaborative and individual projects that develop critical reading, writing, thinking, and research skills. By applying a rhetorical framework to pressing environmental issues, students will develop effective, ethical communication in print and digital texts. Projects include oral, written, and visual presentations.
Credits: 3
Prerequisites: None
COMM 203 Environmental Communication
From Ecological Activists to Ecomodernists—how humans think, talk about, and represent nature has had an impact on policymaking, natural resource management, and the place that nature has in our day-to-day lives. This course explores how people communicate about the environment and how such rhetoric is used by advertisers, policy-makers, and opinion leaders. We will also cover how citizens can join (or resist) the effort to manage public opinion about the environment. Topics include environmental rhetoric, media and journalism, public participation in environmental decision making, social marketing and advocacy, and nature in popular culture and green marketing.
Credits: 3
Prerequisites: None

COMM 303 Communicating to Stakeholders
This course teaches students how to communicate real-world issues and problems for a just end. Students will learn how different modes of communication such as storytelling can be used as an effective way to communicate an organization’s mission and builds empathy for its cause. Students will learn how to craft values-based communications to persuade stakeholders to support social justice issues such as sustainability, environmental law, and wildlife conservation. Students will learn concepts and skills to build public support for their organization’s mission, strategic initiatives, and fund-raising activities. This course will develop skills in written, visual, and oral communication.
Credits: 3
Prerequisites: COMM 101 Writing for Environmental Professionals or COMM 201 Multimedia Communication for Environmental Professionals

COMM 401 Using Social Media in a Global World
Not only do marketers use social media to communicate with their customers but also as a way to better understand their customers. This course teaches students how to use social media as a global branding and marketing tool, exposes learners to the analytic methods that can be used to convert social media data to marketing insights, and shows learners how social media data can be used to provide insights into market structure and consumers’ perceptions of the brand.
Credits: 3
Prerequisites: None

EARTH SCIENCES COURSES
ERSC 101 Geology and Our Environment
Desertification, acid rain, atmospheric carbon dioxide levels, radon poisoning – what do these have to do with geology? In this course students will explore how the geology of our environment influences ecological processes and environmental issues. Students focus on the influence of geological processes, exploring both the large-scale events of natural disaster such as earthquakes, volcanoes, floods, and landslides, and less obvious influences of geology on pollution, soil loss, groundwater availability, distribution and effect of mining and
petroleum exploration, and other environmental issues. Issues will be explored through case studies with an emphasis on recognizing the role of geological process in solving or creating environmental issues.
Credits: 3
Prerequisites: None

ERSC 103 Environmental Science
Ecosystems function through the interaction of physical, chemical, and biological processes that determine patterns of ecological productivity, matter cycling, and species diversity. Understanding and solving environmental problems requires an understanding of these basic environmental processes at the local, regional, and global scales. In this course students will gain a basic understanding of these processes through exploration of case studies of global warming, biodiversity loss, pollution, resource extraction, and other environmental issues.
Credits: 3
Prerequisites: None

ECONOMICS COURSES

ECON 101 Fundamentals of Economics
Environmental professionals need a basic understanding of micro and macroeconomics. This course will introduce students to the fundamentals of economic analysis and reasoning. Topics might include demand, supply, pricing, and output under different market structures, the principles of governing the level of national income and employment, the commercial banking system, monetary and fiscal policy, the international economy, and alternative economic systems. This course prepares students for taking more specialized economics courses.
Credits: 3
Prerequisites:

ECON 301 The Economics of Sustainable Development
This course introduces students to the economics of sustainable development, focusing on the policies and constraints to promoting economic growth and development. Students will learn to apply fundamental economic principles to development, environmental, and natural resource issues. Subjects could include benefit-cost analysis, policy design, ecological economics, market failure, externalities, non-market valuation techniques, and cost-effective policy instruments.
Credits: 3
Prerequisites: 100-level MATH course or higher

ENVIRONMENTAL EMERGENCY MANAGEMENT AND LAW ENFORCEMENT COURSES
EMGT 203 Social Justice Issues in Emergency Management
The primary goal of social justice in emergency management is to ensure all groups have the opportunity to receive resources equitably. This course explores how issues like terrorism become racialized and explores an overview of inequity in how agencies and people respond to natural disasters.

EMGT 301 Public Policy and Planning for Emergency Management and Law Enforcement
This course focuses on the role of local, state, and federal government in a time of disaster. Students will study key legislation related to disasters, disaster management, law enforcement, and how that legislation has impacted the profession.

EMGT 303 Planning and Responding to Natural Disasters
In this course, students will review and critique disaster plans and learn components of effective disaster management across jurisdictions.

EMGT 307 Planning and Responding to Cyberthreats and Terrorism
Students learn the history, methods, and philosophy of terrorism, with an emphasis placed on how governments and law enforcement agencies plan and respond to terrorism and cyberthreats. Students study case studies that explore terrorist activities and the implications for emergency response.

EMGT 403 Implementation of Emergency Management: Simulation and Exercises
The goal of this course is to prepare students to create and implement their own emergency management simulation. By the end of the course, students will be able to describe the benefits of exercise management; define the parameters and process of the simulation; describe the different phases of exercise management such as planning, conduct, post-review; and explain how to select the appropriate exercise.

ENVIRONMENTAL CRIMINAL JUSTICE COURSES
ENCJ 201 Law Enforcement and Emergency Management in the Age of Globalization
This course introduces students to the United States criminal justice system in the age of globalization. Students will develop a general understanding of the criminal justice system’s response to crime and how the processes of globalization are changing it. It is an introductory overview of local, state, and federal law enforcement, judicial and corrections agencies, and the criminal justice system processes. Special attention will be paid to the role criminal justice agents play in environmental issues and problems. The course prepares students to take more advanced courses that address the specific components of environmental criminal justice.
ENCJ 301 Crime Scene and Forensic Techniques
In this course, students will learn the techniques used in the criminal investigations, introducing students to theories and fundamental knowledge of the investigative process, including special and basic forensic techniques. The course will include some of the following topics: crime scene and incident processing, information gathering techniques, the collection and preservation of evidence, how to write appropriate reports, and other related techniques and topics. Students will then apply what they learn to case studies that involve environmental laws and policies.
Credits: 3
Prerequisites: None

ENCJ 303 Homeland Security and Emergency Management
In this course, students will learn critical concepts to emergency and disaster management, risk prevention and management, counterterrorism, and consequence management and mitigation. This class will also explore the history and evolution of the Department of Homeland Security. Topics will include crisis action planning, including the impact of global warming; relationships among local, state, and federal agencies during management operations; concepts of emergency management, including mitigation, hazard analysis, and terrorism; and homeland security functions, methodologies, and techniques.
Credits: 3
Prerequisites: None

ENCJ 305 Natural Resource Law and Policy
This survey course addresses not only the creation and management of our natural and wildlife resources on federal public lands, with a focus on the National Parks, National Forests, and the National Resource Lands (Bureau of Land Management (BLM) regulated lands), but also including the National Wildlife Refuge System and the National Wilderness Preservation System. Students will learn how interest groups, citizens, and the courts influence the management of natural resources on these lands. After taking the class, students should be familiar with the major public land legislation such as the National Forest and National Park "Organic Acts" and the Wilderness Act; as well as laws that affect our public lands, but apply more broadly, including the Endangered Species Act and the National Environmental Policy Act. Through class work and their papers, students will also be familiar with different perspectives on some of the most important current issues facing our public lands.
Credits: 3
Prerequisites: None

ENCJ 401 Environmental Compliance, Regulation, and Mitigation
Organizations that produce, import, process, handle, or release chemical substances are required by Federal law to comply with many regulatory programs that are implemented by the EPA. This course introduces students to the Federal laws and regulations that apply to environmental compliance and regulation. Upon completion of this course, students
develop an understanding of the regulatory process, how specific materials and activities are regulated, and develop skills necessary for applying EPA’s standards to operations.
Credits: 3
Prerequisites: None

ENCJ 403 Administrative Structure and Criminal Justice
In this course, students learn about the organization, management, and administration of local, state, federal criminal justice agencies with an emphasis on how the structure and functions of these agencies affect the administration of justice.
Credits: 3
Prerequisites: None

ENCJ 405 Environmental Criminology
This course explores environmental criminology and law by examining the strengths and weaknesses of federal and state laws that apply to water, air, land, and biodiversity. Specifically, the course explores specific issues that pertain to the nature and responses to environmental law, including crimes against nature, transgressions against humans, environments, and nonhuman animals. Students will also learn broad conceptual knowledge about law enforcement and regulation relevant for a criminological approach to environmental issues.
Credits: 3
Prerequisites: None

ENVIRONMENTAL PROFESSIONAL CORE COURSES

EVPC 101 Professional Skills
In this course, students will develop professional skills and explore career pathways related to [wildlife conservation/business, etc.], including considerations of the role of social media, professional networks, and professional development. Students will establish expectations of being a successful online learner including time management, research and writing skills, technology, and community building (3 hours, students with 60 transfer credits and some online course experience can opt out).
Credits: 3
Prerequisites: None

EVPC 201 Environmental Issues: Deforestation, Biodiversity Loss, and Overpopulation
This course is part of a two-course sequence that provides students with an understanding of the interconnectedness of the looming environmental issues that the world faces. This class will provide students with a basic scientific understanding of deforestation, biodiversity, and overpopulation and address what societies can do that they aren’t currently doing. Upon completion, students will be able to critically assess these issues and provide models for making more sustainable choices.
Credits: 3
Prerequisites: None

This course is part of a two-course sequence that provides students with an understanding of the interconnectedness of looming environmental issues that the world faces. This class will provide students with a basic scientific understanding of energy, water scarcity, and waste, and address what societies can do that they aren’t currently doing. Upon completion, students will be able to critically assess these issues and provide models for making more sustainable choices.
Credits: 3
Prerequisites: None

EVPC 301 Environmental Justice
This course examines issues of environmental quality and social justice. The course begins by examining the philosophical foundations and history of the environmental justice movement and foundational concepts such as justice, race, gender, and class. Students will explore these concepts through a series of case studies of urban and rural environmental (in)justice in the United States and move on to environmental justice’s role on globalization.
Credits: 3
Prerequisites: None

EVPC 305 Building a Better World: Ethical Decision-Making
Ethical decision making is essential for leadership, and since most decisions leaders make have an ethical dimension, the ability to discern the ethical implications requires a set of skills that are informed by ethical philosophy. This course provides students with strategies, tools, and techniques to make ethical decisions by considering the ethical issue and the people involved, develop a strategy, and implement ethical action possible. Through the use of case studies, students will develop their ethical awareness, learn to distinguish difficult decisions from real ethical dilemmas, and practice deliberating effectively about a variety of ethical issues drawn from social and professional contexts.
Credits: 3
Prerequisites: None

EVPC 401 Transformational Leadership
In this course, students explore strategies needed to become effective instruments of change. Students will examine themselves as leaders, learn how to create meaningful relationships as a leader, and understand the role of leadership within complex systems. By using case studies from a variety of organizational contexts such as business, government, non-profit, community, and education, students explore concepts of organizational behavior and culture, consensus building, and project management to lead effective change towards environmental sustainability. This course is designed to empower and prepare students to become leaders in any profession.
Credits: 3
Prerequisites: None

EVPC 490 Transdisciplinary Capstone
The Capstone course is the culminating course for students in Unity College bachelor's degrees. In this course, students will develop a project that deals with a real issue and produce a final artifact reporting the project's findings. During this process, students will demonstrate and apply learning from their degree program and their ability to communicate to a broad audience. The course will also cover other important topics that support a student's career development and goals. All projects will be workforce-related products that students can use for their current or pitch to a future employer.
Credits: 3
Prerequisites: Minimum of 90 credits completed

ENVIRONMENTAL STUDIES COURSES

ENVS 101 Sustainable Solutions to Globalization
This course is designed to enhance literacy skills needed to understand major environmental issues facing the world in the 21st century. This and other core courses at Unity are designed to address prominent issues during your education at Unity Online. These are issues that will affect your chosen career, your future lifestyle, and the lives of your family and future generations. What are the most pressing environmental issues of our time? What do we need to know to address them? The course tackles these questions from a variety of disciplines to provide the bigger picture and put our environmental challenges in a global context.
Credits: 3
Prerequisites: None

ENVS 201 The Warming Planet: Understanding Climate Change
Climate change is one of the most urgent and complicated issues we face today. This course explores the science of climate change by teaching students how the climate system works, what factors cause climate to change, how climate has changed in the past, how scientists use models, observations, technology, and theory to make predictions about future climate; and the possible consequences of climate change for our planet. Finally, students will explore the connection between human activity and the current warming trend and consider some of the potential social, economic, political, and environmental consequences of climate change.
Credits: 3
Prerequisites: None

ENVS 205 Drone Technology and the Environment
Unmanned Aerial Systems (UAS), most commonly referred to as drones, have become an increasingly valuable tool for the Environmental Science field.
- How can the use of drones advance the ability to make informed decisions about our environment?
- What does it take to fly a drone safely and legally?
- What are the requirements to become a remote pilot?
- How will this exponentially growing industry fare in the future?
This course will investigate these questions and more. It will provide an opportunity to understand drone use in multiple Environmental Science disciplines and will position students well for studying for the FAA Remote Pilot Certification test should they be interested in taking it. Drone Technology and the Environment will also provide hands-on training in planning drone missions, developing policies and procedures, and flying recreational drones- with an emphasis on drone safety. This is a valuable skill set in a field that is growing exponentially both here in the United States and around the globe. This is an introductory drone course. No prerequisites or prior flight experience is needed. It is my intention to facilitate an inclusive, participatory learning community where each of us is a resource to the other. There will be a variety of activities and assessments to accommodate different learning styles, including reading and written assignments, quizzes, discussions and even a group project.

Credits: 3
Prerequisites: None

ENVS 301 Building Sustainable Communities
This course explores the range of planning and development processes associated with creating sustainable communities including issues around land use, transportation, ecological planning, green design in the built environment, resource utilization in the critical areas of water and energy consumption, climatic factors that influence sustainable community planning, and how sustainable community planning contributes to livability and economic resilience.

Credits: 3
Prerequisites: None

ENVS 303 Social Science for Environmental Professionals
Every environmental professional needs to understand how to interpret and use research data because they use data to procure stakeholder buy-in and inform the public about important environmental issues. In this course, students will learn an overview of social science research methodology and how to apply those concepts and tools to current environmental issues. Upon completion, students will gain skills in research, data analysis, data implementation, and communication.

Credits: 3
Prerequisites: MATH 201 Statistics for Environmental Professionals

ENVS 305 Advanced Drone Skills
Jumpstart your drone career with advanced marketable skills in an industry that is growing exponentially. Students will learn to use drones for monitoring, modeling, and mapping remotely sensed data, plus the requirements to fly drones in the National Airspace. After completion, students will be prepared to take the Remote Pilot exam.

Credits: 3
Prerequisites: ENVS 205 Drone Technology and the Environment OR completion of the free FAA Safety Course: Part 107 small Unmanned Aircraft Systems

FINANCE COURSES
FINC 301 Environmental Accounting
Environmental accounting is increasingly being used in business and government to support the development of sustainable global solutions and government policy. Students in this course will learn how environmental accounting can show how different sectors of the economy affect the environment and how environmental policy affects the economy. The course will cover what environmental accounting is and why it is useful to business, how can environmental accounting help decision-making, what are key policy questions in relation to accounting, and what are the practical considerations professionals need to address to make environmental accounting an enduring reality for business and governments around the world.
Credits: 3
Prerequisites: 100-level MATH course or higher

FINC 401 Financing a Sustainable World
Since business plays an important role in developing environmental financial solutions for future generations, this course considers how the tools of finance can address environmental challenges and how market processes can be used to ensure long-term sustainability. Students will learn an overview of business financial management, with an emphasis on financial statement analysis, management of cash flow, risk and return, and sources of finance. Upon completion, students will be able to interpret and apply principles of financial management to develop sustainable business solutions.
Credits: 3
Prerequisites: 100-level MATH course or higher

GIS COURSES
GISC 101 Introduction to GIS for Environmental Solutions
This course is designed for students from any discipline who are interested in applying GIS as a tool to help answer important and timely questions about our environment. This course presents the concepts upon which Geographic Information System technology is based including the fundamentals of cartography, geodesy, coordinate systems, and projections. Conceptual overview and hands-on experience of vector data analyses and table queries are introduced. Students will use ArcGIS to classify data, query tables and maps, analyze spatial relationships, set map projections, build spatial databases, edit data, and create map layouts.
Credits: 3
Prerequisites: None

HUMANITIES COURSES
HUMN 201 Global Conflicts, Reconciliations, and Transformations
This interdisciplinary humanities course explores conflicting cultural systems as expressed in global human culture through history, philosophy, and religion. Students will develop tools to
successfully and humanely negotiate increased diversity from a variety of contexts such as economic exchanges, the refugee crisis, war, terrorism, and climate disruption. All of these contexts require an understanding of cultural differences, religion, language, and custom. Upon completion, students will begin to develop a historical awareness necessary to think through complex global interactions.
Credits: 3
Prerequisites: None

**HUMN 203 Global Literature and Social Justice**
What is the role of art in society? Does art have the capacity to provoke social change? These are only some of the questions students will consider in this class. Global Literature and Social Justice will explore several works of literature, film, and other media in a global context. With an emphasis placed on contemporary works, students will discuss how texts use a variety of strategies for understanding, making visible, and at times influencing social change. Students will consider how these texts relate to nation, history, gender, class, and sexuality. Students will grapple with interesting and challenging questions and debates.
Credits: 3
Prerequisites: None

**LANGUAGE COURSES**
**SPAN 101 Introduction to Spanish**
Introduction to Spanish will help the student acquire the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Spanish. Basic relevant information covered includes: geographical and historical background of the language. The class will prepare the student for further language study. The student will learn Spanish in the same manner s/he learned her/his first language: 1. Listening to the language; 2. Repeating the new language; 3. Writing; 4. Reading; 5. Interactive participation.
Credits: 3
Prerequisites: None

**SPAN 201 Intermediate Spanish**
Intermediate Spanish is a continuation of Introduction to Spanish by developing their proficiency in speaking, reading, writing, and listening. In Intermediate Spanish, all coursework will be taught entirely in Spanish because learning a language is more than vocabulary and grammar. Students will expand their ability to communicate in written and oral work, and expand their understanding of the rich, diverse Spanish-speaking cultures.
Credits: 3
Prerequisites: None

**LEARNING OUTCOMES**

**MANAGEMENT COURSES**
MGMT 201 Understanding the Sustainable Business Landscape
This course introduces students to business with a focus on an organization’s environmental and social impact. Students will learn about the basics in corporate social responsibility, supply-change management, finance, and non-financial reporting and accounting. Students will obtain knowledge about how small businesses and corporations integrate corporate social responsibility models in order to identify new markets and opportunities, communicate with their stakeholders, compete in a global marketplace, and address social and environmental sustainability expectations and requirements.
Credits: 3
Prerequisites: None

MGMT 301 Starting Your Small Non-Profit
The course covers the processes of starting a small business from ideation to implementation, with an emphasis on designing a sustainable business model, writing a business plan, learning forms of ownership, and exploring funding opportunities. Students learn how to meet high standards for social and environmental impacts for small businesses. Upon completion, students will be able to bring all the tools and lessons discussed to launch their own business.
Credits: 3
Prerequisites: None

MGMT 303 Strategic Management for Social Change
This course introduces students to strategic management through case analyses and provides students with the tools to consider the basic direction and goals of an organization, the environment (social, political, technological, economic, and global factors), industry and market structure, and organizational strengths and weaknesses. The course emphasizes the development and successful implementation of strategy in different types of organizations across industries. With a focus on non-profit, students will put themselves in the shoes of top management and make important, “Big Picture,” decisions. Students will learn skills to analyze complex business situations and present findings both orally and in writing. Finally, students will learn how to develop strategies to promote social change and the sustainability movement.
Credits: 3
Prerequisites: None

MGMT 403 Global Supply Chain Operations: Greening Your Business
In this course, students will learn how to integrate global logistic, purchasing, operations and market channel strategies. The course covers the fundamentals and logistics of network management, consisting of network suppliers, manufacturers, warehouses, distribution centers, wholesalers, and retailers. This course develops the student’s understanding of the design, control, and operation of supply chains through the lens of sustainability management.
Credits: 3
Prerequisites: None
MGMT 405 Using Data for Sustainable Business Decisions
This course introduces students of sustainability management to the data analysis techniques and statistical methods that are indispensable to sustainable business management. Students learn how to use statistical information in the context of evaluating environmental issues. Possible topics will include environmental monitoring, impact assessment, environmental valuation techniques and analyses of sustainable development.
Credits: 3
Prerequisites: MATH 201 Statistics for Environmental Professionals

MARKETING COURSES

MKTG 301 Environmental Marketing and Branding
As businesses become more aware of the need to be sustainable, being green will be the future, and professionals need to help companies with marketing sustainable business practices. This course covers an overview of concepts and techniques related to marketing opportunities, strategies, communication, and effective marketing campaigns within the context of sustainability. Through case studies, students will analyze marketing strategies, plans, and decisions. Students will also explore why environmental marketing is a key aspect in business today.
Credits: 3
Prerequisites: None

MATH COURSES

MATH 101 College Algebra for Environmental Professionals
This class answers the age-old question, “will I ever use Algebra at my job?” Practical applications are emphasized throughout the course integrating it with other disciplines in environmental studies. Building on students’ knowledge of algebra concepts and the skills to solve more complex mathematical operations and problem solving, students will learn to apply this knowledge to real-world problems. Students will acquire a range of basic math skills and understand how to apply them in their careers.
Credits: 3
Prerequisites: None

MATH 201 Statistics for Environmental Professionals
How do we come to know something about our world? Environmental science uses statistics as a tool to aid in this quest. Statistics covers how we collect data, how we characterize it, how we make inferences about the world using it, and what assumptions we make in the process. In this course students will gain an understanding of the basic principles of sampling design, probability and statistical distributions, data characterization, and common approaches to statistical modeling with an emphasis on regression and correlation and ways to evaluate differences among populations we have
sampled. Students will explore literature to understand how these techniques are currently used in environmentally-based professions.

Credits: 3
Prerequisites: None

MATH 401 Statistics for Wildlife Professionals

Data collected by wildlife biologists often requires forms of analysis not covered in entry-level statistics courses. This advanced statistics course introduces students to techniques currently used by ecologists, and covers the components of experimental design that create effective research and monitoring programs. Students learn components that influence both the design-based and model-based inference of their work. Experimental design focused on impact assessment and monitoring will be emphasized. The course also emphasizes regression-based approaches to data analysis. Students learn to conduct and interpret results from regression analysis, as well as model selection approaches based on information-theoretic and Bayesian approaches.

Credits: 3
Prerequisites: MATH 201 Statistics for Environmental Professionals

PSYCHOLOGY COURSES

PSYC 101 Introduction to Psychology

This course is a survey of psychology as the science of human behavior. Topics include basic principles underlying behavior and experience, learning, human development, motivation, personality, and psychotherapies.

Credits: 3
Prerequisites: None

SOCIOLOGY COURSES

SOCI 101 Introduction to Environmental Sociology

Environmental professionals need to have a basic understanding of sociology, the study of society, social problems, and human social interactions with institutions. This course introduces students to the discipline of sociology by using environmental studies as a lens. In this course, students will learn about basic concepts in sociology and apply them to environmental sociology, the study of the relationship between human societies and the larger natural environment. Some questions this course will consider are the following: Why have some societies treated the environment differently than others? Is the reason economic? Is it technological? Is it religious? Does science help or is it part of the problem? How does the distribution of power affect the reasons? This class will cover a wide range of topics in order to give students an opportunity to reflect on how sociology contributes to important debates taking place about society and the environment.

Credits: 3
Prerequisites: None
WILDLIFE CONSERVATION COURSES

WCON 201 Wildlife Plant Identification: Wildlands and Wildlife Habitat
This course centers around the identification and life history of groups of plants important as habitat components of wildlife species. Students will learn major plant groups and species in forest, rangeland, grassland, agricultural, and desert environments that influence wildlife species. Students will explore life history of these plants with the goal of understanding how habitat management activities, human land use, and other activities influence populations of wildlife through changes in food and cover.
Credits: 3
Prerequisites: Any biology course

WCON 301 Human Dimensions of Wildlife Conservation
Wildlife managers influence wildlife species using three 'levers': habitat, populations, or humans. This course addresses the human dimension of wildlife management. During the course students explore social, political, and economic concepts that are involved in effective wildlife management. Students will learn common forms of wildlife governance, the role of stakeholders, concepts from sociology, ethics, economics, management and decision-making as they relate to wildlife management.
Credits: 3
Prerequisites: Any biology course

WCON 303 Life History and Identification of Birds & Mammals
During this course, students will learn to identify avian and mammalian species with a focus on species at which management is often directed. These species include game bird and mammal, common agricultural or urban 'pest' species, and threatened or endangered species. Students will also learn basic life history of these species with a focus on characteristics useful for management. Students will be expected to conduct field activities directed at learning the species prominent in their region.
Credits: 3
Prerequisites: Any biology course

WCON 305 Wildlife Conservation Genetics
Genetics form a key component of modern wildlife management, providing tools aiding our understanding of taxonomy, conservation of small populations, and hybridization, as well as enabling non-invasive population monitoring and enhancing wildlife forensics. During this course, students will encounter the basic concepts of genetics, with an emphasis on population genetics and genetic techniques useful in wildlife management. Prominent topics covered include genetic variation, the role of gene flow and genetic drift on population viability, and key genetic markers used by wildlife biologists. Students will explore case studies illustrating the applicability of concepts in genetics to wildlife management.
Credits: 3
Prerequisites: Any biology course

WCON 307 Humans, Parasites, and Wildlife: Understanding the Impact
of Insects on Wildlife
Insects, as the largest class of animals, have an extraordinarily large influence on ecosystem function. For humans they as vectors for important zoonotic diseases and pollinators of key food crops. For wildlife species they pollinate and feed on key plant species, vector prominent diseases, create large scale habitat change through plant disease outbreaks, and provide the primary source of animal matter for predators. During this class students will learn basic taxonomy and life history of insects, as well as explore case studies involving the role of insects in plant and animal disease, pollination, biological control, and other influences on ecosystem functioning.
Credits: 3
Prerequisites: Any biology course

WCON 403 Habitat Management for Wildlife and Fisheries
Wildlife managers influence wildlife species using three 'levers': habitat, populations, or humans. This course addresses the habitat dimension of wildlife management. Students will engage in discussions and activities to create understanding of the basic concept of habitat and its components, how various species identify, select, and interact with their habitat, and how this process influences how managers manipulate the environment to influence wildlife populations. Students will also gain familiarity with common habitat management tools and funding programs.
Credits: 3
Prerequisites: BIOL 203 Ecological Principles: Applications to Conservation and Wildlife or BIOL 305 Conservation Biology

WCON 405 Population Management for Wildlife and Fisheries
Wildlife managers influence wildlife species using three 'levers': habitat, populations, or humans. This course addresses the population dimension of wildlife management. Students will explore how wildlife biologists measure and monitor demographic parameters of populations, including field techniques and analysis methods, with a focus on understanding strengths, weaknesses, and appropriate use of each technique. Students will consider ecological concepts and management techniques used to manipulate wildlife populations including sustainable harvest, management of threatened and endangered species, and control of overabundant species.
Credits: 3
Prerequisites: BIOL 203 Ecological Principles: Applications to Conservation and Wildlife or BIOL 305 Conservation Biology

Graduate Course Descriptions
CONSERVATION LAW ENFORCEMENT COURSES
CONL 505 Conservation Law Enforcement Management
This course examines the structure of a conservation enforcement agency to achieve maximum effectiveness toward the mission of an organization. Beginning with a statutory foundation at the federal or state level, this course will look at a variety of factors such as
size of workforce, budget, contracts, work rules; and public policy, to shape a cost efficient organization. This course will also look at structure of supervision, span of control, career advancement, use of special teams and support operations. Students will examine operational policies and procedures and learn the value of providing consistent direction to throughout the chain of command.
Credits: 3

CONL 510 Operational Human Resources Management
Civil service laws and rules control the work practices of public service enforcement agencies. This course will take a hands on look at how such laws and rules direct the day to day operations of a conservation enforcement agency. Topics such as job specifications, position reclassification, performance management, personnel investigations; grievances, and arbitration will be examined. Students will review labor contracts and understand the principles of collective bargaining for conservation enforcement agencies.
Credits: 3

CONL 515 Advanced Wildlife Enforcement
Enforcers of wildlife laws around the globe face a multitude of challenges. Technology has created an interface of humans and wildlife that has changed the face of conservation enforcement. From a local to global perspective this course analyzes how technology and other enforcement practices can be used to combat the illegal taking of wildlife. Topics such as human dimensions, overt vs. covert operations, surveillance practices will be examined.
Credits: 3

CONL 520 Judicial Procedure and Evidence Management
This course will examine the judicial system focusing on the appellate court process at the state and federal level. Students will analyze court decisions and how they control enforcement practices within their jurisdiction. The course will examine evidence management issues including but not limited to electronic evidence, requirements for expert witnesses, and the use of DNA evidence.
Credits: 3

CONL 525 Conservation Law Enforcement and Public Policy
This course examines natural resource policy globally, and at the federal and state level demonstrating regional and societal differences. Enforcement administrators learn to understand the impacts of natural resource based policy and how it directs the focus of agency. From a global perspective various treaties and conventions will be discussed. At the state and federal level topics such as the Endangered Species Act, Lacey Act will be reviewed.
Credits: 3

CONL 530 Social Science Research Methods
Conservation enforcement administrators need the ability to assess the effectiveness of their programs and day to day enforcement responsibilities. This course will introduce administrators to varied research methods used to obtain quantitative and qualitative data and understand how to use research to support staffing and budget decisions to meet the
demands of the public.
Credits: 3

**CONL 605 Leadership and Ethical Decision-Making**
This course will analyze leadership styles in law enforcement and prepare a student to understand leadership at various administrative levels. Students will explore situational leadership and learn to apply a range of leadership principles to varied circumstances. Students will learn critical thinking skills and understand the basis of ethical decision making.
Credits: 3

**CONL 610 Diversity in Conservation Law Enforcement**
This course will explore the demographics of the United States and look at diversity from a broad perspective, including but not limited to ethnicity, gender, and economics. Students will understand how diversity affects agency enforcement policies and procedures. The course will also identify management level considerations for creating a diverse natural resource enforcement agency, considering federal and state laws, and policies.
Credits: 3

**CONL 690 Conservation Law Enforcement Graduate Capstone**
Students will take on the role of an administrator and analyze a real life conservation enforcement issue in an enforcement agency and/or program. By applying research, legal principles, public policy, human resource, and financial concerns, students will prepare recommendations to solve the problem.
Credits: 3

**GEOGRAPHIC INFORMATION SCIENCE COURSES**

**GISC 505 GIS and Remote Sensing for Environmental Solutions**
This course is intended to introduce students to GIS and remote sensing software and tools used to solve real-world environmental problems. Students will learn concepts and data sources and formats used in environmental research they may encounter in careers in environmental science. This course introduces the fundamentals of cartography, photogrammetry, geographic information science, and remote sensing through maps and spatial analysis used to answer various environmental and ecological issues. This course will also introduce students to use map and data outputs in the decision-making process that can impact environmental assessments and determinations.
Credits: 3

**GISC 510 Advanced GIS and Remote Sensing for Ecological Applications**
This course is intended to build upon introductory course knowledge. This course will teach students to understand and apply more advanced methodologies using GIS and remote sensing technologies. They will apply knowledge gained in this course to environmental concepts they may be exposed to in their careers. Types of data used will include vector and raster spatial data, imagery, maps, and topographic data to examine environmental problems. Data assessed will include spatial information regarding human and natural
hazards and disasters, land use and land cover, surface temperature, climate change, wetland delineation, wildlife corridor mapping, coastal erosion, human impacts on the environment, and more. Students can use this data to gain insights and make problem solving decisions regarding real-world environmental issues they may encounter during their careers.

Credits: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

GISC 515 Environmental Research Methods
This course will expand upon GIS and remote sensing concepts, techniques, and tools used in environmental research. Students will gather, process, and analyze data from a variety of sources. Data sources will include GIS and remotely sensed data from online repositories like USGS Earth Explorer, Google Earth, state GIS repositories, the National Atlas Viewer, the NPS IRMA Data Portal, the NRCS Soil Data Viewer, and the USDA Geospatial Data Gateway. Types of data examined will include vector and raster spatial data, imagery, maps, and topographic data. Students will also learn to gather, process, and analyze basic geographic data using tools they have access to including GPS devices including watches, smartphones, cameras, and trackers.

Credits: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

GISC 520 Creating Maps and Graphics of Ecosystem Change
This course is intended to introduce students to theory and practice of cartography and visualization. This course will teach students to learn, to think, and to communicate visually using a variety of environmental GIS data. Activities and a final project will teach students to visually display and examine environmental problems. Students will learn symbology, coordinate systems, map projections, topographic representations, interpolation, classification schemes, and more to effectively visually communicate real-world environmental problems and solutions to scientific and general public audiences.

Credits: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

GISC 525 Project Development for Environmental Problem Solving
This course will apply all the knowledge and skills students have learned in the Professional Skills and Environmental GIScience core courses. Students will work with faculty or a government or private institution to solve a real-world environmental problem. Faculty will work with each student to identify an area of interest or need and begin to put together a portfolio of professional work for student’s intended or current careers. Note: Must be scheduled by an advisor in accordance with academic plan.

Credits: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

GISC 605 Modeling Our Changing World
This course is intended to continue to build on the concepts and techniques learned in previous GIS and remote sensing courses. Students will learn to model and analyze real-
world environmental science problems (e.g. past and future impacts of climate change on the Earth). A model is a simulation of the real-world. Students will model raster and vector data using algorithms and basic programming language. Students will use various proprietary and/or open source software to model and analyze environmental data including ArcGIS, R and QGIS.
Credit: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

GISC 690 Environmental GIScience Capstone
The Capstone course project will be the culmination of the knowledge and skills learned throughout the Environmental GIScience program. Students will complete processing, analysis, and interpretation GIS and remotely sensed data to solve the real-world environmental problem of interest identified in the Project Development course. Students will present their final projects in oral, visual, or written form to a public audience. This can include conferences, industry professionals, community town hall meetings, and more. Examples of final projects formats can include factsheets, peer-reviewed articles, project reports, interactive graphics or animations, poster presentations, YouTube videos, PowerPoint presentations, websites, and more. Note: Must be scheduled by an advisor in accordance with academic plan.
Credit: 3
Prerequisites: GISC 505 GIS and Remote Sensing for Environmental Solutions

PROFESSIONAL SCIENCE COURSES

PROF 505 Strategic Management of Innovation
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.
Credit: 3

PROF 510 Communication for Environmental Professionals
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.
Credits: 3

PROF 515 Ethical Practice and Policy
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.
Credits: 3

PROF 590 Capstone I
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. Note: Must be scheduled by an advisor in accordance with academic plan.
Credits: 3

PROF 690 Capstone II
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 complete their capstone projects in their fields of interest. Note: Must be scheduled by an advisor in accordance with academic plan.
Credits: 3
Prerequisites: PROF 690 Capstone II

SUSTAINABLE BUSINESS COURSES

SBUS 505 Accounting and Finance for Sustainable Business
This course examines the principles of financial and managerial accounting for strategic decision-making and assessment of the financial strength of sustainably-minded organizations. Discussions will include the essentials of cost accounting, minimizing the costs and risks posed by operations and environmental liabilities, developing effective operational planning and capital budgeting processes, and effectively managing a firm’s investments.
Credits: 3

SBUS 510 Humans, Climate, and Business
Climate change is the defining environmental issue of the 21st century. Environmental 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 and how it relates to business.
Credits: 3

SBUS 515 Ecological Economics
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.
Credits: 3

SBUS 520 Global Impact of Capital Markets
This course explores the foundations of financial markets, how they operate, and how to
assess performance. Students explore market behavior from a global perspective and how
financial institutions operate. Key concepts include economic instability, government
intervention, and how to value sustainability.
Credits: 3

SBUS 525 Designing Successful Teams & Organizations
This course covers some of the skills that help organizations to thrive in a multicultural
business environment, such as effective teamwork, the ability to set and reaching goals,
and effective human resource strategies. Students will learn about leadership and
communications skills for business leaders, group collaboration, and engaging employees
and stakeholders to reach their full potential.
Credits: 3

SBUS 530 Business Ethics for 21st Century Leaders
Recent events have demonstrated that ethical failures by business leaders can have major
consequences across the globe. It is important for businesses to identify when ethical issues
emerge and how to address them. Organizations can create a strategic advantage by
taking a triple bottom line approach to business by considering social, environmental and
economic factors.
Credits: 3

SBUS 535 Marketing & Communicating Corporate Social Responsibility
Effective marketing is essential for overall business success. This course explores marketing in
a sustainable organization and creating beneficial relationships with stakeholders. Students
learn how to brand an organization, determine consumer demand, identify target markets,
create brand positioning, and develop pricing strategies.
Credits: 3
SBUS 540 Quantitative Methods for Sustainable Solutions
This course enables students to applying business data to solve organizational issues. Organizing and interpreting relevant information allows organizations to make informed business decisions and make sound forecasts.
Credits: 3

SBUS 590 Sustainable MBA Capstone I: Planning Green Business Initiatives
This course involves applying knowledge from other courses and integrates finance, communications, marketing, sustainability, and strategic management skills to develop an applied project that will be implemented in the following section of the class. Students work with an organization and possibly other Unity MBA candidates to design a plan that is guided and approved by a faculty member and an expert in the field. A project proposal must include the needs of an organization, the goal of the project, and relevant research findings. Note: Must be scheduled by an advisor in accordance with academic plan.
Credits: 3

SBUS 690 Sustainable MBA Capstone II: Implementing Green Business Initiatives
Building upon the work completed in the Planning Sustainable Business Initiatives course, students work with an organization to implement a business project. Students work with their academic advisor as a mentor and present the project to the organization and produce a written report. Note: Must be scheduled by an advisor in accordance with academic plan.
Credits: 3
Prerequisites: SBUS 590 Sustainable MBA Capstone I: Planning Green Business Initiatives

SUSTAINABLE NATURAL RESOURCE MANAGEMENT COURSES

SNRM 505 Human Dimensions of Natural Resource Management
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.
Credits: 3

SNRM 510 Landscape Ecology
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.
Credits: 3
SNRM 515 Conservation Ecology
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.
Credits: 3

SNRM 520 Quantitative Methods
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.
Credits: 3

SUSTAINABILITY COURSES

SUST 505 Thinking in Systems
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, students 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.
Credits: 3

SUST 510 Climate Dynamics
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.
Credits: 3

SUST 515 Leading Sustainable Change
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.
Credits: 3

SUST 520 Community Planning for Resiliency
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.
Credits: 3

SECTION 8: COLLEGE 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 Dean or Vice President of Distance Education (VP). The actions of the Dean or VP 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, they will
notify the Dean or VP 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 is first, Dean or Vice President of Distance Education, and then if the parties feel that the Dean or Vice President of Distance Education 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.

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, they should contact the Registrar 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 to the Registrar, 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. This opt-out request will remain in effect unless and until it is rescinded by the student in writing.

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
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 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 username, etc.

Veteran Students

Unity College welcomes applications from veterans, active military members, and their dependents. Any student wishing to use educational benefits from the Veterans Administration must submit a copy of a Certificate of Eligibility or Tuition Assistance voucher to their assigned Concierge. Veterans using Vocational Rehabilitation and Employment benefits must inform their VA counselor of their intention to attend Unity College.

Veterans, active military members, and their dependents are also eligible for a 10% discount on tuition, regardless if they are using VA educational benefits. Such students may disclose their status on their admissions application, or notify their DE Concierge to receive the discount.

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 Veteran Administration or call (888) 442-4551.

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

Under S2248 PL 115-407 Section 103, Unity College will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.

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 GI Bill.

SECTION 9: RESOURCES

Academic Calendar

Please see the webpage for the current academic calendar: https://online.unity.edu/academic-calendar/

College Resources

The mailing address for all Unity College correspondence is:

Unity College, Distance Education
90 Quaker Hill Road Unity, ME 04988-9502
College Switchboard: (207) 509-7100; or call (207) 509-7155
College Website: www.online.unity.edu

Distance Education Leadership

Vice President of Distance Education, Dr. Amy Arnett
garnett@unity.edu; (207) 509-7204

Dean of Environmental Conservation and Research, Dr. Pieter deHart
pdehart@unity.edu; (207) 509-7118
Dean of General Education and Environmental Studies, Dr. David Rogers
drogers@unity.edu: (207) 509-7159

Director of Enrollment Management, Chris Vigezzi
cvigezzi@unity.edu: (207) 509-7231

Associate Dean for Retention and Completion, Annie Chuprevich
achuprevich@unity.edu

Assistant Director for Concierge Services, Heather Stetkis
hstetkis@unity.edu: (207) 509-7155

Distance Education Office Manager, Michelle Ross
mross@unity.edu

Enterprise Employees Dedicated to Distance Education

Assistant Registrar for Transfer Evaluation, Kerry Hafford
khafford@unity.edu: (207) 509-7257

Enterprise Resources

Registrar, Kelsey Gilbert
kgilbert@unity.edu: (207) 509-7218

Financial Aid
fin_aid@unity.edu: (207) 509-7235

Director of Library, Kate Russell
krussell@unity.edu: (207) 509-7176

Date Modified: August 23, 2019 Adoption
Chain: DE Leadership, President

Addendum Approved October 22, 2019
Addendum to "Refund Policy" section (Pg. 16)

Distance Education students who drop a course, whether they are active or not, before the end of the add/drop period are eligible for a 100% tuition refund for that course. After midnight of the last day of add/drop, students are no longer eligible for a refund.

If a student takes no action to drop a course and stops participating in the class during the add/drop period, the institution will take action to withdraw the student and the student will be held accountable for the total cost of the course.

Addendum to "Appeal of Financial Aid Suspension and Academic Dismissal" section (Pg. 26):

If a student does not appeal their dismissal, or if their appeal is not granted, students may not participate for at least one academic term before applying for readmission.

Addendum to "Probation" Section (Pg. 27):

After one term on probation, VA benefits will not be certified by Unity College until such a time when the reason for unsatisfactory progress no longer exists.