

Unification Theological Seminary's initial application to
operate as an out-of-state institution in Maryland in
accordance with COMAR 13B.02.01

NOV 03 2015

OOS INITIAL

MARYLAND HIGHER EDUCATION COMMISSION
Application for Initial Approval for Out-of-State Degree-Granting
Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland.

PROPOSED LOCATION IN MARYLAND. 9135 PISCATAWAY ROAD, STE 410
CLINTON, MD 20735

Please provide the full mailing address. If a specific facility is yet to be identified, please provide as a minimum, the county or city in which you plan to operate.

[If these programs/classes are to be offered at a military installation and the recruitment and enrollment of students is limited to active duty personnel, their dependents, or civilians employed at the installation, and if the institution waives its right to claim veterans' benefits for enrolled students, do not complete this application. Complete an Application for Exemption to COMAR 13B.02.01 instead.]

PROPOSED START DATE. September 1, 2015

Applications should be submitted at least 5 months prior to the proposed start date.

INSTITUTION APPLYING FOR APPROVAL.

Name of Institution: Unification Theological Seminary

Web Address: www.uts.edu

OPEID Code: 032163

U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer: Dr. Hugh Spurgin

Mailing Address: 30 Seminary Dr., Barrytown, NY 12507

Telephone: (203)260-6801 Email: hdspurgin@yahoo.com

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: Dr. Kathy Winings

Title: Vice President for Academic Affairs

Mailing Address: 30 Seminary Dr., Barrytown, NY 12507

Telephone: (212) 563-6647, x101 Email: academics@uts.edu

***** CERTIFICATION *****

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

10-30-15 Date
Hugh D. Spurgin Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission
Division of Planning and Academic Affairs
6 N. Liberty St., 10th Floor
Baltimore, Maryland 21201
acadprop@mhec.state.md.us
(410) 767-3268

A copy of these regulations can be found at the Maryland Higher Education Commission's web site www.mhec.state.md.us (under Academic Approval Process) along with an on-line application form.

I. SUPPORTING DOCUMENTATION.

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each proposed location, the following Supporting Documentation needs to be included only once for the entire package of applications. CHECK EACH ITEM AS ATTACHED.

Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Include one printed copy of the institution's home campus catalog or other publication (graduate and undergraduate as applicable) that contains information on: academic progress standards, curricular content of the proposed programs, student services information, credit for prior learning as well as credit for practica, clinical experience, internships, and cooperative work experiences. Please also provide copies of the awards to be granted.

Application Fee. COMAR 13B.02.01.07D(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission.

Accreditation. COMAR 13B.02.01.07D(3)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

Registration as an Out-of-State Corporation. COMAR 13B.02.01.07D(3)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: www.dat.state.md.us. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

Certificate of Compliance COMAR 13B.02.01.07D(3)(o)

Please provide a certificate for each location for which you are seeking approval, indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety. If this is not presently available, it may be submitted no later than 30 days prior to the start of classes.

Board of Trustees Resolution of Financial Solvency COMAR 13B.02.01.07D(3)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

Advertisements COMAR 13B.02.01.07D(3)(p)

Please provide copies of any advertisements in print format related to the proposed programs.

Teach-out Plan COMAR 13B.02.01.07D(3)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

1. Programs.

Please enter below, or create an attachment (labeled "A-1: Programs") to this application with your responses to the following:

(a) Provide a list of the proposed programs (or individual courses) to be offered at this location. An institution may apply to offer courses only if the full complement of courses comprise not more than 3 courses (or 9 credit hours) of a degree program. [See COMAR 13B.02.01.07D(5)] For each program/course provide the following information: (1) the full title of the program (or individual course); (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: BUS 101 Intro to Business Administration</i>		<i>Distance Ed.</i>	<i>3 sem</i>	<i>Yes</i>

(b) If the information does not appear in the catalog or publication you submitted, provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location.

See Attached; Course Schedule: Monday, Wednesday evenings: 7:00-9:50pm; Catalog attached

(c) Please provide a brief description of the student population to be served by the proposed program.

Adults who are clergy or lay leaders in local Churches

2. Educational Need. Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offerings of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland State Plan for Postsecondary Education. COMAR 13B.02.01.06A & C

INSTRUCTIONS. Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application with your responses to the following questions for each program.

(a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the proposed programs serve occupational needs, present data on market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations. COMAR 13B.02.01.06E

See attached sheet

(2) If the proposed programs serve societal needs (including the traditional liberal arts education), provide a description of how the proposed programs will enhance higher education in Maryland and contribute to society in general.

See attached

(b) If similar programs already exist in the State of Maryland, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

See attached

(c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location? Yes No COMAR 02.01.07D(3)(q)

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

(d) Will the programs/classes at this location be closed? [That is, only available to employees or members of the host site and not open to the general public]. Yes No

If yes, please supply a copy of a memorandum of understanding from the Maryland entity sponsoring your institution. The memorandum shall specify the institution is operating a closed-site and that the courses are offered solely for its own employees. COMAR 13B.02.01.07D(6)

(e) Will these programs/classes be offered in affiliation with a Maryland Regional Higher Education Center? Yes No

If yes, please identify the Maryland Regional Higher Education Center and provide a copy of the Memorandum of Understanding or agreement. COMAR 13B.02.01.22

3. Administrative Staff. The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of educational activities offered. COMAR 13B.02.01.15

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-3: Administrative Staff") to this application with your responses to the following questions.

(a) How are you are planning to meet the above standard on Administrative Staff?

See attached sheet

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator in the attachment to this application

See attached sheet

4. Faculty.

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment to this application (labeled "A-4: Faculty") with your responses to the following questions. If complete and precise information is unavailable at this time, please provide projected staffing information including the faculty member's status as full or part-time.

(a) List all faculty that are to teach in the first year (or cycle) of the proposed programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.07D(3)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds;
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution .

See attached sheet

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

(c) **Full-time faculty member** is defined as an employee: "(a) whose primary professional responsibility is instruction, research, scholarship, or service; (b) who performs those functions normally expected of a full-time faculty member at an institution of higher education, including curriculum development, student advising, and institutional service; (c) who is employed on an annual or renewable contract of at least 9 months long that stipulates an annual salary; and (d) who is not employed full-time by another employer." COMAR 13B.02.01.03(10)

Will more than 1/3rd of the classes offered be taught by full-time faculty of the parent institution?

Yes No

Full-time Faculty Waiver. (See COMAR 13B.02.01.16E) If 1/3rd or less of the classes are taught by full-time faculty of the parent institution you will have to apply for a full-time faculty waiver. In order to obtain a waiver under the Regulations, please respond to the following:

- (1) Demonstrate that the unique role, scope, and mission of the institution require a waiver in order for the institution to operate.

See attached sheet

(2) After making this demonstration the institution shall then provide the following:

- (i.) Designate by name the faculty members whose primary responsibility is instruction, scholarship, research or service who will perform the duties normally required of full-time faculty.

(ii.) Document that these designated faculty members substantially participate in the development or implementation of one or more of the following activities at the institution requesting the waiver: (A) Academic programs, (B) Professional Programs, (C) Research Programs, (D) Service Programs, (E) Admission or Admission policies, (F) Academic Advising, (G) Faculty Appointments, or (H) institutional governance.

(iii.) Document that the full time faculty, as a group, participate in all of the activities listed in (2)(ii.) above.

(iv.) Document that the designated faculty shall perform the requirements of full-time faculty under Section C of the regulations – i.e., at least one-third of the classes offered shall be taught by full-time faculty of the parent institution.

See attached.

(3) **Documentation includes**, but is not limited to: (i) minutes of meetings; (ii) contractual obligations; or (iii) job descriptions.

(4) Your request will be considered at a regularly scheduled meeting of the Maryland Higher Education Commission.

5. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Resources") to this application with your responses to the following questions.

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

See attached

(b) Library Waiver. In extraordinary circumstances, an out-of-State institution may request a waiver of the library requirement. **Are you requesting such a waiver?** Yes No

If Yes, this request shall be considered at a regularly scheduled meeting of the Maryland Higher Education Commission. The waiver may be granted if justified by the institution demonstrating in this application the following:

(i.) the specialized or technical nature of the institution's curriculum; or

See attached

(ii.) an executed contract or contracts with another library or libraries ensuring students adequate access to another appropriate collection either through location or through information technology.

6. Student Services. COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with your responses to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

See attached sheet

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

See attached sheet; all student records maintained on main campus with full FERPA protection and security measures

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?
 Yes No How will it make this available to its students at the proposed instructional site? _____
If this statement is in the Catalog you submitted with the application, please indicate the page number: _____
If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? Yes No If this procedure is in the Catalog you submitted with the application, please indicate the page number _____. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

7. Facilities. (See COMAR 13B.02.01.19).

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with your responses to the following questions.

(a) Has a specific facility been identified? Yes No

(b) Has the proposed facility been inspected and approved for use as classroom/laboratory space and been found in compliance with local and State ordinances pertaining to fire and safety? Yes No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(c) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

See attached sheet

(d) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

See attached sheet

(e) Describe the office (and conference) space available to full and part-time faculty and administrators.

See attached sheet

8. Distance Education. "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? Yes No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application.

Accreditation



MIDDLE STATES COMMISSION ON HIGHER EDUCATION

3624 Market Street, Philadelphia, PA 19104-2680. Tel: 267-284-5000. Fax: 215-662-5501
www.msche.org

STATEMENT OF ACCREDITATION STATUS

UNIFICATION THEOLOGICAL SEMINARY
30 Seminary Drive
Barrytown, NY 12571
Phone: (845) 752-3000; Fax: (845) 758-3014
www.uts.edu

Chief Executive Officer: Dr. Hugh D. Spurgin, President

INSTITUTIONAL INFORMATION

Enrollment (Headcount): 37 Undergraduate; 85 Graduate
Control: Private (Non-Profit)
Affiliation: Religious- Unification Church
Carnegie Classification: Special Focus - Theological seminaries, Bible colleges and other faith-related institutions
Approved Degree Levels: Bachelor's (B.A. in World Religions and Philosophy), Postbaccalaureate Award/Cert/Diploma, Master's, Doctor's - Professional Practice;
Distance Education Programs: Not Approved
Accreditors Recognized by U.S. Secretary of Education: n/a

Instructional Locations

Branch Campuses: None
Additional Locations: New York City Extension, New York, NY
Other Instructional Sites: Maryland Satellite Center, Clinton, MD ✓

ACCREDITATION INFORMATION

Status: Member since 1996
Last Reaffirmed: March 3, 2016

Most Recent Commission Action:

March 3, 2016: To accept the monitoring report and to note the visit by the Commission's representatives. To remove the probation because the institution is now in compliance with Standard 3 (Institutional Resources) and Standard 14 (Assessment of Student Learning) and to reaffirm accreditation. To request a monitoring report, due September 1, 2016, documenting (1) further development of an allocation process that ensures adequate staffing to support the institution's mission and goals; (2) further development of financial

planning and budgeting processes that are aligned with mission, goals and long-range planning, are based on realistic enrollment targets, and incorporate the use of assessment results (Standard 3); and (3) further implementation of an organized and sustained assessment process to evaluate and improve student learning (Standard 14). A small team visit may follow submission of the report. The Periodic Review Report is now due June 1, 2020.

Brief History Since Last Comprehensive Evaluation:

- June 25, 2009: To accept the supplemental information report, to thank the institution for receiving the Commission's representatives and to reaffirm accreditation. To request a monitoring report, due by October 1, 2010, documenting further progress in the implementation of an organized and sustained process to assess the achievement of institutional effectiveness, including direct evidence of student learning outcomes, and use of results to inform planning and resource allocation decisions and to improve teaching, learning and institutional programs and services (Standards 7 and 14). The next evaluation visit is scheduled for 2013-2014.
- November 2, 2010: To acknowledge receipt of the substantive change request and to include the additional location at New York City Extension, 4 West 43rd Street, New York, NY 10036 within the scope of the institution's accreditation. To note the institution's decision to close the additional location at UTS New York Extension Center, 481 8th Avenue, New York, NY 10001 and remove the location from the scope of the institution's accreditation. To note that the monitoring report due by October 1, 2010 will be acted on by the Commission at its November meeting. The next evaluation visit is scheduled for 2013-2014.
- November 18, 2010: To accept the monitoring report. The next evaluation visit is scheduled for 2013-2014.
- October 31, 2012: To acknowledge receipt of the substantive change request and to include the Bachelor of Arts in World Religions and Philosophy within the scope of the institution's accreditation effective upon receipt of state approval. To request that the self-study, in preparation for an evaluation visit in 2013-2014, document further development and implementation of the new bachelors level degree program.
- February 13, 2013: To acknowledge receipt of documentation of approval from the New York State Education Department and to include the Bachelor of Arts in World Religions and Philosophy within the scope of the institution's accreditation.
- June 26, 2014: To place the institution on probation because of a lack of evidence that it is currently in compliance with Standard 1 (Mission and Goals), Standard 3 (Institutional Resources), Standard 8 (Student Admissions and Retention) and Standard 14 (Assessment of Student Learning). To note that the institution remains accredited while on probation. To request a monitoring report, due March 1, 2015, documenting that the institution has achieved and can sustain ongoing compliance with Standards 1, 3, 8 and 14, including but not limited to (1) a definitive agreement between the Institution, its Trustees and its supporting church concerning the Institution's mission (Standard 1); (2) demonstrated financial viability and sustainability in maintaining educational programs and facilities in accord with its mission and goals (Standard 3); (3) published and consistent admission criteria, with tools to aid in the identification and remediation of academically at-risk students (Standard 8);

and (4) clearly articulated assessment processes which demonstrate that students, at graduation, have knowledge, skills and competencies consistent with higher education goals (Standard 14). A small team visit will follow submission of the monitoring report. To direct a prompt Commission liaison guidance visit to discuss the Commission's expectations. The date for the Periodic Review Report will be set when accreditation is reaffirmed.

November 20, 2014: To note the visit by the Commission's representative. To remind the institution that it has been placed on probation because of a lack of evidence that it is currently in compliance with Standard 1 (Mission and Goals), Standard 3 (Institutional Resources), Standard 8 (Student Admissions and Retention) and Standard 14 (Assessment of Student Learning). To note that the institution remains accredited while on probation. To request a monitoring report, due March 1, 2015, documenting that the institution has achieved and can sustain ongoing compliance with Standards 1, 3, 8 and 14, including but not limited to (1) a definitive agreement between the Institution, its Trustees and its supporting church concerning the Institution's mission (Standard 1); (2) demonstrated financial viability and sustainability in maintaining educational programs and facilities in accord with its mission and goals (Standard 3); (3) published and consistent admission criteria, with tools to aid in the identification and remediation of academically at-risk students (Standard 8); and (4) clearly articulated assessment processes which demonstrate that students, at graduation, have knowledge, skills and competencies consistent with higher education goals (Standard 14). A small team visit will follow submission of the monitoring report. The date for the Periodic Review Report will be set when accreditation is reaffirmed.

June 25, 2015: To accept the monitoring report and note the visit by the Commission's representatives. To note that the institution is now in compliance with Standard 1 (Mission and Goals) and Standard 8 (Student Admissions and Retention). To continue the probation because of insufficient evidence that the institution is in compliance with Standards 3 (Institutional Resources) and 14 (Assessment of Student Learning). To note that the institution remains accredited while on probation. To request a monitoring report, due December 1, 2015, documenting evidence that the institution has achieved and can sustain compliance with Standards 3 and 14 including, but not limited to (1) implementation of a financial plan to achieve institutional sustainability (Standard 3); and (2) assessment results that provide sufficient, convincing evidence that students are achieving key institutional and program learning outcomes, and use of those results to improve teaching and learning (Standard 14). In addition to request that the monitoring report also provide evidence of accurate and comprehensive information and advice regarding financial aid and transfer agreements at the baccalaureate level to ensure that students have a reasonable opportunity to meet their educational goals (Standard 8); A small team visit will follow submission of the monitoring report. The date for the Periodic Review Report will be established when accreditation is reaffirmed.

Next Self-Study Evaluation: 2024 - 2025

Next Periodic Review Report: 2020

Date Printed: March 15, 2016

DEFINITIONS

Branch Campus - A location of an institution that is geographically apart and independent of the main campus of the institution. The location is independent if the location: offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority.

Additional Location - A location, other than a branch campus, that is geographically apart from the main campus and at which the institution offers at least 50 percent of an educational program. **ANYA** ("Approved but Not Yet Active") indicates that the location is included within the scope of accreditation but has not yet begun to offer courses. This designation is removed after the Commission receives notification that courses have begun at this location.

Other Instructional Sites - A location, other than a branch campus or additional location, at which the institution offers one or more courses for credit.

Distance Education Programs - Fully Approved, Approved (one program approved) or Not Approved indicates whether or not the institution has been approved to offer diploma/certificate/degree programs via distance education (programs for which students could meet 50% or more of the requirements of the program by taking distance education courses). Per the Commission's Substantive Change policy, Commission approval of the first two Distance Education programs is required to be "Fully Approved." If only one program is approved by the Commission, the specific name of the program will be listed in parentheses after "Approved."

Commission actions are explained in the policy *Accreditation Actions*.

Course descriptions from the College's catalog

CHURCH HISTORY I

LTR 5131
Dr. John-Paul James
j.james@uts.edu

Fall 2015

COURSE DESCRIPTION

This course covers the history of Christianity from its beginnings until the outbreak of the Protestant Reformation in 1517. Emphasis is on the leading personalities, events, trends of thought, and institutions which shaped the church's development during the early and medieval periods. Topics covered include the Jewish and Greco-Roman background; the apostolic church; persecution under the Roman Empire; early heresies and ecumenical councils; the rise of the papacy and monasticism; the Christianization of Western Europe; Islam; medieval scholasticism and spirituality; the crusades; papal decline, and the beginning of reform movements. The course is ecumenical in orientation and designed to aide students in relating to representatives from the numerous and diverse Christian traditions. Theological insights are applied as they relate to this history.

OUTCOMES

Upon completion of the course, students will be able to:

1. Identify the leading figures, events and trends of thought which shaped Christianity until the Protestant Reformation.
2. Understand internal and external challenges early and medieval Christianity faced and the ways in which they responded to those challenges.
3. Demonstrate a critical awareness of differing perspectives and approaches toward specific topics in church history.
4. Relate the course content to their faith and ministry.

REQUIREMENTS AND EVALUATION

1. Class participation (10%)
2. Midterm (30%)
3. Final (30%)
4. Two reflection papers (30%)

Students are expected to attend and to be engaged in all class sessions. Unexcused absences or persistent tardiness will result in a lower final grade. The midterm and final exams will include material covered in the required readings and lectures. During the term, students are required to submit two 3 pg. reflection papers. The instructor will provide guidelines for both assignments. Grades for the course will not be changed nor incompletes granted unless there are extenuating personal circumstances which made completion of course requirements impossible. Additional work submitted to improve grades after completion of the course will not be accepted.

ACADEMIC INTEGRITY

Plagiarism is a form of dishonesty that occurs when a student passes off someone else's work as their own. This can range from failing to cite an author for ideas incorporated into a student's

PAS 5314
Working with Small Group

Instructor:

Rose C. Merchant, Ph.D.

Logos Christian College Washington of UTS

Clinton, MD 20735 Office Telephone: 301-868-5191

Email: amos1@totalu.org

Office Hours: Available with Appointment

Course Description: This course introduces the use of groups for the purpose of increasing self-understanding and improving interpersonal relationships. Emphasis will be placed on basic concepts of group dynamics and group leadership.

- II. Rationale:** Persons involved in both professional counseling and helping ministries find that group work can be an important strategy for conducting their daily work. Therefore, knowledge of group theory and the development of group leadership skills are essential to their becoming more effective practitioners in either setting.

III. Textbooks and Other Learning

Resources: Required:

American Psychological Association. (2001). *Publication manual of the American Psychological Association*. Washington, DC: American Psychological Association. ISBN: 1557987912

Corey, G., Corey, M., & Haynes, R. (2006). *Groups in action: Evolution and challenges*. (DVD and Workbook). Pacific Grove, CA: Brooks/Cole. ISBN: 0534638007

Gladding, S. T. (2008). *Group work: A counseling specialty, 5/E*. Englewood Cliffs, NJ: Prentice-Hall. ISBN-10: 0131735950

Jacobs, E. E., Masson, R. L., & Harvill, R. L. (2009). *Group counseling: Strategies & skills* (6th Ed.). Pacific Grove, CA: Brooks/Cole. ISBN-10: 0495505587

Educational Need

Maryland Higher Education Commission
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A-1: Programs

- (a) The Unification Theological Seminary (UTS) is offering 2 courses at the Maryland location for Fall 2015.

They are: (1) Working with Small Groups (syllabus attached) which is part of the Master of Religious Education degree program, taught in person for 3 credits. This course is also offered periodically at the parent campus. (2) Church History I (syllabus attached) which is part of the Master of Religious Education degree program, taught in person for 3 credits. This course is also offered at the parent campus.

- (b) (1) Syllabus is attached for each course. The schedule for the Maryland campus is as follows: Working with Small Groups on Monday: 7:00pm-9:50pm and Church History I on Wednesday: 7:00pm-9:50pm.
- (c) The student population is composed of clergy and lay leaders from a few churches in Prince Georges County.

A-2: Educational Need

- (a) The courses are offered at the request of the local church pastors and lay leaders seeking additional knowledge and skills in pastoral care and counseling from our school as our theological perspective and mission focus match those of these church pastors.
- (b) UTS is the only school of this theological perspective. In addition, the other seminaries do not offer these courses as they do not maintain a Master of Religious Education degree program and they are not affiliated with the Association of Theological Schools nor are they accredited by Middle States Commission on Higher Education.

A-3: Administrative Staff: N/A as we are offering only a few courses

A-4: Faculty:

- (a) There are 2 adjunct faculty. They are Dr. Rose Merchant and Dr. John Paul James. Their CVs are attached.