This document was submitted to the 2020 Annual Survey of Higher Education in Prison for inclusion in the National Directory of Higher Education in Prison Programs (https://www.higheredinprison.org/national-directory). The document was created by and remains under the sole ownership of the individual higher education in prison program. Further, the document was not edited, modified or otherwise altered by the Research Collaborative on Higher Education in Prison at the University of Utah, the Goldman School of Public Policy, University of California, Berkeley and/or the Alliance for Higher Education in Prison.

To learn more about the Higher Education in Prison Landscape Project, visit: https://www.higheredinprison.org/higher-education-in-prison-landscape-project

The Alliance for Higher Education subscribes to the Creative Commons Attribution: NonCommercial-ShareAlike (CC BY-NC-SA). All materials shared in the National Directory of Higher Education in Prison Programs will follow this license. This copyright licensing allows others to remix, adapt, and build upon work for non-commercial purposes, as long as they credit and license their new creations under the identical terms.
The Self-Paced Degree Program started in 1973 and was one of the first of its kind in the nation. Students receive personalized attention through one-on-one interactions with instructors while enjoying the flexibility of studying at their own pace. Self-paced courses are offered in both paper and web formats and all courses can be completed at a distance with no on-campus attendance required. The Self-Paced paper format is structured around written assignments and proctored exams while the Self-Paced web format offers a web-based platform for assignment submission and course completion. Students may enroll in a self-paced course at the beginning of each calendar month during the year.

**Paper-Based Format Option**
A student will receive a print or PDF version of the course syllabus approximately two days prior to the beginning of the session. The course guide will include textbook information and detailed instructions for completing the course. The guide provides structured lessons that contain an introduction, assigned readings, and written assignments. Course guides for the paper-based option will be sent by U.S. mail or to the student's University email address.

**Individual Guidance and Instruction**
Success in a Self-Paced Degree Program is largely determined by self-discipline, motivation, and amount of time devoted to study. A student should carefully consider commitment to work, home, family, social, and community activities in deciding how much time is available for study.

Another key to success is the individual guidance and instruction received. Each lesson will be evaluated by the course instructor and returned with comments regarding the individual assignment. Comments and questions may also be submitted with assignments.

**Academic Advising**
Questions about applying course credit toward degrees or majors at UIU should be directed to the program/location academic advisor. If a student is taking courses to transfer to another institution, the student is responsible for acceptance of credit at the institution in which the student is enrolled. If a student wishes to transfer credit to another school from UIU, the student should make specific arrangements with that institution prior to enrolling in any course.

**The Honor System**
It is expected that students submit their own work. The written answers to all lessons, tests or examinations submitted by each student for grading and/or credit in a Self-Paced Degree course must be his/her own work. While a student may wish to study and discuss with others, work submitted must be that of the individual student. If it is shown a student plagiarized another’s work, or if any cheating is confirmed, the student will, at the instructor’s discretion, receive an “F” for the work and/or course. If this occurs, there will be no refund.

**Lesson Submission**
As a general rule, allow one to three weeks for assignments/units to be graded and returned. This can vary depending on the method of submission. After the lesson has been returned, review it carefully and make any inquiry about the lesson immediately. Delays in return of assignments and examination results may be expected around scheduled holidays and breaks.

No more than three assignments/units may be submitted in a one-week period. Courses may have their own guidelines — read the syllabus carefully. The minimum time allowed to complete a course is two weeks per credit hour; a three-credit course cannot be completed in less than six weeks.

If a student must complete a course in a short time, the student should make sure the instructor is aware of this and is available to correct lessons. The student is responsible for completing assignments and exams early enough to ensure the grade is available when needed. The final exam must be completed and received by the Self-Paced Program Office at least two weeks before the grade is needed. This is especially important if the student plans to graduate.

**Examinations**
The course materials a student receives at the beginning of the course will explain what exams are required, when to request the exams and what...
material will be covered. For the web-based format option, exams will be taken through the learning management system. For the paper-based option, a student will need to make arrangements to complete examinations under the supervision of a qualified proctor (someone to administer the exam).

For the paper-based option requiring a proctor, a student must bring a photo I.D. to the exam.

Approved exam proctors are: school principals, superintendents, guidance counselors, full-time school or public librarians, testing centers at an accredited community college/college, embassy officials, military education officers or test control officers, company education directors, professional testing center, UIU Center staff,

Teachers, employers, relatives, close friends, and other UIU students cannot serve as proctors. Exams will not be sent to residential locations.

**Communications Concerning Studies**
Upper Iowa University Self-Paced Degree Program
PO Box 1857Fayette, IA 52142-1857
Direct phone: 563-425-5200
Toll free phone: 800-553-4150
Fax: 563-425-5287
Email: selfpaced@uiu.edu

**Time Limits**
Students are allowed six months from the date of their enrollment to complete a self-paced course. A student should begin work on the course immediately upon enrollment and begin submitting lessons for grading and evaluation on a regular basis. If no course work has been received by the instructor within the first 60 days, the student will be administratively withdrawn from the course. A steady work flow will ensure successful completion of the course in the least amount of time.

After the original six-month enrollment period has passed, the student no longer has the option to withdraw from a course. The student must finish the course or will be issued a final grade based on the work submitted as compared to the total required.

**Incomplete**
Students will be allowed to request one four-month extension and receive an ‘I’ (incomplete grade) at the end of their original six-month enrollment period if:

A minimum of one assignment has been received for grading per guidelines **AND**

All course units and exams are not completed and submitted **OR**

A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is $99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

**Incomplete grade details**
When the extension is granted and an incomplete grade is issued, the student will receive a four-month enrollment period to complete the course.

Students do not have the option to withdraw from a course after the initial six-month enrollment period.

An ‘I’ grade posted to the student’s official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.

If the course is not completed by the end of the incomplete period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.

If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.
Degree Available in Self-Paced Paper format

Associate of Art- Liberal Arts
Associate of Art- General Business
Bachelor of Science- Business Administration- General Business Emphasis
Bachelor of Science- Social Science

Session Dates

Courses start on the 1st day of every month. The enrollment period is for six month. The course is completed on the last day of the six month. The registration period is from the 1st to the 28th of the prior month, for the begin date of the 1st of the upcoming month.
Courses Available in Self-Paced Paper Correspondence

(*** indicates a new course being created and added to the program, contact advisor to check availability)

ACCT 201 Accounting Principles I
A study of accounting theory, record keeping, and the accounting cycle, with emphasis on accounting for the assets and related revenues and expenses reported on financial statements of a business organization.

ACCT 202 Accounting Principles II
A continuation of ACCT 201, with emphasis on accounting for the liabilities, owners’ equity and related revenues and expenses reported in financial statements of a business organization; and preparation and analysis of financial statements and an introduction to managerial accounting including product costing using job orders and process costing systems and cost-volume-profit relationships. Prerequisite: ACCT 201.

ACCT 203* Advanced Accounting
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to accounting for business combinations, international operations and partnerships. Prerequisite: ACCT 202.

ACCT 321 Intermediate Financial Accounting I
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to accounting for assets. Prerequisite: ACCT 202

ACCT 322 Intermediate Financial Accounting II
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to liabilities and owners’ equity, and Cash Flow Statements; as well as analysis and interpretation of financial position and results of operations of a business organization. Prerequisite: ACCT 321.

ACCT 323 Federal Taxation I
A study of the theory and application of federal tax law, with emphasis on income tax law applicable to individuals. Prerequisite: ACCT 202.

ACCT 425 Auditing
An exploration of the concepts and procedures applicable to an audit of financial statements, with emphasis on procedures to substantiate amounts reported; along with the impact of internal control, quality of available evidence, and statistical sampling on the determination of appropriate procedures. Prerequisites: Senior status and ACCT 322.

ACCT 431 Advanced Financial Accounting
An extension of the theory and principles of financial accounting, with emphasis on FASB pronouncements applicable to accounting for business combinations, international operations and partnerships. Prerequisite: ACCT 322.

ACCT 432 Accounting for Not for Profit Organizations
An overview of the theory and application of FASB and other authoritative pronouncements related to accounting for governmental, fiduciary and other not-for-profit organizations. Prerequisite: ACCT 202 or substantial experience in accounting is recommended.

ANTH 110 Cultural Anthropology
This course provides an introduction to cultural anthropology: in particular, the concept of culture and how it interpenetrates various domains of organization and activity – such as adaptation, subsistence, economy, politics, and kinship – in a wide variety of societies and groups. Changing theoretical approaches, fieldwork, ethnography, cross-cultural analysis and comparisons, complex society, and local-regional-global perspectives will all be addressed. Meets the cultures or social science general education requirement, but not both.

ANTH 120 Cultural and Difference
This course pursues themes in cultural anthropology from a variety of domains to focus on how these compare and, especially, contrast in different cultures. Some of the topics to be addressed will include political systems, gender practices, religious beliefs, artistic performance and expression, and reactions to globalization. The main goals are for students to develop an appreciation of diversity among cultures and cultural groups, and understand differences in life conditions. Meets the cultures or social science general education requirement, but not both.

BA 210 Management Principles
A look at modern management theory, including both functional and behavioral approaches to the administration of business enterprises.
BA 222 Management Information Systems
A study of the procedures involved in the accumulation, processing and dissemination of various types of information within an organization. Typical business problems will be solved from a management perspective, using popular spreadsheet and database software packages as problem-solving tools. Prerequisites: BA 210.

BA 256 Quantitative Analysis for Business I ***
This course is designed for business students who have a good foundation in mathematics and algebra. Students will learn to apply descriptive statistics, probability and random variables, inferential statistics, sampling of business data, and time series within the business environment. Heavy emphasis will be on business applications utilizing Microsoft Excel and other business statistical packages. Prerequisite: CS 102, recommended MATH 105 or permission of instructor.

BA 302 Business Law and Ethics
This course is designed to provide an introduction to legal and ethical issues within the business environment. Topics will include an introduction to the nature and sources of law, and the methods by which laws are made; basic principles of contract law and property law as the foundations for business enterprise; tort law governing business relationships. Students will also study the foundation of ethics and ethical theories currently being used in the business environment to make decisions, and will apply those theories through examples and case studies.

BA 303 Business Law II
A survey of particular fields of law relevant to business operations; agency, partnerships, corporations; sales, commercial transactions, and bankruptcy; antitrust law; employment law; consumer protection. Prerequisite: BA 302 recommended.

BA 317 International Management
Presents a cross-cultural perspective on managing global organizations. Focuses on understanding the influence of culture on international management, and how managers in multinational organizations address such issues as strategic analysis, organizational structure, global coordination and control, communications, inter-organizational cooperation, and human resource management. Prerequisites: BA 210 and general education cultures requirement.

BA 325 New Venture Creation ***
This course focuses on the process of creating a startup, from the recognition of an opportunity to the launch of the business. It is designed to help students learn how to do the pre-launch activities necessary to start a business and secure its first customer. Prerequisites: MKT 208 and BA 210.

BA 356 Quantitative Analysis/Business II
This course is designed for business students who have a good foundation in mathematics, algebra and statistics. Topics will include inventory management and business simulation. This course will be case-driven as part of the learning process. Prerequisites: BA 256 or MATH 220 or instructor approval.

BA 361 Human Resources Management
An overview of the policies and procedures in personnel administration in American business, including uses, sources, motivation and maintenance of employees, with major emphasis on the dynamics of social organization. Prerequisite: BA 210.

BA 362 Supervision
A detailed examination of the fundamental concepts, principles and dynamics of the supervisory process. Prerequisites: BA 210 and BA 361.

BA 365 Leadership Theory
This course examines and contrasts process theories, relationship theories, and management theories of leadership. Various definitions of leadership and their underlying implications for application and research will be investigated. The role of the leader will be examined in relation to the various leadership theories and definitions. Prerequisite: BA 210 and BA 361 or permission of instructor.

BA 370 Entrepreneurship & Small Business Management
A presentation of the organization and operation of small enterprises in services, retailing, wholesaling and manufacturing for those aspiring to own, operate, and/or manage a small business or to work for an organization serving small businesses. Topics covered include importance, status, problems and
requirements of small businesses. Prerequisite: BA 210.

**BA 371  Training and Development**  
This course involves the evaluation and study of trends in human resource training, education and development activities within organizational settings. Prerequisite: BA 361.

**BA 374 Business Communication***  
Application of writing skills specifically for business managers includes annual reports; routine, persuasive and special messages; proposals; and brochures. This course places written and oral business communication within the context of general communication processes and familiarizes learners with recent technological advances. Strategy for effective writing is emphasized by engaging in a variety of business writing tasks. Prerequisite: ENG 102.

**BA 411 Labor Relations and Negotiations***  
The basic principles of manpower use, wage structure, use of industrial psychology and collective bargaining, the union movement, human relations in industrial management, and modern labor laws and institutions. Prerequisites: BA 210 and BA 361.

**BA 423 Production and Operations Management***  
Production and operations management is designed to provide students with an in-depth look at the components of organizational operations and how they are managed. Successful management incorporates theories and practices that apply to a variety of operational areas involving factory and service operations, inventory management, quality management, capacity planning, supply chain management, aggregate planning, and project management. Elements of shop floor control, status reporting systems, facilities design, cost estimating, inventory control, procurement, quality assurance, forecasting, labor loading, scheduling, and productivity measurement will be explored. Important tools of production and operations management that will be covered include Theory of Constraints, MRP, MRPII, CAD/CAM, CIM, JIT, SPC, and TQM. Prerequisites: BA 210 and BA 256 or MATH 220.

**BA 460  Strategic Management**  
The course is a culminating experience for students completing majors in business. Upon the successful completion of the course, students will have a practical knowledge of strategic application in the activities, procedures, and techniques unique to business operations. Prerequisites: senior standing and within 9 credit hours of program completion.

**BA 474  Organizational Behavior**  
This course encourages students to describe and analyze the way that people behave in organizations by applying theories of organizational behavior. The course consists of a balance among theory and application. Prerequisites: PSY 190 or SOC 110.

**BIO 100  General Biological Science**  
This course presents the basic concepts of biology; it is intended for non-science majors. Recommended to satisfy the general education requirement for science.

**COMM 220  Interpersonal Communication**  
Interpersonal Communication provides an introduction to communication between individuals. Course content focuses on the identification and evaluation of communication goals, messages, and behaviors of individuals and groups.

**CS 102  Introduction to Computer Applications and Technology**  
This course is an introduction into the computer applications and technology and their social implications. The course covers popular applications for personal and business use, including: Office Suite, image, audio, web, backup and security applications. The course also covers the foundational technologies enabling these applications, including: hardware, software, and communications devices. This course meets the general education requirement in computer skills.

**ECON 160  Principles of Microeconomics**  
This course explores consumer choice and producer behavior, markets in a supply and demand framework, effects of government intervention in markets, and market structures.

**ECON 161  Principles of Macroeconomics**  
This course explores GDP, unemployment, business cycles, deficits and debt, markets in an aggregate
supply and demand framework, effects of monetary and fiscal policy in markets, and the fractional reserve banking system. Prerequisite: ECON 160.

ENG 101 English Composition I
This course includes study and practice of rhetorical conventions and styles, including description, narration, explanation and argument. Students are expected to have already demonstrated college-ready skills in grammar and sentence structure evidenced by a score of 18 or higher on the verbal section of the ACT test or the satisfactory completion of a challenge examination. Emphasis is on the development of a sound understanding of rhetorical principles, and written compositions are regularly assigned.

ENG 102 English Composition II
This course provides study and practice of expository writing techniques, with emphasis on persuasion, argument, critical evaluation and the use of research material. A formal research paper is required among the regularly assigned written compositions.

ENG 352 Best Sellers
This class introduces students to bestselling books from the New York Times best seller list in order to learn more about the American psyche, what energizes a writer in creating a book, how long it takes a writer to create a book and what factors cause a book to become a best seller. Meets the humanities requirement. Prerequisite ENG 102.

ES 321 Building an Eco-Economy
This course covers the principles of sustainable development, with an emphasis on the impact of current economic growth on the future viability of natural ecosystems. Existing opportunities for achieving a balance between economic growth and the need for the protection of natural systems will be addressed from a variety of perspectives.

FIN 310 Money and Capital Markets
A study of the commercial banking system; thrift institutions; the Federal Reserve System; money, interest rates, savings and credit; government regulatory institutions and policies. Same as ECON 310. Prerequisite: ECON 161.

FIN 341 Corporate Financial Management
An introduction to corporate financial management.

Topics include financial statement analysis, time value of money, risk and return, bond valuation, stock valuation, capital budgeting and the capital asset pricing model. Prerequisites: ECON 161 and BA 202 or permission of instructor.

FIN 343 Investments
An exploration of investing in stocks, bonds and other financial instruments; securities exchanges; financial planning; technical and fundamental analysis and market indicators. Prerequisite: FIN 341.

GEOG 100 Introduction to Physical Geography
This course provides the framework for understanding the areal and spatial interrelationships and processes that operate in the physical environment in order to develop a better comprehension of the physical world around us. The content of the courses will examine Earth-sun relationships, latitude, longitude, maps, plus the physical factors associated with meteorology, climate, and earth surface processes.

HIST 111 American History Since 1877
This course is a continuation of HIST 110 and provides a broad overview of U.S. history from the end of the Reconstruction period following the Civil War through the present. Major themes examined are industrialization, urbanization, protest and reform movements, emergence of the U.S. as a world power, the Great Depression, World War II, the Cold War, the turbulent 1960s, and domestic and foreign problems of the 1970s and 1980s.

MATH 105 College Mathematics with Applications
This course is a survey of mathematical applications of functions. Topics that will be covered include: fundamental concepts of algebra, algebraic equations and inequalities; functions and graphs; zeros of polynomial functions; exponential and logarithmic functions; systems of equations and inequalities. The mathematics of personal finance will also be studied.

MATH 220 Elementary Statistics
An introduction to the simpler problems of statistical inference; descriptive statistics, probability distributions, estimation of parameters and level of significance, regression and correlation. Prerequisite: Pass MATH 105 or above
MKT 208 Marketing Principles
This course surveys the role of marketing and its place in society, in profit and not-for-profit organizations. Emphasis is placed on consumer orientation, the marketing concept, product, price, distribution and promotion. The course provides a basis of understanding for advanced marketing courses.

MKT 358 Consumer Behavior
This course provides a survey of research findings on consumer behavior drawn from marketing, economics, sociology, psychology, and anthropology. Emphasis is placed on applications of research to consumer satisfaction and on developing an understanding of the consumer decision-making process. Prerequisite: MKT 208

MKT 414 New Product Development***
This course will take learners through each phase of new product development—Problem/Opportunity Analysis, Ideation/Concept Generation, Concept Evaluation, Market Testing and Market Launch. Prerequisite: MKT 208.

PHIL 150 Introduction to Philosophy
A survey of the significant theories and theorists that have shaped the way human beings perceive their relationship to, and place in, the universe large. This course examines the classic questions of human existence: who are we, where did we come from and what is our destiny. Competing philosophical viewpoints will be represented. Ultimately, students will be encouraged to develop or explain critically their own positions regarding these fundamental problems. Meets the humanities requirement.

PS 100 American Government ***
A survey of the basic constitutional principles, political institutions and public policies of American national government. Meets the social science requirement.

PSY 190 General Psychology
An introduction to the scientific study of behavior and mental processes, including major approaches and methodologies. The course samples a broad range of topics, including biological foundations, development, learning, cognition, personality, abnormal psychology and social behavior. Meets the social science requirement.

PSY 240 Conflict Resolution
An overview of conflict resolution and the mediation process as an alternative dispute resolution mechanism. Learning activities—conceptual and experiential in nature—are designed to promote an integration in the areas of problem solving behavior, skill development and personal awareness. Meets the social science requirement.

PSY 302 Substance Abuse
The effects of psychoactive drugs are studied in this course, as well as the origins of substance abuse, characteristics of substance abusers, and consequences for the individual, family and society. Approaches to substance abuse treatment are discussed. Prerequisite: SOC 110 or PSY 190.

PSY 310 Social Psychology
This course presents the social aspects of human behavior, including personal perception, social cognition, attitude formation and change, attribution, prosocial behavior and interpersonal attraction. Same as SOC 310. Prerequisite: SOC 110 or PSY 190.

PSY 373 Research Methods
This course explores the development of skills essential to critical evaluation of behavioral research. The emphasis is on understanding scientific method, research, methodologies and statistical analysis. Prerequisites: SOC 110 or PSY 190 and MATH 220.

PSY 383 Human Behavior in the Social Environment
An analysis of individual, group and cultural influences on human behavior. The emphasis is on contrasting levels of analysis and application to a variety of environmental settings. Note: Some background in both psychology and sociology is strongly recommended. Same as SOC 383. Prerequisite: SOC 110 or PSY 190.

PSY 498 Senior Project
A capstone project intended to integrate the general education learning outcomes with the learning outcomes in the major demonstrating baccalaureate level achievement. Prerequisites: ENG 102 and 30 or fewer credits remaining to be completed through
UIU. PSY 49801 for psychology majors, PSY 49802 for human services majors, PSY 49803 for social science majors

REL 120  Introduction to World Religions
An investigation of the phenomenon of religion with a special emphasis on systems of belief, codes of conduct, use of ritual and notions of the sacred. Several religious traditions (e.g., Hinduism, Buddhism, Taoism, Judaism, Christianity, Islam) will be examined and compared with reference to these issues. Meets the humanities requirement.

SOC 110 Principles of Sociology
A basic introduction to sociology as a scientific analysis of the social relations and practices of human beings. Specific attention is given to social psychology, various forms of social stratification and inequality, social institutions and social change. Meets the social science requirement.

SOC 220 Social Problems
A critical investigation of selected social problems: their causes, development and the alternative social policies that address these problems. Topics will include: substance abuse, the problems of family life, poverty and its relation to different forms of social inequality. Meets the social science requirement.

SOC 240 Diversity in the United States
This course provides sociological perspectives for recognizing the diversity within our society and for analyzing the development and current position of complex subcultures within the structure of modern America. Meets firstly the cultures requirement or secondly the social science requirement, but not both.

SOC 361 Marriage and Family ***
This course represents a sociological approach to understanding the family as a social institution: courtship, marital and family practices, the family as an agent of socialization, and changes in the family in the 20th century. Prerequisite: SOC 110.

SOC 384 Social Welfare Programs and Policies
An analysis of social policies in the United States, with emphasis on the dimensions of choice and alternative policies, along with assessment of contemporary social welfare issues, programs and legislation. Prerequisite: SOC 110.
**General Education Requirements**

The 36 semester credits required in general education are as follows:

- English Composition I 3
- English Composition II 3
- A speech course: 3
- A computer skills course: 3
- A mathematics course: 3
- A cultures course: 3
- Two nonperformance courses within the arts and humanities: 6
- Two courses within the natural sciences: 6
- Two courses within the social sciences: 6
- Total: 36

Upper Iowa University will accept AA or AS degrees with a liberal arts core as fulfillment of the general education requirements for a baccalaureate program. Upper Iowa University will also accept associate degrees with a major in nursing from registered nurses (must have current license) as fulfillment of its general education requirements for the BSN program. Prerequisites are not waived.

The following courses are available in the Self-Paced Paper format for each General Education category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
</table>
| **ARTS AND HUMANITIES (6 credits)** | ENG 352 Best Sellers  
PHIL 150 Intro to Philosophy  
REL 120 Intro to Religion |
| **MATHEMATICS (3 credits)** | MATH 105 College Mathematics with Applications  
MATH 220 Elementary Statistics |
| **NATURAL SCIENCES (6 credits)** | BIO 100 General Biological Science  
ES 321 Building an Eco-Economy |
| **COMMUNICATION (9 credits)** | ENG 101 English Composition I (prerequisite to ENG 102)  
ENG 102 English Composition II  
COMM 200 Interpersonal Communication |
| **COMPUTER SKILLS (3 credits)** | CS 102 Introduction to Computer Applications and Technology |
| **CULTURES (3 credits)** | ANTH 110 Cultural Anthropology  
ANTH 120 Culture & Difference  
SOC 240 Diversity in the United States |
| **SOCIAL SCIENCES (6 credits)** | ANTH 110 Cultural Anthropology  
ANTH 120 Culture & Difference  
ECON 160 Principles of Microeconomics  
ECON 161 Principles of Macroeconomics  
HIST 111 American History since 1877  
PS 100 US Government  
PSY 190 General Psychology  
SOC 110 Principles of Sociology  
SOC 220 Social Problems  
SOC 240 Diversity in the United States |
Associate of Arts Degree Options

**Associate of Arts - General Business Emphasis**
The General Business Associate of Arts degree prepares the student to meet the challenges of entry level positions in a rapidly evolving and increasingly computer-dependent business environment. It provides the student with a broad-based preparation for business applications as well as for continued study towards a baccalaureate degree in business or other disciplines.

**Credits**
Complete general education requirements. 36
ECON 160 Principles of Microeconomics 3
ACCT 201 Accounting Principles I 3
MKT 208 Marketing Principles 3
BA 210 Management Principles 3
BA 222 Management Information Systems 3
BA 302 Business Law and Ethics 3
General Electives (as ECON 160 also satisfies general education requirement) 6
Total 60

**Associate of Arts - Liberal Arts Emphasis**
The purpose of the Liberal Arts Associate of Arts degree is to prepare the student with a broad general education foundation coupled with courses of specific interest for personal, professional or educational growth. It prepares the student for continued study towards a baccalaureate degree.

**Credits**
Complete general education requirements. 36
LA 298 Associate of Arts Capstone 1
General Electives 23

*Total 60*

**Requirements for an Associate’s Degree**
To receive an associate of arts degree, a candidate must meet the following requirements:

1. Complete a minimum of 60 semester credits. (UIU courses numbered below 100 will not count toward the 60 credits)
2. Meet the general education requirements
3. Achieve a cumulative grade point average of at least 2.00.
4. Complete a minimum of 15 semester credits from Upper Iowa University.
5. Complete 12 of the last 15 semester credits required for graduation from Upper Iowa University.
Bachelor of Science- Business Administration- General Business

The purpose the Business Administration degree with General Business Emphasis is to prepare students for a modern business environment with various professional requirements. The business administration major is designed for students to gain a broad-based understanding of business. Students majoring in business administration must complete the 39-credit business core and the required credits in the major.

Requirements:

**General Education**
Total 36

**Business Core Credits**
ECON 160 Principles of Microeconomics 3
ECON 161 Principles of Macroeconomics 3
ACCT 201 Accounting Principles I 3
ACCT 202 Accounting Principles II 3
MKT 208 Marketing Principles 3
BA 210 Management Principles 3
BA 222 Management Information Systems 3
BA 256 Quantitative Analysis for Business I
(OR MATH 220 Elementary Statistics 3)
BA 302 Business Law and Ethics 3
FIN 341 Corporate Financial Management 3
BA 356 Quantitative Analysis for Business II 3
BA 374 Business Communication 3
BA 460 Strategic Management 3
Total 39

**Major in Business Administration Credits**
BA 325 New Venture Creation 3
BA 361 Human Resource Management 3
BA 423 Production and Operations Management 3

**Emphasis in General Business**
With academic advisor, choose five 300-400 level Business courses, at least two at the 400-level.
Total 15

Overall Total required: 120
Bachelor of Science- Social Science

*** Please check with your Educational Services Office to be sure this major is allowed at your location.

The purpose of a social science major is to prepare a student to understand the broad implications of the various social science disciplines and to utilize that knowledge as a foundation for personal, professional, and educational growth.

The social science major consists of 42 semester credits. A minimum of 18 semester credits must be selected from upper division coursework. In addition, students must complete the general education core, along with additional elective credits to complete the 120 semester credits required for the Bachelor of Science degree. A minimum 2.00 GPA in the major is required for graduation.

Requirements:

**General Education Requirement:**
Total 36

**Social Science credits**
ANTH 110 Introduction to Cultural Anthropology 3
PS 100 U.S. Government 3
SOC 110 Principles of Sociology 3
PSY 190 General Psychology 3
At least one of the following: 3
   HIST 100 World History to 1500
   HIST 101 World History since 1500
   HIST 110 American History to 1877
   HIST 111 American History since 1877

**Social Science Core Courses (15 credits)**

**Emphasis in General Social Science**
Select eight courses from the following social science areas
Total 24

(at least 15 semester credits must be at the 300 level or above)
Anthropology (ANTH)
Economics (ECON)
Geography (GEOG)
History (HIST)
Political Science (PS)
Psychology (PSY)
Public Administration (PA)
Sociology (SOC)
Capstone PSY 49803 Senior Project
Total 27

Overall Total: 120
Requirements for a Baccalaureate Degree

To receive a baccalaureate degree, a candidate must meet the following conditions:

1. Complete a minimum of 120 semester credits. (UIU courses numbered below 100 will not count toward the 120 credits). Of those credits, a minimum of 30 credits must be upper division credits. Credits evaluated by the American Council of Education as being upper division will meet this requirement as will Experiential Learning Portfolios based on 300-400 level course requirements.

2. Meet the general education requirements.

3. Achieve a cumulative grade point average of at least 2.00.

4. Complete the requirements for a major as stated in catalog. A minimum of six semester credits in the major must be completed through Upper Iowa University. Self-paced students select a major upon acceptance to the university.

5. Achieve a minimum of a 2.0 average in the major, and in the minor, if any. Transfer credits in the major or minor will contribute to these averages.

6. Complete a minimum of 30 semester credits from Upper Iowa University.

7. Complete 24 of the last 30 semester credits required for graduation from Upper Iowa University.

8. The same course may not be used in more than one major unless the course is a required course in both majors. If a course is required in one major and an option from a “select one or more of the following” area, the course is used only in the major in which it is required. Similarly, if a minor is chosen, the same course may not be used in a major and a minor unless the course is a required course (not part of a “select” area) in both the major and the minor. A student may not earn two Bachelor of Science or two Bachelor of Arts degrees at Upper Iowa University.

Students may not have an associate degree and bachelor’s degree conferred with the same conferral date. At least one session and one course must be completed after the associate degree is conferred in order to have both degrees conferred.

Graduation Requirements
Students will normally have seven years after initial enrollment to complete the baccalaureate program under the requirements in effect at the time of enrollment. If the program is not completed within seven years, the requirements in effect at the time of the next enrollment will be used to determine graduation requirements. The University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served. In addition, changes in certification requirements of the Iowa Department of Education may affect requirements for students seeking certification to teach. Financial aid guidelines may vary.
University Policy

Requirements for Admission

Freshmen: Students who wish to enter Upper Iowa University 1) directly from high school or 2) with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit will be considered for admission based on their completion of high school course requirements and college courses attempted.

Transfer: Transfer students with 24 or more semester hours of graded transferable college credit will be considered for admission based on their college credentials from all institutions.

Upper Iowa reserves the right to refuse admission to anyone who does not meet its standards for admission. Acceptance to a campus, online, self-paced or international degree program does not guarantee acceptance to Fayette Campus.

Applying for Admission
Submit the following documents directly to Upper Iowa University, PO Box 1857, Fayette, IA 52142:

1. A completed application for admission. Apply online at www.uiu.edu/apply and the application fee will be waived. Students may submit an application for admission at any time but no later than the day prior to the first day of the session in which the student plans to register.

2. Official transcripts from each college and university previously attended. Official reports for Advanced Placement may also be submitted. Official transcripts must be sent directly from the granting institution. They must not pass through the student’s hands.

3. Official transcript of the student's high school record for those seeking admission as a freshman (see above). This includes students who have completed Advanced Placement or college transfer credit while in high school. This requirement is fulfilled by one of the following:
   a. An official high school transcript
   b. Official GED certificate or score report
   c. Evidence of a passing score on tests recognized by the state such as the High School Equivalency Test (HSET) and the Test Assessing Secondary Completion (TASC)
   d. For International students only, official transcripts verifying completion of secondary education

4. Official or unofficial transcript of the student’s high school record for those seeking admission as a freshman with less than 24 semester hours of graded transferable college credit or ACE (American Council of Education) credit that is earned after graduating from high school (see above). This requirement is fulfilled by one of the following: a. Any item in 3a - 3d above
   b. Official college or university transcript that lists the high school graduation date
   c. Unofficial high school transcript or copy of high school diploma

5. Veterans – an application for veterans’ benefits or change of place of training form and a copy of the DD214.


7. To be considered for admission, international students and non-English speaking students must validate they have met Upper Iowa University’s proficiency in English requirement in one of the ways listed in the following column. The student will be notified in writing of the approval or denial of admission. If a student does not complete the admission process and enroll within that year, materials may be required to be resubmitted.

Until a student submits all required admissions documentation, they are considered a non-degree seeking student. A non-degree seeking student is not eligible for financial aid, is limited to no more than 30 credits at UIU, and may not have a degree conferred.

Students are allowed up to 30 credit hours to complete their admission file as long as Terms of Payment are met.
Experiential Learning documentation should be submitted only after an initial evaluation is completed, upon registering for at least one course through UIU, and after discussion of an individual degree plan with an academic advisor.

**Transferring Credits to UIU**

Transfer students may expect to receive full credit for college-level courses and/or programs completed at institutions of higher education that are regionally accredited or accredited by an agency recognized by the U.S. Department of Education office of Post-secondary Education (USDE-OPE) or by the Council for Higher Education Accreditation (CHEA).

Upper Iowa University will also consider acceptance of course work in transfer from:
- International institutions that are approved/registered by their country’s Ministry of Education or other national educational governing body as reviewed and approved by Upper Iowa University.
- International institutions where transcripts for individual students are reviewed and evaluated by an approved foreign credential evaluators service and approved by Upper Iowa University.
- Course work completed at institutions that fail to meet any of the aforementioned criteria will not be accepted in transfer to Upper Iowa University.

Course work completed with formal Upper Iowa University Articulation Partnership Advantage institutions will be transferred following articulation guidelines. Course work from other accredited institutions will be transferred to meet particular degree requirements based on full-time faculty recommendations.

Grades earned in courses accepted for transfer will appear on the student’s Upper Iowa University transcript, and the credits earned will count toward the total number required for graduation. However, grade points earned at another institution are not transferred and are not figured into a student's cumulative grade point average (GPA) maintained at Upper Iowa University, but are included in calculating the major/endorsement GPA.

Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions. These 78 semester credits may include:

1. No more than nine semester credits from Exercise and Sport Studies (EXSS) activity courses, including transcripted intercollegiate athletics.
2. No credits from courses identified by Upper Iowa University as remedial or developmental level (except for articulated intensive English credits from partner institutions).
3. No more than 30 semester credits from one year occupational diploma programs.

Up to 78 lower division semester credits and 12 upper division semester credits evaluated by the American Council on Education (ACE) and semester credits earned through CLEP, DSST, Excelsior College and ACT-PEP examinations will transfer to Upper Iowa University.

Transfer grades lower than a C- will not be accepted.

Upper Iowa University will accept AA or AS degrees with a liberal arts core as fulfillment of the general education requirements for a baccalaureate program. Upper Iowa University will also accept associate degrees with a major in nursing from registered nurses (must have current license) as fulfillment of its general education requirements for the BSN program. Prerequisites are not waived.

**Experiential Learning Credit**

Upper Iowa University recognizes that students in higher education come with many experiences and from varied backgrounds. Learning experiences gained through training programs and academies may be reviewed and evaluated for academic credit.
ACE Approved Credit
Many training programs have been approved for credit by the American Council on Education (ACE). Check with an academic advisor to see if completed training has been evaluated by ACE. There is no charge for transcribing ACE recommended credit. Credits earned through ACE do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through ACE do not apply to the 60 graded credits needed to graduate with Magna or Summa Cum Laude honors.

Credit by Examination
Students may earn credit through CLEP/DSST/Excelsior College and/or ACT-PEP examinations. There is a minimal testing fee. Credit by examination is transcribed without charge when the student’s score is at the level recommended by ACE for credit. These exams are accepted to fulfill requirements in very specific ways. See an academic advisor before taking any credit-bearing exams to ascertain the appropriate exam for a degree plan.

Credits earned by examination do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned by examination do not apply to the 60 graded credits needed to graduate with Magna or Summa Cum Laude honors.

Military Credit
Credit for military courses, training and occupational specialties/ratings with American Council on Education (ACE) college credit recommendation guidelines will be transcripted at no charge. Training completed may be verified by an official Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcript, DD295, or copies of certificates; a portfolio is not required. Up to 78 lower division semester credits and an additional 12 upper division semester ACE-evaluated military credits may be transferred for a maximum of 90 semester credits toward the 120 semester credits required for graduation. ACE-recommended military credits do not reduce the minimum required 30 semester credits of coursework through Upper Iowa University for a bachelor’s degree or 15 semester credits for an associate’s degree. ACE-recommended military credits do not apply to the 60 graded credits needed to graduate with Magna or Summa Cum Laude honors.

Payment of Tuition and Fees
Terms of Payment
In accordance with University policy, all semester charges are due and payable the Wednesday before start of semester/session. Payment plans must be in place by Wednesday before the start of the semester if charges and fees won’t be paid in full. Default of payment may result in the student’s enrollment being delayed or denied; satisfactory arrangements must be made before reinstatement.

Awarded financial aid eligibility is applied to the student’s account each semester upon verification of attendance. Diplomas, certificates, or transcripts will not be released until all financial obligations are met.

The convenience of paying school expenses on a monthly basis is an attractive option for many. Upper Iowa University is excited to provide an opportunity for students to pay educational expenses by setting up an interest-free monthly payment plan that is available to all students. Payment plans allow students to distribute the costs of education over a period of time rather than paying large lump sums all at once. Payments are due by the scheduled due dates as specified on the payment plan. Payments not received by the scheduled due dates will be subject to a $25 late fee for each overdue payment. Payment plans must be in place by the Wednesday before the start of the session. For payment plans established after the first official due date of the payment plan, a student may still participate by including all back payments with their first payment. Students interested in learning more about the payment plans or setting up a payment plan, should contact the Business Office by calling 800-553-4150.

Self-Paced Degree Program Refund Policy and Course Withdrawal
If a student decides to withdraw from a course before the end of an enrollment period, the student’s charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process. Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.
On or before the first day of the enrollment period* 100%
After the first lesson through 10% of the enrollment period 90%
After the first 10% through the first 25% of the enrollment period 50%
After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of $99.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student’s account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details. Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financial aid.

Self-Paced Degree Program Administrative Withdrawal
A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course. Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of $99.

Self-Paced Degree Program Incomplete
Incomplete Students will be allowed to request one four-month extension and receive an ‘I’ (incomplete grade) at the end of their original six-month enrollment period if:
• A minimum of one assignment has been received for grading per guidelines AND
• All course units and exams are not completed and submitted OR
• A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is $99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Incomplete grade details
• When the extension is granted and an incomplete grade is issued, the student will receive a four-month enrollment period to complete the course.
• Students do not have the option to withdraw from a course after the initial six-month enrollment period.
• An ‘I’ grade posted to the student’s official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.
• If the course is not completed by the end of the incomplete period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
• If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.