TOWNSEND INSTITUTE
FOR LEADERSHIP & COUNSELING
AT CONCORDIA UNIVERSITY IRVINE

2021-2022 Student Handbook

Organizational Psychology Program

Student Handbook and Policies
Townsend Institute at Concordia University Irvine

Mission of Concordia University Irvine

Concordia University, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service, and Leadership.
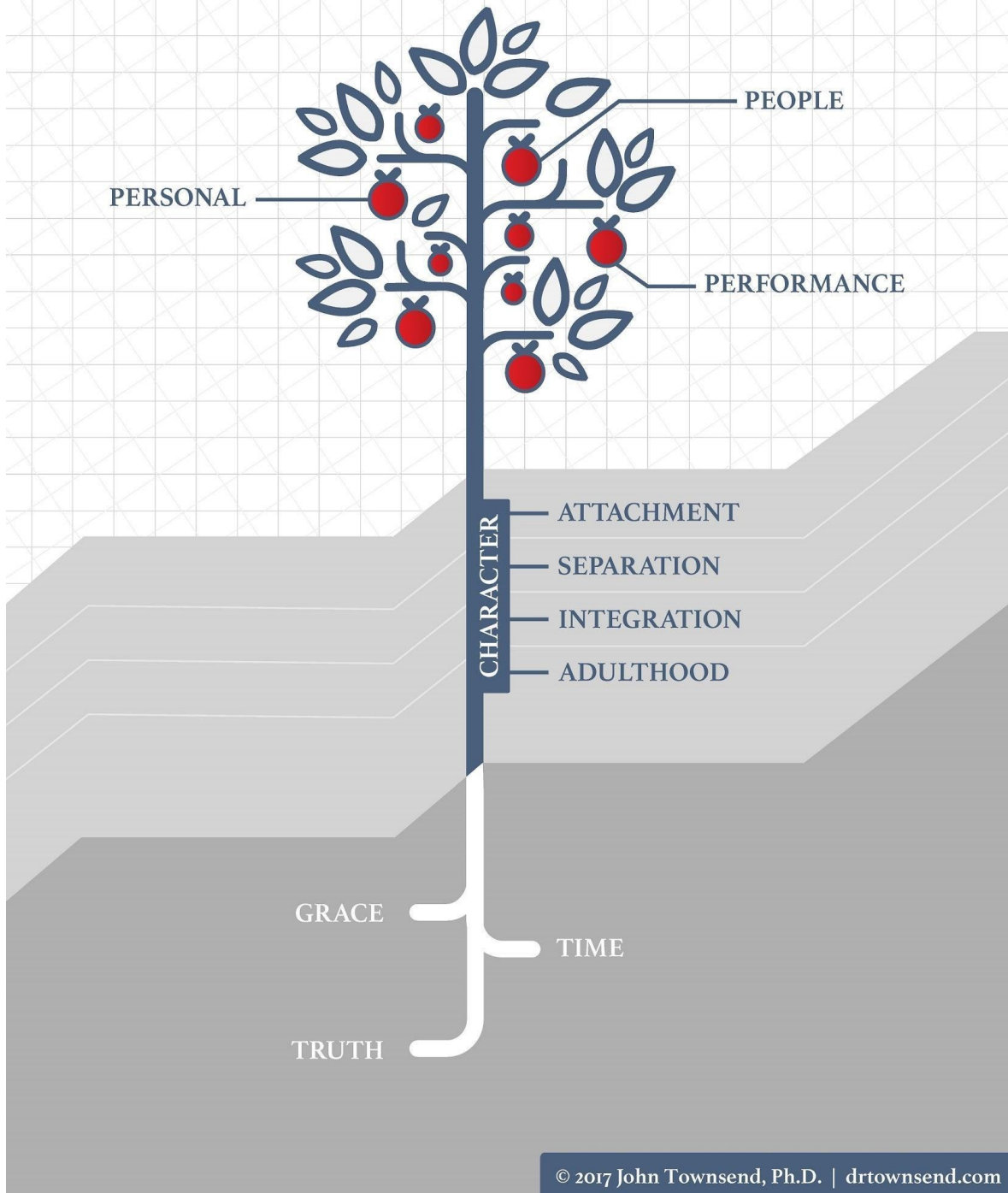
Townsend Institute Mission and Vision

The Townsend Institute is committed to educating thousands of best-in-class business, ministry leaders and counselors impacting the world for Christ and trained by a Competence & Character model, which is biblically-informed, research supported, and skills oriented. The adult learner and the Institute are a partnership. The Institute's tasks are to provide top-tier content, which is experientially learned, faculty who are scholar-practitioners, and personal and administrative support to train you to become a high-level professional. Students are tasked to diligently learn the content, to interact with faculty and classmates, and to grow in competence and character.

The Townsend Institute & Concordia University Irvine

The Townsend Institute and Concordia University have formed a unique partnership to offer graduate programs. John Townsend is an American Christian author and speaker. Dr. Townsend is a New York Times best-selling author, leadership coach, psychologist and organizational consultant who has been helping leaders, organizations and individuals make changes and exceed their goals for more than two decades. The educational degrees and certificates are offered by Concordia University in collaboration with Dr. Townsend.

THE COMPETENCE & CHARACTER GROWTH PATH

PEOPLE

PERSONAL

PERFORMANCE

CHARACTER

ATTACHMENT

SEPARATION

INTEGRATION

ADULTHOOD

GRACE

TIME

TRUTH

Acceptance Procedures

APPLICATION AND ADMISSION INFORMATION
Admission Requirement for Online Bachelor's programs and GE program

1. 2.0 HS GPA
2. 24 years of age
3. Possess a high school diploma or GED documentation
4. Submission of official transcripts from all colleges attended

Completion of the Online Bachelor's application process and submission of all necessary and required documents will complete the file. Following file completion, the application information will be reviewed and a decision issued regarding acceptance.

Students with fewer than forty-five (45) units of accredited transferable units are eligible for candidate status (provisional acceptance) within a chosen Online Bachelor's major and can begin taking online general education (GE) courses. Once forty-five (45) units are obtained, students may begin taking courses in their chosen Online Bachelor's major concurrently.

ADMISSIONS APPEAL PROCESS
A student who has applied and been denied admission has a right to appeal the decision within seven (7) days of receiving notification of admission denial. The appeal must be made in writing to the dean of the School of Professional Studies and include a rationale for reconsideration. Within seven (7) days of receipt of the letter, the dean will convene an appeals committee consisting of one (1) member appointed by the dean and one (1) member appointed by the Office of the Provost.

The student will be informed of the date and time of the meeting and be instructed to bring any documentation pertinent to the appeal. At the meeting the chair will cite the reason(s) for the denial of admission and the student will be given the opportunity to explain the basis of their appeal. After discussion, the student will be excused and the committee will render a decision. The student will be informed of the decision in writing within three (3) days. This decision will be considered final.

TRANSFERRING UNITS FROM ANOTHER INSTITUTION
A student can fulfill most of the general education requirements in the following ways:

1. IGETC (Intersegmental General Education Transfer Curriculum) certification.
2. CSU (California State University) certification.
   A. A maximum of thirty-two (32) units, from accredited, credit by exam and/or military units will be accepted for transfer.
   B. CUI will accept Community College GE transfer coursework from courses which will satisfy similar category requirements in the CSU or IGETC programs. Please see the chart below to see which categories are considered similar. (Students can use www.assist.org to find out which CSU/IGETC category a particular course fulfills.)

3. Associate of Arts (AA) and the Associate of Science (AS) degrees that meet the CSU General Education Breadth requirements..
4. Completion of Concordia University Irvine's general education requirements for Online Bachelor's students as listed below.

Students entering with an AA or AS degree must have documented proof of earning the degree prior to entering the Online Bachelor's Program.

Academic Policies

Late Assignment Policy

Late work will be accepted only by prior arrangement with the instructor before the due date for the assignment. Full credit will not be given for late work. However, each faculty member has the prerogative to set their own policy for late work, and the policy for each course is clearly stated in the syllabus.

Live Virtual Session Policy

Students are expected to meet online for live virtual sessions on weeks 1, 3, 5, and 7. Classes are scheduled to start, per the discretion of the instructor, between 6pm and 9pm (PST) for all OBD and GE courses. Students may miss up to 25% of virtual sessions, with prior approval of the instructor, and still complete the course with a passing grade. In order to make up the points for attending a live session, a student will be expected to watch the full length recording, provide a written summary/outline of the session, and complete an alternative assignment determined by the professor.

Class Postponement Policy

Concordia University reserves the right to cancel the start date of a new group of students if enrollment is insufficient. No class may be cancelled within three (3) working days of the scheduled start.

Academic Probation & Disqualification

The university is committed to providing assistance to students for academic success while at the same time maintaining a standard of academic integrity for Concordia. When a student's academic achievement falls below the standards set by the university, academic probation and disqualification are imposed.

A student having a semester grade point average (GPA) below 2.0 will be placed on probation for the following semester. Students on probation may register for no more than 13 academic units. A student having a semester GPA above 2.00 but an institutional GPA below 2.00 will remain on academic probation until the institutional GPA is at least a 2.00. Any student whose GPA has fallen below 2.0 for 2 semesters and whose institutional GPA is below 2.00 will be academically disqualified as a degree student. Any student whose institutional GPA is less than 1.00 in a single semester will be academically disqualified as a degree student. Upon dismissal the student has the right to appeal to the designated Dean. A student can only appeal once during their tenure at Concordia University.

Academic Dishonesty

Academic dishonesty includes all forms of cheating on any course-related activities, including (but not limited to) tests, quizzes, and other assigned work, as well as all forms of plagiarism, misuse of internet resources, multiple submissions of student work, falsification and false statements and unauthorized aid. The university's definition of academic honesty and disciplinary procedures may be found in the Code of Conduct (http://www.cui.edu/en-us/studentlife/index/id/3472).

1. Academic dishonesty may occur in courses offered by Concordia University, in courses transferred into the university while the student is enrolled at Concordia University, or in other academic work done while the student enrolled at Concordia University (e.g., the President's Showcase of Academic Research); the provisions of this policy cover all such instances.

2. Plagiarism: Plagiarism is the submission of material from one or more sources without citing those sources, or by citing sources inaccurately or incompletely. It may consist of direct quotation of sources (uncited, inaccurately or incompletely cited), or it may consist of indirect quotation (i.e., paraphrasing) or summarizing of such sources without proper attribution. Plagiarism may be unintentional or intentional. Both forms are serious academic violations. A respected writing handbook describes academic dishonesty and plagiarism in the following way.

    A. While there are many ways to damage academic integrity, two that are especially important are inaccurate or incomplete citation of sources—also called unintentional plagiarism—and plagiarism that is deliberately intended to pass off one writer's work as another's (Andrea A. Lunsford, The St. Martin's Handbook 283).

3. Internet Plagiarism: The Scott Foresman Handbook for Writers by M. Hairston, J Ruszkiewicz and C. Friend, has some specific advice for using the internet.

    A. The basic rules of scholastic honesty still apply in electronic environments. [Students] may not copy and paste information from a Web site, listserv, newsgroup, or other electronic source to [their] own project without fully documenting that material. Nor may [they] call it [their] own because [they] have altered it in some minor way. (748).

4. Multiple Submission: Multiple submission is the submission of work a student has completed in one course to meet requirements in another course. Students must always obtain permission from their instructor before using work completed in one course to meet requirements in another.

5. Falsification: Falsification is the submission of another student's work as one's own. The same applies to purchasing essays or other academic materials in order to submit them as one's own work.

6. Unauthorized Aid: Unauthorized aid is any type of assistance that is not permitted by the university or its faculty. Examples include (but are not limited to) receiving answers to a quiz or test from another student or some other source; having one student complete a homework assignment or sign a course attendance sheet on behalf of another; having one student take a quiz or test on behalf of another; aid issued by any University constituent (paid or unpaid by the University) which is unauthorized or which falsifies a student's personal academic work. Students who are unsure whether a particular type of aid is authorized or unauthorized must consult their instructor in advance before attempting to

give or receive such aid. The giving, receiving, and knowing toleration of unauthorized aid are all considered to be academic dishonesty, and students who commit any of the three are liable to the consequences of this policy and its attendant procedures. Any unauthorized aid which creates an academic exception to improve a grade, earn course credit, or meet an admission, financial aid, eligibility or graduation requirement is a form of academic dishonesty.

Procedure

Academic dishonesty, cheating and plagiarism are academic matters, thus they are handled by faculty and academic administrators following the procedures established by the university's Academic Council and described in this Student Code of Conduct. The deans of the university's schools participate in the academic dishonesty process by verifying faculty findings of academic dishonesty and consulting the reporting faculty member regarding appropriate consequences. The Office of the Provost or its designee is the sole and final adjudicator of the application of this policy and hears any student appeals related to academic dishonesty; therefore, student conduct appeal procedures described in the "Disciplinary Process" and "Student Rights and Responsibilities" sections of this Student Code of Conduct does not apply in such cases.

Multiple instances of academic dishonesty may render a student liable to dismissal from the university, depending on the number and severity of the instances. A single instance of dishonesty may be sufficient to lead to a student's dismissal, if the instance is particularly flagrant or extreme as determined by a school dean.

The specific procedures that shall be followed for all suspected instances of academic dishonesty are as follows:

1. Concordia University reserves the right to utilize electronic means to help prevent plagiarism. Students have been informed of this fact in the Student Handbook and Student Code of Conduct and should recognize that all assignments are subject to submission for electronic textual similarity review to Blackboard SafeAssign, Turnitin, or other similar websites. Assignments submitted for electronic textual similarity review to Turnitin will be included as source documents in Turnitin's restricted access database solely for the purpose of detecting plagiarism in such documents.

2. Instructors will write clear syllabi and assignment standards so that students can avoid both unintentional and intentional academic dishonesty. Instructors will include the university's official statement regarding academic honesty in all course syllabi. This statement, which directs students to the Student Code of Conduct, is available to all faculty in the standard undergraduate and graduate syllabus templates provided by the university. It reads as follows:

    A. This course seeks to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student should derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals and will be treated according to the policy stated in the Student Handbook and the Student Code of Conduct. If the instructor determines that academic dishonesty has occurred, the minimum consequence is a failing grade for the assignment and a

mandatory academic honesty workshop taken at the student's expense. For multiple or flagrant violations of the academic honesty policy, a student may fail a course or be dismissed from the university.

3. All suspected instances of academic dishonesty in courses (and in other academic activities, e.g., President's Academic Showcase) will be reported by the faculty member to the dean of the school in which the course or activity resides. The faculty member will provide documentation of the instance of academic dishonesty (within three [3] business days), and the dean of the school will confirm the instance of academic dishonesty, based on the evidence provided by the faculty member. The method of notification for academic dishonesty will be selected by the faculty member from the following options:

   A. At a face-to-face meeting that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.

   B. In a one-on-one live telephone call that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.

   C. The faculty member may choose to send an email message to the student, from the faculty member's official university email address to the student's official university email address. Personal email addresses for the faculty member and the student may not be used for this purpose. In the email message, the faculty member informs the student that dishonesty has been discovered in the student's work.

   D. The faculty member may choose to leave a phone message for the student. However, out of respect for the student's privacy, the message will communicate only something like the following: "An issue has arisen regarding your course [or assignment or activity] evaluation in [course prefix and number or other academic activity] and a note has been placed in your file. If you would like an explanation, please contact me by phone or make an appointment at your earliest convenience."

4. The student may respond to the message in one of several different ways:

   A. The student may ignore the faculty member's notification and thereby forfeit any opportunity for dialogue or appeal. Students will have seven (7) days to respond to any meeting or message before they forfeit the right of dialogue or appeal.

   B. The student may directly or tacitly acknowledge his or her dishonesty and accept the specified penalty.

5. Just as students have a right to appeal any decisions concerning their academic work, so they have a right to initiate an appeal when notified that academic dishonesty has been discovered in their work. Such an appeal goes directly to the Office of the Provost. The final decision concerning any appeal of academic dishonesty lies with the Office of the Provost.

6. The faculty of the university have determined that the following range of penalties will be applied to students found guilty of committing academic dishonesty:

   A. First instance: The student is required to undergo mandatory training in academic honesty as stipulated by the university, at his or her own expense. The instructor also selects a penalty from the following range of options:

      1. A failing grade for the assignment, with an opportunity to make up the work.

      2. A failing grade for the assignment, with no opportunity to make up the work.

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Up to a letter grade off of the final grade for the course. A failing grade for the course.
Dismissal from the university. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The university will not readmit the student (applicable only in extreme or flagrant cases; requires consent of the Dean of the School in which the instance occurred and the Dean of the School in which the student is enrolled, if these are different)

B. Second instance: The student is required to undergo mandatory training in academic honesty as stipulated by the university, at his or her own expense. The instructor consults with the Dean of the School, and together they select a penalty from the following range of options:

A failing grade for the course.
Dismissal from the university. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The university will not readmit the student (applicable in extreme or flagrant cases; requires consent of the Dean of the School in which the instance occurred and the Dean of the School in which the student is enrolled, if these are different).

C. Third instance: Dismissal from the university. The student receives a failing grade for any course she or he committed academic dishonesty in that semester and be administratively withdrawn from all other courses that semester. The university will not readmit the student. The Dean of the School in which theinstance occurred (and the Dean of the School in which the student is enrolled, if these are different) consults with the instructor to determine whether any mitigating circumstances justify a lesser punishment; if not, the student is dismissed.

7. The Office of the Provost or its designee is the sole and final adjudicator of the application of this policy and hears any student appeals related to academic dishonesty; therefore, student conduct appeal procedures described in the "Disciplinary Process" and "Student Rights and Responsibilities" sections of the Student Code of Conduct do not apply in such cases. As stated above, a single instance of academic dishonesty may be sufficient to lead to a student's dismissal, if it is particularly flagrant or extreme as determined by a faculty member and a school dean.

Grading and the Grading System

coursework is evaluated and grades are awarded as follows:

A	Excellent	4.0 grade points
A-		3.7 grade points
B+		3.3 grade points
B	Good	3.0 grade points
B-		2.7 grade points
C+		2.3 grade points
C	Satisfactory	2.0 grade points
C-		1.7 grade points
D+		1.3 grade points
D	Barely passing	1.0 grade points
D-		.07 grade points
F	Failing	0.0 grade points

Dean's List

A full-time student whose semester grade point average is 3.80or higher is recognized as an honor student and is placed on the Dean's List. A full-time student whose semester grade is between 3.50 and 3.79 is recognized for Academic Commendation. Students must carry a minimum of 12 units to be considered for recognition.

Incomplete

Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incompletes must be removed within four weeks from the conclusion of the class unless an extension is granted by the instructor with the approval of the Dean. No more than two incompletes per semester. Failure to remove an incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete.

Dropping Courses

Courses may be dropped without record of enrollment during the first week of each session. From week 1 through week 4, courses may be withdrawn from with a "W" with the approval of the academic advisor. No courses may be withdrawn from after week 5. Students who withdraw from all their semester classes will need to formally withdraw from the university and should speak with their advisor.

Withdrawal from School

Online Bachelor's Degree students who will no longer continue their enrollment at Concordia University must withdraw formally from the university. The withdrawal date is the date we receive a formal request from the student to withdraw from the university. Any courses that have occurred prior to this date the student will receive the grade earned. Non-attendance does not constitute withdrawal from classes and will result in grades of "F." For questions please call your academic advisor.

Grade Appeal Process

The university recognizes the right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined. The following procedures apply to changes of grades except for changes of Incomplete (I) and withdrawal (W) grades.

In general, all course grades are final when filed by the instructor within one week after the course is completed. Students have access to their grades through MyRecords. These grades are a part of the official records. Students are encouraged to regularly review their Degree Works progress, also available through MyRecords.

Students have the right to formally appeal the final grade in a course. When grades are given for any course of instruction the grade given to each student shall be the grade determined by the instructor of the course.

Students who believe they have been subject to a clerical or procedural grading error or to arbitrary or discriminatory academic evaluation shall follow the recommended procedure.

1.) Contact the course instructor with concerns. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of the Registrar. Prior to being accepted by the office of the Registrar, the change of Grade form shall be completed and signed by the instructor, noting the basis for the change.

2.) If the instructor determines there is not a valid basis for the change and denies the grievant's request, the grievant may proceed by completing the appropriate appeal form, which can be obtained from the academic advisor. The form must be completed within 60 days after the last day of class. The appeal form will automatically notify the advising team, program director and dean. After completing their portion of the form, the student may be contacted to schedule an interview before the appeals committee. Upon completion of the interview, the appeals committee will make their recommendation, in writing, to the Dean. The Dean shall have fifteen (15) working days to make the final decision. Once made, the student will be notified of the Dean's decision via email.

3.) If the matter is not resolved, the grievant may choose to appeal, in writing, to the Provost. The Provost shall have ten (10) working days while classes are in session or fifteen (15) days when classes are not in session to appoint and convene an ad hoc grievance committee. The grievance committee will be convened and render their decision as per Policy 489.2 in the University Handbook.

Definitions:

Clerical or procedural grading error: a course grade which is incorrect due to one or more mistakes in grade recording or computation, pertaining either to grades for individual assignments and examinations, or to the course grade as a whole.

Discrimination: Disparate treatment given equal performance for reasons of Race, ethnicity, religion, marital status, national origin, gender or within the limits imposed by law or university regulations because of age, disability or citizenship.

CONCURRENT ENROLLMENT

Students who wish to take coursework outside of Concordia University Irvine may register concurrently at other regionally accredited institutions. It is recommended that students consult with their academic advisor before taking courses to make sure the course(s) will fulfill degree requirements. If the course is being used for a major or minor requirement, approval will be required from the Department Chair for that major/minor. No student may receive credit for more than 21 units in a semester, including units from regular courses taken on campus, courses taken off campus, individualized study courses, and correspondence courses. No more than 6 units may be taken outside of Concordia during a student's last semester. Additionally, only grades of C- or better may be transferred; only transfer grades of C or better may be applied to major or minor requirements.

Completion of the Program and Course Substitution

The Online Bachelor's Degree Program courses are designed to be taken as a complete program. While some courses may be similar to those offered at other institutions, the hybrid model and the focus of the practical content was designed specifically for students in this program. In addition, these courses constitute the residency requirement to gain the Concordia degree. It is for these reasons that substitutions of program courses are generally not permitted.

While Completing General Education and Program Courses

To be considered a continuing student in the online bachelor's degree program, you are expected to maintain continuous enrollment. While taking general education classes or elective classes online you are expected to take at least one course per semester. If you do not take a class for more than one consecutive semester, you will be considered inactive and will need to reapply to the program.

While Completing the Online Bachelor's Major Courses

Students who stop out for one semester and now desire to re-enroll at Concordia are required to be readmitted to the university. All students who are applying for readmission must go through the admission process and should contact the Online Bachelor's Degree Admission Office for an application.

The specific categories and requirements are:

1. Readmission following disqualification: the student must show evidence indicating the deficiency which led to disqualification has been removed.
2. Readmission following a leave of absence: the student must show that the situation necessitating the leave of absence has been resolved.

3. Students must submit official transcripts from all institutions attended during the absence from Concordia. All readmission applications are reviewed by the Admission Committee. Readmission to the university is not guaranteed.

Students returning to Concordia after an absence of one (1) term or more will re-enter under the catalog that is current at the time of return. Students with junior or senior status may appeal this policy unless the student chooses to re-enter into a different program than previously enrolled.

Academic Resources

Writing Expectations

All writing will be assessed for APA format following the APA Manual (7th ed.) as listed in the recommended course materials. The use of proper APA paper format, style, citations, and references is required for all papers and assignments. Consult the syllabus and/or instructor for clarification on specific assignments. All written work must exhibit clarity of thought, and be free of grammar, spelling, and sentence structure errors. Concordia University/Irvine has a Writing Studio and writing resources accessible via the library website. Please plan ahead to schedule time for assistance in the Writing Studio or with a librarian on papers and assignments as needed.

Writing Resources

The Writing Studio: Make an appointment with a Writing Studio consultant to receive feedback on your paper(s). The Writing Studio is located in Theta Lounge. Appointments can be made by visiting the Appointments page of the Writing Studio website. The site also has links to more than 60 resources for writers such as sample papers showing citation styles and information on plagiarism.

Grammarly (Free for CUI students): Get help with grammar from this automated grammar tutorial and revision support tool. As a CUI student, you can upload segments—or drafts—of your paper to receive immediate feedback, assess the editorial suggestions, and make the necessary corrections. Simply log-in using your CUI email and E#.

DO NOT try to access Grammarly from the internet directly or the system will try to charge you a fee. Instead, access Grammarly through the CUI Writing Studio website link.

The Little Seagull Handbook:

Bullock, R., Brody, M., & Weinberg, F. (2014). The little seagull handbook (2nd ed.). New York, NY: W.W. Norton & Company, Inc. ISBN-10: 0393935809; ISBN-13: 978-0393935806   *Available in the CUI bookstore.

Library Resources

The library services at Concordia can be accessed online at cui.edu/library. There are hundreds of thousands of journals, ebooks and other titles that can be found in the 30+ research databases.

Technology Resources

This course will be conducted using Blackboard. Blackboard can be accessed by going to

cui.blackboard.com using most web browsers such as Firefox (Firefox.com), Google Chrome (Google.com/Chrome), Internet Explorer (Microsoft.com/InternetExplorer) and Safari (Apple.com/Safari). Blackboard's official list of supported web browsers can be found at http://goo.gl/zH21E. As a best practice, it is highly recommended that you have at least two, if not three, web browsers installed on your computer. You can install these additional free browsers by visiting the sites listed above. If something does not work correctly in one browser, simply try again using a different browser.

At any time you experience technical problems, you may contact our Information Technology Services (ITS) department. The email address is ITS@cui.edu and the phone number is 949-214-3175. For specific hours of operation and additional help information, go to http://www.cui.edu/it.

Concordia provides a 24 hour 7 days a week self-help password assistance program. To access this service, go to myaccount.cui.edu. If you need further assistance, please email ITS@cui.edu or call ITS at 949 214-3175.

Disability Access Services
Disability Access Services (DAS) works with university departments to ensure that their programs are accessible to every person in the university community.

Additionally, DAS provides reasonable accommodations so that otherwise qualified students with disabilities may, as independently as possible, meet the demands of university life. DAS also serves university faculty and staff with disabilities who should address employment concerns directly to Human Resources and may utilize DAS as an information resource.

Wellness Center
The Wellness Center is dedicated to providing high quality medical and psychological care to CUI students in a private, confidential, and safe setting - both in person and online/phone. The staff is committed to the total wellness of our students. The Wellness Center is located on the first floor of the Student Union building (next to the MailRoom). For an appointment or for more information, please contact the Wellness Center at: Phone: (949) 214-3102 Email: wellness@cui.edu Website: https://www.cui.edu/studentlife/wellness-center

Counseling/Mental Health Resources
We are committed to the continued growth and development of our students, both as people and professionals. Students are encouraged to seek out their own mental health care and/or personal counseling, coaching, and/or support for psychoeducational, self-care, or personal growth reasons.

All students at Concordia University Irvine have access to our on-campus counseling center which offers the following resources:

- **Individual Therapy:** Many students meet with the counselor, one-to-one, usually weekly, to work through personal concerns.
- **Crisis Counseling:** At times a student is experiencing personal issues that need immediate assistance.

- **Ongoing education** through lectures and seminars.
- **Referrals:** Provide resources for off-campus groups, medical or psychiatric services that offer more or different services from those available at Concordia University. E-therapy or tele-therapy are not available from Concordia University.

There is a fee per counseling session for part-time and graduate students. Counseling sessions are not billed to health insurance. However, scholarships are available based on individual financial needs. No one will be turned away for financial issues.

Students who do not live in close proximity to the CUI counseling center are encouraged to utilize their local community resources to secure private counseling services. They may wish to check with their own respective insurance companies for in-network providers, or check with local counseling organizations for referrals. Students are never to engage in private counseling, coaching or other mental health care from other students or faculty within the Townsend Institute.

GENERAL EDUCATION REQUIREMENTS (55 Units)

Writing and Communication			6 Units
ACOM 103 Communication	3		
AWRT 104 College Composition	3		
Mathematics and Sciences			7 Units
ASCI 203 Astronomy with Lab	4		
ASCI 202 Principles of Scientific Thought (Biology/lab)	4		

Choose one (1) of the following courses:

AMTH 265 Statistics	3		
AMTH 101 Principles of Mathematics	3		
Humanities, Theology, and Fine Arts			21 Units
AART 201 Integrated Arts	3		
AENG 201 Literature	3		
AENG 202 Modern Film	3		
AENG 203 Contemporary Literature	3		
APHI 201 Philosophy	3		
ATHL 201 Old Testament	3		
ATHL 202 New Testament	3		
ASPA 101 Elementary Spanish I	4		
ASPA 102 Elementary Spanish II	4		
History and Social Science			12 Units
AHST 201 History	3		
AECO 201 Economics	3		
Choose two(2) of the following courses:	6		
AHST 202 Contemporary U.S. History	3		
AHST 203 The Modern World	3		
APSY 101 Psychology	3		
ASOC 101 Sociology	3		
Personal Wellness and Life Skills			6 Units
Choose two(2) of the following courses:			
ADGL 104 Digital Literacy	3		
AESS 103 Healthy Living	3		
AFIN 211 Personal Finance	3		
ACCM 100 Competence & Character Model for Personal & Professional Growth	3		

Other Course Offerings

ASTS 101 University Success Skills	3		

NOTE:

1. All Online Bachelor's majors require a student to complete 45 transferable units prior to beginning the courses in their major.
2. A maximum of seventy-two (72) units will be accepted into the Online Bachelor's bachelor degree program.
   a. An AA/CSU/IGETC certification completed prior to entering the Online Bachelor's bachelor degree program will be used to fulfill the general education program requirement.
   b. Students who have completed twenty-three (23) or fewer semester units will be required to complete AART 201, AHST 201, ATHL 202, AENG 201, AECO 201, and APHI 201 through Concordia's Online General Education Program.
   c. Students who have completed twenty-four (24) or more semester units will be required to complete AENG 201,ATHL 201 and ATHL 202 through concordia's Online General Education Program.
3. AA transfers
   a. Students who transfer to Concordia with an earned AA degree or CSU/IGETC certification are exempted from taking AENG 201. However, students who transfer with an earned AA degree are required to take one theology course (ATHL 201 or ATHL 202).
   b. This may also apply to some AS degrees, which are evaluated on a case by case basis.

It is required that all Online Bachelor's students meet with an Online Bachelor's academic/career advisor to review their college transcripts, allowing for clarification of previously completed college courses.

Students must meet all of the graduation requirements for their bachelor's degree including a minimum of one hundred-twenty (120) units.

Prior Learning Credit can help Online Bachelor's students fulfill their GE and elective units. Prior learning assessment and college credit received for knowledge and learning already obtained will help the student accelerate the path to degree completion while also lowering the costs of obtaining a degree. Concordia's Online Bachelor's program awards college credit for significant life learning through three (3) different programs:

1. CLEP (College Level Examination Program): gives a student the opportunity to receive college credit for the knowledge already acquired through independent study, prior coursework, on-the-job training, professional development, cultural pursuits, or internships by earning qualifying scores on any of thirty- three (33) examinations.
2. DSST (DANTES [Defense Activity for Non-Traditional Education Support] Subject Standardized Tests): an effective method to provide evidence of prior learning. In fact, the thirty-eight (38) exams, available at a competitive fee, complement other credit by examination programs such as CLEP.

3. LearningCounts.org: the Council for Adult and Experiential Learning's (CAEL) online service offering credible, third-party assessment of college-level learning acquired outside the college classroom.
4. A maximum of thirty-two (32) units form AP, CLEP, DSST, non-regionally accredited, pass/fail and Learning Counts will be accepted for transfer.

Contact either the Online Bachelor's admission representative or academic/career advisor for details and to enroll in this time-saving and valuable process. Concordia offers both CLEP and DSST testing on the Irvine campus. To learn more or schedule a test, please contact the Disability and Learning Resource Center (DLRC) in room 114 of the Administration Building or call (949) 214-3039.

ORGANIZATIONAL PSYCHOLOGY MAJOR

The Organizational Psychology (OP) bachelor of science major equips students to apply psychology in the workplace to enhance employee performance. As an applied psychology degree integrating scientific study from both the behavioral sciences and business, this major provides students the exposure, experience, and expertise that will give them a distinct advantage in the marketplace. Individuals desiring a career in management, human resources, consulting, or training and development would be particularly interested in this major.

This program is appropriate for anyone wanting to:

- help employers better engage their workforce and create an environment where people thrive professionally.
- help make jobs more interesting and satisfying.
- help workers and organizations be more productive.

In a convenient, online delivery model, each course is seven weeks long. Students meet synchronously online the first, third, fifth and seventh week of each course. Our state of the art learning modules allow students to learn on their own schedule and our cohort-based model provides a supportive community of learning.

LEARNING OUTCOMES
Students will begin to see their coursework impact their job immediately as they apply their learning to the workplace. The OP major will increase student's employability, preparing them for related positions requiring a bachelor's degree. This major will also prepare students for graduate work, particularly master's degree programs in psychology, organizational leadership or business.

Research Design

- Design organizational assessment instruments for groups and/or individuals, gathering and analyzing data, reporting results, and proposing interventions.

Critical Communication

- Defend research conclusions by producing well-organized, written, and oral presentations that demonstrate critical reflection.

Christian World-View

- Debate how a Christian world-view integrates with the scientific study of Organizational Psychology in an ethical and socio-culturally responsible manner.

Theoretical Analysis

- Examine major concepts, theoretical perspectives, and current trends in Organizational Psychology.

Core Competencies

- Explain the Society for Industrial-Organizational Psychology's core competencies for graduate programs.

LOWER-DIVISION COURSE REQUIREMENTS

A general/introductory Psychology course or ACCM 100: Competence & Character Model for Personal & Professional Growth

*NOTE: Prerequisites may be taken concurrently with program director's approval.

PROGRAM REQUIREMENTS (120 Units**)**

Required General Education Courses	55 Units
General Education Electives	23 Units

ORGANIZATIONAL PSYCHOLOGY MAJOR (42 Units)

IOP 305	Christianity and Contemporary Culture	3 units
IOP 308	Human Resource Strategies and Applications	3 units
IOP 311	Writing for the Workplace	3 units
IOP 327	Organizational Behavior	3 units
IOP 381	Methods of Research and Statistical Analysis	3 units
IOP 411	Employee Motivation and Attitude Theory	3 units
IOP 415	Organizational Consulting	3 units
IOP 421	Measurement of Human Performance	3 units
IOP 431	Training and Talent Development	3 units
OP 483	Business Ethics	3 units
IOP 490	Organization Development and Change Theory	3 units
IOP 491	Professional Development Seminar 1	3 units
IOP 492	Professional Development Seminar 2	3 units