



UNIVERSITY
of the ROCKIESSM

Academic Catalog
Supplement
2014-2015

Last updated October 24, 2014

University of the Rockies
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Colorado Springs, Colorado 80903
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Table of Contents

Tuition and Fees Update.....	1
Errata	4

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).

Page 45

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

Non-Standard Term 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]

Pages 46

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.

Page 49

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).

Page 50

Addition, Effective October 15, 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.

Page 50

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.

Pages 50-51

Revision, Published October 24, 2014

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.

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 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, eBenefits 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 59

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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.

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.

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 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 Retrial: 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~~ *thirty four* *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 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

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Pages 46 and 83

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~~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.

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

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~~ 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.

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~~ 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.

[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 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 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, 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