Sponsor Designed Learning: Course Approval Process 2012-2013

Course Proposals:

1. The organization teaching the course (Sponsor) submits Syllabus, Instructor’s resume, the signed Proposal Cover Sheet and submitted at least six weeks prior to the start date. The request maybe sent

   Lifelong Learning  
   Union Institute & University  
   440 East McMillan Street  
   Cincinnati, Ohio 45206  
   513-487-1298 | 800-861-6400 x1298  
   Fax: 513-487-1067  
   lifelonglearning@myunion.edu

2. The location of the course must be in a state in which Union Institute & University (UI&U) is licensed to operate: Ohio, Florida, California, and Vermont, unless it is an online offering. Specify location on the Proposal Cover Sheet.

3. The start and end dates of the course are to be included on the Proposal Cover Sheet and the syllabus. The course end date is defined by either the date when final projects are due, or the date of the final class (whichever is later).

4. Syllabus needs to indicate two of the Union Institute & University Learning Outcomes are aligned with the course.

5. The instructor’s name should be denoted in the appropriate space on the Proposal Cover Sheet, and their current resume must be attached to the course proposal. Instructors must have obtained a degree at the Master’s level or higher in the subject area of the course, or a Master’s degree and substantial coursework, work experience or other validated expertise in the subject area of the course. Validation of the instructor’s highest degree completed is the responsibility of the sponsor organization, which is subject to review and verification upon request by UI&U.

6. Lifelong Learning conducts an initial proposal review for any issues that need resolution, including additional information, documentation, or material needed and assigns a UI&U course prefix number.

7. Completed proposals will be shepherded through the internal UI&U approval process, including review by the appropriate Academic Dean or Director.

8. When the course is approved: you will receive electronic notification which includes the UI&U enrollment form, for you to provide to your students (see below).

9. Upon completion of the course, and upon request, we will provide the instructor with the course grade sheet that contains the student ID#. Please retain these ID#s and provide them
to your students so that they may access their grades. Signed grade sheet submissions are accepted electronically or by fax.

**Enrollment Forms & Payments:**
Enrollment Forms are to be submitted either in advance or at the start of each course, by the sponsoring organization instructor or student. Please include payments or payment plan for each student. See below for details.

**Electronic submission of Enrollment Forms:** [lakeisha.cook@myunion.edu](mailto:lakeisha.cook@myunion.edu)

**US Mail address for forms and payments:** Union Institute & University, Lifelong Learning, 440 East McMillan Street Cincinnati, OH 45206.

1. Please ensure that students **read and sign** the Cancellation/Drop, Transfer and Educational Release policies at the top of the Enrollment Form. Please note there are **no** refunds after the course begins.

2. The student’s email address, physical address, Social Security number and payment plan need to be entered on the Enrollment Form to facilitate tracking student records for payment and grading purposes. We also need this information to grant the student access to CampusWeb for grade reports.

3. **Payment of $107.00 per credit** can be paid by either Sponsor Organization or Student. Please indicate payment plan on enrollment forms.
   a. Payments must be made before or at the start of the course, or students will not be recognized as being enrolled in the course for credit.

      - Credit Card [secure.myunion.edu/Forms/LifeLongLearning/Prepayment.aspx](http://secure.myunion.edu/Forms/LifeLongLearning/Prepayment.aspx)
      - Check payable to “Union Institute & University;”
      - If an Invoice is need, either Sponsor Organization or Students need to arrange with Lifelong Learning Staff at the time the enrollment forms are submitted.

**Grades and Transcripts:**

1. When the course is completed, the instructor or organization returns the grade sheet to Lifelong Learning. Some students in your course may need their grade for tuition reimbursement or salary increases, so please submit grade sheets as quickly as possible. Grade sheets will be recorded within two weeks of receipt.

2. Upon official enrollment in the UI&U system, unless otherwise arrange with sponsor, all new students will receive Welcome Letters, an assigned Union ID# and instructions on accessing their grades, transcripts, the Union on-line library and other services.
3. Grade changes (including “Incompletes”) must be submitted within 30 days of the dated grade sheet. After 30 days, the change must be requested via student petition, which is subject to review by the University.

**Official Transcript Request Instructions for Students:**

1. Go to [www.myunion.edu/administration/offices/registrar/transcripts.html](http://www.myunion.edu/administration/offices/registrar/transcripts.html) to submit an electronic transcript request

   **OR**

2. Print out and complete the Transcript Request Form from the UI&U forms bank. The request may be faxed to **513-487-1075** or mailed to:

   Union Institute and University
   Registrar’s Office
   440 East McMillan Street
   Cincinnati, OH 45206-1925

3. Be sure to include transcript fee payment with request, or the request will not be processed. For additional questions on official transcripts contact: [registrar@myunion.edu](mailto:registrar@myunion.edu).

**Unofficial Transcripts:**

At the conclusion of the course when grade sheets are requested, Lifelong Learning will provide you with CampusWeb Access Instructions so that your students may access and print their unofficial transcripts online, (also see UI&U forms bank, [www.myunion.edu](http://www.myunion.edu)) All students will have continued and unlimited access to this, free of charge.

Please direct all inquiries and requests for assistance regarding unofficial transcript access to [helpdesk@myunion.edu](mailto:helpdesk@myunion.edu)

**Contact Details:**

LaKeisha Cook
Administrative Assistant, Lifelong Learning
513-487-1298 | 800-861-6400 x1298
Fax 513-487-1067
lifelonglearning@myunion.edu