UNIVERSITY of the ROCKIES℠

Academic Catalog Supplement 2014-2015

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Tuition and Fees Update

Tuition and fees are due in full for all students on or before the first week of each course. University of the Rockies will withhold transcripts, degree verifications, and diplomas until accounts are paid in full. Please see the Online Catalog for a complete tuition and fee schedule or www.rockies.edu.admissions/dis_cost for Non-Term and Non-Standard Term Delivery Format (Denver Instructional Site), or www.rockies.edu/admissions/online_cost for Non-Term Delivery Format (Online).

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Correction, Published August 5, 2014
Revision, Published October 24, 2014

Terms of Billing and Payment

Tuition and fees are billed on a federal financial aid payment period basis, regardless of payment option. *All programs in the School of Organizational Leadership and the School of Social, Human, and Educational Development offered at the Denver Instructional Site and all programs offered* Online ~~and many Denver Instructional Site programs~~ [08/05/14] operate in a "non-term" format. In the non-term format, students typically take one class at a time. Classes are 6 weeks or 9 weeks in length. In the non-term format, a payment period is generally defined by the University as a minimum of 18 weeks of instructional time and 9 earned credits (typically 3 courses at a time) or 2 credits of dissertation courses or 3 credits of practicum. *An exception to this may occur during the student's final academic year.* [10/24/14]

~~The Master of Arts in Counseling program, the Doctor of Psychology, Clinical Specialization program~~ *All programs in the School of Professional Psychology offered at the Denver Instructional Site* [08/05/14] and all programs offered in Colorado Springs operate in a "non-standard term" format. In the non-standard term format, students typically take 2 classes at a time. Each term is nine weeks in length. Payment periods align with enrollment terms.

Tuition is due according to the terms and conditions of a student's selected Payment Option. See the section on Payment Options for more information. Charges are estimated for each payment period and may change up to the course start date.

Pages 45-46

Correction, Published July 3, 2014
Correction, Published October 24, 2014
Correction, Published November 19, 2014
Deletion, Published January 9, 2015
Additon, Published January 30, 2015

Non-Standard Tern Delivery Format

Clinical Practicum (per term) $30.00
Counseling Practicum/Internship (per term) $30.00
~~Clinical/Counseling Practicum (per term) $30.00~~ [7/3/14]

Late Payment Fee (payment plans) $30.00 [10/24/14]
Doctoral Qualifying Exam Fee $300.00 [11/19/14]

~~Graduate Student Association Fee (per term) ++ $11.00 ++ This fee applies to students taking Non-Standard Term Delivery Format programs in Colorado Springs.~~ [1/9/15]

Transportation Fee++ (per calendar year) $282

++ This non-refundable fee is a requirement for students enrolled in programs at the Denver Instructional Site. Students will receive a CollegePass from the Regional Transportation District allowing access to receive free Local, Limited, Express, and Regional bus service, light rail service in all fare zones, and free SkyRide bus service to DIA. CollegePass is not valid on special services, including but not limited to Access-a-Ride, BroncosRide, BuffRide, RockiesRide, RunRide, Saturday Shopper, and SeniorRide. Active duty military are exempt from the transportation fee and will not be issued a CollegePass. Active duty military who wear appropriate Class A or Class B uniforms at the time of boarding or display an Active Duty military ID card receive complimentary RTD access. Please note: Students in Internship or dissertation courses only are exempt from the Transportation Fee. [1/30/15]

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Revision, Effective October 24, 2014

Memberships in Professional Organizations

After admission to the Master of Arts in Counseling, ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* Specialization or *Clinical Mental Health Counseling* ~~Mental Health Counseling~~ Specialization, or the Doctor of Psychology (PsyD), Clinical Specialization programs, students are required to join their respective professional organization (i.e., for the *Clinical Mental Health* Counseling ~~Mental Health Counseling~~ Specialization, the American Counseling Association; for the ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* Specialization, the American Association of Marriage and Family Therapy; and for the PsyD, Clinical Specialization, the American Psychological Association). University of the Rockies will credit the base annual student-rate membership dues for students who were actively enrolled at the time they joined the organization. Active students who submit a receipt for the required student-rate annual dues will receive a credit that can be applied to the next term's tuition. Memberships in other professional associations remain the individual student's responsibility. Membership in a professional organization is not a substitute for professional licensure in any state.

Pages 45-47

Revision, Effective April 1, 15

Cost of Attendance

http://www.rockies.edu/admissions/dis_cost.htm

University of the Rockies is no longer accepting applications for its Colorado Springs location. All programs previously offered in Colorado Springs will be offered in Denver. . This transition does not affect online programs. Please call Denver

Admissions at 303.446.5867 for more information.

Tuition and Fees

The following is a list of tuition and fees applicable to programs and/or courses offered at the Denver Instructional Site, effective April 1, 2015*. Tuition rates and fees may change at any time without prior notice; however, students will not be charged retroactively for tuition and fee increases for coursework already completed or for coursework the students were in the process of completing. Indirect costs which are not billed directly by the University.

Graduate Certificate Program

Master's Level (5000 – 6000) Tuition (per credit)*	$699.00
Course Materials^ (average per course)	$200.00
Transcript Fee	$5.00
Insufficient Funds Fee	$10.00

Students pursuing a graduate certificate are not eligible for financial aid.

Master of Arts Programs

Master's Level (5000 – 6000) Tuition (per credit)	$699.00
Course Materials^ (average per course)	$200.00
Technology Services Fee+++ (Programs within the School of Organizational Leadership and School of Social, Human, and Educational Development)	$750.00
Technology Fee (Programs within the School of Professional Psychology)	$100.00 (per item)
Transportation Fee++	$282.00 (per year)
Comprehensive Examination Fee (each attempt, selected Master's only)	$300.00
Graduation Fee	$250.00
Replacement/Duplicate Diploma Fee	$45.00
Transcript Fee	$5.00
Insufficient Funds Fee	$10.00
Replacement Student ID Fee	$14.00

Doctorate Programs

Doctorate Level (7000 – 8000) Tuition (per credit)	$882.00
Course Materials^ (average per course)	$200.00
Technology Services Fee+++ (Programs within the School of Organizational Leadership and School of Social, Human, and Educational Development)	$950.00
Technology Fee (Programs within the School of Professional Psychology)	$100.00 (per term)
Transportation Fee++	$282.00 (per year)
Doctoral Qualifying Examination (PsyD, Clinical Specialization only)	$300.00
Doctoral Comprehensive Examination (PsyD, Clinical Specialization only)	$300.00
Graduation Fee	$500.00
Dissertation Support Fee**	$500.00
In Residence Workshop Fee^^ (per workshop; 3 workshops required)	$500.00
Replacement/Duplicate Diploma Fee	$45.00
Transcript Fee	$5.00
Insufficient Funds Fee	$10.00
Replacement Student ID Fee	$14.00

* Tuition amount is effective for degree programs within the School of Professional Psychology offered at the Denver Instructional Site effective September 9, 2014.

^ For courses where digital materials are provided in lieu of textbooks, a $75.00 fee is applied directly to the student's account concurrent with the charge for tuition. After this time, the fee becomes non-refundable. Students are not charged the CDM fee for repeated coursework if previously charged.

+++The Technology Services Fee is a non-refundable one-time fee, applied on the 2nd week of enrollment, post start date for degree seeking students to provide the student with initial configuration setup to University systems such as the online learning platform and other academic support systems.

+This fee is a requirement for all graduating students and pays for the final audit of the degree, one bound final dissertation, one official transcript, and the processing, printing, packaging and shipping of the diploma. It is the student's responsibility to pay this fee on or near the time the Petition to Graduate is submitted. The Graduation fee can be deducted from a student's financial aid disbursement if he or she has granted authorization on the Credit Authorization form. For students utilizing Military Educational Benefits, the graduation fee may be covered by the benefit payment.

++This non-refundable fee is a requirement for students enrolled in programs at the Denver Instructional Site. Students will receive a CollegePass from the Regional Transportation District allowing access to receive free Local, Limited, Express, and Regional bus service, light rail service in all fare zones, and free SkyRide bus service to DIA. CollegePass is not valid on special services, including but not limited to Access-a-Ride, BroncosRide, BuffRide, RockiesRide, RunRide, Saturday Shopper, and SeniorRide. Active duty military are exempt from the transportation fee and will not be issued a CollegePass. Active duty military who wear appropriate Class A or Class B uniforms at the time of boarding or display an Active Duty military ID card receive complimentary RTD access. Please note: Students in Internship or dissertation courses only are exempt from the Transportation Fee.

**Note: The dissertation support fee is assessed per credit of dissertation extension covering the continued support from the assigned committee throughout the dissertation process. The fee covers continued administrative support throughout the dissertation process from the assigned dissertation committee. It is the student's responsibility to ensure payment of this fee when it is charged. Payment must be received before transcripts or diplomas can be released. This fee is fully refundable if a student does not attend beyond week one of a course. After this time, the fee becomes non-refundable.

^^**Doctoral students in the School of Social, Human, and Educational Development have an In-Residence Workshop Requirement. The In-Residence Workshop Fee is a fee which is applied to the student's account at the time the Workshop is scheduled for attendance. The scheduling of the Workshops must be prompted by the student at the prescribed points in time throughout the program. Graduation requirements for this program include three In-Residence Workshops, with an optional fourth In-Residence Workshop should a student feel they need additional guidance in research application (additional $500 fee). The fee covers continued administrative support throughout the In-Residence Workshop process. This fee is fully refundable if the workshop is unattended or unscheduled before the scheduled date. After this time, the fee becomes non-refundable.

Assessment/Materials Fee

Assessment (Intelligence)	$100.00
Assessment (Objective Personalities/Objective Techniques)	$50.00
Assessment (Projective/Projective Techniques)	$50.00
Assessment (Neuropsychology)	$50.00
Assessment (Lifestyle and Career Development)	$50.00
Assessment (Child and Adolescent)	$50.00
Assessment (Trauma)	$50.00
Assessment (Forensic)	$50.00

Practicum Fees (charged when first enrolled in course)

Clinical Practicum I-V (per term)	$30.00

Indirect Costs

In addition to tuition and fees owed directly to university of the Rockies, you may incur other costs while you are pursuing your education which will not be billed by the University. The indirect costs that are part of the cost of attendance include digital course materials and supplies, room and board, transportation, and personal expenses, as well as loan fees, if applicable. These indirect costs are based on estimates using moderate standards of living set forth by the Colorado Commission on Higher Education for on-campus students. Each student's Expected Family Contribution (EFC) is subtracted from standard costs of attendance to determine a student's financial need for purposes of packaging financial aid. An estimate of the allowance for these costs for an academic year is as follows:

- Room and Board: $9,603 per AY
- Transportation: $1,296 per AY
- Personal: $4,374 per AY

If you have any exceptional expenses, such as dependent care or disability expenses, that would require modifications to the standard cost of attendance budget, please contact the Financial Aid office. Please be prepared to provide documentation when you make your request for a modification.

Other Expenses:

Audit: Students approved to audit a course must pay tuition equal to 50% of the normal course tuition. The audit fee must be paid prior to the start of the course.

Tuition Payment Policy

Your tuition and fees are due in full on or before the first week of each course. An exception may be made if you have completed all required financial aid paperwork prior to the start of the term and your financial aid is significant enough to cover all current term charges. There will also be a limited exception for those students using tuition reimbursement, military tuition assistance or direct bill as their method of payment. You are responsible for the amount that financial aid does not cover and it must be paid in full on or before the first week of the each course.

Acceptable forms of payment are:

- Cash
- Personal check
- Money order
- Credit card (Visa, MasterCard, Discover, and American Express)

You are encouraged to speak to the Financial Aid Office if you are unable to pay the balance owed. University of the Rockies will withhold transcripts, degree verifications, and grade reports until accounts are paid in full.

Delinquent Accounts and Financial Hold

Your account is considered delinquent if full payment is not received the first week of the course resulting in an outstanding account balance. Any student with a delinquent account will be put on a financial hold and not be allowed to register for a subsequent term until payment is received in full or a payment plan is established and approved by the Financial Aid Office. If you have a delinquent account, you will not be permitted to take comprehensive exams, obtain copies of official transcripts, or graduate.

An administrative fee will be assessed to your account for any outstanding balances, late payments or insufficient funds.

Payment Plans

Payment plans allow for students in a non-term format to maintain continuous enrollment by offering them the ability to make monthly payments to cover any outstanding charges they have incurred throughout the course of their program.

Stipend Checks

A stipend check is only available when you have a credit on your account after tuition and fees have been paid in full. If you authorize the school to retain funds and then would like to request a stipend, you must fill out a Disbursement Request Form which is available online. If you do not authorize the school to retain funds the stipend check will automatically be generated and mailed to the address on file within 14 business days.

Catalog

http://www.rockies.edu/1769.htm#catalog1789

CONTACT INFORMATION FOR FINANCIAL SERVICES

University of the Rockies is committed to helping students understand and manage the financial aspects of obtaining their education.

Colorado Springs Campus
For questions regarding tuition, fees, and payment options for programs delivered on campus in Colorado Springs, students should contact the Colorado Springs campus Financial Aid Office. Financial Aid Office, 555 E. Pikes Peak Ave, Suite 108, Colorado Springs, CO 80903; (877) 442-0505 opt 2; dis.financialaid@rockies.edu.

Denver Instructional Site
For questions regarding tuition, fees, and payment options for programs delivered at the Denver Instructional Site, students should contact the Denver Instructional Site Financial Aid Office. Financial Aid Office,1201 16th Street, Suite 200, Denver, CO 80202; (877) 442-0505 opt 2; dis.financialaid@rockies.edu.

Catalog

http://www.rockies.edu/1769.htm#catalog1845

Tuition and Fees

Tuition and fees are due in full for all students on or before the first week of each course. An exception may be made for students who have completed all required federal financial aid paperwork prior to the start of the term and whose federal financial aid is significant enough to cover all current term charges. There will also be a limited exception for those students using specific payment methods. For additional information, please see *Payment Options* in this section of the *Catalog*. The student is responsible for any amount that their financial aid or third party payments do not cover and it must be paid in full on or before the first week of each course.

Acceptable forms of payment are cash, personal check, money order, or credit card (Visa, MasterCard, Discover, or American Express). University of the Rockies will

withhold transcripts, degree verifications, and diplomas until accounts are paid in full.

Terms of Billing and Payment

Tuition and fees are billed on a federal financial aid payment period basis, regardless of payment option. All programs in the School of Organizational Leadership and the School of Social, Human, and Educational Development offered at the Denver Instructional Site and all programs offered Online operate in a "non-term" format. In the non-term format, students typically take one class at a time. Classes are 6 weeks or 9 weeks in length. In the non-term format, a payment period is generally defined by the University as a minimum of 18 weeks of instructional time and 9 earned credits (typically 3 courses at a time) or 2 credits of dissertation courses or 3 credits of practicum. An exception to this may occur during the student's final academic year.

All programs in the School of Professional Psychology offered at the Denver Instructional Site and all programs offered in Colorado Springs operate in a "non-standard term" format. In the non-standard term format, students typically take 2 classes at a time. Each term is nine weeks in length. Payment periods align with enrollment terms.

Tuition is due according to the terms and conditions of a student's selected Payment Option. See the section on *Payment Options* for more information. Charges are estimated for each payment period and may change up to the course start date.

Non-Standard Term Delivery Format

The following is a list of tuition and fees applicable to programs and/or courses offered in a non-standard term delivery format. Tuition rates and fees may change at any time without prior notice; however, students will not be charged retroactively for tuition and fee increases for coursework already completed or for coursework the students were in the process of completing. Indirect costs which are not billed directly by the University may be found at: http://www.rockies.edu/admissions/dis_cost.

Tuition per credit:

Master's Level (5000-6000)	$699.00
Doctorate Level (7000-8000)	$882.00

Fees:

Course Materials+ (average per course)	$200.00
Technology Fee* (per term)	
Master's	$100.00
Doctorate	$100.00
Transportation Fee ++ (per calendar year)	$282.00
Assessment/Materials Fee	
Assessment (Intelligence)	$100.00
Assessment (Objective Personalities/Objective Techniques)	$50.00
Assessment (Projective/Projective Techniques)	$50.00
Assessment (Neuropsychology)	$50.00
Assessment (Lifestyle and Career Development)	$50.00
Assessment (Child and Adolescent)	$50.00
Assessment (Trauma)	$50.00
Assessment (Forensic)	$50.00
Clinical Practicum (per term)	$30.00
Counseling Practicum/Internship (per term)	$30.00
Doctoral Qualifying Exam Fee	$300.00
Comprehensive Exam Fee (per attempt) Master's/Doctoral	$300.00
Late Registration Fee	$100.00
Outstanding Balance Administrative Fee (monthly)	$30.00
Insufficient Funds Fee	$10.00
Replacement Student ID Fee	$14.00
Dissertation Binding One bound copy is required for graduation and included with the graduation fee.	No Charge
Students are responsible for additional dissertation bindings.	
Dissertation Support Fee^ (per ORG/PSY 8991 credit)	$500.00
Graduation Fee**	
Master's	$250.00
Doctoral	$500.00
Replacement/Duplicate Diploma Fee	$45.00
Transcripts***	$5.00

One Internship Application Transcript	No Charge
Copies of Education Records (per page)	$0.50
Miller Analogies Test (MAT)^^	$65.00

+ For courses where course digital materials are provided in lieu of textbooks, a $75.00 fee (CDM fee) is applied directly to the student's account concurrent with the charge for tuition. Students are not charged the CDM fee for repeated coursework if previously charged.

++ This non-refundable fee is a requirement for students taking Non-Standard Term Delivery Format programs at the Denver Instructional Site. Students will receive a CollegePass from the Regional Transportation District allowing access to receive free Local, Limited, Express, and Regional bus service, light rail service in all fare zones, and free SkyRide bus service to DIA. CollegePass is not valid on special services, including but not limited to Access-a-Ride, BroncosRide, BuffRide, RockiesRide, RunRide, Saturday Shopper, and SeniorRide. Active duty military are exempt from the transportation fee and will not be issued a CollegePass. Active duty military who wear appropriate Class A or Class B uniforms at the time of boarding or display an Active Duty military ID card receive complimentary RTD access. Please note: Students in Internship or dissertation courses only are exempt from the Transportation Fee.

*Students in Internship or dissertation courses only are exempt from the Technology Fee.

**This fee is a requirement for all graduating students and pays for the final audit of the degree, one bound final dissertation, one official transcript, and the processing, printing, packaging and shipping of the diploma. It is the student's responsibility to submit payment for this fee on or near the time the *Petition to Graduate* is submitted. The Graduation Fee can be deducted from a student's Financial Aid disbursement if he or she has granted authorization on the *Credit Authorization* form. Payment must be received before transcripts or diplomas can be released. For students utilizing Military Educational Benefits, the graduation fee may be covered by the benefit payment.

***Unofficial transcripts are available to students via the Student Portal at no cost. Transcripts (both unofficial and official) may not be viewed or released if a transcript hold is in place.

^ The Dissertation Support Fee is assessed per credit of Dissertation Extension. The fee covers continued administrative support throughout the dissertation process from the assigned dissertation committee. It is the student's responsibility to ensure payment of this fee when it is charged. Payment must be received before transcripts or diplomas can be released. This fee is fully refundable if a student does not attend beyond week one of a course. After this time, the fee becomes non-refundable.

^^ Charged to students who take the Miller Analogies Test on the University of the Rockies campus.

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Revision, Effective April 1, 2015
Cost of Attendance
Non-Term Delivery Format Tuition & Fees (Online)

The following is a list of tuition and fees applicable to programs and/or courses offered in the online delivery format, effective April 1, 2015. Tuition rates and fees may change at any time without prior notice; however, students will not be charged retroactively for tuition and fee increases for coursework already completed or for coursework the students were in the process of completing. Indirect costs which are not billed directly by the University may be found in the titled section below.

Graduate Certificate Program

Master's Level (5000 – 6000) Tuition (per credit)	$857.00
Course Materials ++ (average per course)	$200.00
Transcript Fee	$5.00
Insufficient Funds Fee	$10.00

Students pursuing a graduate certificate are not eligible for financial aid.

Master of Arts Programs

Master's Level (5000 – 6000) Tuition (per credit)	$857.00
Course Materials ++ (average per course)	$200.00
Technology Services Fee*	$750.00
Comprehensive Examination Fee (each attempt, selected Master's only)	$300.00
Graduation Fee+	$250.00
Replacement/Duplicate Diploma Fee	$45.00
Transcript Fee^	$5.00
Insufficient Funds Fee	$10.00

Doctoral Programs

Doctorate Level (7000 – 8000) Tuition (per credit)**	$1,082.00
Textbooks (average per course)	$200.00
Technology Services Fee*	$950.00
Assessment/Materials Fee (Doctoral ORG 7101)	$50.00
Graduation Fee+	$500.00
Dissertation Support Fee***	$500.00
In Residence Workshop Fee (per workshop; 3 workshops required)^^	$500.00
Replacement/Duplicate Diploma Fee	$45.00
Transcript Fee	$5.00
Insufficient Funds Fee	$10.00

++For courses where course digital materials are provided in lieu of textbooks, a $75.00 fee (CDM fee) is applied directly to the student's account concurrent with the charge for tuition. Students are not charged the CDM fee for repeated coursework if previously charged.

**The Technology Services Fee is a non-refundable one-time fee, applied on the 2nd week of enrollment, post start date for degree seeking students to provide the student with initial configuration setup to University systems such as the online learning platform and other academic support systems.*

+This fee is a requirement for all graduating students and pays for the final audit of the degree, one bound final dissertation, one official transcript, and the processing, printing, packaging and shipping of the diploma. It is the student's responsibility to pay this fee on or near the time the Petition to Graduate is submitted. The Graduation fee can be deducted from a student's financial aid disbursement if he or she has granted authorization on the Credit Authorization form. For students utilizing Military Educational Benefits, the graduation fee may be covered by the benefit payment.

^ Unofficial transcripts are available to students via the student portal at no cost. Transcripts (both unofficial and official) may not be viewed or released if a transcript hold is in place.

***Note: If two survey courses are taken, they will be charged at the master tuition per credit cost of $824.*

****Note: The dissertation support fee is assessed per credit of Dissertation Extension. The fee covers continued administrative support throughout the dissertation process from the assigned dissertation committee. It is the student's responsibility to ensure payment of this fee when it is charged. Payment must be received before transcripts or diplomas can be released. This fee is fully refundable if a student does not attend beyond week one of a course. After this time, the fee becomes non-refundable.*

^^Doctoral students in the School of Social, Human, and Educational Development have an In-Residence Workshop Requirement. The In-Residence Workshop Fee is a fee which is applied to the student's account at the time the Workshop is scheduled for attendance. The scheduling of the Workshops must be prompted by the student at the prescribed points in time throughout the program. Graduation requirements for this program include three In-Residence Workshops, with an optional fourth In-Residence Workshop should a student feel they need additional guidance in research application (additional $500 fee). The fee covers continued administrative support throughout the In-Residence Workshop process. This fee is fully refundable if the workshop is unattended or unscheduled before the scheduled date. After this time, the fee becomes non-refundable.

Indirect Costs

In addition to tuition and fees owed directly to University of the Rockies, you may incur other costs while you are pursuing your education, which will not be billed by the University. The indirect costs that are part of the cost of attendance include room and board, transportation, and personal expenses, as well as loan fees, if applicable. These indirect costs are based on estimates using moderate standards of living set forth by the College Board. Each student's Expected Family Contribution (EFC) is subtracted from standard costs of attendance to determine a student's financial need for purposes of packaging financial aid. An estimate of the allowance for these costs for an academic year is as follows:

- Room and board: $9,576 per AY
- Transportation (online Doctoral only): $855 per trip to campus to meet residency requirements
- Personal: $5,049 per AY

If you have any exceptional expenses, such as dependent care or disability expenses, that would require modifications to the standard cost of attendance budget, please contact your Financial Services Advisor. Please be prepared to provide documentation when you make your request for a modification

http://www.rockies.edu/1769.htm

Online catalog

http://www.rockies.edu/1769.htm#catalog1789 and subsequent pages

Non-Term Delivery Format (Online)

The following is a list of tuition and fees applicable to programs and/or courses offered in the non-term delivery format, effective April 1, 2014. Tuition rates and fees may change at any time without prior notice; however, students will not be charged retroactively for tuition and fee increases for coursework already completed or for coursework the students were in the process of completing. Indirect costs which are not billed directly by the University may be found at: http://www.rockies.edu/admissions/online_cost.

Tuition per credit:

Certificate Program	$857.00
Master's Level (5000-6000)	$857.00
Doctorate Level (7000-8000)	$1,082.00

Fees:

Course Materials+ (average per course)	$200.00
Technology Services Fee*	
Master's	$750.00
Doctorate	$950.00
Assessment/Materials Fee	
Assessment (Doctoral ORG 7101)	$50.00
Comprehensive Exam Fee per attempt	
(Selected Master's programs only)	$300.00
In-Residence Workshop Fee** (per workshop; 3 workshops required)	$500.00
Insufficient Funds Fee	$10.00
Dissertation Binding	
One bound copy is required for graduation and included with the graduation fee. Students are responsible for additional dissertation bindings.	No Charge
Dissertation Support Fee*** (per EDU/HUM/ORG/PSY 8991 credit)	$500.00
Graduation Fee^	
Master's	$250.00
Doctoral	$500.00
Replacement/Duplicate Diploma Fee	$45.00
Transcript Fee^^	$5.00
Copies of Education Records (per page)	$0.50

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Revision, Published April 17, 2015

Payment Plans

Payment plans are available to students and are subject to approval.

Payment plans allow students in a non-standard term format to pay their outstanding account balance in two equal monthly installments, guaranteeing that the balance will be paid in full by the end of the term. Payment plans allow for students in a non-term format to maintain continuous enrollment by offering monthly payments to cover any outstanding charges they have incurred throughout their program. ~~*Each individual payment plan will not exceed twelve (12) months for repayment.*~~

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Revision, Published October 24, 2014

Credit Balance Payments (Stipends)

A federal student aid credit balance is created when the total of all federal student aid funds that are credited to the student's account exceeds the amount of current and prior year (up to $200) tuition, fees, and any other educationally related charges the institution assessed the student for the payment period. *For students who have an institutional balance within the same academic year, subsequent disbursements will be held to cover the institutional charges.* Unless the student authorizes the institution to hold a credit balance, the credit balance must be paid to the student as soon as possible, but not later than 14 days after the balance occurs (or 14 days after the first day of class if the credit balance occurred before the first day of class of that payment period). If a student elects to authorize University of the Rockies to hold any federal student aid credit balance beyond the 14 day period, the University will release any remaining credit balance to the student by the end of the loan period. If a campus student authorizes the school to retain funds and would later like to request a refund, the student must fill out a Disbursement Request form (available online).

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Addition, Effective October 15, 2014

Deletion, Effective December 31, 2014

Institutional Loan

~~*University of the Rockies Institutional Loan is offered to eligible students.*~~

~~*University of the Rockies Institutional Loan is offered to students who qualify and is available in two options. Option 1: This option offers no fees; a 4.5% fixed interest rate that will not accrue until after the six month grace period after the student is determined to be inactive with the university. Option 2: This option offers a 0% loan with no origination fees and a 0% percent interest rate for the lifetime of the loan. To qualify, students are required to make a minimum payment of $50.00 per month while in attendance at University of the Rockies and during the first six months of repayment.*~~

~~*The University of the Rockies Institutional Loan program is available only to students who do not obtain federal loans*~~

~~*(either Direct Loans or Graduate PLUS loans) to finance their education at University of the Rockies and is subject to availability. The maximum loan amount is $20,500 per academic year. In-school deferment is only applicable while borrowers are in attendance at University of the Rockies. For more information, please contact your Financial Services Advisor.*~~

~~*Note: University of the Rockies will award loans to a limited number of enrolled students in good standing. University of the Rockies has a limited pool of funds for this institutional loan program. Students seeking to participate in this loan program must apply. The University reserves the right to modify or amend its credit and/or underwriting criteria at any time.*~~

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Addition, Effective July 23, 2014
Return of Tuition Assistance Funds
The School Certifying Official (SCO) will perform a Return of Tuition Assistance Funds calculation when a Tuition Assistance recipient withdraws from his or her course. This process ensures that the institution correctly calculates the amount of tuition assistance funding earned by the student and returns any unearned funds. In some cases, the student will be required to return unearned Tuition Assistance funds. In addition, the Return of Tuition Assistance process may result in the student owing the school for unpaid tuition and fees. A student may withdraw from the University at any time by notifying their Student Advisor (online) or the Registrar's Office (Colorado Springs campus or Denver Instructional Site), either verbally or in writing, of their decision to withdraw, but it is highly recommended that the student speak with an Advisor prior to withdrawing.
The portion of Tuition Assistance funds a student is allowed to receive is calculated on a percentage basis by comparing the total number of days completed before the student withdrew from the course to the total number of days in the course. An official withdrawal date is determined when a student requests to be dropped from their course or does not meet attendance requirements to remain eligible for Tuition Assistance funding.
A student earns 100% of the Tuition Assistance funding once he or she has completed more than 60% of the course. For example, if a student withdraws from a 6-week course, prior to the 26th day of enrollment, then the return to Tuition Assistance would be calculated and refunded accordingly. If a student withdraws from a 9-week course, prior to the 38th day of enrollment, then the return to Tuition Assistance would be calculated and refunded accordingly. The numerator and the denominator include weekend days, but not scheduled breaks of five consecutive days or more.

Page 50
Addition, Published January 30, 2015
The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
The Fry Scholarship is currently available for children of those who died in the line of duty after September 10, 2001. Beginning January 1, 2015, Fry Scholarship will also be available for surviving spouses of those who died in the line of duty after September 10, 2001.

Pages 50-51
Revision, Published October 24, 2014
Revision, Pubilshed January 30, 2015
University of the Rockies Military Grant
Students enrolled in a University of the Rockies degree *or certificate* program may be eligible for the University of the Rockies Military Grant. Eligible students include US Active Duty, Reserves, National Guard, spouses of Active Duty, National Guard, or Reservists, students using VA Education Benefits, Department of Defense employees, Veterans Affairs employees, ~~and~~ civilian employees of the US Coast Guard, ~~*and*~~ *recipients of MyCAA* [10/24/14], *and recipients of the Fry Scholarship.* [1/30/15]

The grant amount for Master's *degree* students will equate to 20% of the cost of tuition. *The grant amount for recipients of MyCAA enrolled in certificate programs will equate to 20% of the cost of tuition.* The grant amount for *Doctorate degree* [10/24/14] students will equate to 15% of the cost of tuition. In addition, this grant also waives the entire Technology Fee (non-standard term format) or Technology Services Fee (non-term format), and covers the cost of books and materials, including standard shipping costs, required for an eligible student's program of study when purchased through the University of the Rockies' online bookstore.

To qualify to receive the University of the Rockies Military Grant, you must provide the appropriate verification:

Provide proof of active duty or military status by submitting one of the following forms of identification: SOS, LES, COE, Marriage Certificate (spouses), *MyCAA Award letter*[10/24/14], *Fry Scholarship Certificate of Eligibility*[1/30/15], *e*Benefits website screenshot, or *milConnect* website screenshot;

Submit application for admission to University of the Rockies with all grant-verifying documents; and

Remain enrolled or return as scheduled from an approved break.

Students who withdraw from the program and resume at a later date will be required to re-verify eligibility for the University of the Rockies Military Grant.

Please note: DD-214 is not acceptable verification.

Students that exceed 14 days of consecutive non-attendance and are not on an approved break will be asked to recertify eligibility for the University of the Rockies Military Grant upon return by faxing appropriate verification. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the non-enrollment period may extend the 14 day limit to include the break. Approved students may obtain a book voucher code through their Student Advisor or Military Specialist.

Page 51
Addition, Published January 30, 2015
University of the Rockies Alliance Agreement Grant

Graduate Students: Students enrolled in a graduate program may be eligible for the University of the Rockies Alliance Agreement Grant. Eligible students include Participating Organizations' employees and/or immediate family members. Grants are only applied to an eligible student's account upon receipt of an approved employment/membership with a Participating Organization, and must provide the University with an approved verification of corporate affiliation.
Grants are applicable to course tuition, and are applied as a percentage of tuition per credit hour. In addition, this grant may also cover the course materials required for an eligible student's first course, including standard shipping costs where applicable, when purchased through University of the Rockies' bookstore or textbook partner. When course materials are available in both electronic format and hard copy, students may opt to purchase a hard copy textbook and are charged the difference in cost, plus shipping. Military students who reside in a forward location may opt for a hard copy textbook at no additional charge.
Students who exceed 30 days of consecutive non-attendance and are not on an approved Academic Leave will be asked to recertify eligibility for the University of the Rockies Alliance Agreement Grant upon return by providing appropriate verification of corporate affiliation.

Page 59
Revision, Effectie April 17, 2015
Iowa State Refund Policy
The Iowa State Refund Policy applies to residents of Iowa who unofficially or officially withdraw from the institution. The amount of the refund is determined according to the following calculation:
90% × Tuition multiplied by the fraction of (number of calendar days remaining in the course until the date equivalent to the completion of 60% of the calendar days in the course) divided by (total number of calendar days in the course until the date equivalent to 60% of the calendar days in the course).
If, at any time, a student withdraws from the Institution due to physical incapacity, the student will be eligible for a full credit of tuition upon submitting documentation and a Tuition Credit Request form to their student advisor. Supporting documentation includes a statement from a medical professional with dates and any other information/documentation that supports the inability to complete registered courses.
Please refer to the *Tuition Credit Request Policy and Procedure* section of this *Catalog*.

Page 59
Deletion, Effective October 24, 2014
Georgia State Refund Policy
~~The Georgia State Refund Policy applies to residents of Georgia when students drop or are administratively dropped from a course or the institution, and it is more favorable than the institution's standard refund policy. If a non-term student drops on or before the start date of a course or any time in the first week, a 100% refund of the total cost of the course will be provided.~~
~~The following pro rata refund schedule applies when students drop or are administratively dropped from a course based on the student's last date of attendance:~~

~~**Non-Term Based Programs**~~

~~If a Student Drops or Withdraws~~	~~Refund Percentage~~
~~On or before the first day of class~~	~~100%~~
~~After the first day of class but before the end of the first 5% of instructional time~~	~~100%~~
~~Between the end of the first 5% and 10% of instructional time~~	~~100%~~
~~Between the end of the first 10% and 25% of instructional time~~	~~100%~~
~~Between the end of the first 25% and 50% of instructional time~~	~~50%~~
~~After the first 50% of instructional time~~	~~0%~~

~~The University will refund any unused portion of the fees if a student withdraws before completing 50% of the period of instructional time except for: (a) items that were special ordered for a particular student and cannot be used or sold to another student; (b) items that were returned in a condition that prevents them from being used by or sold to new students; or (c) non-refundable fees for goods and/or services provided by third party vendors. The Technology Fee covers access to University systems such as the online classroom, Student Portal, and other academic resources. The Technology Fee is fully refundable if a student does not attend beyond week 1 of a course. After this time, the fee becomes non-refundable. Refunds will be made in full to the student within 30 days of the date of withdrawal.~~
~~In the event a student drops or is administratively dropped due to extenuating circumstances beyond the student's control, as detailed in the *Tuition Credit Request Policy and Procedure* section of this *Catalog*, the school will refund a pro rata amount.~~

Course Descriptions

(new or revised only)

Please see the Course Descriptions section in the Online Catalog for course descriptions not listed below.

CSL 5330 History of Psychology 3 credits
This course introduces students to the theoretical systems, methods of inquiry, and terminologies associated with the history of psychology. The course is grounded in a broad historical understanding that builds a framework for understanding the contemporary field of applied psychology. *The focus is on the contributions of religion, philosophy, and biology to the development of psychology as well as on the development of Psychoanalytic, Behaviorist, Cognitive, Humanistic, and Existential theories and their impact on the current practice of psychology.* Cross-listed and equivalent to PSY 5330.

EDU 8770 Doctoral Capstone Seminar 4 credits
This seminar provides students the opportunity to apply what they learned in their doctoral core coursework as well as their fields of specialization. Students will review, analyze, and evaluate material related to important topics in education and will demonstrate the ability to apply the content by preparing a final integrative portfolio project. Students will contemplate complex questions posed by their instructor, reply to those questions, and respond to other students' analyses and evaluations. Additionally, segments of the final integrative project will be submitted for review and feedback at intervals throughout the course. The final portfolio project will comprehensively demonstrate the student's critical thinking on the essential issues studied in the doctoral program in education. ***This course may not be transferred in.*** ~~*Equivalent to HUM/ORG/PSY 8770.*~~

HUM 8770 Doctoral Capstone Seminar 4 credits
This seminar provides students the opportunity to apply what they have learned in their curriculum to highly realistic case studies related to their fields of specialization for the doctorate. Through discussions among students and the instructor, students will review, analyze and evaluate case studies emphasizing the practice of the content in their curriculum. The course will involve the analysis and evaluation of one or more case studies. Students will contemplate complex ques-tions posed by their instructor, reply to those questions, respond to other students' analyses and evaluations, and receive faculty feedback. Each student will submit a final assignment on each case, involving his or her critical thinking on the core issues presented in the case and the presentation and defense of an approach to addressing those core issues. Prerequisite: completion (including approved credits transferred) of all coursework required in the student's doctoral curriculum. This course may not be transferred in. ~~Equivalent to EDU/ORG/PSY 8770.~~

ORG 5020 Survey of Psychology of Leadership I 3 credits
This survey course provides students with master's degrees in areas other than psychology, organizational development, and/or leadership with basic foundational knowledge in the disciplines relating to psychology as applied to leadership roles in organizations. The course prepares students for future courses by covering an introduction to research methods, ethics, and basic historical, current, and future psychological and organizational theories and concepts. Specifically, students will learn about major schools of thought in psychology, theories of intelligence, and individual differences like cognitive ability, personality, and values. With regard to the world of work, organizational citizenship behaviors, counterproductive work behaviors, job analyses, adverse impact, and staffing will be explored. Training and evaluation methods will be discussed with a focus on thinking styles grounded in foundational psychological theories such as classical and operant conditioning. This course may be substituted for ORG 5001 or ORG 5010. ***This course may not be transferred in.***

ORG 5022 Survey of Psychology of Leadership II 3 credits
This survey course provides students with master's degrees in areas other than psychology, organizational development, and leadership with more advanced foundational knowledge in the disciplines relating to psychology as applied to leadership roles in organizations. This course expands on ORG 5020 Survey of Psychology of Leadership I and continues to prepare students for future courses by introducing and/or reinforcing the topics of motivation, culture, ethics, and historic, current, and future leadership theories and practices as they relate to behavioral studies. Personality and leadership, social identity, group prototypes, and the identity of leadership as a whole will be examined, as well as attitudes, emotions, self-efficacy, work-family life balance, stress, well-being, and job satisfaction. This course may be substituted for ORG 5002 or ORG 5011. ***This course may not be transferred in.***

PSY 5330 History of Psychology 3 credits
This course introduces students to the theoretical systems, methods of inquiry, and terminologies associated with the history of psychology. The course is grounded in a broad historical understanding that builds a framework for understanding the contemporary field of applied psychology. *The focus is on the contributions of religion, philosophy, and biology to the development of psychology as well as on the development of Psychoanalytic, Behaviorist, Cognitive, Humanistic, and Existential theories and their impact on the current practice of psychology.* Cross-listed and equivalent to CSL 5330.

RES 5240 *Applied* Research Methods 3 credits
This course involves the study of research design, and the quantitative and qualitative methods that can be used in addressing research questions. Students will be introduced to

social scientific inquiry and the research design process, as well as some of the most common quantitative and qualitative research methodologies. Through the process of critiquing research articles, students will learn how to determine the appropriate use of research design, recognize errors and biases in conducting research, and communicate the methods and results of particular studies. Equivalent to HUM 6405. Cross-listed and equivalent to ORG 6405/PSY 6405.

Errata

The errata listed below apply to the 2014-2015 University of the Rockies Academic Catalog (effective date July 1, 2014).

Entries below are provided to correct information presented in the original publication of the Catalog. Page numbers are provided to reference where the original entry may be found.

To view all updates in context of the original publication, access the Online Catalog. If you have questions related to changes listed, please contact your Student Advisor (online) or Registrar Advising Assistant (Colorado Springs Campus and Denver Instructional Site) for assistance.

Note: Entries may contain excerpts from policies. For the complete policy or statement reference, please refer to the page number associated with each entry.

General Revision
Revision, Published 4/16/2015
Title Change
In all instances where Admissions Counselor is referenced, it will read *Admissions Counselor or Enrollment Services Advisor*.

Page 2
Deletion, Effective 1/1/15
Institutional Memberships
~~Servicemembers Opportunity College (SOC)~~

Page 14
Addition, Published 8/20/14
Annual and Periodic Background Check Policy
Recognizing the need to enhance the safety and well-being of patients, and in so doing, to bolster the public's continuing trust in health professions, and to ascertain the ability of students to maintain or eventually become licensed and/or certified in their professions, annual criminal background checks will be conducted on actively enrolled students in Mental Healthcare Specializations that may lead to licensure.

Should a background check reveal any criminal convictions or pending charges against a student, that have been unreported by the student, the student will be reviewed for their status in the program by the Behavioral Intervention Team. Students will be required to appear before the Student Community Standards Committee for possible violation of the Standards.

In addition to annual background checks, the University may conduct a background check as, and when, needed for any student in a degree program that may lead to licensure who is thought to have violated the mandatory *Subsequent Charges: Self-Reporting Policy*.

Subsequent Charges: Self-Reporting Policy
Students admitted to the University and enrolled in a Mental Healthcare Specialization that may lead to licensure must submit to an initial background check during the enrollment process. In addition, students have an ongoing duty to self-report any criminal convictions or pending charges no later than five business days following the charge of the crime. To self-report a charge, students must complete a self-reporting letter. The self-reporting letter should be:
• Typed;
• Formal/professional letter directed to the Office of Student Affairs; and
• Specific;
  • State the exact charge (i.e., misdemeanor, felony and degree – 1st, 2nd, etc.);
  • Date of occurrence;
  • Judgment;
  • Disposition;
  • Timeline of restitution;
  • If a counseling evaluation was recommended, attach a copy of the results of your evaluation. If treatment was part of the restitution, provide documentation of the treatment and your current status and
  • Include your addresses and a daytime telephone number.

Actively enrolled Mental Healthcare Specialization licensure students who fail to notify the University after a criminal charge or conviction will be reviewed for their status in the program by the Behavioral Intervention Team. In addition, students will be required to appear before the Student Community Standards Committee for possible violation of the Standards.

Pages 25-25
Revision, Published 3/13/15
Sexual Misconduct/Harassment Policy
Sexual Harassment
Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment prohibited by Title IX/SaVE.

Three Types of Sexual Harassment
1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent or patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
   - the frequency of the conduct;
   - the nature and severity of the conduct;
   - whether the conduct was physically threatening;
   - whether the conduct was humiliating;

- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness; and
- whether the speech or conduct deserves the protections under other principles such as academic freedom.

Hostile Environment sexual harassment may occur in student-to-student, faculty/staff to student or student to faculty/staff relationships or third party to student/faculty/staff.

2. Quid pro quo sexual harassment exists when there are:

- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- submission to or rejection of such conduct results in adverse educational or employment action.

Quid Pro Quo sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships.

3. Retaliation. The University will sanction a faculty, student, or staff member who takes adverse action against a person because of the person's participation in or support of an investigation of Sexual Misconduct/Harassment. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Retaliation sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships, or third party to student/faculty/staff.

Title IX/SaVE also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Definitions and Examples of Sexual Misconduct/Harassment

Sexual Misconduct/Harassment Offenses include, but are not limited to:

1. Sexual Violence
2. Sexual Assault
3. Domestic and/or Dating Violence
4. Stalking
5. Sexual Exploitation

The University reserves the right to determine the applicable definition based upon factors including but not limited to location of alleged offense, applicable laws or location of the University. Under University policy or Title IX or other federal law, conduct may constitute sexual misconduct/harassment even though that conduct does not meet a specific state or other definition of an offense.

Sexual Violence

Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, domestic violence, dating violence, and/or stalking. Sexual violence can be carried out by University employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Consent

Consent means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

Incapacitation

Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibilities to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Sexual Assault

Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the

victim to submit, unless the act is incident to a lawful search; or

- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Domestic Violence

Domestic violence means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. Domestic violence also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

Stalking

A person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph, a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct/Harassment offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism; and
- knowingly transmitting an STI or HIV to another student.

Confidentiality

Students or parents of minor students, reporting incidents of Sexual Misconduct/Harassment may ask that the students' names not be disclosed to the accused or that no investigation or disciplinary action be pursued to address the alleged Sexual Misconduct/Harassment. The University strongly supports a student's interest in confidentiality in cases involving Sexual Misconduct/Harassment. There are situations in which the University must override a student's request for confidentiality in order to meet its Title IX obligations; however, these instances will be limited and the information will only be shared with individuals who are responsible for handling the University's response to incidents of Sexual Misconduct/Harassment. Given the sensitive nature of reports of Sexual Misconduct/Harassment, the University will ensure that the information is maintained in a secure manner. The University is aware that disregarding requests for confidentiality can have a chilling effect and discourage other students from reporting Sexual Misconduct/Harassment. In the case of minors, state mandatory reporting laws may require disclosure, but will generally be followed without disclosing information to University personnel who are not responsible for handling the University's response to incidents of Sexual Misconduct/Harassment.

Even if a student does not specifically ask for confidentiality, to the extent possible, the University will only disclose information regarding alleged incidents of Sexual Misconduct/Harassment to individuals who are responsible for handling the University's response. To improve trust in the process for investigating Sexual Misconduct/Harassment

complaints, the University will notify students of the information that will be disclosed, to whom it will be disclosed, and why. Regardless of whether student complainant requests confidentiality, the University will take steps to protect the complainant as necessary, including taken interim measures before the final outcome of an investigation.

For Title IX purposes, if a student requests that his/her name not be revealed to the accused or asks that the University not investigate or seek action against the accused, the University will inform the student that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the accused. The University will also explain that Title IX includes protection against retaliation, and that University officials will not only take steps to prevent retaliation but also take strong, responsive action if it occurs. This includes retaliatory action taken by the University and University officials. When the University knows or reasonably should know of possible retaliation by other students or third parties, including threats, intimidation, coercion, or discrimination (including harassment), it will take immediate and appropriate steps to investigate or otherwise determine what occurred. The University will protect the complainant and insure his/her safety as necessary.

If the student still requests that his/her name not be disclosed to the accused, or that the University not investigate or seek action against the accused, the University will determine whether or not it can honor such a request while still providing a safe and non-discriminatory environment for all students, including the student who reported the Sexual Misconduct/Harassment. The Title IX Coordinator will evaluate confidentiality requests.

If the University determines that it can respect the student's request not to disclose his/her identity to the accused it will take all reasonable steps to respond to the complaint consistent with the request. Although a student's request to have his/her name withheld may limit the University's ability to respond fully to an individual allegation of Sexual Misconduct/Harassment, the University will investigate other means available to address the Sexual Misconduct/Harassment, without initiating formal action against the accused or revealing the identity of the student complainant. The University will also take immediate action as necessary to protect the student while keeping the identity of the student confidential.

Resources

Please refer to the *Counseling, Treatment, and Rehabilitation Programs* section in the *Student Support, Health, and Safety* section of this *Catalog*. [INSERT LINK to this section]

Retaliation

This policy also prohibits retaliation against a person who reports Sexual Misconduct/Harassment, assists someone with a report of Sexual Misconduct/Harassment, or participates in any manner in an investigation or resolution of a Sexual Misconduct/Harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Recordkeeping

The TitleIX/SaVE Coordinator, along with Legal & Compliance is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with University Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from Legal & Compliance.

Reporting/Filing a Complaint for Title IX (Gender/Sex Discrimination)

Sexual Misconduct/Harassment is a threat to the entire University community. Members from the University community are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. Complaints from any member of the University community relating to discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex concerning a faculty, staff, a student or students should be reported to:

Title IX/SaVE Coordinator of University of the Rockies, Doug Gilbert, Dean School of Organizational Leadership.
Dean Gilbert can be contacted at:
Phone: (866) 621-0124, ext. 1671;
Email: douglas.gilbert@rockies.edu
Mailing Address:
1201 16th Street, Suite 350
Denver, Colorado 80202

For *Contact Information*, please refer to the *Introduction* section of this *Catalog*. [INSERT LINK to this section]

The Title IX/SaVE Coordinator is responsible for the oversight, coordination and implementation of all Title IX compliance activities for the University. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the University's policy of *Nondiscrimination* including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall University activities for compliance with Title IX requirements including athletic equity, grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

University personnel will inform students in writing of procedures that victims should follow, including:

- the importance of preservation of any evidence;
- options regarding the assistance of local law enforcement, campus/site officials; the option to decline assistance, or decline notifying local law enforcement;
- any interim protective measures that will be taken and their options for protective orders; and
- resources including counseling, health, and mental health services.

Individuals with complaints of any nature described above also always have the right to simultaneously file a formal complaint with the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

Other Complaints
All other complaints, including non-harassment, other forms of sex/gender based discrimination, misconduct, harassment, violence or retaliation based on race, color, creed, national or ethnic origin, religion, pregnancy, childbirth and related medical conditions, marital status, gender identity, medical condition, service in the uniformed services, political activities and affiliations, age, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws, should follow the relevant procedure outlined in the *Dispute Resolution Procedure for Student Complaints* and/or contact:
Shandell Ruiz at (866) 621-0124, ext. 4153, Parrish Nicholls, ext. 4125 or any member of the Student Dispute Resolution Center at Dispute.Resolution@rockies.edu or (866) 621-0124, ext. 1455.
An individual may also file a complaint or grievance alleging discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex in the procedure outlined in the *Dispute Resolution Procedure for Student Complaints*, if they prefer; however, these complaints will be routed to the Title IX/SaVE Coordinator.
The above complaint processes (Gender/Sex and Other Complaints) involve a thorough, impartial investigation designed to provide a fair, prompt, and reliable determination about whether the University nondiscrimination policies have been violated. As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim. The University has an obligation to report any crimes of which it has knowledge under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Receipt of Complaint
Upon receiving notice of a possible violation of the Sexual Misconduct/Harassment policy, University of the Rockies will take immediate and appropriate steps to:

- end the behavior;
- conduct a prompt, fair and impartial investigation;
- remedy the effects, and
- prevent it from reoccurring.

Referral to Office of Student Grievance Resolution
Upon receipt of a complaint, the Title IX/Save Coordinator will refer the complaint to the Office of Student Grievance Resolution (OSGR), and if necessary, to Employee Relations, for investigation.

- The investigation will be completed and findings and sanctions issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.

In Colorado Springs Campus and Denver Instructional Site based complaints, the Title IX/SaVE Coordinator and, if necessary, Human Resources, will determine the need for initial, short term remedial actions.
In order to protect the complainant, at any time during the investigation, the University may recommend short term, or interim, protections or remedies. These remedial actions may include, but are not limited to, making the complainant aware of their rights, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These remedies or protections may apply in ground or online contexts.
Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim protections may be considered a separate violation of this Policy.

Office of Student Grievance Resolution Initial Investigation Into Complaint
The Initial Investigation will be completed within ten (10) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.

- Upon receipt of a complaint from the Title IX/SaVE Coordinator, the Office of Student Grievance Resolution (OSGR), and if necessary, Human Resources staff, will mutually investigate the complaint.
- OSGR and, if necessary, Human Resources staff, will mutually determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or a University proxy or representative.
- OSGR and, if necessary, Human Resources staff, will mutually collaborate with the complainant to identify the correct policies allegedly violated.
- OSGR and, if necessary, Human Resources staff, will mutually conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If a reasonable cause exists, OSGR, and if necessary, Human Resources, will mutually prepare the initial investigation report and if applicable, a proposed Notice of Charges on the basis of the initial investigation and submit it to the Title IX/SaVE Coordinator for further action.
- Once the Title IX/SaVE Coordinator receives a copy of the report of initial findings, the Title IX/SaVE Coordinator will review the findings and make a determination within three (3) calendar days of receipt of the initial investigation report and if applicable, the proposed Notice of Charges as to whether reasonable cause exists to bring charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.
- If the Title IX/SaVE Coordinator determines there is insufficient evidence to support reasonable cause, the Title IX/SaVE Coordinator or designee or, if necessary, Human Resources, will simultaneously and in writing inform the complainant and the

accused that the investigation is discontinued. The interim, short term actions taken will be reversed.

Notice of Charges and Continued Investigation of Complaint

- The decision whether to continue the Investigation will be made and communicated to the parties within fifteen (15) calendar days of the receipt of the complaint**,** barring documented unforeseen circumstances. The Title IX/SaVE Coordinator or his/her designee, will simultaneously communicate in writing to the parties the continuation of the investigation and intent to present the accused with a Notice of Charges.

If the Title IX/SaVE Coordinator determines there is sufficient evidence to support reasonable cause and approve the charges, the Title IX/SaVE Coordinator and, if necessary, Human Resources staff, will mutually determine the need for additional, short term remedial actions for any parties involved in the complaint.

In order to protect the complainant, at any time during the investigation, the University may recommend short term, or interim, protections or remedies. These remedial actions may include, but are not limited to, making the complainant aware of their rights, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These remedies or protections may apply in ground or online contexts.

Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim protections may be considered a separate violation of this Policy.

The investigator(s) will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the University will provide an opportunity for the parties to present statements, witnesses, and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available including but not limited to law enforcement investigation documents and student or employee personnel files. The investigation is deemed to be adequate, reliable, impartial, prompt, balanced and fair, and all individuals will be treated with appropriate sensitivity and respect throughout the investigation.

- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX/SaVE Coordinator.
- The investigator will make a finding and present the findings to the Title IX/SaVE Coordinator within forty-five (45) calendar days of the receipt of the complaint, barring documented unforeseen circumstances.
- The Title IX/SaVE Coordinator will communicate the results, if applicable, to Human Resources staff.
- At any time during this process, the victim maintains their right to simultaneously file a formal complaint with the Office of Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

Presentation of Investigation Findings to the Parties

- The Title IX/SaVE Coordinator or designee, or, if necessary, Human Resources staff, will simultaneously and in writing communicate the findings to the accused and the complainant within fifty (50) calendar days of the receipt of the complaint , barring documented unforeseen circumstances. This communication will inform the parties whether the preponderance of the evidence supports a finding against the accused for the alleged violation(s).
- The communicated findings will inform the parties as to 1) whether there is a finding of sexual harassment; 2) whether the interim measures will continue; 3) what actions will be taken, including any disciplinary procedures that will be initiated; and 4) whether any assistance will be provided to the victim.
- Where the accused is found not responsible for a violation, the Title IX/SaVE Coordinator and Human Resources staff where applicable, will consider the reversal of any remedial actions taken.
- The accused or the complainant may appeal the findings in part or in whole; the Title IX/SaVE Coordinator or his/her designee will advise the parties of the criteria for appeal of the findings when communicating the findings.

Investigation Findings: Acceptance

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX/SaVE Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual do not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the University will proceed accordingly with the process four (4) business days following communication of the investigation findings.
- The Title IX SaVE/Coordinator will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual, barring documented unforeseen circumstances. If the accused is an employee, the Title IX/SaVE Coordinator in coordination with the Human Resources staff will determine appropriate sanctions.
- The Title IX/SaVE Coordinator, or Human Resources staff (if applicable) shall, within two (2) business days, barring documented unforeseen circumstances,

simultaneously and in writing inform the complainant and the accused of the sanction decision.

- Sanctions against student(s) determined by this process are subject to the Sanction Appeal Process by either the accused or complainant.

Investigation Findings Appeal

- If the complainant and/or the accused individual (s) disagree with the findings, in part or in totality, either the complainant or the accused may appeal the finding in part or in totality on the following bases:
    - The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation that could be outcome determinative. A summary of this new evidence and its potential impact must be included;
    - The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
    - The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or,
    - The accused and/or complainant alleges bias by the investigator, or the Title IX/SaVE Coordinator which deprived the process of impartiality in a way that was outcome determinative.
- The accused and/or complainant have five (5) business days, barring documented unforeseen circumstances from the date of communication of findings, to present the formal appeal, in writing, to the President of the University of the Rockies, Dr. Charlita Shelton.

The President may be contacted as follows:
Email: Charlita.Shelton@rockies.edu
Mailing Address:
Dr. Charlita Shelton
President, University of the Rockies
1201 16th Street, Suite 350
Denver, Colorado 80202

Investigation Finding: Appeal Process

- Upon receipt of either party's appeal of the findings, the President will acknowledge receipt of the notice within three (3) business days.
- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal.
- The President or her designee will review all cases presented for appeal within five (5) business days of the appeal, barring documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.
- If the appeal does not meet the stated grounds for appeal, the appeal will be rejected. The President, shall, within two (2) business days of the determination, barring documented unforeseen circumstances, simultaneously and in writing, inform the complainant and the accused the appeal decision.
- If the President determines there is sufficient evidence to support an appeal, the matter will return to the Office of Student Grievance Resolution for further investigation unless the appeal alleges bias of the investigator which deprived the process of impartiality in a way that was outcome determinative or an assertion that the evidence was insufficient to meet the preponderance of the evidence standard. In those cases, the appeal will remain with the President or her designee for review and final decision.
- Whether the investigation goes to the Office of Student Grievance Resolution or remains with the President or her designee, the appeal investigation will be completed within fourteen (14) calendar days of submission to the President, barring documented unforeseen circumstances that may extend the appeal review.
- The President, and if applicable in coordination with Human Resources, will communicate the appeal findings simultaneously and in writing to the complainant and the accused.
- Additionally, the President will consult with the Title IX/SaVE Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.

Additional Information for Sexual Misconduct/Harassment Investigations

- Amnesty Policy. University of the Rockies encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to University officials because they fear that by reporting an incident he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to University officials. To encourage reporting, University of the Rockies pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as an accused individual, he or she would not be immune from policy violations.
- Attempted Violations. In most circumstances, University of the Rockies will treat attempts to commit Sexual Misconduct/Harassment as if those attempts had been completed.
- False Reporting. University of the Rockies will not tolerate intentional false reporting of incidents.

- Group Actions. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and may proceed against the group of jointly accused students, or individually, at the discretion of the University.
- Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the University to stand as complainant in his or her place.
- Sexual History. Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the accused will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of Sexual Misconduct/Harassment.
- University as complainant. As necessary, University of the Rockies reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of Sexual Misconduct/Harassment.

Possible Sanctions and Protective Measures

Any student found responsible for violating the policy on Sexual Misconduct/Harassment may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by Title IX/SaVE Coordinator in consultation with Human Resources if applicable.

In order to protect the complainant, at any time during the investigation, the University may recommend short term, or interim, protections or remedies. These remedial actions may include, but are not limited to, making the complainant aware of their rights, resources and support services, issuance of No Contact orders to separate or limit contact between the parties, modification of extracurricular, transportation, dining, working or living arrangements or course schedules, assignments or tests, increased monitoring, supervising, or security at applicable locations or activities, and/or interim suspension(s) pending investigation. These remedies or protections may apply in ground or online contexts.

Efforts will be made to minimize the burden on the complainant. Failure to comply with these interim protections may be considered a separate violation of this Policy.

Sanction Process

The Title IX/SaVE Coordinator will review all case information and determine appropriate sanctions within five (5) business days of notification of acceptance or determination on appeal barring documented unforeseen circumstances.

Sanction Appeal Process

Where either party, the accused or the complainant, disagrees with the sanction(s), either has five (5) business days from the date sanctions are communicated, barring documented unforeseen circumstances to present an appeal of the sanctions, in writing, to the President. The written request for appeal of the sanctions must state one or more of the five (5) basis for appeal (SEE BELOW), along with facts and information that support the grounds for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX/SaVE Coordinator will forward all case information to the President or designee who will make a determination as to whether there is sufficient evidence to support an appeal of sanctions on the basis of:

- The availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
- A potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;
- The evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence; or,
- The potential of bias by the Title IX/SaVE Coordinator which may have deprived the process of impartiality in a way that was outcome determinative.
- A belief that a sanction(s) is substantially disproportionate to the severity of the offense.
- The sanction(s) appeal will be reviewed by the President within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal.
- If the appeal of the sanctions does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the President or designee and the decision to reject the appeal communicated to the Title IX/SaVE Coordinator and if applicable Human Resources.
- The Title IX/SaVE Coordinator and if applicable Human Resources, will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances.
- The Title IX/SaVE Coordinator will impose all sanctions on the accused student for the violation. Human Resources in consultation with the Title IX/SaVE Coordinator will impose all sanctions on the accused employee. Once the sanctions are carried out, the case will be closed.
- If the President determines there are grounds for the sanction appeal, the President will review all information presented with the sanction appeal and make a final sanction determination within fourteen (14) calendar days of acceptance of the appeal of

sanctions, barring documented circumstances that may extend the determination. The President will forward the determination to the Title IX/SaVE Coordinator.

- The Title IX/SaVE Coordinator and if applicable, Human Resources, will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision, barring documented unforeseen circumstances.
- The Title IX/SaVE Coordinator or designee, and if applicable, Human Resources, will impose all sanctions for the violation. Once the sanctions are carried out, the case will be closed.

Pages 25, 28, 30
Revision, Published 12/12/14
Title IX/SaVE Coordinator and contact information update:
Title IX/SaVE Coordinator
Dr. Douglas Gilbert
Dean, School of Organizational Leadership
Phone: 866.621.0124 x1671
Email: TitleIX@rockies.edu
Mailing Address:
1201 16th Street
Denver, CO 80202

Pages 33-34
Revision, Published 10/24/14
Dispute Resolution Procedure for Student Complaints*
The University of the Rockies community benefits from informal processes and formal procedures that encourage prompt resolution of complaints and concerns that students may have about the implementation of policies and procedures that govern the institution.

Students pursuing grade appeals, transfer credit appeals, appeals of satisfactory academic progress dismissal, appeals of comprehensive exam dismissal, or appeals of Student Community Standards Committee findings, should follow the procedures for these appeals outlined elsewhere in this Catalog. For financial complaints, students should first contact their designated Student Advisor (or supervisor). Students may not use the grievance process to challenge course content, unless that challenge relates to a civil rights concern. For questions about course content, students should contact the Dean of the School in which they are enrolled. Initiators are encouraged to begin the dispute resolution process within thirty (30) calendar days of the incident prompting the complaint or from the date of knowledge of the incident prompting the complaint.

Who May File A Complaint: The Student Dispute Resolution Center (Center) addresses complaints filed by an individual student, alumnus, former student, prospective applicant, or applicant. The terms "student" and "complainant" are used interchangeably.
Complaints initiated by attorneys on behalf of students will begin at Step III below.

No Reprisal: Students will not be subjected to reprisal or retaliation for using or participating in the Dispute Resolution Procedure.

Issues Eligible for Review: Issues eligible for review by the Center include, but are not limited to, implementation of policies and procedures that govern the institution, issues concerning transcripts, transfer credit, technology, financial aid, online classroom issues, course scheduling, personal hardship matters, student accounts, military benefits matters, disability-related matters, and advising.

Issues Not Eligible for Review: Issues not eligible for review by the Center include grade appeal, challenge of course content, transfer credit appeal, appeal of satisfactory academic progress, appeal of dismissal, and appeal of Student Community Standards Committee findings.

The Dispute Resolution Procedure may only be used for these issues if the challenge relates to allegations of bias or discrimination. Otherwise, appeals of those matters should follow the procedures outlined elsewhere in this Catalog.

Allegations of sexual harassment, violence, or discrimination will be addressed according to the section entitled Nondiscrimination or Sexual Misconduct Policy in this Catalog.

Step I Departmental Dispute Resolution
Students should address the complaint or concern at the departmental level with the individual involved in the complaint (e.g., with the Advisor, Instructional Specialist, Instructor, Manager, etc.). If satisfactory resolution is not reached after discussion with the individual, or if it is impracticable to address the problem or complaint with the individual, the student should contact the individual's direct supervisor to attempt to resolve the complaint. The University does not require a student to contact the person involved or that person's supervisor if doing so is impracticable. If the student's concerns remain unresolved the student should proceed to filing a complaint with the Center.

How to File a Complaint
An individual student, alumnus, former student, prospective applicant, or applicant ("student" or "complainant") may file a complaint with the Center by completing the Student Dispute Resolution Center Submission Form found at www.rockies.edu or located in the Student Portal. Students are encouraged to begin the Dispute Resolution Process within thirty (30) calendar days of the incident prompting the complaint or from the date of knowledge of the incident prompting the complaint.

Upon receipt of the Student Dispute Resolution Center Submission Form, the Center will review the complaint to

determine if it is eligible to be addressed through the Dispute Resolution Procedure for Student Complaints and to ensure the required information is included so the complaint can be appropriately assigned.

If the complaint is eligible for review by the Center and all required information has been submitted, the complaint will be assigned to a case handler within three (3) business days of receipt of the complaint.

If the complaint is not eligible for review by the Center (see "Issues Eligible for Review"), you will be notified by the Center within three (3) business days of receipt of the complaint. The Center will attempt to direct you to the appropriate resource for addressing your concern.
If the required information has not been submitted with the complaint form, a representative from the Student Dispute Resolution Center will inform the Complainant in writing of the missing information. The Complainant will be provided a reasonable amount of time, based on the circumstances and outstanding required information, to perfect the complaint. If the Complainant does not submit the additional required information, the complaint will not be processed. Once the required information has been submitted, the complaint will be assigned to a case handler within three (3) business days of receipt of the required information.

Step II Informal Dispute Resolution Process
There are two processes available for resolving the complaint at Step II: Informal Dispute Resolution Process.
Facilitation:
The Student Dispute Resolution Center offers students an opportunity to swiftly and fairly resolve concerns by facilitating a mutually agreeable resolution or understanding of the concerns. A case handler will work with the complainant and the appropriate University representative(s) to resolve the complaint.

The facilitation process will be completed within ~~thirteen~~ *twenty one* (*21*) business days.**

If facilitation does not resolve the complaint, the student and the facilitation case handler should discuss whether the complaint should proceed to mediation.

If the outcome of the facilitation process does not resolve the complaint and mediation is not appropriate, the complainant should advise the case handler that the complaint should proceed to Step III or immediately contact dispute.resolution@rockies.edu to advise the Center that the complaint should proceed to Step III.

Mediation:
Complainants also have the option to participate in confidential, interest-based facilitated negotiation to resolve the complaint. The Center offers students an opportunity to have their concerns mediated. A mediator will work with the complainant and the University Representative to mediate the complaint.

The mediation process will be completed within ~~thirteen~~ *twenty four (24)* business days.

If the complainant and the University have not resolved the complainant's concerns at the conclusion of the mediation process, the complainant should advise the case handler that the complaint should proceed to Step III or immediately contact dispute.resolution@rockies.edu to advise the Center that the complaint should proceed to Step III.

Step III Formal Grievance Resolution Process
Investigation
During the investigation phase, the Student Grievance Resolution Administrator (Administrator) will contact the student and others with relevant information to discuss his or her concerns. The student's participation in the process is essential, and the Administrator may speak with the student several times during the investigation stage. Students should be prepared to speak with the Administrator and to provide any additional information the Administrator might request. Failure to provide necessary information may delay or preclude a thorough investigation.

Evaluation and Response
Formal grievances are evaluated through a collaborative process that may involve the following representatives or their designee: Provost, Director of Student Affairs, or Director of Student Services, who have decision making authority in regard to formal grievances. Student Grievance Resolution Administrators will impartially investigate the complaint and present a recommendation to those with decision-making authority.

The Provost, Director of Student Affairs, or Director of Student Services, or designee who have decision-making authority may delegate decision-making authority to a grievance committee consisting of representatives from the following Departments: Academics, Compliance, Registrar, Student Finance, Student Affairs, Student Services, Financial Student Services, the Deans, and/or Admissions. Those with decision-making authority will use the preponderance of the evidence (more likely than not) as the standard for reviewing, evaluating and deciding the outcome of the grievance.

The Step III process will be completed within ~~thirty~~ *forty five (45)* business days** following receipt of the complaint. If additional time is needed for the investigation, evaluation, or response, the student will be notified.

The response will be issued to the student via U.S. Mail.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 38
Revision, Published 12/12/14
New Student Orientation
Prior to each term, new ground students attend an orientation designed to assist them in achieving success at University of

the Rockies. The orientation is an exciting experience that allows students to begin new friendships and includes a dinner, a tour of the facilities, and information sessions with ~~GSA officers,~~ Deans, faculty, and administrative staff. New Student Orientation covers University policies and procedures along with helpful information to assist new students in successfully navigating their degree program and preparing for in-class and out-of-classroom experiences.

Pages 39-40
Revision, Published 12/12/14
Bulletin Boards
Bulletin boards are located in the Denver Instructional Site for students who wish to post a notice to trade, sell, or purchase used textbooks. ~~Graduate Student Association (GSA) bulletin boards are located in the Colorado Springs campus library and outside the GSA Lounge. In addition, located inside the GSA Lounge there is a bulletin board for students who wish to post a notice to trade, sell, or purchase used textbooks.~~

All student materials to be posted or displayed on ~~any other~~ bulletin boards ~~within the Colorado Springs campus or Denver Instructional Site~~ must be first approved by the Director of Student Affairs (studentaffairs@rockies.edu) or a designee from the Students Affairs department. The displayed post must include a date stamp showing when approval was granted by the Director of Student Affairs or Student Affairs designee.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 40
Deletion, Published 12/12/14
~~**Student Mailboxes**~~
~~Student mailboxes are available for Colorado Springs campus students only. Students should frequently check their mailbox slots located near the GSA Lounge for regular distribution of University of the Rockies information. Students may not receive U.S. mail at the University and may not use the University's address for their personal or professional mailing address. Information or material placed in a student's mailbox is considered confidential.~~

Page 40
Revision, Published 12/12/14
Graduate Student Association (GSA)
Students *actively* enrolled in ~~Colorado Springs campus~~ degree programs *at University of the Rockies* may participate in the life and direction of *the University* ~~of the Rockies~~ through membership in the Graduate Student Association. The Director of Student Affairs and the Student Affairs Specialist are liaisons to the GSA. The Graduate Student Association develops its own bylaws, *is an advocate for students, and acts, through its elected Executive Committee, as the agent of the student body in matters affecting student life and affairs.* ~~and establishes its fee schedule. Participation in GSA activities and planning meetings is encouraged.~~

Page 45
Revision, Published 7/3/14
Contact Information for Financial Services
Colorado Springs Campus
For questions regarding tuition, fees, and payment options for programs delivered on campus in Colorado Springs, students should contact the Colorado Springs campus Financial Aid Office. Financial Aid Office, 555 E. Pikes Peak Ave, Suite 108, Colorado Springs, CO 80903; (719) 442-0505 ~~ext. 1643~~; *dis.financialaid@rockies.edu* ~~Nicole.perez@rockies.edu.~~

Page 45
Correction, Published 8/5/14
Revision, Published 10/24/14
Terms of Billing and Payment
Tuition and fees are billed on a federal financial aid payment period basis, regardless of payment option. *All programs in the School of Organizational Leadership and the School of Social, Human, and Educational Development offered at the Denver Instructional Site and all programs offered* Online ~~and many Denver Instructional Site programs~~ [8/5/14] operate in a "non-term" format. In the non-term format, students typically take one class at a time. Classes are 6 weeks or 9 weeks in length. In the non-term format, a payment period is generally defined by the University as a minimum of 18 weeks of instructional time and 9 earned credits (typically 3 courses at a time) or 2 credits of dissertation courses or 3 credits of practicum. *An exception to this may occur during the student's final academic year.* [10/24/14]

~~The Master of Arts in Counseling program, the Doctor of Psychology, Clinical Specialization program~~ *All programs in the School of Professional Psychology offered at the Denver Instructional Site* [8/5/14] and all programs offered in Colorado Springs operate in a "non-standard term" format. In the non-standard term format, students typically take 2 classes at a time. Each term is nine weeks in length. Payment periods align with enrollment terms.

Tuition is due according to the terms and conditions of a student's selected Payment Option. See the section on Payment Options for more information. Charges are estimated for each payment period and may change up to the course start date.

Pages 46 and 83
Revision, Effective 10/24/14
Memberships in Professional Organizations
After admission to the Master of Arts in Counseling, ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* Specialization or *Clinical Mental Health Counseling* ~~Mental Health Counseling~~ Specialization, or the Doctor of Psychology (PsyD), Clinical Specialization programs, students are required to join their respective professional organization (i.e., for the *Clinical Mental Health* Counseling ~~Mental Health Counseling~~ Specialization, the American Counseling Association; for the ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* Specialization, the American Association of Marriage and Family Therapy; and for the PsyD, Clinical Specialization, the

American Psychological Association). University of the Rockies will credit the base annual student-rate membership dues for students who were actively enrolled at the time they joined the organization. Active students who submit a receipt for the required student-rate annual dues will receive a credit that can be applied to the next term's tuition. Memberships in other professional associations remain the individual student's responsibility. Membership in a professional organization is not a substitute for professional licensure in any state.

Page 49
Revision, Published 10/24/14
Credit Balance Payments (Stipends)
A federal student aid credit balance is created when the total of all federal student aid funds that are credited to the student's account exceeds the amount of current and prior year (up to $200) tuition, fees, and any other educationally related charges the institution assessed the student for the payment period. *For students who have an institutional balance within the same academic year, subsequent disbursements will be held to cover the institutional charges.* Unless the student authorizes the institution to hold a credit balance, the credit balance must be paid to the student as soon as possible, but not later than 14 days after the balance occurs (or 14 days after the first day of class if the credit balance occurred before the first day of class of that payment period). If a student elects to authorize University of the Rockies to hold any federal student aid credit balance beyond the 14 day period, the University will release any remaining credit balance to the student by the end of the loan period. If a campus student authorizes the school to retain funds and would later like to request a refund, the student must fill out a Disbursement Request form (available online).

Page 50
Addition, Effective 10/15/14
Deletion, Effective 12/31/14
~~**Institutional Loan**~~
~~*University of the Rockies Institutional Loan is offered to eligible students.*~~

~~*University of the Rockies Institutional Loan is offered to students who qualify and is available in two options. Option 1: This option offers no fees; a 4.5% fixed interest rate that will not accrue until after the six month grace period after the student is determined to be inactive with the university. Option 2: This option offers a 0% loan with no origination fees and a 0% percent interest rate for the lifetime of the loan. To qualify, students are required to make a minimum payment of $50.00 per month while in attendance at University of the Rockies and during the first six months of repayment.*~~

~~*The University of the Rockies Institutional Loan program is available only to students who do not obtain federal loans (either Direct Loans or Graduate PLUS loans) to finance their education at University of the Rockies and is subject to availability. The maximum loan amount is $20,500 per academic year. In-school deferment is only applicable while borrowers are in attendance at University of the Rockies. For more information, please contact your Financial Services Advisor.*~~

~~*Note: University of the Rockies will award loans to a limited number of enrolled students in good standing. University of the Rockies has a limited pool of funds for this institutional loan program. Students seeking to participate in this loan program must apply. The University reserves the right to modify or amend its credit and/or underwriting criteria at any time.*~~

Page 50
Addition, Effective 7/23/14
Return of Tuition Assistance Funds
The School Certifying Official (SCO) will perform a Return of Tuition Assistance Funds calculation when a Tuition Assistance recipient withdraws from his or her course. This process ensures that the institution correctly calculates the amount of tuition assistance funding earned by the student and returns any unearned funds. In some cases, the student will be required to return unearned Tuition Assistance funds. In addition, the Return of Tuition Assistance process may result in the student owing the school for unpaid tuition and fees. A student may withdraw from the University at any time by notifying their Student Advisor (online) or the Registrar's Office (Colorado Springs campus or Denver Instructional Site), either verbally or in writing, of their decision to withdraw, but it is highly recommended that the student speak with an Advisor prior to withdrawing.
The portion of Tuition Assistance funds a student is allowed to receive is calculated on a percentage basis by comparing the total number of days completed before the student withdrew from the course to the total number of days in the course. An official withdrawal date is determined when a student requests to be dropped from their course or does not meet attendance requirements to remain eligible for Tuition Assistance funding.
A student earns 100% of the Tuition Assistance funding once he or she has completed more than 60% of the course. For example, if a student withdraws from a 6-week course, prior to the 26th day of enrollment, then the return to Tuition Assistance would be calculated and refunded accordingly. If a student withdraws from a 9-week course, prior to the 38th day of enrollment, then the return to Tuition Assistance would be calculated and refunded accordingly. The numerator and the denominator include weekend days, but not scheduled breaks of five consecutive days or more.

Page 50
Addition, Published 1/30/15
The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
The Fry Scholarship is currently available for children of those who died in the line of duty after September 10, 2001. Beginning January 1, 2015, Fry Scholarship will also be available for surviving spouses of those who died in the line of duty after September 10, 2001.

Pages 50-51
Revision, Published 10/24/14
Revision, Effective 1/6/15
Revision, Published 1/30/15
University of the Rockies Military Grant
Students enrolled in a University of the Rockies degree *or certificate* [10/24/14] program may be eligible for the University of the Rockies Military Grant. Eligible students include US Active Duty, Reserves, National Guard, spouses of Active Duty, National Guard, or Reservists, students using VA Education Benefits, Department of Defense employees, Veterans Affairs employees, ~~and~~ civilian employees of the US Coast Guard, ~~*and*~~ *recipients of MyCAA [10/24/14], and recipients of the Fry Scholarship. [1/30/15]*

The grant amount for Master's *degree* students will equate to 20% of the cost of tuition. *The grant amount for recipients of MyCAA enrolled in certificate programs will equate to 20% of the cost of tuition.* The grant amount for *Doctorate degree* [10/24/14]students will equate to 15% of the cost of tuition. In addition, this grant also waives the entire Technology Fee (non-standard term format) or Technology Services Fee (non-term format), *sales tax charged on tuition, fees, and Course Digital Materials (CDM),* [1/6/15] and covers the cost of books and materials, including standard shipping costs, required for an eligible student's program of study when purchased through the University of the Rockies' online bookstore.

To qualify to receive the University of the Rockies Military Grant, you must provide the appropriate verification:

Provide proof of active duty or military status by submitting one of the following forms of identification: SOS, LES, COE, Marriage Certificate (spouses), *MyCAA Award letter*[10/24/14], *Fry Scholarship Certificate of Eligibility*[1/30/15], *e*Benefits website screenshot, or *milConnect* website screenshot; [10/24/14]

Submit application for admission to University of the Rockies with all grant-verifying documents; and

Remain enrolled or return as scheduled from an approved break.

Students who withdraw from the program and resume at a later date will be required to re-verify eligibility for the University of the Rockies Military Grant.

Please note: DD-214 is not acceptable verification.

Students that exceed 14 days of consecutive non-attendance and are not on an approved break will be asked to recertify eligibility for the University of the Rockies Military Grant upon return by faxing appropriate verification. The University may schedule periods of non-enrollment during which no courses are scheduled. When this occurs, such as during the annual winter break, the non-enrollment period may extend the 14 day limit to include the break. Approved students may obtain a book voucher code through their Student Advisor or Military Specialist.

Page 51
Addition, Published 1/30/15
University of the Rockies Alliance Agreement Grant
Graduate Students: Students enrolled in a graduate program may be eligible for the University of the Rockies Alliance Agreement Grant. Eligible students include Participating Organizations' employees and/or immediate family members. Grants are only applied to an eligible student's account upon receipt of an approved employment/membership with a Participating Organization, and must provide the University with an approved verification of corporate affiliation.
Grants are applicable to course tuition, and are applied as a percentage of tuition per credit hour. In addition, this grant may also cover the course materials required for an eligible student's first course, including standard shipping costs where applicable, when purchased through University of the Rockies' bookstore or textbook partner. When course materials are available in both electronic format and hard copy, students may opt to purchase a hard copy textbook and are charged the difference in cost, plus shipping. Military students who reside in a forward location may opt for a hard copy textbook at no additional charge.
Students who exceed 30 days of consecutive non-attendance and are not on an approved Academic Leave will be asked to recertify eligibility for the University of the Rockies Alliance Agreement Grant upon return by providing appropriate verification of corporate affiliation.

Pages 56-57
Revision, Published 12/12/14
Scholarships and Awards
~~**Scholarships (Colorado Springs Campus and Denver Instructional Site Students)**~~
~~**Scholarships (Online)**~~
University of the Rockies awards annual scholarships to students that reflect its commitment to its core values of Integrity, Service, Excellence, and Diversity. Scholarship recipients are selected by committees consisting of faculty, administrators, and scholarship founders.
Each scholarship is a $1,500 tuition-based award (unless otherwise noted) to be applied during one term of enrollment. Students may apply for more than one scholarship, if meeting the requirements for each.
For more information on scholarships and or to access a scholarship application, go to www.rockies.edu/admissions/scholarships.

Eligibility Requirements
• Applicants must be current Master's or Doctoral students at University of the Rockies with a GPA of 3.7 or higher at the time of this application.
• Applicants must have completed nine (9) credits and have at least twelve (12) credits remaining in his/her program by the scholarship award date.
• Students must be in good financial standing with the University.
• Students must be enrolled in a ground-based or online degree program.

In order to maintain eligibility, scholarship recipients must meet the following conditions:
• Remain continuously enrolled at the University.

• Maintain a minimum 3.0 GPA and satisfactory academic progress as outlined in the *Academic Catalog*.

Scholarship and Award Descriptions

J. Frank Rice Memorial Scholarship

Scholarship awarded in honor of J. Frank Rice, PhD, a founding faculty and Colorado School of Professional Psychology (COSPP) board member. The scholarship is awarded each year to an outstanding student who values the pursuit of knowledge and intends to serves the common good.

Applicants must submit a letter of recommendation from a University of the Rockies faculty member and a 500-word typed essay describing:
• Any work in community involvement or as a volunteer;
• How the scholarship will help their financial situation and support the pursuit of their degree; and
• How their degree will enhance their effectiveness in their professional role.

James R. Gregg Memorial Scholarship

Scholarship awarded in honor of James R. (Jim) Gregg, PsyD, an alumnus of COSPP. The scholarship is awarded each year to a student who demonstrates determination, tenacity, personal growth, and commitment to serving others.

Applicants must submit a letter of recommendation from a University of the Rockies faculty member and a 500-word typed essay describing:
• Any work in the community, or as a volunteer, that demonstrates a commitment to serving others;
• How the scholarship will help their financial situation and support the pursuit of their degree; and
• How their degree will enhance their effectiveness in their professional role.

Diversity Scholarship

The Diversity Scholarship will be awarded to a student of any background who demonstrates significant personal growth or community involvement related to their heritage. Applicants must submit a letter of recommendation from a University of the Rockies faculty member and a 500-word typed essay describing:

• What does the core value of diversity mean to you?
• What community activities have you pursued that contribute to the University's commitment to diversity and inclusion?
• How will receiving this scholarship help your financial situation?

Presidential Alumni Scholarship

The Presidential Alumni Scholarship is awarded to a graduate of a University of Rockies' Master's program who is pursuing a Doctorate degree with the University.
Applicants must:
• Currently be enrolled and taking courses in a University of the Rockies doctoral program at the time of application;
• Submit a position statement addressing their commitment to service and articulating how their doctorate degree will enhance their effectiveness in their professional role and/or participation in a professional organization or association related to the field of study; and
• Submit a letter of recommendation from a University of the Rockies faculty member.

Excellence in Organizational Leadership Scholarship

The Excellence in Organizational Leadership Scholarship is awarded to a current Master's or Doctoral student in the School of Organizational Leadership who demonstrates excellence and embodies attributes of the University of the Rockies mission.
Applicants must:
• Submit a position statement addressing their commitment to service and articulating how their degree will enhance their effectiveness in their professional role and/or participation in a professional organization or association related to the field of Organizational Leadership; and
• Submit a letter of recommendation from a University of the Rockies faculty member.

Excellence in Psychology Scholarship

The Excellence in Psychology Scholarship is awarded to a current Master's or Doctoral student in the School of Psychology who demonstrates excellence and embodies attributes of the University of the Rockies' mission.
Applicants must:
• Submit a position statement addressing their commitment to service and articulating how their degree will enhance their effectiveness in their professional role and/or participation in a professional organization or association related to the field of Psychology; and
• Submit a letter of recommendation from a University of the Rockies faculty member.

Excellence in Social, Human and Educational Development Scholarship

The Excellence in Social, Human and Educational Development Scholarship is awarded to a current Master's or Doctoral student in the School of Social, Human and Educational Development who demonstrates excellence and embodies attributes of the University of the Rockies' mission.
Applicants must:
• Submit a position statement addressing their commitment to service and articulating how their degree will enhance their effectiveness in their professional role and/or participation in a professional organization or association related to the field of Social, Human and Education Development and Services; and
• Submit a letter of recommendation from a University of the Rockies faculty member.

Distinguished Doctoral Dissertation Award (not tuition-based award)

The Distinguished Doctoral Dissertation award was established to honor distinguished scholarship and research at the doctoral level.
Deans and faculty will nominate dissertations that represent original work which makes an unusually significant

contribution to the discipline. Both methodological and substantive quality will be judged.

The recipient will receive the recognition award at the University of the Rockies commencement ceremony.

Page 59

Deletion, Effective 10/24/14

Georgia State Refund Policy

~~The Georgia State Refund Policy applies to residents of Georgia when students drop or are administratively dropped from a course or the institution, and it is more favorable than the institution's standard refund policy. If a non-term student drops on or before the start date of a course or any time in the first week, a 100% refund of the total cost of the course will be provided.~~

~~The following pro rata refund schedule applies when students drop or are administratively dropped from a course based on the student's last date of attendance:~~

~~**Non-Term Based Programs**~~

~~If a Student Drops or Withdraws~~	~~Refund Percentage~~
~~On or before the first day of class~~	~~100%~~
~~After the first day of class but before the end of the first 5% of instructional time~~	~~100%~~
~~Between the end of the first 5% and 10% of instructional time~~	~~100%~~
~~Between the end of the first 10% and 25% of instructional time~~	~~100%~~
~~Between the end of the first 25% and 50% of instructional time~~	~~50%~~
~~After the first 50% of instructional time~~	~~0%~~

~~The University will refund any unused portion of the fees if a student withdraws before completing 50% of the period of instructional time except for: (a) items that were special ordered for a particular student and cannot be used or sold to another student; (b) items that were returned in a condition that prevents them from being used by or sold to new students; or (c) non-refundable fees for goods and/or services provided by third party vendors. The Technology Fee covers access to University systems such as the online classroom, Student Portal, and other academic resources.~~

~~The Technology Fee is fully refundable if a student does not attend beyond week 1 of a course. After this time, the fee becomes non-refundable.~~

~~Refunds will be made in full to the student within 30 days of the date of withdrawal.~~

~~In the event a student drops or is administratively dropped due to extenuating circumstances beyond the student's control, as detailed in the *Tuition Credit Request Policy and Procedure* section of this *Catalog*, the school will refund a pro rata amount.~~

Page 63

Revision, Published 10/24/14

English Language Requirement

Applicants must have the ability to study in English indicated by one of the following:

• Received a recognized high school diploma, GED, or college/university degree equivalent in which the primary language of instruction was English;
• Earned a Bachelor's, Master's, or other post-secondary degree from a regionally accredited college/university in the United States in which the primary language of instruction was English; or
• Earned a minimum of 30 college-level credits from a degree-seeking program at a college/university recognized by a University-approved evaluation service as equivalent to a regionally accredited college/university in a country where English is the official language.

Students not satisfying one of the requirements above must provide the results from the Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 550 paper-based, or 79 Internet-based is required. An unofficial copy of scores must be submitted prior to provisional admission; official scores must be submitted prior to full admission. The University's TOEFL school code is 4175.

Any student who studied in a United States territory or commonwealth may be required to satisfy the English Language Requirement by providing successful results from the TOEFL.

Pages 63-64

Revision, Published 1/30/15

Technology Competencies and Requirements

It is our intent to assist students and to prepare them for their coursework at University of the Rockies. Therefore, technology competencies and requirements have been established. These requirements are in effect for all University of the Rockies applicants and existing students and may be updated at any time.

Please note: University of the Rockies strives to maintain the most updated list of technology requirements in this Academic Catalog. To check compatibility, students should reference Technical Requirements in the online classroom under Technology Information.

Students must possess the following online competencies:

- Ability to access course and program material on the Web;
- Ability to correspond with University staff, students, and faculty using email and the Web; and
- Ability to use appropriate antivirus utilities so that files transmitted and received are virus free.

Students must have a computer with the following minimum features and system configurations:

- Platforms: *Mac OS X 10.6* or greater or Windows XP*(SP3)* or greater;
- Hardware: 256 Mb RAM, CD-ROM, DVD player and 1 Gb free disk space, soundcard and speakers;

- Productivity Software: Microsoft Word, PowerPoint and Excel 2003 or greater; Adobe Reader 8 or greater; Adobe Flash 10 or greater (Course Digital Materials Users) ; Sun's Java 2 SDK (Java 1.5 or Java 1.6); Microsoft JVM (Windows XP SP1 only);
- Web Browser: *Firefox 31 and 32*, Internet Explorer *10 and 11*, *Safari 6.0* or greater, or *Chrome 38*;
- Networking: 56k dialup modem, DSL, or cable modem; and
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.

The following are recommended for optimal performance:

- Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or greater;
- Networking: Broadband internet connection (DSL, Cable, or other)*; and*
- *Course Digital Materials users: Windows Media Player 7.0 or higher, sound card and speakers.*

Please note students may be required to download standard software readers for electronic document sharing in a course. Certain courses require the use of a microphone to record sound files or access to a scanner for document submission. Instructors may conduct optional tutoring sessions where student use of a webcam would optimize the learning experience.

~~Additional Technology Requirements for Class Live Pro v9.6~~
~~Students must have a computer with the following minimum features and system configurations to use Class Live Pro:~~
~~• Platforms: Mac OS X 10.5 or greater or Windows XP or greater;~~
~~• Hardware: 256 Mb RAM, CD-ROM, DVD player, and 1 Gb free disk space;~~
~~• Productivity Software: Microsoft Word, PowerPoint, Excel, and Adobe Acrobat;~~
~~• Web Browser: Firefox 3.5 or higher, Internet Explorer 8.0 or higher, or Safari 4.0 or higher;~~
~~• Networking: 56k dialup modem, DSL, or cable modem; and~~
~~• Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.~~

Page 64
Addition, Published 8/20/14
Background Check Consent Policy
Prospective Mental Healthcare Specialization licensure students must sign the appropriate consent(s) for a background check at the time of application. The consent form permits the University to conduct a background check at the time of application and at any point after the student's enrollment in the program. A copy of the signed consent(s) will be maintained in the permanent student record.

Refusal to Submit to a Background Check Policy
Refusal to request the criminal background check or falsification of information regarding the background check will preclude the student from enrollment, matriculation, continued training, or graduation, if applicable.

Page 64
Revision, Effective 10/24/14
Conditional Admission Requirements
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 65
Revision, Effective 10/24/14
Non-Degree Seeking Student Admission Requirements
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 66
Revision, Effective 10/24/14
Revision, Published 12/12/14
Master of Arts in Counseling Admission Requirements
~~*Marriage and Family Therapy*~~ *Marriage, Couples, and Family Counseling & Clinical Mental Health Counseling* ~~*Mental Health Counseling*~~ *Specializations*
Students seeking admission to the Master of Arts in Counseling program with a specialization in ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* or *Clinical Mental Health Counseling* ~~Mental Health Counseling~~ [10/24/14] must hold a Bachelor's degree from a regionally accredited institution of higher education or an equivalent international degree with a cumulative GPA of at least 2.0 on a 4.0 scale, or a Master's degree or higher from a regionally accredited institution. Students entering with a Bachelor's degree earned with a grade point average of 2.00 to 2.99 will be placed on Academic Watch.

It is required that all applicants have completed an appropriate foundation in counseling or psychology, constituted by a Bachelor's or Master's degree in psychology or related field. Undergraduate coursework with grades of "C" or higher or graduate coursework with grades of "B" or higher from an accredited institution of higher learning that encompasses the following areas may also satisfy this requirement:

• Abnormal Psychology
• Statistics
• Personality Theory
• Human Development
• Tests and Measures
• Psychology of Learning

Students may choose to remediate deficiencies by enrolling in coursework as a non-degree seeking student prior to enrolling in their desired program. Students who choose to enroll in their desired program prior to remediating these deficiencies will be required to take PSY 5001 Survey of Psychology I and/or PSY 5002 Survey of Psychology II. Credits earned will be in addition to published program requirements.

Applicants must submit test results of the MAT or GRE, which have been completed within five years of application. Candidates must arrange to have the report sent to the University of the Rockies Admissions Office. In no case will the MAT or the GRE be the sole reason for a candidate not being selected for admission.

Applicants must consent to a criminal background check that informs the University that the candidate has had no felonies or misdemeanors that would preclude insurability, licensure as a psychotherapist, or working at the Rockies Counseling Center. Colorado may not license mental health providers who have had a felony conviction or who have had a court accept a nolo contendere plea to a felony if the felony is related to the ability to practice psychotherapy.

The Admissions *Task Force* ~~Committee~~ [12/12/14] considers the interview results and required application materials (e.g., transcripts, autobiography, letters of recommendation, MAT or GRE test results, etc.) in their totality for each applicant to the Mental Healthcare specializations. While the University has not established a minimum standard for the MAT or GRE, scores are considered in the admissions process and higher scores can result in more favorable consideration of the application. The admission's decision, upon deliberative review of each applicant's file, is final.

Students who have completed graduate-level coursework at another college or university may transfer up to 9 graduate-level semester hours from a regionally accredited institution of higher education on a course-by-course basis. Please review the transfer credit policies for nontransferable courses and program requirements in the General Academic Policies and Information section of this Catalog.

Students earning a Master of Arts in Counseling degree with a specialization in ~~Marriage and Family Therapy~~ *Marriage, Couples, and Family Counseling* or *Clinical Mental Health Counseling* ~~Mental Health Counseling~~ [10/24/14] will have acquired a minimum of 700 hours of supervised counseling experience in Practica and Internship, and are required to obtain 20 hours of personal therapy.

Pages 67-68
Revision, Published 11/19/14
Doctor of Philosophy (PhD) Admission Requirements Doctor of Philosophy (PhD) in Organizational Development and Leadership
Students entering the program who do not hold a Bachelor's or Master's degree in *non-clinical psychology*, human performance technology, ~~instructional systems design~~ *training and development*, human resource development, organizational leadership, industrial and organizational psychology, or a related field, are required to successfully complete *ORG 5020 Survey of Psychology of Leadership I (3 credits) and ORG 5022 Survey of Psychology of Leadership II (3 credits)* ~~ORG 5010 Survey of Organizational Development & Leadership I (3 credits) and ORG 5011 Survey of Organizational Development & Leadership II (3 credits)~~ as part of the program. These ~~two~~ courses are designed to prepare students for the remainder of the program. Students may appeal to the Registrar's Office to be waived from the introductory course requirements if they have previous coursework or experience in *non-clinical psychology*, human performance technology, *training and development* ~~instructional systems design,~~ human resource development, organizational leadership, industrial and organizational psychology, or a related field that satisfies the foundational academic material from the field of organizational development and leadership. The appeal will be evaluated by the University Registrar or designee and the School Dean. Those students not required to take the introductory courses at University of the Rockies are responsible for familiarity with foundational academic material from the field of organizational development and leadership.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 68
Revision, Published 11/19/14
Doctor of Psychology (PsyD) Admission Requirements (Excluding PsyD, Clinical Specialization)
Students entering the program who do not hold a Bachelor's degree or a Master's degree in *non-clinical* psychology, *human performance technology, training and development, human resource development, organizational leadership, industrial and organizational psychology, or a related field* are required to successfully complete the following survey courses as a part of the program:

Doctor of Psychology, Sport and Performance Psychology Specialization - PSY 5001 Survey of Psychology I (3 credits) and PSY 5002 Survey of Psychology II (3 credits); or Doctor of Psychology, all other specializations in the School of Organizational Leadership - ORG 5020 Survey of Psychology of Leadership I (3 credits) and ORG 5022 Survey of Psychology of Leadership II (3 credits).

~~ORG/PSY 5001 Survey of Psychology I (3 credits) and ORG/PSY 5002 Survey of Psychology II (3 credits)~~.
These ~~two~~ courses are designed to prepare students for the remainder of the program. Students may appeal to the Registrar's Office to be waived from the introductory course requirements if they have previous coursework or experience in ~~psychology or a related field~~ *non-clinical* psychology, *human performance technology, training and development, human resource development, organizational leadership, industrial and organizational psychology, or a related field* that satisfies the foundational academic material from the field of psychology. The appeal will be evaluated by the University

Registrar or designee and the School Dean Those students not required to take the introductory courses at University of the Rockies are responsible for familiarity with foundational academic material from the field of psychology.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 69
Revision, Published 12/12/14
Doctor of Psychology (PsyD), Clinical Specialization Admission Requirements
The Admissions *Task Force* ~~Committee~~ considers the interview results and required application materials (e.g., transcripts, autobiography, letters of recommendation, MAT or GRE test results, etc.) in their totality for each applicant to the Mental Healthcare specializations. While the University has not established a minimum standard for the MAT or GRE, scores are considered in the admissions process and higher scores can result in more favorable consideration of the application. The decision of the Admissions *Task Force* ~~Committee~~, upon deliberative review of each applicant's file, is final.

Students who have completed graduate-level coursework at another college or university may transfer up to 36 graduate-level semester hours from a regionally accredited institution of higher education on a course-by-course basis. Please review the transfer credit policies for nontransferable courses and program requirements in the General Academic Policies and Information section of this Catalog.

Students earning the PsyD, Clinical Specialization degree, will have acquired a minimum of 3,000 hours of supervised clinical psychotherapy experience in Clinical Practica and Pre-Doctoral Internship, and are required to obtain 30 hours of personal therapy.

Students who enroll in a University of the Rockies Master of Arts program and desire to enter the University of the Rockies PsyD program must submit updated admission materials as required for the PsyD, Clinical Specialization to the Registrar's Office after successful completion of at least the first year of the Master of Arts program and must complete an interview with an Interview Panel appointed by the Admissions *Task Force* ~~Committee~~. The Admissions *Task Force* ~~Committee~~ may choose to waive the interview for a student on an individual basis. The Admissions *Task Force* ~~Committee~~ will review the student's records and the Interview Panel's recommendations and make a final decision regarding admission to the PsyD program.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 74
Correction, Published 8/5/14
Program/Course Delivery Formats
Non-Standard Term Format
~~The Master of Arts in Counseling program, the Doctor of Psychology, Clinical Specialization program~~ *All programs in the School of Professional Psychology offered at the Denver Instructional Site* and all programs offered in Colorado Springs operate in a "non-standard term" format. In the non-standard term format, students typically take 2 classes at a time. Each term is nine weeks in length.
Non-Term Format
~~All Online and many Denver Instructional Site programs~~ *All programs in the School of Organizational Leadership and the School of Social, Human, and Educational Development offered at the Denver Instructional Site and all programs offered Online* operate in a "non-term" format. In the non-term format, courses run continuously, rather than in semesters, and students typically take one course at a time and move on to the next course without a break. Courses are 6 weeks or 9 weeks in length.
Please refer to Course Delivery in the Academic Policies: Non-Standard Term Format or Academic Policies: Non-Term Format sections of this Catalog for additional information related to program and course delivery.

Page 80
Revision, Published 4/17/2015
Military Deployment Provisions
Any member of the United States armed forces, ~~or~~ spouse of ~~an~~ Active Duty, National Guard, or Reservist, *which includes the spouse of such a member who has a dependent child*, who is ordered to state or federal service or duty is entitled to the following provisions for each course the student is attending:

a. Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s). Students will be assigned a withdrawal grade that does not count negatively against Satisfactory Academic Progress.
b. Students may make arrangements with instructors for course grades or administratively request a grade of incomplete by submitting any of the request forms named below. If such arrangements are made, tuition shall be assessed for the course(s) in full.
c. Students who withdraw from the institution due to military service are allotted a one-year grace period for collection of any institutional balances owed. This grace period does not apply to repayment of federal student loans which are subject to Title IV repayment regulations.
Students who request to drop any current course(s) due to military necessity and do not need to request a break in attendance should submit a *Military Course Drop/Incomplete Request*.
Students who request a break in attendance of 45 days or greater due to military necessity may do so by submitting a *Military Withdrawal Request*. This request form also facilitates withdrawal from any current course(s), if necessary.
Both request forms are available in the Student Portal.

Page 82
Deletion, Effective 1/1/15
~~**Servicemembers Opportunity College**~~
~~University of the Rockies is an approved Servicemembers Opportunity College (SOC) institution. This approval affirms University of the Rockies' commitment to fair, equitable, and effective policies and practices that recognize and deal with the special conditions faced by military students who want to obtain a college education. As a SOC Consortium member, University of the Rockies awards academic transfer credit for graduate level military training and job experience, as evaluated by the American Council on Education (ACE) and according to University transfer credit policies.~~

~~Note: Please refer to the Transfer Credits policy in this section of the Catalog for more details on University of the Rockies' transfer policies.~~

Page 82
Revision, Effective 10/24/14
Student Professional Liability Insurance Requirements
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 83
Revision, Effective 10/24/14
Transfer of Clinical and Counseling Practicum Hours
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Pages 83-84
Revision, Effective 10/24/14
Personal Therapy Requirement
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 84
Revision, Effective 10/24/14
Comprehensive Examinations School of Professional Psychology
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Page 87
Correction, Published 8/5/14
Non-Standard Term Format
~~The Master of Arts in Counseling program, the Doctor of Psychology, Clinical Specialization program~~ *All programs in the School of Professional Psychology offered at the Denver Instructional Site* and all programs offered in Colorado Springs operate in a "non-standard term" format. In the non-standard term format, students typically take 2 classes at a time. Each term is nine weeks.

Page 87
Correction, Published 7/3/14
Level of Enrollment
Full-Time: 6 or more credit hours per term, or registered for dissertation courses, thesis, or *pre-doctoral* internship.
Half-Time: 3-5 credits per term, or registered in *counseling practicum/internship*.

Page 93
Correction, Published 8/5/14
Non-Term Format
~~All Online and many Denver Instructional Site programs~~
All programs in the School of Organizational Leadership and the School of Social, Human, and Educational Development offered at the Denver Instructional Site and all programs offered Online operate in a "non-term" format. In the non-term format, courses run continuously, rather than in semesters, and students typically take one course at a time and move on to the next course without a break. Courses are 6 weeks or 9 weeks in length.

Pages 95-96
Correction, Published 7/18/14
Online Courses
In general, online courses are six (6) weeks in length. Doctoral Capstone Seminar and dissertation courses are nine (9) weeks in length. Specific weekly log-in requirements are built into the design of each course and monitored over the Internet through the online learning platform. The course structure allows students to take the initiative to learn weekly content on their own time and provides carefully developed learning activities that allow students to optimize their knowledge processing/application efforts. Course objectives are clearly stated and assessed through multiple measures.

Denver Instructional Site Courses
In general, Denver Instructional Site students complete courses that are six (6) weeks in length. Doctoral Capstone Seminar and dissertation courses are nine (9) weeks in length. The University offers courses and programs using the following delivery modalities:
Evening Courses
Evening Courses meet three (3) hours, two (2) times per week for six (6) week courses. Doctoral Capstone Seminar courses meet three (3) hours, two (2) times per week for nine (9) weeks. Dissertation Planning I and II courses meet three hours, four times over each of the nine week periods.* Dissertation courses encompass collaboration with the Dissertation Chair and Committee several times over multiple nine-week periods.

*Note: Students who miss one, three-hour session of Dissertation Planning I or II will be withdrawn from the course and will be required to repeat the course.

Weekend Courses
Weekend Courses meet six (6) hours, one (1) time per week for six (6) weeks. Doctoral Capstone Seminar courses meet six (6) hours, one (1) time per week for nine (9) weeks. Dissertation Planning I and II courses meet three (3) hours, four (4) times over each of the nine (9) week periods.* Dissertation courses encompass collaboration with the Dissertation Chair and Committee several times over multiple nine-week periods.
*Note: Students who miss one, three-hour session of Dissertation Planning I or II will be withdrawn from the course and will be required to repeat the course.

Online Courses for Denver Instructional Site Students
With permission of the Registrar's Office, a Denver Instructional Site student may elect to attempt up to two courses per academic year through the online modality. Online course registration is subject to course availability. Courses may be taken concurrently with courses taken at the Denver Instructional Site when the course term start dates align. Students wishing to complete more than two courses per academic year in the online modality must apply for admission into the online modality program. Students who register for an in-residence course under this policy are required to meet the attendance requirements outlined under In-residence Course Attendance and Retake Policies in this section of this Catalog.
Specific weekly log-in requirements are built into the design of each course and monitored over the Internet through the online learning platform. The course structure allows students to take the initiative to learn weekly content on their own time and provides carefully developed learning activities that allow students to optimize their knowledge processing/application efforts. Course objectives are clearly stated and assessed through multiple measures.

Page 97
Revision, Published 7/3/14
Breaks in Attendance
Students who plan to take a break in attendance of greater than 14 days from their last date of attendance but less than 45 days from the end of the course they last attended may provide a written confirmation of their intent to return and will not be administratively withdrawn, provided they return as scheduled.

Break requests allow students to postpone the start date of their next scheduled course and maintain an active status with the University. New students must complete their first course in order to be eligible for a break. Students must communicate directly with their Student Advisor their intent to take a break with a confirmed return date. Students must complete the Break Request form provided by the Student Advisor, within 14 days of the last date of attendance.

Students who fail to return on their scheduled return date or do not attend within the first seven days of the course they are scheduled for when returning from an approved break will be administratively withdrawn. Please note that administrative withdrawal may occur at any point in a student's enrollment when 14 consecutive days of non-attendance occur, whether within an active course or between the last date of attendance in a prior course and first date of attendance in a subsequent course. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Pages 118-131
Revision, Published 11/19/14
Doctor of Philosophy (PhD) in Organizational Development and Leadership (All Specializations and Standard Program of Study)
Introductory Course Requirements
- ORG 5020 Survey of Psychology of Leadership I (3 credits)
- ORG 5022 Survey of Psychology of Leadership II (3 credits)
- ~~ORG 5010 Survey of Organizational Development & Leadership I (3 credits)~~
- ~~ORG 5011 Survey of Organizational Development & Leadership II (3 credits)~~

Students entering the program who do not hold a Bachelor's or Master's degree in *non-clinical* psychology, human performance technology, *training and development*

~~instructional systems design~~, human resource development, organizational leadership, industrial and organizational psychology, or a related field are required to successfully complete *ORG 5020 Survey of Psychology of Leadership I (3 credits) and ORG 5022 Survey of Psychology of Leadership II (3 credits)* ~~ORG 5010 Survey of Organizational Development & Leadership I (3 credits) and ORG 5011 Survey of Organizational Development & Leadership II (3 credits)~~ as part of the program. These ~~two~~ courses are designed to prepare students for the remainder of the program.

Graduation Requirements
* Students who waive ORG 5020 and ORG 5022 ~~ORG 5010 and ORG 5011~~ are required to take 62 total program credits in order to meet graduation requirements.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Pages 132-147
Revision, Published 11/19/14
Doctor of Psychology (All Specializations in the School of Organizational Leadership)
Introductory Course Requirements

- *ORG 5020 Survey of Psychology of Leadership I (3 credits)*
- *ORG 5022 Survey of Psychology of Leadership II (3 credits)*
- ~~ORG 5001 Survey of Psychology I (3 credits)~~
- ~~ORG 5002 Survey of Psychology II (3 credits)~~

Students entering the program without a Bachelor's or Master's degree in ~~psychology or a related field~~ *non-clinical* psychology, *human performance technology, training and development, human resource development, organizational leadership, industrial and organizational psychology, or a related field* are required to successfully complete *ORG 5020 Survey of Psychology of Leadership I (3 credits) and ORG 5022 Survey of Psychology of Leadership II (3 credits)* ~~ORG 5001 Survey of Psychology I (3 credits) and ORG 5002 Survey of Psychology II (3 credits)~~ as part of the program. These ~~two~~ courses are designed to prepare students for the remainder of the program.
Graduation Requirements
* Students who waive ORG 5020 and ORG 5022 ~~ORG 5001 and ORG 5002~~ are required to take 62 total program credits in order to meet graduation requirements.

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Pages 148-151
Revision, Effective 10/24/14
School of Professional Psychology
Master of Arts in Counseling
The titles for specializations in the Master of Arts in Counseling have been revised as follows:
~~Marriage and Family Therapy~~
Marriage, Couples, and Family Counseling
~~Mental Health Counseling~~ *Clinical Mental Health Counseling*

[See *Online Catalog* for full entry under this heading and to see updates in context of the original publication.]

Pages 162, 163
Correction, Published 1/9/15
Master of Arts in Education
RES 5240 *Applied* Research Methods

Pages 162, 163, 166, 168
Revision, Effective 10/1/14
Master of Arts in Education
Doctor of Philosophy in Education
The licensure disclosure has been revised for all specializations in these programs as follows:
~~An education degree from University of the Rockies was not intended to nor does it lead to immediate teacher licensure in any state.~~ *An online degree from the University of the Rockies (UoR) does not lead to teacher licensure in any state.* If you want to become a classroom teacher, contact your state's education authorities prior to enrolling at University of the Rockies to determine what state-specific requirements you must complete before obtaining your teacher's license.

University of the Rockies graduates will be subject to additional requirements on a state-by-state basis that will include one or more of the following: student teaching or practicum experience, additional coursework, additional testing, or, if the state requires a specific type of degree to seek alternative certification, earning an additional degree.

None of University of the Rockies' online education programs are CAEP, TEAC, or NCATE** accredited, which is a requirement for certification in some states.

Other factors, such as a student's criminal history, may prevent an applicant from obtaining licensure or employment in this field of study. All prospective students are advised to visit the Education Resource Organizations Directory (EROD) and to contact the licensing body of the state where they are licensed or intend to obtain licensure to verify that these courses qualify for teacher certification, endorsement, and/or salary benefits in that state prior to enrolling. Prospective students are also advised to regularly review the state's policies and procedures relating to licensure as those policies are subject to change.

***The Council for the Accreditation of Educator Preparation (CAEP) is the resulting entity from the merger of the Teacher Education Accreditation Council (TEAC) and National Council for Accreditation of Teacher Education (NCATE).*

Page 207
Revision, Published 10/24/14
Administration
~~Interim~~ Dean of Research
Dianne L. Lefly, PhD

Page 207
Addition, Published 10/24/14
Administration
Director of Library Services
Victoria West-Pawl, MLIS