

Bachelor of Arts Program – Union Institute & University

GUIDELINES FOR PART-TIME STUDIES

Union Institute & University's Bachelor of Arts in Liberal Studies offers a part-time option for 9 credits in all three of its BA options (Cycle, Weekend and Virtual), in addition to its usual full-time studies for 12 credits. These will be the same student-centered, self-designed studies that full-time students create with their faculty advisors. Our hope is that this option will be used by new learners who may not be sure they are ready for full-time study, or by experienced learners who anticipate special demands in their adult lives and who need to slow down their education process for a term or two.

Keep two important elements of our educational process as you consider part-time and full-time options and your challenge of balancing a college education with your busy adult life: deadlines and dialogue.

- Yes, a part-time option will decrease the number of hours you need to devote to your studies, the numbers of books you will need to read to get credit, and the amount of finished writing you will need to complete for the term deadline.
- However, deadlines are still important and must be sustained over the entire term's span. Dialogue with your mentor remains as crucially important and will still be part of your final evaluation. Dialogue exchanges are reduced in the part-time option to three substantive process letters and responses to questions, yours and your faculty's—not the four exchanges of our standard full-time study. Thus your access to faculty is reduced, too.

Weigh the benefits for faculty contact as you consider this option. This option may be just what certain learners need to flourish, but others may need more sustained faculty input. Keep in mind, too, that we require your full participation in residencies, whatever the option, even when your study plan is designed for part-time credit.

Nine-credit studies for the part-time option will mean a bibliography with a minimum of 12 books (or their approved equivalent), written about in a study product with a minimum of 24 pages of finished writing; part-time study plans should describe a minimum of 12-15 hours a week for reading and writing. As already stated, part-time students are required to fully participate in all residencies.

Consider these points as you think about the part-time option:

- Part-time students may change their study to full-time, for two weeks from the date of their registration as part-time students. After that time, no change in the number of credits assigned to the study is possible.
- Full-time students may change their study to part-time, for one calendar month from the date of their registration as full-time students. After that time, no change in the number of credits assigned to the study is possible.
- Part-time students will submit work in three packets, each covering 4 books and will be scheduled in coordination with your faculty.
- Part-time packets should contain a substantive dialogue letter on process, should engage in dialogue with your faculty, and include a minimum of 8 pages of writing about student research on four books.
- Faculty may consider a maximum number of pages to further define a reasonable quantity of writing during the part-time term.
- Part-time student evaluations should be completed at the end of the term, at the same time as full-time student evaluations.
- The culminating term must be full time.