





Graduate Studies in Sustainable Practice



The Institute for Sustainable Practice

• Certificate of Graduate Study in Sustainability

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The mission of the Institute for Sustainable Practice (ISP) is to develop and advance the practice of sustainability in Tennessee and the world. Emerging principles of sustainability seek to positively impact the way that we live, work, and produce as a society. As such, the practice of sustainability is applicable to virtually all people, cultures, societies, organizations, businesses, markets and natural environments. The Certificate of Graduate Study in Sustainability equips professionals with a fundamental understanding of these principles so that they may be applied effectively in all circumstances. Graduate students will participate in academic discussions and successful practitioner case studies divided into five primary areas: the natural world, society, the market place, skills needed to create sustainability culture change and professional applications. In addition, graduate students will be exposed to local and international pioneers, leaders and change agents from all sectors and state-of-the-art technologies. Finally students will put their skills into practice during the completion of a final consulting project or specialized professional development experience.

The Certificate of Graduate Study in Sustainability will be awarded after completing 15 hours of designated coursework. This program is open to new college graduates, current graduate students and is ideal for environmental, small business, corporate executives, government, and consulting professionals. It is also available as an audit option to other interested parties in the community who seek exposure to the profession of sustainability or training, without securing graduate credit. Four courses of the certificate (12 hours) can also fulfill the requirements for the concentration in Sustainable Practice for an MBA degree offered by Lipscomb's College of Business. The Sustainable Practice MBA is described on page ____.

Message from the Executive Director

Today's sustainability movement is an international revolution much like what we experienced in the industrial and information revolutions. Today's sustainability movement however is fundamentally different from all previous social movements. It seeks to create faith in relationship with diverse people and relies on collaboration instead of divisiveness to resolve current challenges. Instead of fear, the sustainability movement offers hope through individual contributions and accessible solutions that are copied from the intelligent, sophisticated and sustainable design of creation, applied with human ingenuity. Instead of self interest, the fundamental underlying motive of today's sustainability movement is love for all generations and all species across time, who do not deserve to inherit unnecessary wastes, depleted resources and unlivable communities. If you want to become equipped to lead and accelerate this revolution and to enhance your professional opportunities to realize and contribute to a meaningful and prosperous life, I encourage you to join us on this new journey at Lipscomb University.

— G. Dodd Galbreath, Executive Director

ISP Certificate of Graduate Study in Sustainability

This academic program consists of 15 hours of designated coursework. Students who desire in-depth instruction and applied skills in sustainability that can be used toward the benefit of all people, stewardship of the planet and all its life forms, and broader prosperity in commerce and industry, will benefit from this graduate certificate. The certificate will enhance the career of experienced professionals whose employment requires some degree of sustainable practice skills and knowledge.

Admission Policies and Procedure

Background courses in business or environmental sciences, as well as prior relevant work experience, will enhance the student experience, but are not necessary for successful completion of the certificate program. Students may enroll on a full-time or part-time basis, and entry into the program may occur at any time during the year. In addition to meeting all Lipscomb University requirements for admission, an applicant to the Certificate of Graduate Study in Sustainability must submit the following:

1. *Application form.* Each applicant must complete an application form. The application form is available at www.lipscomb.edu and can be completed online or downloaded in a PDF version.
2. *Application Fee.* Each application should be accompanied by a \$50 nonrefundable application fee (\$75 for international students).
3. *Candidate Interview.* Each applicant must visit the campus and participate in an interview that is intended to identify the applicant's unique goals and objectives for successful completion of the program. Each will be interviewed to assess their qualifications and ability to successfully represent the academic reputation of Lipscomb University and the Institute for Sustainable Practice.

4. *Letter of Reference*: Letters of reference are required (1) from a person who can address the candidate's relative academic ability and (2) from a person who can attest to the candidate's personal character and values.
5. *Standardized exam score*. Each applicant must submit the scores of a standardized exam if they plan to complete additional graduate coursework leading to a masters degree. For students who do not plan to pursue a graduate degree, the candidate interview, transcripts and resume will serve as the primary screening process and indicators for academic success. Students who have already earned a master's level degree may apply to the program without submitting a standardized test score. (For more information on this exam, visit <http://www.ets.org/> or <http://www.gmat.org> .) However, scores for students who have taken the Graduate Record Examination (GRE) or Law School Admission Test (LSAT) can be accepted as substitutes for the GMAT requirement.
6. *Official transcript(s)*. Each applicant must submit an official transcript, showing degree conferral when appropriate, from all schools attended.
7. *Health form*. Each applicant must submit a completed health form signed by a healthcare provider. (To print a copy of the health form, visit <http://healthcenter.lipscomb.edu/> and click on Health Record Form).
8. *TOEFL*. The Test of English as a Foreign Language (TOEFL) is required for international students. (See section titled International Students for more information.)

All application items should be submitted to the ISP office no later than 30 days before the beginning of the course or term in which the student plans to enroll unless special circumstances exist and acceptable for submission. Forms should be mailed to: Institute for Sustainable Practice, Lipscomb University, One University Park Drive, Nashville TN 37204-3951.

Conditional Admission

A student who does not meet all of the regular admission requirements to the program may be conditionally admitted to the program at the discretion of the ISP director. Students who are only interested in the graduate certificate program and who are not pursuing a graduate degree may be conditionally admitted to the certificate program without submitting a standardized exam score. However, if at a later date the student desires admission to a graduate degree program, all admission items for that degree program must be completed at that time. Conditional admission to the certificate program does not guarantee admission to a graduate degree program. Students who do not meet the academic requirements but desire to take courses in the graduate curriculum are considered unclassified students.

Transfer Credits

No transfer credit will be accepted for the Certificate of Graduate Study in Sustainability.

Student Classifications

Students are admitted to graduate courses in one of the following categories:

1. **Graduate Student**: one who has satisfied all admissions requirements.
2. **Conditionally Admitted Student**: one who has been admitted conditionally without satisfying all admission requirements.
3. **Non-Degree Student**: one who has satisfied admission requirements but does not intend to earn the graduate degree. Such students may take up to 15 semester hours for graduate credit which may be applied toward a graduate certificate or master's degree. The student must make a grade of "B" or better in the courses taken for credit AND be formally admitted to a graduate program as a degree-seeking student.
4. **Unclassified Student**: one who has not completed the academic requirements for admission, but wishes to take courses in the graduate curriculum.
5. **Transient Student**: one who is currently enrolled as a student in good standing at the post-bachelor's level at another graduate school who wishes to take courses at Lipscomb and desires to have transcript evidence of course work done at Lipscomb provided for the school of primary enrollment.
6. **Probationary Student**: one who has been re-admitted to a graduate program following academic suspension from the program.

Admission to a program does not imply admission to candidacy for a graduate degree. Only those students who meet the requirements for "Graduate Student" described above are eligible for candidacy.

Financial Information

Tuition and Fees for 2008-09

Lipscomb University does not operate for profit. The expense to the student is kept to a minimum while striving for efficiency and high academic standards. Tuition and other fees do not cover the cost for providing services. The graduate programs are made possible by the generosity of hundreds of people who believe in academic excellence and faithful devotion to a Bible-centered education. The fees for ISP graduate students for the 2008-09 academic year are as follows:

Basic charges* per semester

Tuition per semester hour of graduate credit (includes all graduate student fees)**	\$1,000
Tuition to audit per course (includes all graduate student fees)	\$275

Special Fees

Application Fee (\$75 for international students)	50
Late registration/Late payment fee***	155
Withdrawal fee	160
TMS (Monthly Payment) enrollment fee (not available in summer)	75
Returned check fee	30
Certificate fee	155
Graduation fee	165

Room and Board Charges per semester are available in the undergraduate catalog (page 12)

* Effective May 1, 2008

**Tuition scholarships are available for students in good standing and currently enrolled in other Lipscomb University graduate programs.

***Does not apply to employer reimbursements if the university is notified in advance with written approval.

Academic Policies

Course Load

A student enrolled for nine hours is considered a full-time student. A student enrolled for six hours is considered a half-time student. A student enrolled for less than six hours is considered a part-time student. At no point will an ISP student be permitted to enroll for more than 21 hours (either graduate or undergraduate) per semester.

Academic Standing

Good Academic Standing

To remain in good academic standing, the student must maintain a cumulative 3.00 GPA and a 3.00 GPA on the most recent 12 semester hours of work.

Probation

All students must maintain a cumulative GPA of 3.00, including incomplete grades. Students whose cumulative GPA falls below 3.00 will be placed on academic probation for the following term(s). A student on academic probation will not be allowed to enroll for more than six hours during any term the probation applies. The probationary student is required to achieve a 3.00 cumulative GPA by the time the student has completed the next nine hours of graduate work (see below for exception pertaining to students admitted conditionally). If the requisite GPA is attained, the academic probation status will be removed. Students on probation who earn a term GPA of 3.00 or higher but fail to raise their cumulative GPA to 3.00 or higher may be considered for a one-semester extension of their probation. Otherwise, if a cumulative GPA of 3.00 is not attained, the student will be suspended from graduate studies at Lipscomb for the following semester, after which the student may apply for readmission. A graduate course in which a student has earned an "F" may be repeated, and only the highest grade will count. Failing grades will provide no credit toward the degree but will be included in figuring scholarship level, unless replaced with a higher grade by repeating the course(s) failed. A 3.00 GPA must be maintained to be eligible for financial assistance. Students may not repeat graduate courses in which the student has earned a grade of "C" or higher. Students admitted conditionally (p. 64) who are placed on academic probation are required to achieve a 3.00 cumulative GPA by the time the student has completed the next six hours of graduate work.

Suspension

Students whose cumulative GPA remains below 3.00 after the probationary period will be automatically suspended. Suspended students may not enroll at Lipscomb the semester following their suspension. Students may appeal their academic suspension by writing to the ISP director. These requests should be mailed no later than 4:30 p.m. on the Monday of the week before classes begin for the term during which the student wishes to be readmitted. Suspended students who miss the

deadline for appealing will not be eligible to return that semester. Students whose appeals are approved will be required to sign a contract during the first week of classes. Students who have been suspended only once may apply for readmission after being out of school for at least one semester. Students who are suspended a second time may not be readmitted until at least one calendar year has elapsed. The above regulations are established to guarantee that a student is making satisfactory progress toward completing his/her program of study. Exceptions to these regulations can be made only upon written appeal to the Associate Provost for Graduate Studies. All probation and suspension policy guidelines are established by the Provost, the Associate Provost for Graduate Studies, and the Graduate Academic Leadership Team.

Degree Completion Requirements

Residency

No period of formal residency is required.

Candidacy

During the course of pursuing the graduate certificate in sustainability, the student must be admitted to “candidacy.” For admission to candidacy the student must satisfy the following:

1. Maintain a 3.00 GPA on all courses taken toward the required hours for the certificate.
2. File an “Application for Candidacy” form with the ISP office. After approval for admission to candidacy, any changes in the academic course plan must be approved by the ISP director. The application for candidacy must be filed before the beginning of the student’s last term in the program. No student will be allowed to graduate in the same semester in which the application for candidacy is filed.

Statute of Limitations

All requirements for the ISP Certificate of Graduate Study in Sustainability must be completed within a five-year period from the time of initial matriculation. Exceptions may be made at the discretion of the ISP director.

Minimum Credits

The Certificate of Graduate Study in Sustainability requires 15 semester hours, exclusive of hours accumulated to satisfy academic deficiencies.

Minimum GPA

The minimum cumulative grade point average (GPA) is 3.00. No grade below a “C” is acceptable. Such grades will not apply toward degree completion.

Appeals

Any exceptions to the above stated requirements would require approval via the appeal process established by the Graduate Academic Leadership Team.

Projected Course Plan

The Certificate of Graduate Study in Sustainability may be completed in approximately five months, which incorporates 10 weekends. It utilizes a combination of web-based and classroom learning so students can maintain balance in their lives. The courses are offered according to the Professional MBA course schedule, in order to accommodate the needs of MBA students who are completing a concentration in Sustainability. You can begin the certificate program any month a new class starts (5 months per year). The curriculum is composed of month-long course modules and incorporates a consulting project that augments your course work and provides practical hands-on experience. The Certificate of Graduate Study in Sustainability schedule is lock-step. Courses are taught two weekends per month, meeting for 4 hours on Friday and 8 hours on Saturday. Additional content is delivered online.

SU600V May

SU6013 June 6-7 and 20-21

SU 6023 July

SU 6053 August 1-2 and 15-16

SU 6043 The consulting project is independent work facilitated by a Sustainable Practice faculty member.

Certificate of Graduate Study in Sustainability (15 hours required)

SU 600V – Sustainable Natural Resources

SU 6013 – Sustainable Society

SU 6023 – Sustainable Enterprise

SU 6043 – Sustainable Business Practices and Development

SU 6053 – Managing and Negotiating Environmental Conflicts

Course Descriptions

SU 600V Sustainable Natural Resources

Students will be introduced to the biology, chemistry, and environmental protection of the natural environment, including water, atmospheric, and land systems. Concepts relating to ecosystems, natural infrastructure, biodiversity, air and water pollution, climate change, water and wastewater treatment, agriculture, and land use management will be covered. Discussions will include ethics and public policy issues, as well as the specifics of the Clean Water Act and Clean Air Act. Students with a significant background in environmental studies, including Lipscomb graduates with degrees in Environmental Studies, Sustainable Ethics and Public Policy, Sustainable Practice and Management, and Sustainability, may be exempted from this course. Graduates from other programs will be considered on a case-by-case basis.

SU 6013 Sustainable Society

The course will cover the concepts of a sustainable society as they relate to energy, transportation, waste management, low impact building design and construction, conservation of natural resources, and social responsibility. Discussions will include alternative energy and transportation concepts, carbon sequestration, municipal and hazardous waste management, LEED certification and green building concepts, erosion and sediment avoidance and control, green infrastructure for storm water, water supply and water quality management, remediation, bioremediation, restoration and enhancement of natural water and land systems, and sociological issues related to the use of domestic and third-world labor. Specifics of the Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act and Energy Independence and Security Act of 2007 will be covered.

SU 6023 Sustainable Enterprise

This course explores the nature of the “triple bottom line” – the simultaneous delivery of financial, social, and environmental performance – and teaches students to apply new strategic models, tools, and frameworks to incorporate social and environmental dimensions in a competitive manner.

SU 6033 Special Topics in Sustainability

This course is designed to more quickly respond to the ever-changing world of sustainability by housing one time course offerings that will not likely be frequently repeated. Content will be developed for each offering of the course. Prerequisite: Permission of the instructor.

SU 6043 Sustainable Business Practices and Development

This course will provide students with the opportunity to evaluate and design a sustainability project. The students will use a real world problem in sustainable development. They will be asked to evaluate the current situation, develop a viable list of alternatives that would incorporate sustainability principles into the business/industrial scenario with an evaluation of relevant laws and process design considerations, and make a formal written and oral presentation regarding their proposal. The principle of backcasting will be introduced as a framework for the project evaluation. Scenarios using LEED certification of buildings will be incorporated into the course material. Prerequisites for this course include SU 6003, SU 6013, and SU 6023.

SU 6053 Managing and Negotiating Environmental Conflicts

The course instructs from the premise that most historic and modern environmental conflicts arise from a lack of consideration for sustainable outcomes. Participants will be expected to learn and apply fundamental conflict management and negotiation skills. Discussions will include analysis of legal, regulatory, public policy, corporate, small business and media based case studies. Methods and strategies will be provided on how to avoid or resolve conflicts in variety of applications.

Module A: Conflict Management and Negotiation Skills

Module B: Environmental Conflict Case Studies

Module C: Applying Conflict Management and Negotiation for Sustainability

Faculty

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