

Unity InstituteSM
Ministry
&
Religious Studies

Student Handbook

Unity Institute serves humankind
through spiritual educational
programs.

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Unity Institute Ministry & Religious Studies Student Handbook

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Unity Institute reserves the right to make changes in admission policies, fees, program requirements, course offerings and any other matters regarding Unity Institute without prior notice, in accordance with established policies and procedures.

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INTRODUCTION

In choosing to attend Unity Institute, students join a spiritual community, a spiritual family of unfolding individuals. Students therefore share certain mutual responsibilities to God, to themselves, to one another, to the people they serve and to the whole Unity movement. As a community of love and service, Unity students assume a role which requires them to observe certain guidelines, procedures and policies. This handbook identifies opportunities and responsibilities which enable our community of individuals to grow and flourish.

All students should read this handbook in its entirety and keep it for reference. Although the information contained in this handbook is correct at the time of printing, programs, policies, fees, tuitions, etc., may be changed at any time to enhance the quality of the Unity Institute educational experience. If students have questions not covered in this handbook, they may ask the Registrar for clarification.

Students on a ministerial path are expected to govern their conduct so as to be above reproach, here at Unity Institute or wherever they may be. It is important that students present themselves as true representatives of the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity. Many people visit Unity Village for retreats, Spiritual Education and Enrichment classes, tours and cafeteria dining. We ask that everyone be mindful of the impressions they leave upon people.

PHILOSOPHY

All the activities of the Unity movement are united under one primary purpose: learning and expressing what it means to live a God-centered life. As a movement from within Christianity, Unity has sought to bring to awareness and clarity what a God-centered life means for people in everyday living. It has focused on the meaning of Jesus Christ and His teachings as the basic source of this understanding. Unity relates all of life to God and learning to bring a consciousness of the activity of God into every life situation.

MISSION STATEMENT

Unity Institute serves humankind through spiritual educational programs.

VALUES

- Study, interpret and practice the teachings of Jesus and other spiritual leaders.
- Create and model a compassionate community.
- Demonstrate scholarly excellence in both students and faculty.
- Nurture spiritual transformation.
- Promote diversity in the spirit of unity.
- Sustain collaborative, spirit-centered leadership.

PROGRAM GOALS

- Model a mastery of Truth principles in both professional and personal lives.
- Demonstrate the necessary knowledge, skills and motivation to be lifelong learners.
- Celebrate diversity amidst an atmosphere of social and spiritual equality.
- Become educated and enlightened spiritual leaders who nourish their congregations, their communities, the Unity movement and humankind.
- Nurture spiritual transformation and wholeness of body, mind and spirit.

ACADEMIC CALENDAR 2007-2008

Registration Begins for June Intersession	June 4, 2007
June Intersession	June 18–July 6, 2007
Note: Classes are held Monday through Friday.	
Late Registration Begins	June 18, 2007
Last Day to Add a Class	June 20, 2007
Last Day to Drop a Class	June 25, 2007
Registration Begins for Summer Term	July 2, 2007
Independence Day—UI Closed	July 4, 2007
Term Break	July 9–July 12, 2007
Summer Term	July 16–Sept. 20, 2007
Note: Classes are held Monday through Thursday.	
Late Registration Begins	July 16, 2007
Last Day to Add a Class	July 23, 2007
Last Day to Drop a Class	Aug. 13, 2007
Labor Day—UI Closed	Sept. 3, 2007
Term Break	Sept. 24–Oct. 2, 2007
Registration Begins for Fall Term	Sept. 17, 2007
Fall Term	Oct. 3–Dec. 13, 2007
Note: Classes begin on Wednesday, Oct. 3.	
Classes are held Monday through Thursday.	
Late Registration Begins	Oct. 3, 2007
Last Day to Add a Class	Oct. 10, 2007
Last Day to Drop a Class	Oct. 31, 2007
No Classes	Nov. 21, 2007
Thanksgiving—UI Closed	Nov. 22, 2007
Term Break	Dec. 17, 2007–Jan. 3, 2008
Christmas—UI Closed	Dec. 24–26, 2007
Registration Begins for January Intersession	Dec. 10, 2007
New Year's—UI Closed	Jan. 1, 2008
January Intersession	Jan. 7–25, 2008
Note: Classes are held Monday through Friday.	
Late Registration Begins	Jan. 7, 2008
Last Day to Add a Class	Jan. 9, 2008
Last Day to Drop a Class	Jan. 14, 2008
Registration Begins for Spring Term	Jan. 21, 2008
Association Licensing and Ordination Interviews	Jan. 28–31, 2008
Term Break	Jan. 28–Feb. 7, 2008
Spring Term	Feb. 11–Apr. 17, 2008
Note: Classes are held Monday through Thursday.	
Late Registration Begins	Feb. 11, 2008
Last Day to Add a Class	Feb. 18, 2008
Last Day to Drop a Class	Mar. 10, 2008
Term Break	Apr. 21–May 1, 2008

Registration Begins for May Intersession	Apr. 14, 2008
May Intersession	May 5–May 23, 2008
Note: Classes are held Monday through Friday.	
Late Registration Begins	May 5, 2008
Last Day to Add a Class	May 7, 2008
Last Day to Drop a Class	May 12, 2008
Memorial Day—UI Closed	May 26, 2008
Association Licensing and Ordination Interviews	June 2–5, 2008

REGISTRATION

Enrollment in a class is not official until the proper registration forms have been processed by the Registrar and all financial obligations have been paid or approved arrangements for payment have been made. No one is permitted to attend a course for which he or she is not officially registered, unless approved by the Dean.

ASSESSMENT OF TRANSFER OF CREDIT

Students may transfer up to 12 hours of graduate credit in the Master of Divinity program and up to 6 hours of graduate credit in the Master of Arts program. Students in the Certificate in Unity Ministry may transfer up to 12 hours of undergraduate credit. Transfer credit is not used in calculating a student's grade point average (GPA) at Unity Institute.

NOTE: The following policy and procedures are for assessing transcripts and courses. They do not guarantee that credit will be transferred into Unity Institute.

Policy

- Any course submitted for consideration of transfer of credit must have been completed within seven years of beginning a program at Unity Institute.
- Only work from accredited institutions approved by the U.S. Department of Education may be credited toward a Unity Institute program. Transfer requests from students with credits from international educational institutions will be considered on a case-by-case basis.
- Only work at a grade of B (3.0) from accredited institutions may be considered for credit. Pass/Fail and Credit/No credit courses will be considered for transfer only if the institution's catalog clearly states the Pass or Credit grade is equivalent to a B (3.0). Transferred credit will appear on Unity Institute transcripts with a grade of TR (Transfer Credit), and will not be used in calculating a student's grade point average at Unity Institute.
- Transfer credit will be granted only for courses that are congruent with Ministry & Religious Studies courses, as assessed by the Academic Review Committee, composed of the Registrar, the Dean of Unity Institute Ministry & Religious Studies and the faculty from the department of the courses being considered for transfer credit.
- A maximum of 12 hours may be allowed for transfer to the M.Div. program and 6 hours for the M.A. program. Normally, hours will transfer as elective hours and will not count toward the core curriculum. Only graduate-level courses will be considered for transfer credit.
- If a student who is enrolled in one degree program decides to pursue the other degree program, the courses completed will be transferred according to the specific requirements of the program into which the student transfers.
- Undergraduate course credit from an accredited institution will be considered for transfer credit for students enrolled in the Certificate in Unity Ministry program. A

maximum of 12 credit hours (equal to 17 continuing education units) may be allowed for transfer. Normally, hours will transfer as elective units and will not count toward the core curriculum.

Procedure for Requesting Assessment of Transfer Credit

- The student is to write a letter of request to the Ministry & Religious Studies Registrar. The letter is to include the following:
 - Name and location of the school where the courses were taken.
 - Name of the courses taken, including department and course codes.
 - Name of the degree that the student is seeking at Unity Institute.

- The student will need to submit supporting documents. Supporting documents include:
 - Official transcript. (A copy of the transcript in a student's admission or academic file at Unity Institute is acceptable for this purpose.)
 - A catalog from the school where the courses were taken, preferably from the time when the courses were taken. If a full catalog cannot be submitted, include the following:
 - Statement of accreditation, usually found near the front of the catalog.
 - Explanation of grades and grade point equivalents found in the catalog, unless grade explanations appear on the transcript.
 - Explanation of course numbers, unless course numbers on the transcript are clearly identified as graduate courses.
 - Course descriptions from the school's catalog of the year when the courses were taken.
 - Explanation of semester hour equivalency if courses are credited by quarter hours.
 - A syllabus for each course.
 - Additional material, such as papers or exams written for the course, may be required.

- Transcripts and supporting documents will be evaluated only during ten-week terms. Requests will be assessed by the Academic Review Committee, composed of the Registrar, the Dean of Unity Institute Ministry & Religious Studies and the faculty from the department of the courses being considered for transfer credit. After courses are assessed, the Registrar prepares a letter summarizing the results. The student, the student's faculty advisor and the Registrar will receive copies of the letter. The Registrar will update the student's academic records accordingly.

AUDITING A CLASS

Auditing a class is available to any student. Non-degree seeking students must apply for admittance to Unity Institute. Auditors should talk with faculty about what is expected of them in each class. Regular attendance in the class is expected of all auditors. A class being audited may not be changed for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited and then only for the hours for which the course is scheduled. Not all courses are available for audit. Audited courses do not count in progress toward a degree.

Students may change the status of a course in which they are enrolled from credit to audit anytime up to the last day to drop, as identified in the academic calendar. Students will be assessed a \$25 fee to drop the course. Refunds will be issued based on the refund policy explained in the Unity Institute catalog and the student handbook.

INDEPENDENT STUDY

A student may arrange to study a subject, not parallel with the content of any other course offering, by independent study using requirements established individually with a Unity Institute faculty member. A fee, in addition to the tuition, will be assessed. The student and faculty member will prepare a syllabus outlining the reading, research and writing requirements for successful completion of the course. The independent study period may not be extended into another academic term.

FINANCIAL INFORMATION AND POLICIES

TUITION

Unity Institute may change the charges and fees listed below, in accordance with established policies and procedures. Fees are the same for audited and credit courses. Accounts must be paid in full at the time of registration.

Tuition per credit hour (credit).....	\$275
Tuition per continuing education unit (credit)	\$160
Tuition per credit hour/continuing education unit (audit).....	\$ 80

FEEES

Nonrefundable student services fee per ten-week term.....	\$ 50
Nonrefundable student services fee per three-week term	\$ 25
Late registration fee	\$ 50
Add/Drop fee per course	\$ 25
Independent study fee per credit hour (in addition to tuition).....	\$ 75
Independent study fee per continuing education unit (In addition to tuition)	\$ 40
Nonrefundable on-line technology fee	\$100
Return check fee	\$ 35
Thesis binding fee.....	\$ 35
Graduation fee (does not include rental of cap and gown)	\$ 75
Transcript fee.....	\$ 5

FINANCIAL ACCOUNTABILITY

Students who are not current with payments to Unity for rent, phone, tuition, library returns, printing charges, textbooks, etc., may have their grades and/or graduation withheld until such payments are made.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Financial assistance in the form of tuition aid and a limited number of scholarships are available from the Unity Institute Scholarship Fund. Tuition aid is available, term by term, based upon financial need, academic ability and spiritual presence. Further information and application forms are available from the Registrar.

In case of special financial need, students should talk with the Student Resource Advisor.

HEALTH INSURANCE

Unity Institute strongly encourages students to maintain adequate health insurance while enrolled at Unity Institute. Health insurance information packets are available upon request from the Registrar.

PAYMENT OF ACCOUNTS

All accounts must be paid in full at the time of registration. Students are responsible for the total tuition and other miscellaneous charges even though a third party may reimburse the student. Unity Institute accepts MasterCard, Visa, Discover and American Express.

REFUNDS

In any instance of adding, dropping or withdrawing from courses, the student must complete a Change of Schedule form available from the Registrar. The date the form is returned and processed by the Registrar is the date used for the purpose of issuing refunds. All fees are nonrefundable. Tuition refunds are given on the following basis:

Ten-week term

First week of term	90%
Second week of term	75%
Third week of term	50%
Fourth week of term	25%
Fifth week of term	0%

Three-week intersession

First day of class	90%
Second day of class	75%
Third day of class	50%
Fourth day of class	25%
Fifth day of class	0%

Students who feel their individual circumstances warrant an exception from the above stated policies may appeal in writing. The appeal should include a statement of the exception being requested, an explanation as to why an exception should be granted and appropriate materials to support the request for the exception. The appeal letter and supporting material should be sent to the Dean within two weeks. The decision of the Dean is final.

TEXTBOOKS

Students should plan to spend \$50–\$100 or more *per course* for their textbooks and other reading material.

TRANSCRIPT REQUESTS

Federal law requires that all transcript requests be made in writing and include the student's written signature. Requests for a transcript should also include:

- The student's name and, if applicable, maiden name.
- Date of last attendance or degree earned with date of graduation.
- Date of birth.
- Social security number.
- Name and address where transcript should be sent.
- Signature authorizing release of the transcript.

Official transcripts bearing the Unity Institute seal are sent to the person or place designated by the student. Transcripts are issued in their entirety and no partial transcripts will be issued. Transcripts will not be released if the student's financial account is not current.

GENERAL INFORMATION FOR ALL STUDENTS

ACADEMIC HONESTY

Unity Institute assumes that all students desire to pursue their academic and transformational work with honesty and scholarly integrity. Students may seek the assistance from others as long as the student submitting the assignment is actually doing the work. Activities that have the effect or intention of interfering with the education, pursuit of knowledge or fair evaluation of a student's performance are prohibited. These include, but are not limited to, cheating, plagiarism, facilitating academic dishonesty and misrepresentation of self or other students. Those students who breach these standards will face sanctions, ranging from course failure to dismissal from the program.

Cheating involves the use or attempt to use unauthorized assistance, material or study aids in examinations or other academic work. This also includes submitting course work based on contrived or altered information, data and/or sources.

Plagiarism is the use of ideas, words or thoughts of another and passing them off as one's own. This includes:

- Incorporating portions from a printed or online book or article into a paper and not acknowledging the source.
- Purchasing or copying a whole paper or report directly from a book, article or another person.
- Use of another student's work in any form without acknowledging the source.

Facilitating academic dishonesty involves helping or attempting to help another student violate any provision of this code.

Misrepresentation of self or another includes dishonestly portraying a person or situation or falsifying, forging or altering any academic record.

If a faculty member discovers a student violating academic honesty, the following penalty may be applied, depending upon the severity of the infraction:

- A reduced grade for the assignment.
- A grade of zero for the assignment.
- An "F" for the course.
- Remand the decision to the full faculty.

If remanded to the faculty, they may:

- Leave it to the discretion of the instructor, who may take any of the above options.
- Place the student on probation.
- Recommend the student's dismissal from the program.

A report will be sent to the faculty and the Dean, as well as kept in the student's permanent file.

The student may appeal the decision according to the appeal process, as outlined in the Ministry and Religious Studies Catalog and in this handbook.

ACADEMIC RECORDS

A permanent academic record is kept for each student in an academic file (paper and/or computerized) in the Unity Institute office. All grades earned by the student at Unity Institute are recorded. The record also shows the credits transferred from other graduate schools that apply toward meeting the student's degree requirements at Unity Institute. Credits from other schools that do not meet Unity Institute degree requirements are not posted. At the end of each term, the grades earned and the grade point average are recorded for courses in which the student is officially enrolled. Only courses dropped during the drop period are omitted. Cumulative hours attempted and earned, as well as the cumulative grade point average, are posted at the conclusion of each term's listing of courses and grades.

APPEAL PROCESS

Appeals for exceptions to academic policies and regulations are to be submitted in writing, with documentation, to the Dean, whose decision is final.

Grade appeals must first be discussed with the relevant faculty member. If the issue cannot be resolved with the faculty member, the student may submit an appeal in writing, with documentation, to the Dean within four weeks of the faculty member's decision. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of the faculty member as final and the matter is closed. Should the student wish to appeal the Dean's decision, an appeal must be made in writing, with documentation, to the Vice President of Education within four weeks of the Dean's decision. The decision of the Vice President is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of the Dean as final and the matter is closed.

Appeals involving a student's status in the program may be presented in writing, with documentation, within four weeks of receiving official notice of status change. All appeals will be reviewed by the Dean. Should the student wish to appeal the Dean's decision, an appeal must be made in writing, with documentation, to the Vice President of Education within four weeks of the Dean's decision. The decision of the Vice President is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of the Dean as final and the matter is closed.

Appeals involving a student's dismissal from the program may be presented in writing, with documentation, within four weeks of receiving official notice of dismissal. All appeals will be reviewed by the Vice President of Education. The decision of the Vice President is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of dismissal as final and the matter is closed.

ATTENDANCE

In general, attendance at all classes is strongly encouraged and seen as key to successful completion of each course. However, attendance may be more important in some courses, and absences may affect a student's grade. Students should consult the syllabus and faculty for each course for specific attendance policies.

CLASS CANCELLATION

All course offerings are subject to enrollment minimums. Unity Institute reserves the right to cancel classes for which there is insufficient enrollment.

DAILY WORD

Leading public prayer is an important skill for Unity leaders. Therefore, Unity Institute requires all students to lead the Daily Word services, either in the Fillmore Chapel or in departments of Unity School, as part of their overall educational program. The Student Resource Advisor will create a rotating list for each term.

DISMISSAL FROM THE PROGRAM

Unity Institute reserves the right to dismiss a student from the program if his or her academic performance, attitude and/or behavior do not meet the standards prescribed in the Unity Institute Catalog and the Unity Institute Code of Conduct. Appeals involving a student's dismissal from the program may be presented in writing, with documentation, within four weeks of receiving official notice of dismissal. The Vice President will determine whether the student may continue to attend classes during the appeal process. All appeals will be reviewed by the Vice President of Education. The decision of the Vice President is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of dismissal as final and the matter is closed.

DRESS CODE

Students are expected to attend classes Monday through Wednesday in business casual attire. Students with classes on Thursday or Friday or in the evenings may wear casual attire, defined as casual clothing that is clean and neat (e.g., jeans, T-shirts, sweatshirts and tennis shoes). Attire such as shorts, tights, shirts with inappropriate logos/slogans and flip-flop sandals are not acceptable at any time.

Students who are involved in services, rituals and/or other ministerial activities are expected to dress professionally.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Unity Institute complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their academic records. They are:

- **The right to inspect and review the student's academic records within 45 days of the day Unity Institute receives a request for access.** Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- **The right to request the amendment of the student's academic record that the student believes is inaccurate or misleading.** Students should submit a letter to the Registrar clearly identifying the part of the record that they believe is inaccurate or misleading, stating why it is inaccurate or misleading and asking for the record to be changed. If Unity Institute decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided at that time.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Unity Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5920

UNITY INSTITUTE POLICY ON STUDENT RECORDS

- **Purpose.**
The purpose of this policy is to set forth the guidelines governing the protection of the privacy of student records and to implement the Family Educational Rights and Privacy Act of 1974. These regulations apply to all students who are attending Unity Institute.
- **Definitions.**
 - “Act” means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 444 of the General Education Provisions Act.
 - “Student” means any person who is or has been in attendance at Unity Institute where Unity Institute maintains education records or personally identifiable information on such person.
 - “Attendance” at Unity Institute includes, but is not limited to:
 - The period of time during which a student attends Unity Institute (e.g., academic year, term, etc.).
 - This word does not include specific daily records of a student's attendance at Unity Institute.
 - “Directory Information” includes a student’s:
 - Name
 - Address
 - E-mail address
 - Telephone listing
 - Program in which the student is enrolled
 - “Personally identifiable information” includes:
 - Student's name.
 - Student’s address, phone number, e-mail.
 - A personal identifier, such as the student’s social security number or student number.
 - A list of personal characteristics that would make the student’s identity easily traceable.
 - Other information that would make the student’s identity easily traceable.

- “Education Records” means those records that:
 - Directly relate to a student and are maintained by Unity Institute or by a party acting for Unity Institute.
 - Relate to a student in attendance at Unity Institute who is employed as a result of his or her status as a student (e.g., Graduate Assistant, Research Assistant).
 - “Record” means information or data recorded in any medium, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

The term does NOT include:

- Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - Records, files documents and other materials of the Unity Security Department created by, created for or maintained by the Unity Security Department.
 - Records maintained by Unity Human Resources Department relating to a student who is employed by Unity, that relate exclusively to that student's capacity as an employee, and are not available for use for any other purpose.
 - Records that contain only information about an individual after he or she is no longer a student at Unity Institute.
- “Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic.
- “Institute Official” is:
 - A person employed by Unity Institute in an administrative, faculty, supervisory, research, medical or staff position (including law enforcement personnel).
 - A person or company with whom Unity Institute has contracted (e.g., an attorney, mentor, spiritual counselor, auditor or collection agent).
 - A person serving on the Board of Trustees.
 - A student serving on an official committee (e.g., a disciplinary or grievance committee).
- **Student Directory Information.**
 Unity Institute may publish (disclose) directory information if it has given public notice to students in attendance at Unity Institute of:
 - The types of personally identifiable information that Unity Institute has designated as directory information (see Directory Information above).
 - A student's right to refuse to have his or her information published in the directory, in which case only his or her name will be included in the directory.

- **Disclosing a Student's Educational Record or Personally Identifiable Information**
 - Unity Institute may disclose personally identifiable information from an education record of a student when:
 - The student provides a signed and dated written consent that specifies the records that may be disclosed, the purpose of the disclosure and the party to whom the disclosure may be made (prior consent).
 - The student requests a copy of the records that he or she has consented be disclosed.
 - Unity Institute may disclose personally identifiable information from an education record of a student without the consent of the student if the disclosure involves:
 - Institute officials, as defined above, who have been determined by the Institute to have a legitimate educational interest and need to review an education record in order to fulfill their professional responsibility.

A person has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety or security of the campus.

The determination as to whether a legitimate educational interest exists will be made by the custodian of the subject records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student or the concurrence from a supervisor or other appropriate official that the record may be released.

- A disciplinary proceeding at Unity Institute, providing that Unity Institute determines that:
 - The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
 - With respect to the allegation made against him or her, the student has committed a violation of Unity Institute's rules or policies.
 - Unity Institute may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
- Officials of other schools to which the student seeks or intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if requested and has an opportunity for a hearing to challenge the content of the record.
- Authorized representatives of federal or state government with legitimate educational interests in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance

with federal or state legal requirements which relate to those programs. This disclosure will be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to and will be destroyed when no longer needed.

- In connection with financial aid, defined as a payment of funds provided to an individual that is conditioned on the individual's attendance at Unity Institute, for which the student has applied or which the student has received. This disclosure shall be limited to the determination of eligibility, amount and conditions of the aid.
 - Organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction. Such studies are to be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of the organization. Information compiled in such studies will be destroyed when no longer needed.
 - Accrediting organizations to carry out their accrediting functions.
 - Compliance with a lawfully issued subpoena.
 - Result of legal action initiated by either a student or Unity Institute. In either case, Unity Institute may disclose to the court, without a court order or subpoena, the student's education records that are relevant for Unity Institute to defend itself.
 - A health or safety emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
 - A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may include only the final results of the disciplinary proceeding conducted by Unity Institute with respect to that alleged crime or offense. Unity Institute may disclose the final results of the disciplinary proceeding, regardless of whether Unity Institute concluded a violation was committed.
- **Rights of the Student to Inspect and Review His or Her Education Records.**
 - Unity Institute shall provide students access to their educational records except as outlined in the section below (Limitation on Access).
 - Unity Institute shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been received.
 - The Unity Institute Registrar shall respond to reasonable requests for explanations and interpretations of those records.

- If circumstances prevent the student from exercising the right to inspect and review the student's education records in person, Unity Institute shall:
 - Provide the student with a copy of the records requested. (Unity Institute may impose a reasonable fee, not to exceed the actual cost of reproduction.)
 - Make other arrangements for the student to inspect and review the requested records.
- Unity Institute shall not destroy education records if there is an outstanding request to inspect and review the records.
- **Limitation on Student Access to His or Her Education Record.**
 Unity Institute may limit access to a student's education records in certain circumstances:
 - If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information about that student.
 - The student has waived his or her right to inspect and review confidential letters and statements (e.g., letters of recommendation for admission to Unity Institute, letters accompanying an application for graduate assistantship).
- **Student's Right to Amend His or Her Education Records.**
 - If a student believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy, he or she may ask Unity Institute to amend the record by contacting the Unity Institute Dean.
 - Unity Institute shall decide whether to amend the record as requested within a reasonable time after the request is received.
 - If Unity Institute decides not to amend the record as requested, the Unity Institute Registrar shall inform the student of its decision and of his or her right to a hearing.
- **Student's Right to a Hearing.**
 - Unity Institute shall give a student, on written request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is in violation of the privacy rights of the student.
 - If, as a result of the hearing, Unity Institute decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall both amend the record accordingly and inform the student of the amendment in writing.
 - If, as a result of the hearing, Unity Institute decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a

statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Unity Institute, or both.

- If Unity Institute places a statement in the education records of a student, it shall keep the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.
- **Conduct of a Hearing.**
Upon the written request of the student, a hearing will be conducted using the following procedure:
 - The request for a hearing shall be submitted in writing to the Vice President of Education, who will appoint a hearing officer or a hearing committee to conduct the hearing. The hearing officer or committee shall not have a direct interest in the outcome of the hearing.
 - The hearing shall be conducted and decided within four weeks following the request for the hearing. Unity Institute shall give the student reasonable notice of the date, time and place of the hearing.
 - The hearing shall be conducted and the decision rendered by the appointed hearing official.
 - The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
 - The decision of the hearing official shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
 - The decision shall be rendered in writing within two weeks after the conclusion of the hearing.
 - Either party may appeal the decision of the hearing official or officials to the Vice President of Education.
 - The decision of the Vice President of Education is final.
- **Record Keeping.**
Unity Institute shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained.

For each request or disclosure the record must include:

- The names of the parties who have requested or received personally identifiable information from the education records.
- The legitimate interests the parties had in requesting or obtaining the information.

If Unity Institute discloses personally identifiable information, the record of the disclosure must include:

- The names of additional parties, if any, to which the receiving party may disclose the information on behalf of Unity Institute.
- The legitimate interests which each of the additional parties has in requesting or obtaining the information.

If Unity Institute determines that a third party improperly discloses personally identifiable information from education records, Unity Institute may not allow that third party access to personally identifiable information from education records for at least five years.

- **Unity Institute to Notify Students of Their Rights Under FERPA**

Unity Institute shall annually notify students currently in attendance of their rights under the Act in both the catalog and student handbook. This notice must include:

- A student's right to inspect and review the student's education records.
- A student's right to seek amendment of the student's education records that the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
- A student's right to refuse consent to disclosures of personally identifiable information contained in the student's education records.
- A student's right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by Unity Institute to comply with the requirements of the Act.
- The procedure for exercising the right to inspect and review education records.
- The procedure for a student to request amendment his or her records.

GRADING POLICIES

All grades earned by the student become a part of his or her permanent record and will be shown on every transcript of credits issued by Unity Institute.

Grades: Grades for graduate work are A, B, C, D and F, and receive the following grade points:

A = 4 grade points per credit hour (or unit)

B = 3 grade points per credit hour (or unit)

C = 2 grade points per credit hour (or unit)

D = 1 grade point per credit hour (or unit)

F = 0 grade points per credit hour (or unit)

I = Incomplete (see section below on incomplete grades)

W = Withdrawal (see section below on withdrawal)

AU = Successful audit (see section below on auditing a class)

WA = Withdrawn or unsuccessful audit (see section below on auditing a class)

Graduation requires a 3.0 cumulative grade point average or above on a 4.0 scale. Grades below C may not be used to satisfy degree requirements, and a maximum of six hours of a grade of C may be counted toward a degree. Grades below C may not be used to satisfy certificate requirements for core courses. Courses may be repeated in regularly scheduled terms (not as independent study). In such cases, both grades are posted and only the repeated grade is calculated in the term and cumulative grade point averages. Credit will be given only once toward graduation requirements.

Grade appeal: Grade appeals must first be discussed with the relevant faculty member. If the issue cannot be resolved with the faculty member, the student may submit an appeal in writing, with documentation, to the Dean within four weeks of the faculty member's decision. Should the student wish to appeal the Dean's decision, an appeal must be made in writing, with documentation, to the Vice President of Education within four weeks of the Dean's decision. The decision of the Vice President is final.

Grade point average: The Unity Institute grade point average is calculated using the following formula: GPA equals the total grade points from courses taken at Unity Institute divided by the total credit hours (or units). Total grade points are the sum of the products of the credit hours (or units) of each course taken at Unity Institute multiplied by the grade point value of the grade earned in each course. Total credit hours (or units) are the sum of the credit hours taken at Unity Institute. The Unity Institute GPA is calculated using only courses taken for credit at Unity Institute. Transfer credit does not affect the Unity Institute GPA.

Incomplete grades: Faculty have the option of assigning the grade of "I" (incomplete) in situations involving serious illness or emergency that are beyond the control of the student. To receive the grade of Incomplete, a student must petition the instructor before the end of the course, stating the reasons for the incomplete grade. The request for an Incomplete, listing requirements for completing the course and the date that the course must be completed, must be signed by both the student and the instructor. The instructor, on this form, will assign a "replacement grade" that the student will receive if the course is not completed by the deadline. Students have up to two months from the last day of the term to complete the course. Failure to do so will result in the assignment of the replacement grade. Students facing extraordinary situations may, on the approval of the Dean, request an extension of another month to complete the course.

Satisfactory academic progress: Students who earn a grade point average equal to or greater than 3.0 per term will be considered making satisfactory progress. A student whose cumulative GPA falls below 3.0 or whose term GPA falls below 3.0 for two consecutive terms will be placed on academic probation and limited to a maximum of nine credit hours per ten-week term and a maximum of three credit hours per three-week term. Further unsatisfactory progress will result in a review of the student's eligibility to continue in the program.

Auditing a class: Any student may audit a class. Non-degree seeking students must apply for admittance to Unity Institute. Auditors should talk with faculty about what is expected of them in each class. Regular attendance in the class is expected of all auditors. A class being audited may not be changed for credit after the last day to add a class. However, a class being taken for credit may be changed to audit anytime up to the last day to drop, as identified in the academic calendar. Students will be assessed a \$25 fee to drop the course. Refunds will be issued based on the refund policy explained in the Unity Institute Catalog

and Student Handbook.

Only regularly scheduled classroom courses may be audited. Not all courses are available for audit. Students who successfully complete an audit will receive a grade of AU. This indicates regular attendance and involvement in an audited course. Academic credit is not received and hours are not computed in the grade point average.

Students who withdraw from or who are unsuccessful in the audit receive a grade of WA. This indicates that regular attendance and/or requirements were not satisfactorily fulfilled for an audited course and/or the student withdrew from the course.

Withdrawal: If it is necessary for a student to withdraw from a course after the last day to drop, the student must complete the Petition for Excused Withdrawal form (available from the Registrar). Withdrawals after the last day to drop are approved only in the case of emergencies beyond the student's control. Withdrawals are official when the form has been completed, returned to the Registrar and approved by the Dean. Students who do not officially withdraw from a course will receive a final grade of F. Provisions for continuing the program will be made on an individual basis, in consultation with the student's advisor and the Dean.

LIBRARY AND ARCHIVES

Students have access to the Unity Library and Archives and can obtain a library card at the check-out desk.

When a student is no longer enrolled in classes or graduates, all library materials are to be returned and any charges paid before grades or transcripts will be released. The library card may be converted to nonstudent status so that the library can be used, but without the expanded privileges given to students.

ORIENTATION FOR NEW STUDENTS

Orientation for new students will be held in the afternoon of the first three Wednesdays of each ten-week term. Students interested in attending orientation should contact the Registrar for more information.

PORTFOLIO

All students will submit a portfolio prior to graduation. This portfolio is kept by Unity Institute and is used for assessment purposes only. The portfolio is to include one assignment from each course in the core curriculum, as identified by the faculty. Each assignment is to be titled with the course code and title as well as term and year that the course was taken. The assignments are to be filed in chronological order. The portfolio is to be kept in CD format and is to be submitted to the Registrar prior to graduation.

Contents of the Portfolio

Students in the M.Div. or Certificate programs

HTS 501	History of New Thought Christianity	Research paper
HTS 551	Metaphysical Theology I	Research paper
HTS 552	Metaphysical Theology II	Proposal for a new book
MAS 501	Pastoral Counseling I	Final paper
MAS 502	Pastoral Counseling II	Case study or reflection paper*
MAS 503	Pastoral Studies	Term paper or reflection paper*
MAS 521	Homiletics I	Reflection paper

MAS 522	Homiletics II	Reflection paper
MAS 523	Creating Spiritual Services	Reflection paper
MAS 541	Leadership in Ministry	Final paper
MAS 542	Legal & Financial Issues in Ministry	T.B.D.
SAS 501	Unity in Contemporary Society	Final paper
SCS 501	Bible History: Hebrew Scripture	Research paper
SCS 502	Bible History: Christian Scripture	Research paper
SCS 503	Bible Interpretation: Hebrew Scripture	Final project
SCS 504	Bible Interpretation: Christian Scripture	Final project
SPD 501	Prayer and Meditation	Research paper or prayer credo*
SPD 551	Spirit, Mind, Body Awareness	Final reflection paper
SPD 552	Call to Ministry	T.B.D.
SPD 571	Compassionate Communication	Final reflection paper
SPD 572	Diversity Awareness	Reflection paper
SPD 591	Credo I	T.B.D.
SPD 592	Credo II	T.B.D.

Students in the M.A. program only:

SCS 604	World Religions	T.B.D.
SPD 601	Contemplative Prayer Practices	T.B.D.
THE 601	Thesis	Thesis

* Students in the M.Div. or M.A. programs are to include the first paper in their portfolio, while students in the Certificate program are to include the second paper in their portfolio.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

It is the policy of Unity Institute to provide a study environment that is free of discrimination and unlawful harassment. Harassment may be actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, disability or any other legally protected characteristic and will not be tolerated. Anyone engaging in any unlawful harassment will be subject to disciplinary action, up to and including dismissal from Unity Institute.

It is the responsibility of faculty, staff and students who become aware of possible sexual or other unlawful harassment to report the conduct to the Office of the Dean or Unity Institute Vice-President. A course of action will begin to investigate and stop the harassment, in accordance with the following process:

- Any student, faculty, staff or visitor may make a good faith report of incidents of unlawful harassment by speaking or writing to the Office of the Dean or Vice President of Unity Institute.
- Within 10 working days, the Dean or his/her designee will begin an investigation to determine if unlawful harassment has occurred and the effects. Investigations will be conducted in a confidential manner; however, anonymity of witnesses may not be possible.
- The Dean or his/her designee will prepare a written report of the findings of the investigation, including any relevant statements.

- If the victim or alleged harasser is an employee of Unity, the Dean will report the findings to Unity's Human Resources.
- The Dean will make a recommendation of any appropriate action to the Vice President of Unity Institute. Possible actions may include but are not limited to counseling, suspension or dismissal of the alleged harasser.
- Within ten working days of receiving the report and recommendation from the Dean, the Vice President of Unity Institute will take any necessary action. The decision of the Vice President is final.
- Students, faculty, staff and visitors making good faith reports may be assured that their concerns will be addressed without fear of reprisal.

STUDENT RESPONSIBILITY AND ACADEMIC ADVISING

Students are responsible for knowing and abiding by the policies, procedures and requirements set forth in the Unity Institute Catalog, Student Handbook and published supplements. They are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment in a program at Unity Institute. Students wishing to change to a subsequent catalog may do so, provided they are enrolled when that catalog is in effect and they submit a written request to do so to the Registrar. Students reenrolling or completing graduate requirements after being out of school for more than one year are to meet graduation requirements from the catalog in effect at the time they reenroll.

The student is responsible to see that all courses are taken according to the program requirements laid out for his or her program of study and that all degree requirements are met. An academic advisor is assigned to each student to provide guidance concerning the student's academic program and to verify the accuracy of the course selections. The ultimate responsibility, however, for knowing the program requirements and proceeding to satisfy these requirements in an orderly and timely manner is the student's.

Students are expected to govern their conduct by the accepted standards of behavior as outlined in the Unity Institute Code of Conduct. If a student shows continued violation of the Unity Institute Code of Conduct, Unity Institute reserves the right to request his or her withdrawal from the program.

STUDENTS WITH QUESTIONS OR CONCERNS

Students with questions or concerns about registration, payment of account or any other enrollment issues should initially speak with the Registrar. Students with questions or concerns about a grade, an assignment or any other issue regarding a specific course should initially speak with the faculty member teaching that course. Students with questions or concerns about their progress in the program, any aspect of the program itself or the Licensing and Ordination Path should initially speak with their advisor.

If the issue is not able to be resolved at these levels, the student may speak with the respective Dean. If the issue is not able to be resolved at the level of the Dean, the student may speak with the Vice President of Education. The student also has the option of exercising the appeal process.

TIME COMMITMENT

As students are planning their course load each term, they should keep in mind that for every hour spent in the classroom, they will be expected to devote two-three hours outside the classroom to reading, preparation and assignments for the course. Students are cautioned to manage their time and schedule extracurricular, employment and personal activities wisely.

UNITY INSTITUTE CODE OF CONDUCT

All students are expected to conduct themselves according to the Unity Institute Code of Conduct, which they signed.

- Dedication to Spiritual Principles
 - I act in a dignified manner that models the high standards of someone following a spiritual path, guided by wisdom and good judgment.
 - Prayer is a central part of my spiritual practice.
 - I live by principles compatible with the Unity way of life.

- Relationship with Others
 - I am responsible for maintaining respectful interactions with others.
 - I maintain healthy boundaries, which include acting in a sexually appropriate manner.
 - I respect other points of view.
 - I hold sacred all confidences given to me.
 - I communicate honestly and compassionately with others.
 - My behavior follows the legal and ethical standards of the community in which I live.

- Honoring Myself
 - I practice healthy spiritual, psychological and physical self-care.
 - I am teachable.
 - I speak my truth with kindness.
 - I engage in self-exploration.

- Relationship with Unity Institute
 - My conduct reflects the mission and values of Unity Institute.
 - I adhere to ethical academic practices.
 - In the classroom, I act in a manner that is considerate of others.
 - I honor appointments and time schedules.
 - I am responsible for my part in building community consciousness within Unity Institute.

WINTER STORM CLOSING POLICY

- Normally, Unity Institute will operate regardless of weather conditions.
- Normally, short-term courses in January, including M.Div., M.A. and Certificate classes, will meet regardless of the weather conditions and even if the campus offices are closed. Any missed classes may; however, be rescheduled at the instructor's discretion.
- The campus may be closed or classes and campus activities may be on a delayed schedule in the event of a severe winter storm that produces hazardous driving conditions over a significant portion of the metropolitan area. Closure of campus or a delayed schedule will be announced via the following:
 - Television stations and their Web sites
 - Channel 4, WDAF (FOX)–www.wdaftv.com
 - Channel 5, KCTV (CBX)–www.kctv.com
 - Channel 9, KMBC (ABC)–www.thekansascitychannel.com or www.kmbc.com
 - Channel 41, KSHB (NBC)–www.kshb.com
 - Campus phone and voicemail system
 - Campus number–(816) 251-3535 or (816) 524-3550
 - E-mail broadcast from Unity Institute campus official.
 - Local radio stations: closing announcements.
- If a severe winter storm develops during the day and there is a decision to close school, the campus closure will be announced as outlined above, as well as an e-mail broadcast from a campus official and postings at entrances of campus buildings.

WITHDRAWAL FROM SCHOOL

If it is necessary for a student to withdraw from the term or from the program, the student is to discuss the matter with his or her academic advisor before completing the Petition for Excused Withdrawal form (available from the Registrar). Withdrawals are official when the form has been completed, returned to the Registrar and approved by the Dean. Students who do not officially withdraw from the term will receive a final grade of F in each of the courses for which he or she is enrolled. Provisions for continuing the program will be made on an individual basis, in consultation with the student's advisor and the Dean.

STUDENT RESOURCES

ACADEMIC ADVISING

An academic advisor is assigned to all students to provide guidance concerning the student's academic program and spiritual development. Although the advisor will help verify the accuracy of the course selections, the ultimate responsibility for knowing program requirements and proceeding to satisfy these requirements in an orderly and timely manner is the student's.

COMPUTERS

A limited number of computers are available in the Unity Institute Library and Archives. Please see the Library staff for computer policies, guidelines and sign-in procedures.

A computer with Internet access and printer are available in the Student Lounge, lower level of Education Building.

COUNSELING

Counseling is available to students with the faculty and the Student Resource Advisor. Since students will be evaluated while enrolled at Unity Institute, students are strongly advised to use resources available in the community for in-depth counseling of a very personal nature. A spiritual advisor is available at Unity Institute, and students may be referred to see the spiritual advisor by either their faculty advisor or the Student Resource Advisor. References for other counselors are available from the Student Resource Advisor. The spiritual advisor is available on a love-offering basis. If a student wishes to be considered for financial support for psychological counseling, the student must be referred by the spiritual advisor. There is no guarantee of funding by Unity Institute. With the exception of any legal requirements for disclosure involving the potential harm of self or others, the content of counseling sessions is confidential.

EMPLOYMENT AT UNITY WORLD HEADQUARTERS

Students who are interested in working at Unity world headquarters while they are attending classes should contact the Unity Human Resources Department for information about positions available and applications. Many students find that working in the Silent Unity prayer ministry is a valuable part of their Unity Institute experience.

HOUSING AT UNITY VILLAGE

Very limited on-ground housing (short-term and long-term) is available on a first-come, first-served basis after acceptance into Unity Institute. These are one-room units with a common kitchen and bathroom. The current monthly rate of \$115 includes utilities and a phone. Students who desire a private phone, separate from the main Unity phone number, may install their own at their expense. Coin-operated laundry facilities are available on grounds. Neither pets nor children are allowed, and cable TV is currently not available. For further information and application forms, contact Facilities at 816-251-3569.

MEDICAL SERVICES

There are no health or medical facilities at Unity Village. It is suggested that students select a doctor, dentist and hospital for use before emergency care may be needed.

The following hospitals are located in the immediate vicinity:

Saint Luke's East Hospital
100 NE Saint Luke's Boulevard
Lee's Summit, MO 64086
Telephone: 816-347-5000

Truman Medical Center-Lakewood
7900 Lee's Summit Road
Kansas City, MO 64139
Telephone: 816-404-7000

Lee's Summit Medical Center
2100 SE Blue Parkway
Lee's Summit, MO 64063
Telephone: 816-969-6000

Unity Institute strongly encourages students to maintain adequate health insurance while they are in school. Information packets about the health and dental insurance plans available through Unity insurance carriers can be obtained from the Registrar.

SPIRITUAL EDUCATION AND ENRICHMENT CLASSES

Students and/or their partners are invited to take Spiritual Education and Enrichment classes. These classes may assist the student in creating the foundation necessary for his or her program of study and will help the partner better understand Unity spiritual principles.

Registration is required for each SEE course. Students and/or their partners will pay a registration fee of \$25 per person per class. There is no tuition charge. Perfect attendance is mandatory to obtain credit for the course. Students are reminded that units earned in SEE do not transfer into any of the graduate or certificate programs at Unity Institute and will not be recorded on their official transcripts.

For information about SEE courses and registration, see the SEE registrar.

STUDENT ASSOCIATION

The student body has its own organization, known as the Unity Institute Student Association (UISA). This association elects its own officers, comprises service committees and conducts regular meetings. The purpose of the organization is to promote fellowship and cooperation between students and the faculty and to represent the interests of students at Unity Institute. All students are encouraged to participate in class meetings, projects, programs and social events sponsored by the Student Association.

STUDENT IDENTIFICATION CARD

Students will be issued an identification card. This identification card can be used to receive discounts at the Unity Bookstore, to become a member of the Unity Country Club, to provide security documentation and to enable students to receive discounts at various area entertainment centers and at other functions where student discounts are recognized.

STUDENT LOUNGE

The lounge, located on the lower floor of the Education Building, is marked Private and is for the use of students only. Some of the resources in the lounge include:

- Lockers: Each student is assigned a locker. Students should make use of their lockers by putting their books and other possessions there rather than leaving them in the classrooms or hallways. Lockers are Unity Institute property and may be opened and searched by Unity Institute staff if deemed necessary.

- Mailboxes: Each student is assigned a mailbox. It is important for students to develop the habit of checking their mailboxes on a regular basis.
- Bulletin boards: Official notices and communications pertaining to classes will be posted on the official bulletin board. Please check the bulletin board each day for new information. A separate bulletin board has been designated for student activities and miscellaneous notices. No notices are to be put on either board unless they are approved by the Registrar and/or the office manager.
- Telephone: The phone in the lounge may be used to make on-grounds and local calls. An outside line can be reached by dialing 9.
- Copy machine: Students may use the copy machine in the lounge on a love-offering basis. Please report any problems with the machine to the Unity Institute office. (Machines are also available in the Library and in the Copy Center on the second floor of the Administration Building.)
- Computer with Internet access and printer are available for student use.

STUDENT RESOURCE ADVISOR

The Student Resource Advisor is someone to whom Unity Institute students can turn for advice and direction toward their continuing personal and spiritual growth. This person can direct students toward individual activities that they can do to develop their spirituality, as well as inform students of special services (retreats, small groups, prayer experiences and counseling) that are available to them within the community. The Student Resource Advisor is the contact person for the Partners in Ministry program and is also responsible for providing community-building opportunities for Unity Institute.

UNITY BOOKSTORE

The staff at the Unity Bookstore is here to serve the students of Unity Institute. Students receive a 20 percent discount on Unity publications and most non-Unity publications and merchandise. The bookstore is eager to assist students with their book needs for each term. Special orders can be made at the bookstore for other titles besides textbooks. Returns are accepted on items with receipts, except for special orders, which cannot be returned, and textbooks, which must be returned prior to the second day that the course meets. The bookstore accepts Visa, Discover, MasterCard and American Express.

UNITY COUNTRY CLUB

All Unity Institute students are welcome to become members of the Unity Country Club for an annual fee of \$35. Membership includes access to the swimming pool and nine-hole golf course. If the student chooses to purchase a Missouri fishing license, fishing is available on grounds for an annual key rental of \$1.

UNITY LIBRARY AND ARCHIVES

The Unity Library and Archives is a vast resource of metaphysical books, magazines, records, tapes and related materials. The Library staff is happy to aid you in your research and can assist in making further resources available to you from other libraries in the Kansas City area.

CLASSROOM CONDUCT

CELL PHONE USE

Cell phones must be turned off during all classes.

DISRUPTIVE BEHAVIOR

Students may be asked to leave the classroom if their behavior is, in the opinion of the faculty member, disruptive to the learning environment. Continued disruptive behavior may be cause for dismissal from the course with a grade of F, academic probation or dismissal from the program.

FOOD AND BEVERAGE POLICY

Beverages, as well as food in moderation, are allowed in the classroom at the faculty member's discretion.

VISITORS IN CLASS

A visitor is defined as someone who is not enrolled in a course (for credit or audit) and wishes to attend a class session. Visitors may be admitted to a class session at the discretion of the faculty member, with *at least three days' notice*.

CAMPUS POLICIES

ACCIDENT AND MEDICAL EMERGENCY PROCEDURES

Unity School has a trained medical emergency team who respond to all accidents and medical emergencies that occur on grounds. If an accident or medical emergency occurs:

WHO TO CALL

- Contact Security immediately following any accident that occurs on Unity grounds—even if the student does not want you to contact anyone. Call Security at Ext. 2222 if life-threatening or Ext. 3355 if not life-threatening. **Security should be called even if the student does not need medical attention.**
- **NOTE: Residents**—All Unity Village residents who are involved in an emergency, dial **911** if you have your own (seven) digit phone number. For residents who have only a (four) digit Unity extension number, **dial 2222 for Security emergency**. Please remember to stay on the phone line until you are instructed to hang up.

A MERT (Medical Emergency Response Team) member will respond to a medical emergency called by Security (life-threatening or not life-threatening). Ambulance services will be called for any serious or life-threatening emergencies.

TRANSPORTATION

- A MERT member or security officer will determine the seriousness of a student's medical condition and, if needed, the mode of transportation. Security will make arrangements for the transportation.
- Any student experiencing a life-threatening medical condition will be transported by ambulance to the Lee's Summit Medical Center Emergency Room.

FOLLOW-UP

- A "First Report of Incident" must be completed by Unity Institute staff for any student who experiences any illness, injury, near miss or any incident involving property damage while at school. Unity Institute staff will forward this report to the Safety and Health Officer within 24 business hours.

ALCOHOL AND DRUG ABUSE POLICY

It is the policy of Unity Institute to be concerned about the abuse of alcohol and drugs because of the negative impact on the student's life. Furthermore, the hazards posed to other students and employees by an individual under the influence of alcohol or drugs are a matter of great concern requiring timely and decisive action.

Alcoholic beverages (unless approved by the Executive Committee for a special event pursuant to the Unity Special Event Alcohol Policy) and any type of drug not prescribed by a medical doctor, including illegal substances, are strictly prohibited on Unity property.

A student will be subject to immediate disciplinary action if he or she is:

- Under the influence of these substances while at school.

- Carrying or possessing these substances, whether on his or her person or in Unity Institute property assigned to him or her, such as lockers and desks.
- Purchasing, selling, delivering or receiving these substances on the premises.
- Failing to cooperate in the efforts of Unity to investigate drug or alcohol use, including submitting to drug or alcohol screening tests upon the request of Unity Institute.

If the student volunteers the information that he or she has an alcohol or drug problem, he or she will be encouraged to get help at his or her expense. Counseling is available through an outside agency such as the National Council on Alcoholism and Drug Dependence. The student must, in addition to other disciplinary action, be willing to have the counselor confirm the student is receiving treatment to continue with his or her classes.

FIRE PROCEDURES

In the event of a fire, sirens will sound. Instructions will be given over the PA system concerning the location of the fire and orders will be given to exit through the nearest door. There are two fire escapes for the second floor of the Education Building, one on the north side (outside the conference room #227) and one on the southwest side. The fire escapes for the first floor of the Education Building are the nearest exit doors. The fire escapes for the lower level of the Education Building are at the top of the center stairs. In the event of a fire, do not use the elevators.

PARKING

The designated student parking area is located to the north of the Education Building. Students are asked not to park in the cafeteria, Silent Unity, southeast, southwest or Tower parking areas. Students with handicap parking permits may park in any handicap designated parking spot on campus.

POLICY OF NONDISCRIMINATION

In keeping with the inclusive nature of the Unity teachings, it is the policy of Unity Institute that Unity will be free of discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability. Students with questions or concerns related to discrimination or harassment at Unity Institute are encouraged to bring these issues to the attention of the Dean or the Vice President of Unity Institute. Students making good faith reports may be assured that their concerns will be addressed without fear of reprisal.

PROMOTIONAL MATERIALS

From time to time, candid, posed and staged photographs and/or videos of students are taken. Students sign media releases as part of enrollment, releasing Unity Institute from any and all claims. These photos and/or videos may be used, at the discretion of Unity, in promotional materials without compensation to the students. Promotional material may include publications in print, Internet and audio/visual media, brochures and press releases.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Unity Institute continues to develop policies and resources to ensure persons who are differently-abled may participate fully in student life at Unity Institute. Students with documented disabilities who are otherwise qualified students will be afforded an equal opportunity to participate in and benefit from all education programs and activities at Unity

Institute. In harmony with the Truth principles we teach and know, we acknowledge and honor the power and perfection of the Christ in each student.

This policy is in compliance with Section 504 of the Rehabilitation Act of 1973, in anticipation of federally insured loans being made available to Unity Institute students.

Students or potential students seeking accommodation should contact the Office of the Dean for information necessary for medical documentation of disabilities, which is required before assessing any reasonable accommodation. After medical documentation has been received, the Office of the Dean will make a determination that the student does or does not have a qualifying disability. The determination of the Office of the Dean is final. If the condition of the student changes, additional information may be provided the Office and a new determination requested.

After a determination that the student has a qualifying disability, reasonable accommodations will be determined in consultation with internal and external resources. The Office of the Dean will work with the student and any outside resources in developing appropriate contracts, if needed, and assessing the adequacy of the accommodation. If the student's needs change, additional medical documentation should be provided to the Office of the Dean before a revised plan of accommodation can be evaluated.

STUDENT DISABILITY DOCUMENTATION

Students requesting accommodation based on disability must be "otherwise qualified" and must initially meet all academic and technical standards required for admission. In assessing whether or not a student has a qualifying disability and whether or not reasonable accommodations can be made, Unity Institute must have documentation provided by the student which includes the following elements:

- An assessment, provided within the past three years and appropriate for the specific disability being claimed, by a licensed or credentialed examiner.
- A diagnostic statement identifying the specific disability. Note that diagnosis alone may not automatically qualify as a disability.
- A description of the diagnostic methodology including testing methods and results as appropriate.
- A description of the functional limitations of the disability as it relates to academic performance and life on campus.
- A description of the expected duration and progression of the condition.
- A description of any medications currently prescribed and their potential side effects as they relate to academic performance.
- A rationale and justification for all requested accommodations, including specific auxiliary aids or services being requested.

Please note that it is the student's responsibility to obtain all testing and examinations necessary to provide documentation of disability and assessment of appropriate accommodations. Prior IEP's (Individualized Education Plans) or 504 Plans may be helpful but are **not sufficient** documentation of the disability. Reports should be typed and dated, on letterhead, and have the original signature of the evaluator. Reports not originally in English must have a translation signed by a certified translator.

Unity Institute reserves the right to request additional information or clarification before making a final determination regarding a student's qualifying disability status or reasonable accommodation.

STUDENT ACCOMMODATION REQUEST

Students requesting accommodation should provide a written request, signed and dated, listing the specific accommodations they are requesting, how the accommodation facilitates their academic success and any resources they have identified, if appropriate, to provide requested auxiliary aids or services. All documentation and requests should be provided to the Office of the Dean. As assessment and identification of accommodations may take time, so advance notice is recommended.

RESTRICTED AREAS

The lower level of the Administration Building has been designated as a storage area for Unity materials, and forklift traffic in this area is heavy. To ensure the safety of students, access to the first floor is restricted from the Unity Bookstore to the west end of the Administration Building. Please observe any additional restricted areas or barriers.

SCHEDULING EXTRACURRICULAR ACTIVITIES

Students who plan extracurricular activities or want to use a room at Unity world headquarters will need to consult with the Unity Institute office manager, who will assist in making arrangements. All extracurricular activities and use of rooms must be preapproved. Entrance to the buildings after hours is not permitted unless prearranged.

SEARCHES

It is the policy of Unity Institute to safeguard the security and property of students. In furtherance of this policy, Unity reserves the right to question students and all other persons entering and leaving our premises and to conduct searches for controlled substances, alcohol, firearms, weapons and Unity property. Inspections may be conducted at any time at the discretion of Unity regardless of whether the item or area is locked and regardless of whether the lock belongs to Unity or the student; therefore, students should not bring any item which they do not want to undergo an inspection onto Unity property.

SECURITY

The Unity Security Department is responsible for our safety and welfare. Its function is to remind us of and to enforce certain rules and regulations. The following are some of the regulations of which you should be aware:

- A 20-m.p.h. speed limit is enforced on all streets and roads in Unity Village 24 hours a day.
- All stop and yield signs are to be observed.

- “No Parking” areas at crosswalks, fire hydrants, entrances to buildings and so on and “Reserved Parking” signs are to be observed.
- After 11 p.m., security officers will question unrecognized drivers and restrict driving through the Village, on side streets and around private residences.
- Prior arrangements are to be made with the Security Department before leaving your car overnight in any parking lot or street in Unity Village (unless you are a permanent resident).
- All laws of the state of Missouri relating to ownership and operation of a vehicle will apply in Unity Village, including valid driver’s license and current license plates.

SMOKING POLICY

All Unity buildings are smoke-free. Smoking is not permitted in restrooms, classrooms, offices, hallways or lounges. The designated smoking area for the Education Building is in the covered patio area east of the first floor of the Library. A list of designated smoking areas is posted on Unity bulletin boards and is available from the Registrar. Do not smoke while walking from one smoking area to another.

SOLICITATION AND IN-HOUSE SELLING

It is the policy of Unity Institute to ensure a productive and harmonious study environment. Soliciting of funds for other charities or selling services on Unity Institute grounds by students is not allowed. Outside salespersons are not allowed to solicit students for any reason. Anyone seen selling products or soliciting funds from students on grounds should be reported to the Dean or the Security Department.

TORNADO PROCEDURES

The weather bureau offers two types of information in relation to tornadoes:

- Tornado watch: This information is issued when conditions are favorable for the formation of tornadoes. The watch usually covers a wide area, indicating that only general alertness should be maintained.
- Tornado warning: This information is issued only when a tornado has been sighted and is headed toward the local vicinity. A tornado warning indicates that cover should be taken immediately.

Unity maintains constant contact with the weather bureau during severe weather conditions. If a tornado warning should go into effect, a siren within the buildings will sound and you will be instructed to take your purse/wallet with you and move immediately to a designated safety area. Students who are in the Education Building are to go down the center stairway to the lower level. Do not use the elevators.

Students who are in another building when a siren sounds may follow the direction of the other people who have been given specific instructions for their area. Students who are in residence here are to take cover in the nearest basement or tunnel area when the sirens sound from the outside speakers or a Unity patrol car. In the cottages, students may go to the basement next to the laundry area under the southeast corner of the motel complex.

INFORMATION FOR STUDENTS ON THE UNITY MINISTRY PATH

CHAPEL SERVICES

Students on the Unity Ministry Path are required to complete at least two chapel services. Students are expected to prepare, manage and lead the service as they would in a church, and the service is to be designed for a general Unity/New Thought audience.

Prerequisites for students to lead a chapel service include:

HTS 551	Metaphysical Theology I
MAS 521	Homiletics I
MAS 522	Homiletics II

Students are to schedule their first chapel service to take place sometime between completion of 30-60 credit hours or 35-50 continuing education units. Students are to schedule their second chapel service to take place after completion of 75 credit hours or 110 continuing education units.

Requirements of Chapel Services

- Each chapel service is required to include, at a minimum, the following elements:
 - Welcome
 - Opening prayer
 - Music
 - Meditation
 - Message
 - Offering blessing
 - Closing prayer
 - Meet and Greet
- Students are required to lead all of the required elements of the chapel service, except music.
- The topic of the message is to be appropriate to a general Unity/New Thought congregation.
- Students are required to meet with the communication faculty in advance of the chapel service to discuss how the elements of the service and the technical requirements will be met.

Logistics of the Chapel Services

- Chapel services are held in the Fillmore Chapel.
- Chapel services are held at 4 p.m. on Wednesdays.
- The service is to be approximately 45 minutes in length.

Evaluation of the Chapel Services

Chapel services are not linked to a specific course and, therefore, are not given a letter grade. However, chapel services will be evaluated to provide students with opportunities for growth in this aspect of ministry.

Evaluations will be given by:

- The communication faculty member.
- The student's advisor.
- Another faculty member chosen by the student.

The student will meet individually with each member of the evaluation team to receive the feedback. Students are expected to integrate the feedback received from their first chapel service into their second or additional chapel services. Copies of the evaluations are to be submitted by students in their portfolio.

CREDENTIALLED LEADER MINISTRY REVIEW TEAM

The Credential Leader Ministry Review Team (CLMRT) of the Association of Unity Churches International process may be implemented with any student on the ministerial path who is a licensed Unity teacher or spiritual leader of a Unity church. For more information about CLMRT and its applicability to students on the ministerial path, please contact:

Association of Unity Churches International
P.O. Box 610
Lee's Summit, MO 64063
816-524-7414
www.unity.org

EDUCATIONAL AND PSYCHOLOGICAL EVALUATION

Unity Institute reserves the right to require an educational and/or psychological evaluation of ministerial students, at Unity Institute expense, should the faculty believe it would be useful to help the student on his or her ministerial path. The results of such evaluations will be kept in the student's permanent file and shared with the student.

EVALUATION AND ACCOUNTABILITY

Each student will receive ongoing evaluation of his or her progress, as identified in the section "Ministerial Presence Evaluation." The objective of this evaluation process is to engage the student in responsible self-understanding and self-observation, which serve as a springboard for further spiritual growth and development.

Students are placed "under review" when, in the judgment of the faculty or administration, their scholarship drops below a satisfactory level or when their conduct is considered by Unity Institute faculty to be below standard. Within two weeks of being placed under review, the student will jointly create an Individual Educational Program (IEP) with his or her advisor to help the student raise the quality of his or her academic, behavioral and/or spiritual developmental work to a satisfactory level. The IEP will include a date at which the faculty will assess the progress made by the student. Three outcomes are possible

at this assessment. First, the faculty determines that satisfactory progress has been made and the student is taken off review. Second, the faculty determines that the student is making progress but more is needed. The student remains under review. At this point, a revised IEP will be created which will include a date at which the faculty will reassess the progress made by the student. Third, the faculty determines that the student has not met the terms of the IEP, and the student is placed on probation.

Students who are placed on probation will work with their advisor to create a revised IEP, which will include a date at which the faculty will assess the progress made by the student. In addition, students on probation will be required to:

- Take no more than 9 credit hours (12 continuing education units) in a ten-week term and no more than 3 credit hours (4 continuing education units) in a three-week term.
- Immediately discontinue any involvement with a Unity church, including being a spiritual leader, speaking, teaching and serving as a platform assistant.
- Immediately discontinue any participation in the Student Association or any student committees.
- Meet with their advisor at least every two weeks to discuss how they are addressing the concerns of the faculty.

When the faculty again assesses the student's progress, three outcomes are possible. First, the faculty determines that satisfactory progress has been made and the student is taken off probation. Second, the faculty determines that the student is making progress but more is needed. The student remains on probation. At this point, a revised IEP will be created which will include a date at which the faculty will reassess the progress made by the student. Third, the faculty determines that the student has not met the terms of the IEP, and the student is dismissed from the program.

At all stages of this process, students may appeal the decision of the faculty. Students choosing to appeal must present their statement in writing, with appropriate documentation, to the Dean within four weeks of receiving notification of their status. The Vice President of Education will determine whether the student may continue to take classes during the appeal process. The Dean will take no more than four weeks to review the appeal and make a decision. Students may choose to appeal the decision of the Dean. Students choosing to appeal the decision of the Dean must present their statement in writing, with appropriate documentation, to the Vice President of Education within four weeks of receiving notification of the Dean's decision. The Vice President will take no more than four weeks to review the appeal and make a decision. The decision of the Vice President is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision and the matter is closed.

MINISTERIAL PRESENCE EVALUATION

A ministerial student's competence in the qualities of leadership identified below will be evaluated throughout the program.

Qualities of Ministerial Presence

Listening Skills: Students on the ministerial path listen with empathy, respect and sensitivity. They keep confidence and express themselves using compassionate communication skills.

Interpersonal/Relationship Skills: Ministerial students meet and accept others where they are. They are able to nurture others, give and receive love and form healthy relationships, friendships and support systems.

Attitude: Ministerial students display positive thinking and have a positive self-image. They are willing to receive feedback, learn and change. They demonstrate self-confidence and have a sense of humor and an ability to play.

Leadership Skills: Students on the ministerial path model the use of spiritual principles, display flexibility and are open to diversity. They empower others, participate in decision making and help build community.

Responsibility: Accepting responsibility without blame or projection on others is an important skill for ministerial students. They acknowledge their mistakes and "walk their talk" by living according to spiritual principles. They are willing to be introspective and accept coaching for personal growth and improvement.

Self-Discipline: Ministerial students use prayer in their daily lives. In addition, they maintain healthy boundaries, are able to think before speaking, demonstrate a prosperity consciousness and practice self-care.

Maturity: Students on the ministerial path show evidence of emotional stability and are able to resolve personal issues using spiritual principles. They act in integrity and demonstrate honesty and trustworthiness.

Personal Transformation Advising

To assist students on the journey of personal transformation, those students on the Unity Ministry Path will complete a self-evaluation, based on the qualities of ministerial presence listed above, each ten-week term that they are enrolled for courses. They will meet with their advisor during the ten-week term to discuss their strengths and challenges in achieving and maintaining the qualities of ministerial presence. Advisors are in an advisory, rather than evaluative, capacity in this process, but will make note of the student's willingness to follow through with this personal transformational process. Students are encouraged to see the self-evaluation as an opportunity for continued personal growth and preparation for ministry.

The timeline for this process is as follows:

- First week of the ten-week term: The self-evaluation form will be distributed to all students enrolled for this term by the Registrar.

- Third week of the ten-week term: The students are to complete the forms and return them to their advisor.
- Sometime between the fourth and tenth week of the ten-week term: Students are to make an appointment with their advisor to review the self-evaluation. It is the student's responsibility to follow-through with this process each and every ten-week term in which they are enrolled. The specific content of the self-evaluation will be kept confidential, with the exception of any legal requirements for disclosure when the potential for harm of self or others is perceived. The advisor's perceptions of the student's willingness to engage in the process of self-evaluation will be shared with the student, and may be shared with the Unity Institute Advisory Team if the advisor feels it is warranted.
- The self-evaluations will be kept in the student's file in their advisor's office. The specific content of the self-evaluations will be kept confidential, with the exception of any legal requirements for disclosure involving the potential harm of self or others.
- At any time, faculty and staff have the opportunity to share any observed strengths or challenges of ministerial presence that they witness of students who are not their advisees. Should such an experience occur, faculty and staff will share this information with the student and his or her advisor. Student and advisor will work together to identify ways to grow through any observed challenges.

PARTICIPATION AT UNITY CHURCHES

Students who are accepted into the Licensing and Ordination Path at Unity Institute become representatives of the greater Unity movement. Students are expected to maintain excellent decorum and ethics at every event in which they participate both within and outside Unity Institute. This includes their participation at Unity churches (spiritual leaders, speakers, teachers, platform assistants or in any official or voluntary capacity). Students who do not represent Unity Institute or the Unity movement in an appropriate manner or who are on probation at Unity Institute, as determined by the faculty, will be required to immediately discontinue their participation. Failure to discontinue their participation at a Unity church will result in immediate dismissal. Students may appeal this decision, according to the appeal process listed in the section "Evaluation and Accountability."

PARTNERS IN MINISTRY

Unity Institute has a program of support and personal development for those people who are partners to students on the ministerial path. Participation in this group allows partners to get to know the other partners, students, faculty and staff. Activities vary. Please speak with the Student Resource Advisor for more information.

UNITY LICENSING AND ORDINATION

The Association of Unity Churches International governs the process of licensing and ordaining Unity ministers. Graduation from Unity Institute does not guarantee licensing or ordination. Any person interested in becoming a licensed and ordained Unity minister should contact the Education Department of the Association of Unity Churches International:

P.O. Box 610
Lee's Summit, MO 64063
816-524-7414
www.unity.org

Students interested in Unity licensing and ordination are required to be in residence full-time at Unity Institute for two consecutive ten-week terms at some point during the program. The Association of Unity Churches International recommends that students interested in Unity licensing and ordination also spend a third ten-week term consecutively in residence at Unity Institute.