



University of New Haven

College of Lifelong & eLearning



Online Distance Learning Graduate Program(s)

Consumer Information Guidelines

2013-2014



These guidelines supersede all previous bulletins, catalogs, and brochures published by the University of New Haven College of Lifelong & eLearning, and describes online academic programs to be offered beginning in Fall 2012. Graduate students admitted to the University for the Fall of 2012 and thereafter are bound by the regulations published in this guideline.

The University of New Haven is committed to affirmative action and to a policy that provides for equal opportunity in employment, advancement, admission, educational opportunity, and administration of financial aid to all persons on the basis of individual merit. This policy is administered without regard to race, color, national or ethnic origin, age, gender, religion, sexual orientation, or disabilities not related to performance. It is the policy of the University of New Haven not to discriminate on the basis of gender in its admissions, educational programs, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments. The University is authorized under federal law to enroll nonimmigrant alien students.

Inquiries regarding nondiscrimination, affirmative action, equal opportunity, and Title IX may be directed to the University's Equal Opportunity/Affirmative Action officer at 300 Boston Post Road, West Haven, CT 06516; phone 203.932.7265. Persons who have special needs requiring accommodation should notify the University's Disabilities Services and Resources Office at Voice/TDD number 203.932.7332.

Every effort has been made to ensure that the information contained in this publication is accurate and current as of the date of publication; however, the University cannot be held responsible for typographical errors or omissions that may have occurred. Changes made subsequent to the date of publication can be found on the University's website.

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The University reserves the right to make, at any time, whatever changes it deems necessary in admission requirements, fees, charges, tuition, policies, regulations, and academic programs prior to the start of any class, term, semester, trimester, or session. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the University.



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State Authorization

The University of New Haven currently enrolls students from every state and U.S. territory. Federal and state regulations require that all institutions of higher education comply with existing state laws regarding distance learning. As these regulations are continuously evolving, University of New Haven makes every effort to maintain compliance. As a condition of University of New Haven's authority to offer its programs to state residents, several postsecondary education agencies require the publication of certain consumer information. These include:

Alabama

The University of New Haven has been granted authorization by the State of Alabama under Ala. Code 16-5-10 (14) (1975) to offer the academic degree programs described herein.

Alaska

The University of New Haven is exempt from authorization under AS 14.48 because the program is online or distance delivered and does not have a physical presence in the state.

Arkansas

The University is regulated by:

Arkansas Higher Education Coordinating Board Certification*

Arkansas Department of Education

114 East Capital Little Rock, AR 72201 Phone: 501-371-2012

* Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institution certification as defined in Arkansas code § 6-61301.

Maryland

The University is registered with:

Maryland Higher Education Commission

6 N. Liberty Street

Baltimore, MD 21201 Phone: 401-767-3301

Date of Authorization: July 1, 2012 – June 30, 2013



Minnesota

The University of New Haven is registered with:

Minnesota Office of Higher Education*

1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

*University of New Haven is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions

Texas

The University of New Haven is not regulated in Texas under Chapter 132 of the Texas Education Code. The University of New Haven is chartered by the General Assembly of the State of Connecticut and is fully accredited by the New England Association of Schools and Colleges (NEASC). Individuals may contact NEASC for additional information or to file complaints at the address above.

Wisconsin

The University of New Haven is registered with:

State of Wisconsin Education Approval Board

30 W. Mifflin Street, 9th Floor
P.O. Box 8696
Madison, WI 53708-8696



General Contact Information

Web Sites

<http://newhaven.edu>

<http://cjonline.newhaven.edu>

<http://newhaven.edu>

<http://sportsmgmt.newhaven.edu>

Mailing Address

University of New Haven

300 Boston Post Road

West Haven, CT 06516

Main Switchboard

1-800-342-5864

Student Contacts

Master's Criminal Justice Academic Advising

Assists students with planning and maintaining their program of study.

Dr. C. Wesley Younts

203-479-4262

wyounts@newhaven.edu

Master's Sports Management Academic Advising

Assists students with planning and maintaining their program of study.

Phil Santinoceto

203-479-4169

psantinoceto@newhaven.edu

Enrollment Counselors

Assists students with their initial enrollment into a program of study.

1-855-835-5717

info@cjonline.newhaven.edu

Finance Counselors

Assists students with planning financial resources needed to fund their education.

203-932-7315

financialaid@newhaven.edu

Technical Support

Assists students with technical issues regarding the University systems.

For Matrix registration system support:

MatrixStudentSupport@newhaven.edu

General technical support requests:

studenttechsupport@newhaven.edu

24/7 Blackboard Support:

203-932-7062

Library

Provides learning resources through physical and online libraries.

203-932-7189

LibraryHelp@newhaven.edu

Registrar

Assisting with course registration, enrollment certification, academic transcripts, graduation and veteran benefits.

203-932-7309

UNHRegistrar@newhaven.edu

Career Services

Assists students with finding employment.

203-479-4858

CareerDevelopmentCenter@newhaven.edu

Campus Access Services

Assists students with disabilities obtain reasonable accommodations, based on student self-disclosure.

203-932-7332

CampusAccess@newhaven.edu

Veteran Services

Connect with other veteran students, and give you clear access to all the services and resources to which you are entitled.

1-800-342-5864

veteranoutreach@newhaven.edu



Calendar

Our online courses are offered year-round during six terms, each lasting seven weeks.

Term	Begin Date*	End Date	Application Deadline	Withdrawal Deadline**
Fall Trimester Session I (2013)	8/26/13	10/13/13	8/12/13	8/28/13
Labor Day: 9/2/14 (UNH Offices Closed)				
Fall Trimester Session II (2013)	10/21/13	12/15/13	10/7/13	10/23/13
Thanksgiving Break: 11/25/13 – 12/1/13 (UNH Offices Closed 11/28 and 11/29) Winter Break: 12/16/13 – 1/5/14 (UNH Offices Closed 12/24, 12/25, and 1/1)				
Winter Trimester Session I (2014)	1/6/14	2/23/14	12/16/13	1/8/14
Martin Luther King Day: 1/20/14 (UNH Offices Closed) Presidents' Day: 2/17/14 (UNH Offices Closed)				
Winter Trimester Session II (2014)	3/3/14	4/20/14	2/17/14	3/5/14
Good Friday: 4/18/14 (UNH Offices Closed)				
Spring Trimester Session I (2014)	4/28/14	6/15/14	4/14/14	4/30/14
Memorial Day: 5/26/14 (UNH Offices Closed)				
Spring Trimester Session II (2014)	6/23/14	8/10/14	6/9/14	6/25/14
Fourth of July: 7/4/14 (UNH Offices Closed)				
<p>Tuition Refund Policy: * Students will be eligible for a full (100%) refund of tuition charges if the course is dropped prior to 11:59pm on this date. ** Students will be eligible for a partial (50%) refund of tuition charges if the course is dropped prior to 11:59pm on this date. After this time, students will be responsible for 100% of billed tuition charges and will not be eligible for any refund.</p> <p>The University of New Haven's online program tuition refund policy may be superseded by the laws and regulations of the student's state of residence. Residents of the following states should click their state name to view the applicable policy: Maryland, Wisconsin.</p>				



President's Message

Dear Graduate Student:



At the University of New Haven, we provide world-class career preparation in all of our programs, but our overarching goal is to prepare students to lead meaningful lives. As you examine this catalog and become aware of the breadth and diversity of our graduate programs, you will recognize the remarkable opportunity you are facing. You are about to embark on a journey in your chosen area of study that will help you grow personally and professionally. Our hope, and our mission, is that this journey will help you achieve a more meaningful career, the benefits of lifelong learning, and a sense of your responsibility as a citizen of the world.

The Graduate School at UNH was founded in 1969 and is one of the largest in Connecticut. Our advanced-degree alumni are employed in private industry and the public sector throughout the state, across the nation, and around the world. Our faculty hold doctoral or terminal degrees in their respective fields and, in many cases, bring with them national and international reputations in those fields. They also have professional, real-world experience that is especially vital to students' careers. They are committed in unrivaled ways to the success of each and every one of their students. A wide range of support services is also available to you at UNH, and we are constantly working to improve and enrich the educational experience of our graduate students.

One of my favorite quotations is from the late Ernest Boyer, a former president of the Carnegie Foundation, who once warned that the "crisis of our time relates not to technical competence, but to a loss of the social and historical perspective, to the disastrous divorce of competence from conscience." As you focus your studies in your chosen field, I hope you will also allow yourself some time to question your own values as well as prevailing societal values, and look for ways to improve the world that you will help to form as a member of a global society.

I wish you success in your studies and personal enrichment through your experiences at the University of New Haven.

Sincerely,

Steven H. Kaplan
President



The University

Welcome to the University of New Haven

The University of New Haven is a private, top-tier comprehensive institution recognized as a national leader in experiential education. Founded in 1920 on the campus of Yale University in cooperation with Northeastern University, UNH moved to its current West Haven campus in 1960. The University provides its students with a unique combination of a solid liberal arts education and real-world, hands-on career and research opportunities.

UNH enrolls approximately 6,400, including nearly 1,800 graduate students and more than 4,600 undergraduates - the majority of whom reside in University housing. Through its College of Arts and Sciences, College of Business, Henry C. Lee College of Criminal Justice and Forensic Sciences, Tagliatela College of Engineering, and College of Lifelong & eLearning, UNH offers 75 undergraduate and graduate degree programs. UNH students have access to more than 50 study abroad programs worldwide and its student-athletes compete in 16 varsity sports in the NCAA Division II's highly competitive Northeast-10 Athletic Conference.

Our Mission

The University of New Haven is a student-focused comprehensive university with an emphasis on excellence in arts and sciences and professional preparation. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society through experiential, collaborative, and discovery-based learning.

Our Vision

Our vision is to be the institution of choice for students who seek the highest quality education for professionally oriented careers. We will be noted for our ability to combine professional education with liberal arts and sciences and with the development of high ethical and cultural standards among our graduates.

Our Guiding Principles

UNH is committed to educational innovation, to continuous improvement in career-focused and professional education, and to support for scholarship and professional development.

UNH takes pride in, and models itself by, the standard of best practices in its commitment to service, quality, integrity, and personal caring. All academic programs, as well as campus and student life, provide rich opportunities for leadership, personal growth, and participation in the aesthetics of life so that the University of New Haven will personify a successful commitment to diversity, equality, and "the pursuit of happiness."



Our goal is to distinguish ourselves by the measures of student admissions; retention; career development; collaboration with business, industry, and community; and the success of our graduates and their support as alumni.

Our Values

We emphasize these values as we strive for educational excellence:

- Belief in and practice of UNH's mission and vision
- Commitment to the success of our students through caring and responsive service
- Teamwork: helping each other to succeed
- Communication: trusting, open, honest, and straightforward
- Commitment to thoughtful action
- Thinking, articulating, doing, and evaluating
- Leading by example with continuous improvement
- Facing all issues and being accountable
- Respect for the individual, including his or her thoughtful input
- Recognizing success

The Graduate School

The graduate programs at the University of New Haven offer students the opportunity to enhance and deepen skills and knowledge for already chosen careers in highly technical and competitive fields. Alternately, other graduate students are preparing to enter new careers. Most UNH graduate programs offer as part of the curriculum multiple areas of specialization; flexibility in elective choices; opportunities for experiential education, including field work, internships, independent study, and research; and the possibility of cooperative education work experience.

The University's faculty is outstanding in its combination of highly qualified, full-time academics (nearly 85 percent of whom hold doctoral or terminal degrees in their fields from a broad spectrum of prestigious institutions) and part-time faculty members employed in area businesses and professions who bring, in addition to noteworthy academic qualifications, practical insight and experience to the classroom.

The College of Lifelong & eLearning

The establishment of the College of Lifelong & eLearning reflects UNH's continued dedication to meeting the educational needs of adult students and the region's corporate communities. Programs and courses have been, and will be, designed specifically with adult learners in mind, focusing on academic excellence, convenience, and flexibility.



The College of Lifelong & eLearning supports undergraduate and graduate degree programs, customized corporate training, and credit and non-credit certificates for adult learners. All the degree, customized training, and certificate programs are the domain of the appropriate academic College within the University of New Haven, thereby ensuring the academic quality and integrity of the programs.

Henry C. Lee College of Criminal Justice and Forensic Sciences

The Henry C. Lee College has been providing education in Criminal Justice and Forensic Sciences for over 50 years and has earned a national reputation as one of the best and most comprehensive providers of advanced education in Criminal Justice, Forensic Science and Fire Science. Additionally, the university has recently expanded the degree offerings in the college to include innovative new programs in National Security and Forensic Computer Investigation.

Courses are taught by highly qualified faculty members. Full-time faculty members hold advanced degrees in their academic areas of expertise. However, they are also highly experienced professionals drawn from the various career specializations serviced by the college. Collectively, the full-time faculty have over 300 years of experience working in their fields of expertise. Full-time faculty members are supported by highly qualified part-time instructors who also hold advanced degrees in their academic fields.

Mission Statement

The mission of the Henry C. Lee College of Criminal Justice and Forensic Sciences is to integrate traditional liberal arts and sciences education with the highest quality professional education to prepare our students to become leaders in society and within their professional fields. Our educational programs are designed to meet this goal by creating what we have named our “Student Centered Professional Practice Oriented Learning Environment.” The creation of this learning environment is guided by the recognition that students learn best and have the best retention of their learning when they are actively engaged in their educational experience. The essence of this approach to education is captured by the following proverb: “Tell me and I forget. Show me and I may remember. Involve me and I understand.”

The College’s programs are organized around students’ educational and developmental needs. Our classes, clubs, internships and student activities are designed to encourage students to become fully engaged in the learning environment and to take advantage of all the learning opportunities available at the university. Our faculty members are drawn from among the most well-recognized professionals in their specialized fields; and they have the ability to integrate core academic learning and the professional application of those core academic competencies to deliver “Real-Life Learning.



Degree Programs

Masters of Science in Criminal Justice (Online)

As part of the Henry C. Lee College of Criminal Justice and Forensic Sciences, the criminal justice online program integrates diverse academic perspectives to provide students with a comprehensive and professional understanding of crime and the issues facing criminal justice agencies in the 21st century.

Courses focus on student success. This means that what you learn in the virtual classroom will be brought to life by integrating theory with real-world applications. Through active discussions and carefully developed exercises, you will engage in a dynamic learning community with your instructors and your fellow students.

Our 36-credit criminal justice online master’s program covers a core curriculum (12 credits) of theories and research methods relevant to criminal justice, as well as eight elective courses (24 credits). Courses are offered in 7-week terms, and provide students with a solid foundation for success.

Degree Requirements

Core Curriculum

The core curriculum provides students with a solid foundation in the social and behavioral sciences focusing on the theories and research used to understand the causes of and societal reactions to crime.

CJST 6601	Mental Health, Law, and Criminal Justice
CJST 6605	Theories of Criminal Behavior
CJST 6611	Research Methods in Criminal Justice
CJST 6613	Quantitative Applications in Criminal Justice

Electives

Students will select eight courses (24 credits) from a broad range of topics within the field of criminal justice. Students may elect to take any eight of the approved elective courses but students seeking expertise in the areas of criminal justice management, computer forensics investigation, and/or victimology should consider completing the courses required for the associated graduate certificate in that area as described in the sections below.

Criminal Justice Management Certificate

Courses emphasize the application of modern management principles and practices to the field of criminal justice, including the methods for evaluating and ensuring the efficient administration of the criminal justice system.

CJST 6612	Criminal Justice Management
CJST 6658	Leadership Issues in Policing
CJST 6656	Problem Oriented Policing
CJST6659	Futures Research and Long-Ranging Planning and Forecasting in Criminal Justice

Forensic Computer Investigation Certificate

The courses leading to this graduate certificate enhance students’ knowledge and skills in forensic computer investigation as utilized within federal, state, or local governmental or corporate organizations.

CJST 6600	Computer Crime: Legal issues & Investigative Procedures
CJST 6604	Network Security, Data Protection And Telecommunications
FORS 6632	Advanced Investigation I
CJST 6651	Criminal Procedures



Victim Advocacy & Services Management Certificate

This certificate program is for professionals who work with crime victims. Students will develop advanced knowledge and skill in working as victim advocates and as victim services managers.

CJST 6617	Advanced Victimology
CJST 6601	Mental Health, Law, and Criminal Justice

CJST 6618	Crime Victims' Rights and Services
CJST 6605	Theories of Criminal Behavior

Transfer Credits

The transfer of no more than six credits from other accredited institutions may be permitted subject to the graduate school policy on transfer credit.

Courses are described on the following pages.



Course Descriptions

CJST 6600 Computer Crime: Legal Issues and Investigation Procedures

An overview of computer crime and the procedures forensic computing specialists, law enforcement investigators and prosecutors must invoke to prosecute computer criminals successfully.

CJST 6601 Mental Health, Law and Criminal Justice

Basic psychological theory and specific applications in the criminal justice system will be explored. Particular emphasis is placed on mental health issues as they affect the criminal justice system.

CJST 6604 Network Security, Data Protection and Telecommunications

A comprehensive introduction to network security issues, concepts and technologies. The core technologies of access control, cryptography, digital signatures, authentication, network firewalls and network security services are reviewed. Issues of security policy and risk management are considered.

CJST 6605 Theories of Criminal Behavior

A survey of theories relating to the scope and nature of the crime problem. Consideration of the problems of deviancy including social norms deviancy, mental disturbances, juvenile crime and the various possible and actual responses to deviancy. Various approaches to the problem of rehabilitation.

CJST 6611 Research Methods in Criminal Justice

An introduction to quantitative and qualitative methods used in criminal justice for research and policy analysis. Students will become familiar with basic types of research designs, survey research methods, evaluation methods, descriptive statistics and inferential statistics.

CJST 6612 Criminal Justice Management

The development of the theory and practice of criminal justice management in the United States. Significant developments and ideas of those who have made major contributions to American criminal justice management.

CJST 6613 Quantitative Applications in Criminal Justice

Prerequisite: CJ 611 . An introduction to quantitative applications in the field of Criminal Justice. Basic descriptive and inferential statistics. Topics include measurement scales, measures of central tendency, measures of dispersion, data distributions, sampling, probability, hypothesis testing, Chi Square, Z-Test, t-Test, and Analysis of Variance models. Students will also be introduced to the use of SPSS for data analysis.

CJST 6617 Advanced Victimology

An in-depth analysis of the causes, correlates, dynamics and aftereffects of criminal victimization on victims of crime and a review of current practices in the area of crime victim assistance.

CJST 6618 Crime Victims: Rights and Services

An analysis of the legal rights of victims of crime at both the state and federal levels and how these laws relate to specific victim advocacy and service-providing programs, with an in-depth treatment of the management and administration of crime victim programs.

CJST 6651 Criminal Procedure

An inquiry into the nature and scope of the U.S. Constitution as it relates to criminal procedures. Areas covered include the law of search and seizure, arrests and the right to counsel.



CJST 6656 Problem-Oriented Policing

In-depth examination of problem-oriented policing including examination of SARA model, specialized tactics and methods of community analyses.

CJST 6658 Leadership Issues in Policing

Study of leadership within modern police organizations.

CJST 6659 Futures Research: Long-Range Planning & Forecasting in Criminal Justice

An advanced examination of the philosophical underpinnings of the discipline of Futures Research. The distinctions between conventional and long-range planning will be discussed. A multidisciplinary approach will be utilized. The student will learn to make use of several selective forecasting methodologies. The focus will be on the implementation of empirically derived strategies. The context will be justice system organizations. The purpose is to learn to effect meaningful social change.

FORS 6632 Advanced Investigation I

An in-depth study of modern principles and techniques of criminal and civil investigations. Management of investigations, use of witnesses, interviewing, polygraph, backgrounds, establishment of MO, missing persons, surveillance and investigation of questioned deaths and death scenes.



The College of Lifelong & eLearning supports undergraduate and graduate degree programs, customized corporate training, and credit and non-credit certificates for adult learners. All the degree, customized training, and certificate programs are the domain of the appropriate academic College within the University of New Haven, thereby ensuring the academic quality and integrity of the programs.

College of Business - Sports Management

The Sports Management program is the oldest program in the United States continually housed in a business school. The program has always focused on the business of sports and continues to lead the nation in cutting-edge business applications in sports. Boiled down to its essence, the UNH Masters in Sports Management is focused on cultivating and training the next generation of leaders in the sports industry.

Who should consider this degree?

- Individuals seeking entrance or advancement in Sports Management related careers

Why this program is right for the individual:

- Ranked in 2012 Sports Business International as the 13th best business based graduate sports program in the world and the 4th best in the United States
- 60% of graduating students are employed in their chosen field within 3 months of graduation
- Is among the most diverse student populations of the top tier sports management programs in the United States
- While challenging, is designed to provide an experientially focused education that trains and connects the next generation of leaders in the sports industry with the leaders of today

Curriculum:

Courses focus on student career success. This means that what you learn in the virtual classroom will be brought to life by integrating theory with real-world applications. Through active discussions and carefully developed exercises, you will engage in a dynamic learning community with your instructors, your fellow students, and industry professionals.

Residency Requirement

- No residency requirement, courses are completely online

What are Concentrations?

While there are no concentrations the sports management curriculum is centered on the case study process and engaged learning.



Required Courses

The program consists of a total of 36 credits. All courses are completed online.

Students begin their studies with the 4 required business core classes, which form the business foundation and framework for the sports management classes.

Business Core (12 credits)

- ACCT 6620 Financial Accounting for Managers
- ECON 6601 Macro and Micro Economics
- MGMT 6637 Management Process
- MKTG 6609 Marketing

Sport Management Courses (21 credits)

- SMGT 6611 Sport Industry Marketing, Promotion and Public Relations
- SMGT 6612 Sports Law
- SMGT 6613 Sports Facility Management
- SMGT 6617 Managing Sport Finances
- SMGT 6620 Professional Sport Team Management
- SMGT 6623 Sport Business Development and Sustainability
- SMGT 6625 Sport Management by the Numbers

Final Capstone Project (3 credits)

- SMGT 6690 Research Project

Woven throughout the Sports Management curriculum will be opportunities to learn about and participate in activities that will focus on major sports management business areas including sport team management, sport manufacturing, sport technology, international sports and entertainment management. Students will select the area of most interest for the focus of their final capstone research project.

The five tracks are:

Sport Team Management

Whether college, Olympic, or professional teams- this track will focus on how to organize, manage, and run teams with exploration of salaries, organizational risks, player analytics, stadium construction costs, television revenue, licensed goods sales, ticketing strategies, and budgetary challenges.

Sport Manufacturing

There are numerous entities that manufacture sport related products whether stadium construction, sporting goods, sports apparel, sport lighting, concession equipment and numerous other manufactures who need experts in inventory management, six sigma, lean management, supply chain management, cost reduction strategies, and numerous other financial planning skills.



Sport Technology

UNH is almost in ESPN's backyard, but there are numerous sport technology companies (web based, gaming, fantasy sports, sport broadcasting, green sport technologies as examples) in need of skilled professionals to help with angel/venture capital investing, budgeting, strategic planning, and technical expertise.

International Sports

While some issues such as unionization in professional sports, NASCAR, and high stakes competitive collegiate athletics are normally unique to North America, the broader sports world dwarfs the North American Market. Premier League soccer teams can be worth close to a billion dollars, relegation can decrease a soccer team's revenue by \$30-40 million in one year, and the billions spent on international events (Olympics and World Cups as examples) highlight the need for strong money managers who can help guide these organizations and events over rough financial waters.

Entertainment Management

Whether rock concerts, the circus, monster truck pulls, county fairs, etc... there are numerous arts and entertainment events that need to be professionally managed. The finances associated with such events represent significant concern due to non-profit concerns, fundraising laws, government oversight, and numerous other financial concerns/issues.



Degree Programs

Masters in Science in Sports Management

Course Descriptions

Business Core

ACCT 6620 Financial Accounting for Managers

An examination of financial accounting reports, standards, practices, and procedures from a user's perspective, emphasizing the understanding and use of accounting reports rather than their preparation. Basic terms, concepts, reports, and underlying theories are covered. A review of the effects of choosing certain accounting methods, policies, and procedures is intended to enhance the manager's comprehension of financial statement presentation.

ECON 6601 Macro and Micro Economics

A basic theoretical foundation for students who lack adequate background in economics. An introduction to and review of basic economic principles.

MGMT 6637 Management Process

A study of the traditional functions of management: planning, organizing, directing, controlling, and coordinating, along with an analysis of human behavior in organizations and the exploration of new paradigms in business and management systems.

MK609 Marketing

All intensive study of modern marketing fundamentals in a diverse, global economy; study of the decision-making problems encountered by marketing managers, using lectures and case studies.

Sport Management Courses

SMGT 6611 Sport Industry Marketing, Promotion and Public Relations

A study of marketing, promotion, and public relations strategies utilized in various aspects of the sport industry. Marketing sport as a product and marketing of non-sport products using sport as a promotional tool are examined.

SMGT 6612 Sports Law

An analysis of contract law, tort law, antitrust law, labor law, collective bargaining, and administrative law as they relate to sport. Provides sport managers with the fundamental legal knowledge necessary to operate in the increasingly complex sport environment.

SMGT 6613 Sports Facility Management

An examination of how sports facilities such as coliseums, municipal and college stadiums, and multipurpose civic centers are managed. Among the topics included: booking and scheduling of events, box office management, staging and event production, personnel management, concessions and merchandising management.

SMGT 6617 Managing Sport Finances

An examination of legal, managerial, accounting and financial issues confronting sports, fitness and recreation industry managers. Issues covered include tax law, bankruptcy, inventory management, capital instruments, accounting principles, financial statements, industry ratios, securing funds and related concepts that help



determine the viability and strength of businesses in the sports industries. The focus of the material is on how to apply basic financial management concepts to managerial decision making.

SMGT 6620 Professional Sport Team Management

Professional sport teams are run by managers who have a strong background in sport finance, marketing, personnel, risk management, event management, and box office management. This course will take a student through the entire process of running a professional team.

SMGT 6623 Sport Business Development and Sustainability

Sustainability is not just a marketing gimmick, but a way of life and a good business model. This class examines various issues from green buildings, to renewable energy, recycling programs, new technologies, and how to develop passionate “green” followers. The class will focus on sport and hospitality industries, but all business segments will also be covered.

SM625 Sport Management by the Numbers

Expanding on basic accounting and finance this course focuses on managerial accounting, financial planning, and statistical analysis. Using various tools such as sport analytics, key performance indicators (KPI), balanced scorecard, and other techniques, this course focuses on identifying how to find the right data, why it is critical, how to see the forest from the trees, and how to act based on appropriate data.

Final Capstone Project

SMGT 6690 Research Project

A detailed research project critically examining an existing sport business with a thorough analysis of its operations, financing, balanced scorecard, and other measures. The course will be a conceptual capstone class for the first three weeks to make sure students can integrate all the classes and the rest of the class working on draft version of their final research project based on their desired track.

Admissions

All students applying to the Graduate School must submit the following:

- Completed online application form, accessed by going to <http://sportsmgmt.newhaven.edu/> and clicking the "Apply Today" button.
- Official transcripts from all colleges previously attended forwarded to:
UNH Online
PO Box 26217
West Haven, CT 06516
- At least two letters of recommendation from academic or professional sources. These sources should be able and willing to evaluate your academic qualifications and potential for success as a graduate student in the totally online MSCJ program at UNH. You have two options for submitting your letters of recommendation:
 - o **Option A:** Use the electronic recommendation submission module included in the online application. You may indicate up to three recommenders as part of your online application. If you choose this option, please make sure to provide the name and contact information for your recommenders before submitting your completed online application.



- o **Option B:** If you prefer to not use the electronic system, you may obtain original letters of recommendation by downloading and providing our recommendation form (available in the online application) to your recommenders, who may then email the forms directly to sportsMGMT@newhaven.edu or mail them (with signature across the seal) to:
UNH Online
PO Box 26187
West Haven, CT 06516
- Official GMAT or GRE scores – if you have already taken the GRE or other graduate level admissions exam, you may have the exam service forward your scores to the Graduate Admissions Office at the University of New Haven
- A resume or CV detailing your educational and professional accomplishments

Optional Materials

To support your candidacy for the program, you may also submit a brief personal statement (no more than 500 words) describing your interest in the totally online Masters of Science in Sports Management degree program and why you would make a good candidate for admission to the University of New Haven. Please include any information that you feel would be important for the admissions committee to be aware of when evaluating your application. This can be directly uploaded using the online application.

The Academic Admissions Committee will carefully review all submitted documents in the evaluation of your application. If your cumulative undergraduate GPA was below 3.0, we strongly encourage you to submit the personal statement.

International Students:

All non-native English language speakers must demonstrate English language competency by providing one of the following:

- A minimum IELTS score of 7.0 OR
- A minimum TOEFL score of 85 on the internet based test (IBT)



University Accreditation

Accreditation

The University of New Haven is a coeducational, nonsectarian, independent institution of higher learning, chartered by the General Assembly of the State of Connecticut.

The university is fully accredited by the New England Association of Schools and Colleges (NEASC). Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to the students who attend the institution.

Inquiries regarding accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
(781) 271-0022
cihe@neasc.org

Specific colleges and programs hold various forms of professional accreditation, certification, or endorsement. These additional credentials are listed on the relevant college and program pages

State of Connecticut Accreditation:

State of Connecticut
Department of Education
61 Woodland Street
Hartford, CT 06105-2326
(860) 947-1822
www.ctdhe.org

Faculty



Admission

General Requirements

Admission to the University of New Haven Graduate School requires that applicants hold a baccalaureate degree from a regionally accredited U.S. institution or from a foreign institution that is recognized by its jurisdictional Ministry of Education for granting baccalaureate degrees. Individual programs may have additional requirements for admission, details of which are included in the program listings in this catalog. For most programs, admission decisions are based primarily on an applicant's undergraduate record. A prospective student who is currently completing undergraduate study should submit an official transcript complete to the date of application. In such cases, an admission decision may be made on the basis of a partial transcript, contingent upon completion of the baccalaureate degree. Registration is not permitted until a final, official transcript is submitted to the Graduate Admissions Office. Students may submit scores from the Graduate Record Examination (GRE), GMAT, PRAXIS, or the Miller Analogies Test in support of their application. Students applying to certain programs are required to have test scores from such examinations sent directly from the testing service to the Graduate Admissions Office. Information regarding specific requirements for submission of test scores is contained in the program descriptions elsewhere in this catalog.

Procedure

Applicants for admission to the Graduate School must submit the University Graduate School Application, required letters of recommendation, official transcripts of all previous college work (sent directly from the colleges to the Graduate Admissions Office), the nonrefundable application fee, and test scores (if required). Application materials become the property of University of New Haven. An application form is located at the back of this catalog and online at www.newhaven.edu. In most cases, full-time and part-time domestic students may be admitted for any term, with the exception of a few selected degree programs. See individual programs for requirements.

Students (including international students required to maintain full-time enrollment based on immigration requirements) who are applying for full-time study may be notified that certain programs are limited to admission in the fall term only due to the planned sequence of courses. Should a student be unable to enter the Graduate School during the term for which admission is granted, acceptance will remain open for one calendar year. After one year, a new application for admission may be required. Students accepted into a program are subject to the specific program requirements and rules of the Graduate Catalog in effect for the term in which the student is enrolled in the first course in that degree program. However, if a student subsequently submits a program change request and is accepted into a new or different program/degree, the student is subject to the rules of the Graduate Catalog in effect at the date/time of acceptance into the newly selected program.



Admission Categories

Admitted applicants and students in the Graduate School are assigned to one of four categories: fully accepted, provisionally accepted, special, (nonmatriculant), or auditor. Domestic students who wish to matriculate in a degree program, but who have not completed the application process and/or have not yet received a formal acceptance decision, may register as in-process students for one term while completing the application process.

A bachelor's degree is required for admission to all categories.

Fully Accepted

Students accepted without special stipulations for entrance into a regular degree program or certificate study are classified as fully accepted students.

Provisionally Accepted

Applicants may be accepted provisionally in the following situations: undergraduate grade point average falls below the standard set for full acceptance; acceptance requires additional test or document submission to support entrance into the program selected; or their undergraduate background indicates a need for additional course work or a short period of academic supervision and review. Students accepted provisionally should seek advice from the appropriate coordinator or advisor during the provisional period. Students must complete the stipulated requirements of provisional acceptance at the beginning of the program of study. Upon completion of these requirements, each student's record is evaluated for admission as a fully matriculated candidate for the degree.

Special (Nonmatriculated)

Special status is reserved for students who do not wish to matriculate in a degree program or certificate study. Registration in this category is normally limited to no more than 12 credits of graduate work. Students who wish to continue graduate work must be accepted into a specific graduate program. Special students are responsible for meeting prerequisite requirements for the courses they wish to take.

Auditor

An auditor is allowed to attend class and is expected to participate in class discussions and complete the required assignments. An auditor receives no grade or credit toward any degree and pays a lower tuition rate than a student who takes a class for academic credit. While auditor status does not imply admission to any graduate degree program, there is an official registration procedure, and a notation of audit is placed on the transcript. Both current students and new students are eligible to audit Graduate School courses.



Auditing provides a low-cost method of upgrading information and skills plus broadening educational perspective. Therefore, the courses available to auditors are limited to those at or below the level of the UNH degree obtained by the student on a space-permitting basis. Once the course has begun meeting auditors cannot change their status from audit to credit.

Admission of International Students

University of New Haven graduate programs are open to qualified international students. To qualify, a prospective student must have completed sufficient undergraduate preparation in a degree program acceptable to the Graduate School. The Graduate School operates on a trimester system. The fall term begins in early September, the winter term begins in early January, and the spring term begins in early April.

Because the review of international applications takes considerable time, it is important that the application and supporting materials be received by the Graduate Admissions Office prior to the deadlines outlined in the international student information packet.

U.S. Immigration regulations require that a person holding student status make satisfactory progress toward a degree. This requires full-time study, which is generally interpreted to mean completing at least three courses (9 credits) each trimester. Prospective international students should note that graduate certificates, the Executive MBA, the mechanical engineering master's program, and the human nutrition master's program are not designed to permit full-time study. Also, the programs in the Education Department do not accept international student applications.

To apply for admission to the Graduate School and to be ready to begin study, prospective international students must complete the steps outlined in the following section.

International Application Process

Applicants must submit the following materials:

1. A completed application form and the appropriate application fee.
2. Two letters of recommendation.
3. Official transcripts of all undergraduate and graduate work completed. Applicants may be asked to provide substantiation of courses taken, grades received, and/or the academic reputation of the undergraduate school within the educational system of the country in which the school is located. A certified English translation must accompany non-English transcripts.
4. Proof of English proficiency. This must consist of one of the following:
 - a. The Test of English as a Foreign Language (TOEFL) examination with a minimum score of 70 on the Internet-based test (IBT). The official score report must be sent directly from the testing service/site to the Graduate Admissions Office. The International English Language Testing System (IELTS) with a minimum score of 6.0 is also acceptable. IELTS is jointly managed by the British Council, IDP:IELTS Australia, and the University of Cambridge ESOL Examinations.



Students who's TOEFL score is less than 70 IBT or whose IELTS score is less than 6.0 are required to take and pass E 600 English Language Workshop in the first term of enrollment at the Graduate School.

- b. Proof of completion of Level 112 in an ELS Language Center program (visit www.els.edu for information).
 - c. Proof of completion of the Advanced Level from any of the USA-based Kaplan English Programs (www.kaplanenglish.com).
 - d. Proof that undergraduate academic instruction and courses were completed using the English language.
5. Financial documentation. International students must provide verification of sufficient funds for study and living expenses for 12 months. This verification must be one of the following:
- a. Completed UNH Financial Statement of International Students and bank statement.
 - b. Current official scholarship letter.

The University of New Haven does not offer need-based financial assistance to international students.

6. Acceptance fee of \$200. This nonrefundable fee must be paid before immigration documents (Form I-20 for students entering the United States on F-1 visas or DS-2019 for J-1 students) are issued. This fee is not credited toward tuition and is not required in advance from scholarship students.

Visa documents (Form I-20 or Form DS-2019) are issued only after a student has submitted all required materials, has been accepted in a program of study, has provided acceptable proof of English proficiency and financial status, and has paid the \$200 acceptance fee.

Registration

Registration, including drops and adds, is done online, using the University website. Registration open periods and deadlines are listed on the website. Returning students and new domestic students who have been admitted to programs will receive email notification about registration, and they can register online.

Domestic students who have not completed the application process or have not yet received a formal acceptance decision may register as in-process students for most programs. International students may not register as in-process students. Proof that the in-process student has an undergraduate degree is required at the time of registration and, when possible, transcripts of previous course work should be provided to facilitate advisement. In-process status remains in effect for one term. In-process students may register for no more than six credits without the approval of the director of Graduate Admissions or the coordinator of the program for which they are applying.

It is the responsibility of in-process students to ensure that all materials in support of their applications are received by the Graduate Admissions Office in time for an acceptance decision before the next term. In-process students may not register for a second term until an acceptance decision has been made. Permission to register as an in-process student does not guarantee admission to the Graduate School.



Students who fail to register for three consecutive terms will no longer receive email registration notification. It is the responsibility of such students to notify the Graduate Records Office of their desire to continue graduate study. Files for students who revert to an inactive status are retained for two years. At the end of that period, only a permanent record of credits earned is maintained.

Students may not add a course after the first class meeting without formal permission of the instructor.

A student may not withdraw from a course after the seventh scheduled class meeting.

The University reserves the right to change class schedules or instructors at any time. It further reserves the right to cancel any course and, in such cases, will refund course tuition to the students enrolled.

Students with an outstanding balance may not register or receive University services including academic transcripts. Students who register after the registration deadline are assessed a late fee.

Academic Policies

Academic Integrity

The University of New Haven is an academic community based on the principles of honesty, trust, fairness, respect, and responsibility. Academic integrity is a core University value that ensures respect for the academic reputation of the University, its students, its faculty and staff, and the academic credentials it confers. The University expects that students will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner, and respect the intellectual work of others. Each member of the University community has a responsibility to be familiar with the definitions contained in, and to adhere to, the Academic Integrity Policy, which is found at <http://www.newhaven.edu/unh/marketing/pdfs/handbook/handbook.pdf>

Violations of the Academic Integrity Policy include, but are not limited to, the following examples: cheating, collaboration/collusion, plagiarism, fabrication, and facilitating academic dishonesty. This Policy provides details concerning proscribed behavior as well as the procedures that are triggered in the event of infractions.



Academic Records

For each student enrolled in the Graduate School, academic records are maintained and housed in the Graduate Records Office. Records include the application for admission and supporting documents such as test scores, transcripts of undergraduate and other prior study, letters of recommendation, course schedules, petitions filed by the student, and any other documents or correspondence pertaining to the student's academic work. The Registrar is responsible for controlling access to and disclosure of students' educational records. Students desiring to inspect or review their records should address a written, dated request to the Registrar/Graduate Records. Information regarding confidentiality, privacy, and right of access to student records can be obtained from the Registrar.

Attendance

It is the responsibility of the student to attend all classes and to take examinations as scheduled. In the case of religious observance, students seeking an accommodation should consult with their instructor; faculty members receive periodic notices regarding religious holiday observances throughout the academic year.

Faculty has the right to require a standard of attendance, even if it conflicts with professional and job-related responsibilities of students. Students whose jobs require that they be absent from class must realize that it is their responsibility to determine whether such absence is permitted by the instructor, and to meet the requirements for making up missed classes if the instructor allows such time to be made up.

Make-Up Policy

Make-up examinations are a privilege extended to students at the discretion of the instructor, who may grant permission for make-up examinations to those students who miss an exam as a result of a medical problem, personal emergency, or previously announced absence. On the other hand, instructors may choose to adopt a "no make-up" policy. Students should refer to the instructor's make-up policy in the course syllabus and if no mention is made therein, should inquire directly. A make-up test fee may be assessed when a student is permitted to make up an announced test during the term or to take an end-of-term exam at a time other than the scheduled time. In either case, the make-up examination fee will be paid by the student at the Bursar's Office.



Academic Standards

Course Grading System

The Graduate School uses the following grading system:

Superior performance:

- A+ 4.00 quality points
- A 4.00 quality points
- A- 3.70 quality points

Good performance:

- B+ 3.30 quality points
- B 3.00 quality points
- B -2.70 quality points

Passing performance:

- C+ 2.30 quality points
- C 2.00 quality points
- C- 1.70 quality points

Failure:

- F Zero quality points

Withdrawal from a course:

- W Zero quality points

Incomplete:

- INC Zero quality points

Thesis students who did not complete work during the term in which they originally registered:

- T Zero quality points

(Students must complete the work within the time limit for completion of the degree.)

Audit (indicates that a student registered for and attended a class for no credit):

- AU Zero quality points

Pass/Fail courses:

Pass Carries credits toward the degree. Use is limited to thesis and Executive M.B.A. courses.

- P Zero quality points

Pass with distinction: Carries credits toward the degree. Use is limited to Executive M.B.A. courses.

- P+ Zero quality points

Failure:

- F Zero quality points

Non-credit courses:

Satisfactory performance in a non-credit course:

- S Zero quality points

Unsatisfactory performance in a non-credit course:

- U Zero quality points

Any grade change from one letter to another must be in accordance with procedures adopted by the Faculty Senate.



Student Access to Final Grades

Final grades in each subject are available online soon after the close of each term, provided that financial obligations have been met and no other holds are in place.

Incomplete Course Work

A grade of Incomplete (INC) is given only in special circumstances, and indicates that the student has been given permission by the instructor to complete the course (with the same instructor) after the end of the trimester or term. If a student is required to attend class sessions for the course in a subsequent term, tuition must be paid for this second attendance.

Master's-level students who receive a grade of INC should complete the work within three months after the end of the term. However, in extenuating circumstances, master's-level students may have a longer time period specified by the instructor (not to exceed one year) to complete the course and have a grade submitted to the Registrar/Graduate Records.

Any exception to the one-year time limit must be in accordance with procedures adopted by the Faculty Senate.

Quality Point Ratio

The academic standing of each student is determined on the basis of the quality point ratio (QPR) earned each term. Each letter grade is assigned a quality point value, as described in the section "Course Grading System."

To obtain the QPR, multiply the quality point value of each grade by the number of credits assigned to each course; then divide the sum of the quality points earned by the number of credits attempted (in courses for which a grade of A+ through C- or F is awarded). A cumulative QPR is obtained by calculating the QPR for all courses taken at the University of New Haven.

Academic Probation

Satisfactory progress is defined as a cumulative QPR of 3.0 or greater. Any student whose cumulative QPR is below 3.0 is placed on academic probation and is required to obtain written permission from the program coordinator to register for additional courses. This facilitates focused academic advisement and formulation of a suitable plan for the student. The program coordinator or designee may provide written conditions, beyond specifying the current term course registration, which would be included in the student's academic record.



Dismissal

A student whose cumulative QPR is below 2.7 after completion of at least 15 credits is dismissed from the Graduate School.

A student who has been dismissed may submit an appeal to the Associate Provost for Graduate Studies. If the appeal is granted, written conditions for the student must accompany permission to continue in the Graduate School. These conditions would be included in the student's academic record.

Repetition of Work

A student may repeat a course. The grade received in the subsequent attempt supersedes the original grade in the computation of the QPR if the new grade is higher. Both grades remain on the transcript. The course may be used only once for credit toward the requirements for the degree program.

Awarding of Degrees

The University awards degrees three times a year, in January, May and August. Commencement ceremonies are held in January and in May. A cumulative quality point ratio of 3.00 and completion of all program and University requirements are required for graduation and the conferring of master's degrees. Students must file a graduation petition in order to have their names placed on the list of potential graduates.

Petition for Graduation

Candidates for January commencement must file a graduation petition with the Graduate Records Office no later than October 15. Candidates for May commencement must file no later than March 1. Candidates whose degrees will be awarded in August must file no later than June 15. Students completing the 5-year B.S./M.S. program in environmental science, the M.B.A./M.P.A. dual-degree program, or the M.B.A./M.S.I.E. dual-degree program must file two graduation petitions (one for each degree). Graduation petition forms are available (and may be submitted) online on the University website. A candidate who does not complete the requirements for graduation before the deadline, after having filed the petition to graduate, must petition again at a later date and pay a re-filing fee. All financial obligations to the University must be met prior to graduation.

Time Limit for Completion of Degree

A student must complete the requirements for the master's degree or certificate within five years of the date of completion of the first course following formal application to the degree program. Any extension of the time limit for completion of the degree can be granted only after approval by the appropriate program coordinator and the Associate Provost for Graduate Studies.



Students who reach the five-year limit with fewer than 24 graduate credits completed at UNH must apply for readmission to their program, rather than for an extension. Students readmitted to a graduate program begin the five-year time limit again and are subject to the rules of the Graduate Catalog in effect at the date/time of readmission.

Residency Requirements for Master's Degree Programs

Master's degree programs have a 30-credit residency requirement, with the exception of the M.B.A./M.S.I.E. and M.B.A./M.P.A. dual degree programs, which have a 60-credit residency requirement. Credits toward the residency requirement may be earned at the Main Campus, at the off-campus locations, or through UNH distance learning courses. Credits applied toward the requirement for one graduate degree may not be counted toward the residency requirement for another degree. In other words, an additional 30-credit residency requirement applies for those students who plan to complete a second master's degree program. The University policies for transfer of credit and waiver of courses apply in the same manner to candidates for a second master's degree as to those enrolling in their first master's program.

Full-Time Study

A full-time course of study at the graduate level is defined as enrollment for nine credits in the current term. Required courses, such as E 600, count toward full-time study.

A student who wishes to enroll for more than 12 graduate credits/four courses in a given trimester must secure the permission of the program coordinator.

Part-Time Study

Part-time study at the master's level is defined as registration for fewer than nine credits in the current term. Half-time study at the master's level is defined as registration for a minimum of five credits in the current term. Registration for fewer than five credits qualifies as less than half-time study. Certificate programs may have limited scheduled course offerings and, therefore, are generally pursued on a part-time basis. International students with F-1 or J-1 immigration status may not enroll for programs that are offered only on a part-time basis.

Transfer Credit

A graduate course is acceptable for transfer to UNH if the following conditions are met:

- The course is from a regionally accredited U.S. institution or from a foreign post-baccalaureate institution recognized by its local Ministry of Education as a degree-granting institution.
- The student received a grade of B- (2.7 on a 4-point scale) or better (or a Pass in a Pass/Fail course, provided the institution documents that a Pass is equivalent to a B- or better).
- The course has not been used previously to contribute to another credential.



The maximum number of credits a student may transfer is determined by the number of credits required by his or her program minus the 30-credit residency requirement. In all cases, an official transcript must be received directly from the institution where the course was taken and placed on file at UNH before transfer credit is awarded. Transfer credits are not included in courses used to establish a student's GPR or residency requirement at the University of New Haven.

The equivalency of a transferred course to a UNH course is approved by the Registrar and by the chair of the department offering the equivalent course at UNH. The Registrar maintains an updated listing of courses from other institutions for which transfer credit has been approved in the past. For matriculated students, the department chair's approval is required in order to assure that the transfer contributes properly to the student's degree progress. Courses in disciplines for which UNH has no equivalent may be approved for transfer as elective credits in the student's program. The Registrar and the student's major department chair approve these transfers.

Graduate students currently matriculated at the University must secure written approval before taking courses at another institution if they wish to transfer credits into their UNH program. Authorization for transfer of courses must be obtained from the department(s) housing the student's major and the related course at UNH. The Course Transfer Authorization form must be obtained online, approved by the department(s), and returned to the Registrar's office before the course begins.

Waiver of Courses

Some programs permit waivers of core courses on the basis of undergraduate or graduate courses taken at accredited U.S. institutions or recognized foreign institutions. Waivers of elective courses or concentration courses are not permitted, nor are waivers based on life experience. For a course to be waived, a student must secure the written approval of the program coordinator, the department chair, or the chair's designee in the department in which the waiver is requested. Even if a waiver has been granted, a student who wishes to take a waived course for review or as a refresher course may do so. However, tuition refunds are not granted for courses taken and subsequently waived.

Crediting Examinations

Under certain circumstances, students who have knowledge applicable to a specific course may apply for permission to take a crediting examination in lieu of taking the course. To qualify for a crediting examination, the student must have taken a similar course at either the graduate or undergraduate level; completed the equivalent work in non-credit training courses; or had extensive, related, on-the-job experience. Crediting examinations are subject to the following conditions:

- If the student passes the examination, a grade of P is awarded.
- The crediting examination is for required courses only (not for concentration courses or electives).
- The credits awarded by examination do not count toward the residency requirement.
- The crediting examination cannot be taken in the student's last trimester of study.



Permission to take a crediting examination must be granted by the department chair or program coordinator of the student's major, the chair of the department in which the course is offered, and the Associate Provost for Graduate Studies. Crediting examination permission forms are available online for printing and must be submitted to the Graduate Records Office. Once permission is granted and the crediting examination fee is paid, the examination is administered and graded by a full-time faculty member designated by the chair of the department that offers the course.

Prerequisites

Students are expected to meet the prerequisite requirements for each course taken. Exceptions must be approved by the course instructor and the student's advisor or program coordinator. Credit may be denied to a student who takes a course without having taken the prerequisites.

Dropping/Adding a Course

A student who wishes to drop or add a course during the approved period for such activity may do so online. Formal permission of the instructor is required to add a class after the first class meeting. If a student withdraws from a class after the first class meeting, the tuition refund policy is applied.

Academic Advising

It is the student's responsibility to select courses in accordance with prerequisites, advisor recommendations, the departmental plan of study (if required), and requirements for the degree. Students needing further explanation of program requirements or course sequencing should request academic advisement. Appointments for academic counseling are scheduled through concentration advisors or program coordinators. Advisement sessions are held prior to each trimester. It is the student's responsibility to meet the stated requirements for the degree. However, a student is not required to file a formal plan of study with the Graduate School.

Grievance Procedure

A formal policy for handling student grievances appears in the Student Handbook, which is available on the University website.

Notification of Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, as follows:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, head of academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the



University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of New Haven to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605. Independent of the FERPA requirement, University policy relating to privacy of student academic and disciplinary records is as follows: Faculty and/or staff disclosure to others (including parents or guardians) of student academic information or disciplinary action requires a release from the affected student. Such a release should be obtained using a standard UNH form, which will be filed with the student's academic record (Registrar) or/and with the office of the Dean of Students.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of New Haven to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605.

Diversity Policy

The University of New Haven is committed to achieving a diverse and pluralistic community that reflects the multiracial and culturally diverse society in contemporary America. The Diversity Committee (a standing committee of the University) has been established to guide the University in implementing the Diversity Policy. The University will work toward attracting and retaining a diverse faculty, staff, and student body for the purpose of creating a pluralistic scholarly community. The Committee will assist the administration in the development and implementation of programs and policies that support an enriched educational experience for a diverse University community. The University of New Haven does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's gender, race, color, religion, age, disability, sexual orientation, or national or ethnic origin.



Student Right-to-Know and Campus Security Act

In accordance with Connecticut Public Act 90-259 concerning campus safety and the 1990 federal law PL101-542 (the Student Right-to-Know and Campus Security Act), all colleges and universities receiving state and federal financial assistance are required to maintain specific information related to campus crime statistics and security measures, annually provide such information to students and employees, and make the data available to prospective students and employees upon request.

At the University of New Haven, the required information is compiled and published annually by the University Police Department.

Tuition, Fees and Financial Aid Tuition, Fees, and Financial Aid

Following are the tuition, fees, and charges effective for the fall 2009 term. The University reserves the right, at any time, to make whatever changes it may deem necessary in admission requirements, fees, charges, tuition, policies, regulations, and academic programs prior to the start of any class, semester, trimester, or session.

Criminal Justice Master’s Tuition (Online Distance Learning Program)

Tuition, per credit	\$775
Tuition, per 3-credit course	\$2,325*

*Note: The cost is subject to approval or change by the University’s Board of Governors.

Master’s Nonrefundable Fees (Online Distance Learning Program)

Late payment (after due date)*	\$50
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Withdrawal

A student may withdraw from a course through the seventh week of the trimester without a notation on the transcript. After the seventh week, withdrawal from a course may be granted only by the instructor, and a grade of W is recorded on the student’s transcript at the end of the term.

To be eligible for a cancellation or refund of tuition charges, students must formally withdraw from the course under the University’s self-service on-line registration system. The date of online withdrawal determines the amount of the refund, if any, due the student.

Refunds

The refund policy for graduate students who withdraw from any course or from any is as follows unless specifically stated otherwise (refer to Appendix section for State mandated refund policies).



Students will be eligible for a full (100%) refund of tuition charges if the course is dropped prior to 11:59pm on the first day of class.** Students will be eligible for a partial (50%) refund of tuition charges if the course is dropped prior to 11:59pm on third day of class each term. After this time, students will be responsible for 100% of billed tuition charges and will not be eligible for any refund.

**refer to dates in the Calendar section

The University of New Haven's online program tuition refund policy may be superseded by the laws and regulations of the student's state of residence. *Please refer to the Appendix section for your individual state requirements.*

Any refund amount is credited to the student's UNH account; if requested, may be credited to the student's credit card account or issued directly as a check. No refunds are made for courses taken and subsequently waived.

Financial Aid

The University of New Haven offers a comprehensive program of financial assistance to qualified students, including assistantships and student loans. Application procedures for financial assistance are detailed below and are also available at the UNH website (www.newhaven.edu).

Financial aid award decisions are made after careful consideration of a student's application for assistance. Eligibility for financial aid is based on financial need. Need is determined by subtracting the Expected Family Contribution (EFC), as determined by the federal "needs analysis" formula using the financial information provided on the Free Application for Federal Student Aid (FAFSA), from the Cost of Attendance. In calculating need, the Financial Aid Office attempts to consider all aspects of a student's financial circumstances and to meet the need for aid through a package of assistance, generally consisting of a combination of subsidized and unsubsidized loans and, when applicable, merit-based awards; i.e., assistantships and fellowships. Need-based financial aid programs are available to matriculated students who are U.S. citizens or eligible non-citizens who are matriculated and enrolled on at least a half-time basis. Merit-based programs are open to all matriculated students.

Need-Based Programs (U.S. citizens and eligible non-citizens only)

- Subsidized Federal Stafford Loans—The Federal Stafford Loans are need-based loans. Eligible students may borrow up to \$8,500 per academic year. The interest is federally subsidized. Repayment begins 6 months after graduation or withdrawal from the University or enrollment below half-time status. Exit interviews must be conducted prior to a student's graduation or withdrawal.

Non-Need-Based Programs (U.S. citizens and eligible non-citizens only)

- Unsubsidized Federal Stafford Loans—A loan program created by the Higher Education Amendments of 1992 for students who do not qualify, in whole or in part, for subsidized Federal Stafford Loans. The terms for unsubsidized loans are the same as the terms for subsidized Stafford Loans except for the following: Interest accrues while the student is in school and during periods of deferment. The federal government does not pay the interest. The



student can make monthly or quarterly payments to the lender, or the student and the lender may agree to add the interest to the principal of the loan (capitalization).

Note: A student must submit a complete financial aid application and be considered for a subsidized Federal Stafford Loan before the Financial Aid Office can process an Unsubsidized Federal Stafford Loan. Eligible students may borrow up to \$12,000 in unsubsidized loan funds per academic year. For updated information on Stafford loan interest rates please refer to the UNH website.

Alternative Financing Options

Alternative financing options are available to assist students in paying for their educational expenses up to their Cost of Attendance. Eligibility for supplemental loans is not based on financial need or a financial aid application. Generally, students must be enrolled at least half-time and must undergo a credit review to qualify. The Graduate PLUS loan is a federal alternative loan for which students may apply if they have already been approved for and awarded Stafford loans. For updated information on Graduate PLUS loan interest rates and terms please refer to the UNH website. There are several other alternative loan options with private lenders. More information regarding these loans and financing options is available on the UNH website.

Application Procedure

Applications for graduate financial aid are accepted on a rolling basis throughout the academic year. However, to ensure that aid is awarded in a timely manner and is available at the beginning of each trimester, students should adhere to the following priority application deadlines. Students applying for need-based and non-need-based assistance must submit the documents listed below by March 1 for the fall trimester/academic year; October 15 for the winter trimester; and January 15 for the spring trimester.

- Free Application for Federal Student Aid (FAFSA)—This form is required to apply for financial aid from federal student financial aid programs. The UNH code number is 001397. Students can complete the FAFSA on the Internet at www.fafsa.ed.gov, or via the link on the UNH website.
Verification— A student may be selected for a process called verification by submitting an aid application and completing the FAFSA. Selected students are required to submit a signed and completed verification worksheet (provided by the University) and signed copies of their federal income tax return (and those of their spouses, if applicable), including all pertinent schedules and W-2 forms.
- Additional Information—Other forms and documents may be requested as the aid application is reviewed.

Financial Aid Refund Policy

Students who withdraw from courses prior to the end of the fifth week of the trimester may be entitled to a full or partial refund of tuition charges. Refunds of charges and financial aid are based on the institutional refund policy, as described in the academic policies section of the University catalog, and on the Return of Title IV Funds calculation, as required by Section 484B of the Higher Education Act. Federal



regulations require that any unearned Title IV aid be returned to the program(s) that provided the funds.

Return of Title IV Funds

A withdrawal requires that the University calculate the amount of unearned aid a student has received. The University must do the following:

- Determine the student's official withdrawal date as documented in the Registrar's Office. The withdrawal date is used to determine the percentage of the payment period completed and, therefore, the amount of aid a student earned. Students who have completed more than 60 percent of the term are not subject to the federal calculation.
- Determine the amount of aid earned by the student. The University calculates earned aid by multiplying the total aid disbursed or which could have been disbursed (excluding Federal Work Study) by the percent of the payment period the student completed.
- If less aid has been disbursed than a student has earned, then a post-withdrawal disbursement must be made. The University notifies the student in writing within 30 days of the withdrawal date if a post-withdrawal disbursement is available. The student must respond within 14 days of notification in order to receive the funds. The student may accept all or part of the post-withdrawal disbursement. If more aid was disbursed than earned, then the University, the student, or both must return all unearned aid in a specific order:
 1. Unsubsidized Stafford Loans
 2. Subsidized Stafford Loans
 3. Federal Perkins Loan
 4. Federal PLUS Loan
 5. Federal Pell Grants
 6. Federal Academic Competitiveness Grant
 7. Federal SMART Grant
 8. Federal SEOG
 9. Other Title IV assistance for which return of funds is required

Students are responsible for repaying all unearned aid a school is not required to return, as well as any balance created on their University bursar account by the application of the Title IV return of funds formula. The University notifies the student in writing within 30 days of determining an overpayment. Students must repay as follows:

- Loans — repayment according to terms of the loan.
- Grants — repayment is 50 percent of unearned grant.



Students who owe Title IV grant repayments have 45 days to pay as follows:

- Repay in full.
- Make arrangements to repay the University.
- Make arrangements to repay the U.S. Department of Education.

Students who fail to take positive action to repay their grants are reported to the Department of Education and the National Student Loan Data System (NSLDS) immediately after the 45-day period has elapsed. Additional information and examples of refund calculations are available in the Financial Aid Office.

Academic Requirements for the Retention of Financial Aid Eligibility

Students must be making satisfactory academic progress and be in good academic standing in order to be eligible to receive financial aid. Graduate students must successfully complete all the credits for which financial aid has been awarded, as indicated on their financial aid award letter. “Successful completion” is defined as the receipt of a passing grade (A to D-). Grades of F, W, U, DNA, or INC are not considered successful completion. Graduate students must maintain a minimum 3.0 cumulative quality point ratio (QPR) in order to be in good academic standing.

Academic and Student Services

UNH Book Store

Ordering your books online from our bookstore is simple, quick and convenient. We offer purchasing, rental, and e-book options for most textbooks, including the option of renting digital textbooks that offer added savings, convenience, and advanced note-taking, idea sharing, and search features.

Your UNH Campus Store Manager is Cheryl Cartier
Phone: (203) 933-4000
Fax: (203) 931-2956
Email: unh@bkstr.com



Career Services

The UNH Career Development Center offers a full range of services to students and alumni to help you effectively manage and develop your career. Some of our services include career skills and interest assessment and career management needs such as assistance with resumes, cover letters, and job searches. The friendly, professional, and student-focused staff in the Career Development Center will help guide and coach you to career success.

Matt Caporale
Executive Director
Phone: (203) 479-4858
CareerDevelopmentCenter@newhaven.edu

Veteran Services

You did your part for our country. Now the University of New Haven wants to do its part for you. With Veteran Student Services at UNH, you'll have all the support you need to achieve your goals for the next phase of your life. Our programs will help you excel in the classroom, connect with other veteran students, and give you clear access to all the services and resources to which you are entitled.

Jason Riendeau – Coordinator of Military and Veteran Student Services
Joe Frederick – Coordinator of Veteran Student Outreach
1-800-342-5864
veteranoutreach@newhaven.edu

Library

The Marvin K. Peterson Library acts as an academic hub and pathway to a variety of high quality information resources and provides instruction in information literacy for the entire UNH community in order to facilitate success in all teaching, learning, and scholarly pursuits.

Library Services for Distance Learners

The Marvin K. Peterson Library provides many distance services to accommodate our on-line students. Many of the UNH Library resources have mobile sites or apps that make research on the go easier and faster, anytime, anyplace. Useful databases from Gale, EBSCO, and JSTOR offer free apps for your smartphone or tablet. Downloading these free apps requires a one-time login with your UNH e-mail address where a password will be sent. Other useful websites such as USA.gov, Nature and WorldCat offer mobile versions of their websites which are easier to navigate and quicker to download on these devices' smaller screens.



Ask a Librarian

Ask a Librarian offers you a variety of different ways to contact a librarian for assistance including by telephone, in-person, by appointment, via e-mail, or through InfoAnytime 24/7 live chat service. Upon request, special one-on-one instruction sessions provide practice in the use of information retrieval tools and briefings on the resources available for a specific major or program.

Hanko Dobi, University Librarian

For more information or assistance call us at 203-932-7189.

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Biermacher, Kenneth W., Director, Kane Russell Coleman & Logan, PC, Dallas, TX
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Margiano, Raymond J., CEO and Founder, Foot Solutions, Marietta, GA
O'Brien, Patrick G., President and CEO, MCM Engineering, Inc., Burlingame, CA
Reilly, James C., Principal, The Reilly Group
Schaub, Ernest F., Retired/Former President and CEO, EnPro Industries, Inc., Charlotte, NC
Sussman, Janice K., Internet Marketing Distributor
Sweet, Patricia B., Director of External Relations for Connecticut, Achievement First
Tagliatela, Stephen P., Co-owner, Saybrook Point Inn and Spa
Thurston, Samuel, Retired Senior Vice President, Giant Food
Toner, Michael W., Executive Vice President, Martine Systems Group, General Dynamics, Falls Church, VA
Watts, Douglas D., Retired/Former CFO, Breed Technologies, Inc., Lakeland, FL
Young, Rolan, Senior partner in Berchem, Moses & Delvin, P.C



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Dubno, Orest T., Chief Financial Officer, Lex Atlantic Corp.
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Lee, Henry C., Chief Emeritus of the Division of Scientific Services, State of Connecticut Department of Public Safety
Levy, Mark S., President and CEO of Honeywell Life Safety
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Vine, R. William, President, Railroad Salvage Stores
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Emeritus Faculty

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B.S., M.S., Southern Connecticut State College

Bechir, Hamdy M., Professor Emeritus, Civil Engineering
B.C.E., Cairo University; M.A.Sc., University of Toronto; Sc.D, Massachusetts Institute of Technology

Bell, Srilekha, Professor Emeritus, English
B.A., M.A., University of Madras, India; M.A., Ph.D., University of Wisconsin

Bradshaw, Alfred D., Professor Emeritus, Sociology
B.A., Ph.D., Syracuse University

Brody, Robert P., Professor Emeritus, Marketing
B.A., Wesleyan University; M.B.A., University of Chicago; D.B.A., Harvard University

Carriuolo, Ralf, Professor Emeritus, Music
B.A., Yale University; M.M., Hartt School of Music; Ph.D., Wesleyan University

Chandra, Satish, Professor Emeritus, Law and International Business
B.A., Univ. of Delhi; M.A., Delhi School Economics; L.L.B., Lucknow Law School, India; L.L.M., J.S.D., Yale

Chepaitis, Joseph B., Professor Emeritus, History
A.B., Loyola College; M.A., Ph.D., Georgetown University

Cohen, Howard, Professor Emeritus, Occupational Safety and Health
B.A., Boston University; M.P.H., Ph.D., University of Michigan



- DeMayo, William S., Professor Emeritus, Accounting
B.S., University of Pennsylvania; M.B.A., New York University; C.P.A.
- Desio, Peter J., Professor Emeritus, Chemistry
B.S., Boston College; Ph.D., University of New Hampshire
- Downe, Edward, Professor Emeritus, Finance
B.A., Bowling Green State Univ.; M.A., Ph.D., New School for Social Research; A.P.C., New York University
- Eikaas, Faith, Professor Emeritus, Sociology
B.A., M.A., Ph.D., Syracuse University
- Ellis, Lynn W., Professor Emeritus, Management
B.E.E., Cornell University; M.S., Stevens Institute of Technology; D.P.S., Pace University
- Frey, Roger G., Professor Emeritus, Electrical & Computer Engineering and Computer Science
B.A., Yale College; M.S., Ph.D., Yale University; J.D., Yale Law School
- Fridshal, Donald, Professor Emeritus, Mathematics
B.E.E., M.S., New York University; Ph.D., University of Connecticut
- Gangler, Joseph M., Professor Emeritus, Mathematics
B.S., University of Washington; Ph.D., Columbia University
- Garber, Brad, Professor Emeritus, Occupational Safety & Health
B.S., M.S., Drexel University; Ph.D., University of California, Berkeley
- George, Edward T., Professor Emeritus, Computer and Information Science
B.S., M.S., Worcester Polytechnic Institute; D.Engr., Yale University
- Gere, William S., Jr., Professor Emeritus, Industrial Engineering
B.M.E., M.S.I.E., Cornell University; M.S., Ph.D., Carnegie Mellon University
- Glen, Robert A., Professor Emeritus, History
B.A., University of Washington; M.A., Ph.D., University of California, Berkeley
- Hoffnung, Robert J., Professor Emeritus, Psychology
A.B., Lafayette College, M.A., University of Iowa; Ph.D., University of Cincinnati
- Horning, Darrell, Professor Emeritus, Electrical and Computer Engineering
B.S., South Dakota School of Mines; M.S., Ph.D., University of Illinois
- Hyman, Arnold, Professor Emeritus, Psychology
B.A., M.A., Brooklyn College; M.S., City College of New York; Ph.D., University of Cincinnati
- Johnson, Thomas A., Professor Emeritus, Criminal Justice
B.S., M.S., Michigan State University; D.Crim., University of California, Berkeley
- Kaplan, Phillip, Professor Emeritus, Economics
B.A., University of Massachusetts; M.A., Columbia University; Ph.D., Johns Hopkins University



Katsaros, Thomas, Professor Emeritus, Global Studies, History, and Political Science
B.A., M.S., M.B.A., Ph.D., New York University

Kirwin, Gerald J., Professor Emeritus, Electrical Engineering
B.S., Northeastern University; M.S.E.E., Massachusetts Institute of Technology; Ph.D., Syracuse University

Lanius, Ross M., Jr., Professor Emeritus, Civil Engineering
B.S.C.E., University of Delaware; M.S., University of New Haven; M.S.C.E., University of Connecticut

Marks, Joel H., Professor Emeritus, Philosophy
B.A., Cornell University; M.A., Ph.D., University of Connecticut

Martin, John C., Professor Emeritus, Civil Engineering
B.E., M.E., Yale University

Marx, Paul, Professor Emeritus, English
BA, University of Michigan; M.F.A., University of Iowa; Ph.D., New York University

Maxwell, David A., Professor Emeritus, Criminal Justice
M.A., John Jay College of Criminal Justice; B.B.A., J.D., University of Miami

Moffitt, Elizabeth J., Professor Emeritus, Visual and Performing Arts
B.F.A., Yale University; M.A., Hunter College

Neal, Judith, Professor Emeritus, Management
B.S., Quinnipiac College; M.A., M.Phil., Ph.D., Yale University

Parker, Craig L. Jr., Professor Emeritus, Criminal Justice
A.B., Bates College; M.Ed., Springfield College; Ph.D., State University of New York at Buffalo

Robillard, Douglas, Professor Emeritus, English
B.S., M.A., Columbia University; Ph.D., Wayne State University

Robin, Gerald D., Professor Emeritus, Criminal Justice
B.A., Temple University; M.A., Ph.D., University of Pennsylvania

Sachdeva, Baldev K., Professor Emeritus, Mathematics
B.Sc., M.A., Delhi University; Ph.D., Pennsylvania State University

Smith, Warren J., Professor Emeritus, Management and Quantitative Analysis
B.S., University of Connecticut; M.B.A., Northeastern University

Staugaard, Burton C., Professor Emeritus, Science and Biology
A.B., Brown University; M.S., University of Rhode Island; Ph.D., University of Connecticut

Sturi, Kantilal K., Professor Emeritus, Electrical and Computer Engineering
B.E., University of Gujarat, India; M.E.E., University of Delaware; Ph.D., University of Connecticut

Theilman, Ward, Professor Emeritus, Economics
B.A., Ph.D., University of Illinois



Tyndall, Bruce, Professor Emeritus, Mathematics
B.A., M.S., University of Iowa

Van Dyke, Elisabeth, Professor Emeritus, Tourism and Travel Administration
B.A., University of California, Los Angeles; M.A., Ph.D., Columbia University

Wakin, Shirley, Professor Emeritus, Education
B.A., University of Bridgeport; M.A., Ph.D., University of Massachusetts

Warner, Thomas C., Jr., Professor Emeritus, Mechanical Engineering
B.E., Yale University; M.S., Massachusetts Institute of Technology

Wright, H. Fessenden, Professor Emeritus, Science and Biology
A.B., Oberlin College; M.S., Ph.D., Cornell University

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Miller Evelyn R., Assistant to the President and to the Chairman of the Board
Tagliatela, Gayle S., A.S., B.S., M.B.A., Chief of Staff and University Secretary
Zamparo, Jill, B.S., M.S., Director of University Special Events

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May, Daniel, Provost and Senior Vice President for Academic Affairs
McLaughlin, Marilou, B.A., M.A., Ph.D., President, UNH Foundation
Simerson, Gordon R., B.A., M.A., Ph.D., Assoc. Provost for Undergraduate Studies, Accreditation, and Assessment
Sanderson, Janice P., Assistant to the Associate Provosts
Turner, Susan B., B.G.S., M.P.H., Administrative Operations Analyst

College of Lifelong & eLearning

Ham, Marsha, Ph.D., Associate Vice President & Dean College of Lifelong & eLearning
Mason, Michelle, M.S., M.B.A., Director of Southeastern Campus
Sangeloty, Jane C., B.A., Associate Dean College of Lifelong & eLearning
Buley, Ellen, B.S., Assistant Director, College of Lifelong & eLearning
Linicus, Jessica, B.A., M.A., Assistant Director of Recruitment, Southeastern Campus
Sutcliffe, Monica, B.A., Marketing Assistant, Southeastern Campus
Tall, Susan, B.S., Associate Director, College of Lifelong & eLearning



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Gleason, Joseph, B.S., Director of Administrative Computing
MacDougall, Alan, B.A., Director of Academic Computing
Mangiacapra, Vincent, B.S., M.S., Chief Information Officer
Mitchell, John, M.P.A., Telecom Systems Administrator
Scranton, Lisa, A.S., Information Technology Coordinator

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Dobi, Hanko H., B.A., M.L.S., University Librarian
Heydorn, Hella, M.L.S., Head of Access Services

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Morris, Linda, Assistant to Vice President for Enrollment Management

International Admissions

Ludington, Karen M., Associate Director
Spellman, Joseph F., B.S., M.A., Director of International Admissions
Zawaideh, Ashraf, B.S., M.A., Assistant Director

Financial Aid

Bush, Bambi-Lynne, Counselor
Flynn, Karen M., B.A., M.A., Director, Financial Aid
Giovanni, Maryann, B.S., Assistant Director
Maclean, Christopher, B.A., M.A., Associate Director

Academic and Retention Student Services

Cole, Helena, BS, MS, Director of Office of Academic Services
Edwards, Felecia, BS, MS, Director , First Year Success Program
Malewicki, Debra, BA, BFA, MA, Director of Center for Learning Resources

Adult and Graduate Student Services

Gormley, Eloise, BA, MS, Director of Graduate Admissions
Hanscom, Marcus, BS, Director of Graduate Cohort Admissions
Spellman, Joseph, BS, MA, Director of International Admissions



Student Affairs

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Baker, Frederick, BA, MS, Ed.D, Assistant Dean of Students
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Christiano, Patricia, BA, MS, Director of Residential Life
Copney-Okeke, Linda, BS, MA, Director of Disability Services and Resources
Everhart, Deborah, BA, MA, PhD, Director of the Counseling Center
Jackson, Karima, BA, MS, Director of International Student Services
Overend, Gregory, BS, MA, Director of Student Activities
Tyler, Wanda, BS, MA, Director of Intercultural Relations

Graduate Admissions

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Kessler, Linda, B.A., Assistant Director of Graduate Admissions & Recruitment
Phillips, Leila, B.A., Assistant Director of Graduate Admissions & Technical Operations
Wnek, Michael, B.A., Graduate Admissions Counselor

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Lugo, Vincent J., B.S., M.B.A., Associate Controller
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Torre, Patrick M., B.S.B.A., M.B.A., Associate Vice President for Finance

Office of the Vice President for University Advancement

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Criscuolo, Ellen, Data Communications Specialist
Davis, Scott, B.S., Director of the Annual Fund
Koral, Jacqueline, B.A., M.A., Director of Development
Lender, Andrea, A.S., Administrative Secretary II
Lukowski, Christopher, B.A., M.B.A., Associate Director of Development
Mortali, Paula, B.S., Alumni Relations Associate
Neary, Marya, B.A., Associate Director of the Annual Fund
Norman, Michelle, Coordinator of Research and Prospect Management
Pitruzzello, Carl, B.S., M.B.A., Director of Advancement Services
Pjatak, Jennifer, B.S., Director of Alumni Relations
Associate Vice President for Advancement Operations
Tuchman, Richard J., B.A., M.S., Vice President for University Advancement
Yale, Judith, A.S., B.S., Development Project Coordinator



Appendix

State Regulated Refund Policy

University of New Haven abides by state and federal consumer protection laws. In states that have a Consumer Right-of Cancellation Law, the University honors the state laws as they apply to application fees and/or tuition. Students who reside in Maryland or Wisconsin refer to the below:

Maryland Refund Policy

University of New Haven complies fully with the refund policy for Maryland residents as mandated by Maryland law.

Partial Refund

A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below (less any amounts owed by student for the current enrollment period):

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to but not including 60%	20% Refund
60% or more	No Refund

University of New Haven will issue refunds within 60 days of the effective date of termination.

Wisconsin Refund Policy

Refund and Withdrawal Policy

University of New Haven complies fully with the refund policy for Wisconsin residents as mandated by Wisconsin law. The student will receive a full refund of all money paid if the student cancels within the three business day cancellation period if the student accepted was unqualified and the school did not secure a disclaimer or if the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school.



Partial Refund

A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below (less any amounts owed by student for the current enrollment period):

Refund Amount	From Day	To Day	Less Than % of Course Completion
100%	--	9	20%
70%	10	14	30%
60%	15	19	40%
50%	20	24	50%
40%	25	29	60%
0	30	49	100%

A written notice of withdrawal is not required. University of New Haven shall honor any valid notice of withdrawal given after the 3-business-day cancellation period, and within 30 calendar days after dismissal of the student or receipt of notice of withdrawal.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.

University of New Haven shall issue refunds within 40 days of the effective date of termination.

Complaint Process

Pursuant to the federal regulations of October 29, 2010, institutions of higher education are required to provide contact information for each state in which students who enroll with University of New Haven may reside. Please refer to the College of Lifelong & eLearning’s website under University Accreditation for a state listing (http://cjonline.newhaven.edu/?page_id=317).