



Pathways
College

CATALOG 2022-2023

Effective October 15, 2022 – August 31, 2023

2226 N. 7th Street, Suite 220
Phoenix, AZ 85006
480-870-8900

320 N. Halstead Street, Suite 215
Pasadena, CA 91107
Phone: (888) 532-7282

www.pathwayscollege.edu

Published date October 15, 2022

© 2022 by Pathways College, Pasadena California.

Requests for an official school catalog can be fulfilled either by accessing the school's website <http://www.pathwayscollege.edu/> or by sending an e-mail to admissions@pathwayscollege.edu

You can also write the school to request a catalog sent through mail: Pathways College: 2226 N. 7th Street, Suite 220, Phoenix, AZ 85006 or call (480) 890-8900. This catalog is updated at least annually.

Accreditation

Accreditation Pathways College is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 501-748-9001.

Arizona State Board of Private Postsecondary Education Licensure (AZPPSE)

Pathways College has been granted a Regular Accredited Vocational and Degree Program License AVD- 01714 by the Arizona State Board of Private Postsecondary Education, 1740 W. Adams Street, Room 3008, Phoenix, AZ 85007, 602-542-5709, <http://ppse.az.gov>

California Bureau for Private Postsecondary Education Licensure (BPPE)

Pathways College is a private, non-profit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916.431.6924, (Fax) 916.263.1897, <http://www.bppe.ca.gov>

State Authorization for Distance Education

Pathways College is currently authorized to operate, exempt, or not subject to state authorization approval in the following states for its distance education programs. Pathways College may accept enrollment applications from prospective students residing in (located in) the states on this list.

- **Arizona** – Pathways College is approved to operate in Arizona. See above.
- **California** – Pathways College is approved to operate in California. See above.
- **Idaho** – Pathways College is exempt from registration/not subject to oversight by the Idaho State Board of Education by way of attestation that Pathways College does not have a physical presence in Idaho, as defined in IDAPA 08.01.11.200.03, and is able to offer distance education programs to students who reside (are located) in Idaho.
- **Illinois** – Pathways College is authorized by the Illinois Board of Higher Education, by way of an exemption as an Institution with Limited Physical Presence in Illinois, to provide distance education programs to Illinois residents as defined under the Illinois Administrative Code Section 1030.10 (Ill. Admin. Code tit. 23 § 1030 (2017)). A student who is a resident of Illinois and who wishes to make a complaint about the institution should follow the process outlined by the Illinois Board of Higher Education (IBHE) at: <https://complaints.ibhe.org/>
- **Louisiana** – Pathways College is exempt/not subject to oversight by the Louisiana Board of Regents and is able to offer distance education programs to students who reside (are located) in Louisiana.

Academic Year

The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. However, the intention is to have students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12-month period. Most classes are offered as an 8-week module during a semester, and in some cases, classes may be offered as 4-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands.

Pathways College's fiscal year remains from July 1 through June 30 annually.

Filing a Complaint:

A student or any member of the public may file a complaint about this institution with the Arizona State Board for Private Postsecondary Education (PPSE) by calling 888-370-7589 (toll free) or by completing a complaint form, which can be obtained on the Bureau's internet web site, <https://ppse.az.gov/resources/student-complaint>. For full Student Complaint and Grievance Policy starting on page 71.

Distance Education students, who have completed the institution's grievance process and the applicable state grievance process, may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ SARA Council. For additional information on the complaint process visit the AZ SARA Complaints page at <https://azsara.arizona.edu/complaints>.

For California Students:**Review Documents Prior to Signing:**

For California prospective students, you are encouraged to review this catalog prior to signing an agreement to enroll. You are also encouraged to review the "School Performance Fact Sheet," which will be provided to you prior to signing the agreement.

Questions Regarding This Catalog:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897.

Filing a Complaint:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 (toll free) or by completing a complaint form, which can be obtained on the Bureau's internet web site, www.bppe.ca.gov. For full Student Complaint and Grievance Policy starting on page 71.

Bankruptcy Disclaimer:

Pathways College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, and has NOT filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Table of Contents

About Pathways College, Mission, Vision, and Institutional Objectives.....	5
Programs Offered	5
History of Pathways College	6
Academic Resources	6
Writing and Tutoring Center	7
Facilities and Equipment	7
College Locations	8
College Board of Directors and Administrators	8
Important Dates	9
Modules Dates	9
College Holidays and Breaks	9
Academic Degree Programs	10
Overall Degree Program Expectations	10
Bachelor’s Degree Requirements	10
Standard Occupational Classification Codes by Program	12
Bachelor of Arts in Business Administration	13
Bachelor of Arts in Liberal Studies	15
Non-Degree Certificate Programs	18
Certificate in Business Management	18
Certificate in Diversity & Inclusion	18
General Education Course Descriptions	19
Business Administration Course Descriptions (BABA)	22
Liberal Studies Course Descriptions (BALS)	26
Admissions Policy	35
Incoming Transfer Credit	43
Academic Information, Policies and Regulations	47
Attendance Policy and Procedures	49
Academic Assessment	54
Satisfactory Academic Progress (SAP) Policy	57
Administrative Information, Policies and Regulations	63
Student Services	66
Faculty Information	73
Articulation Agreements	75
Index	80

About Pathways College

Mission Statement

The mission of Pathways College is to provide opportunities for students to realize their dreams by removing financial barriers in attaining a college education. The faculty and staff are dedicated to instilling the core themes in the students through a challenging, innovative, and rigorous curriculum:

- **Liberty:** Students understand Pathways College is a safe place where they are free to think, speak, and act freely as long as they do not infringe on another's freedom or rights.
- **Personal Responsibility:** Students take ownership of their choices and understand the consequences of their actions.
- **Service:** Students understand the importance of generously being of service to others.

Vision Statement

The vision of Pathways College is to create a post-secondary choice for students who are underserved in our communities by providing a quality education that is personalized and accessible without generating the burden of debt to the student or their family.

Institutional Objectives

The institutional objectives provide a basis under which its academic programs are founded. Pathways College offers rigorous high-quality programs through non-traditional deliveries that:

1. Promote global perspectives through participation in courses and activities that exhibit global views.
2. Ensure effective communication through participation in courses where students are expected to present and critically discuss material through both individual and collaborative efforts.
3. Require students to find, critically analyze, and synthesize information.
4. Use quantitative reasoning to solve real world problems.

Programs Offered

Degree Programs:

- Bachelor of Arts in Business Administration
- Bachelor of Arts in Liberal Studies

Non-Degree Programs:

- Certificate in Business Management
- Certificate in Diversity & Inclusion

History of Pathways College

It started with the dream of supporting underserved students by providing them educational opportunities and minimizing the rising cost of a college education which often prohibits qualified high school graduates from even attempting higher education. Pathways College is the realization of this dream.

The history of Pathways College begins in 2015. During that time, a decision was made to create a college for non-traditional students who were less likely to attend a more traditional post-secondary institution primarily due to accessibility and/or cost. The mission of Pathways College is to provide opportunities for students to realize their dreams by removing financial barriers in attaining a college education. The faculty and staff are dedicated to instilling the core themes in the students through a challenging, innovative, and rigorous curriculum. Pathways College offers an affordable and accessible program that includes a challenging, innovative, and rigorous curriculum designed to prepare students to compete in a global market. “Affordable and Accessible” is Pathways College’s motto.

Pathways College received approval to operate from the Bureau of Private Postsecondary Education (BPPE) in November 2016, offering two bachelor’s degree programs – Business Administration and Liberal Studies. In January 2017, the college began its first cohort of students, some of whom are first-time-full-time students and some of whom are transfer students.

Faculty members have been involved in course and program development and design from the beginning. The Faculty Advisory Council was formally established in August 2018 and maintains oversight of the programs and curriculum. The input and guidance from the faculty members is critical to the development and the currency of the academic programs that Pathways College offers.

Pathways College was granted Initial Accreditation as of June 1, 2021 for a term of six years. The College has applied to the U.S. Department of Education to offer Title IV funding to help students in paying for their education through the Federal Pell Grant programs and other federal grants.

Academic Resources

The degree curriculum at Pathways College is developed so that all information that needs to be retrieved is provided by the course professor and can be accessed from journals, databases, books, research repositories, or the College’s digital library. Every resource provided for the classes are e-learning in format and accessible by any student with internet capabilities.

Digital resources are clearly labeled for student access and are consistently updated to ensure that they are current. The utilization of digital resources enhances the learning experience for all students and alleviates some costs associated with those of brick-and-mortar facilities. Access to materials needed will be available through the student portal and the College’s digital library. Course instructors and the College’s librarian are available for assistance.

The College maintains the Pathways College Library (library.pathwayscollege.edu) which is available to students 24/7 and provides access to full-text resources, digital research tutorials, subject research guides, citation help, and one-on-one research help from the College librarian via chat, IM, and email. The College’s library is designed for students completing their work in a digital environment and offers inclusive resources and services to assist students with all of their research needs. Students have access to full-text academic resources including journals, magazines, newspapers, and a library of e-

books through the library's database subscriptions. Faculty are encouraged to work with the library to help deliver specialized research sessions in their courses in order to familiarize students with the research tools and resources available to them.

The library currently subscribes to ProQuest Research Library (ProQuest), and eBook Central (ProQuest). Combined these databases provide students access to over 5,000 full-text publication titles, over 3,000 peer-reviewed publication titles, and over 200,000 books. The library also participates in resource trials to test the usability and quality of new potential resources to add to the library's collection. All resources have been reviewed by the College librarian and administration and selected for their support of the programs and the learning objectives of the Business Administration and Liberal Arts programs at Pathways College.

In addition to Pathways College's subscription databases, the college also stresses the use of open educational resources (OER) throughout its courses as a way to reduce course cost and increase access for students. Open resources have the potential to spur pedagogical innovation, introducing new alternatives for effective teaching. These learning resources can be modified and reused to promote collaboration and participation—two key elements of a Web 2.0 approach to teaching and learning. The resources required to develop high-quality learning materials and activities for a full complement of courses can be prohibitive for many institutions and instructors. By distributing the costs over a larger number of users, OER brings a greater range of tools within reach of more users. OER can also lower the costs for students to obtain educational content. OER and distant or hybrid learning are natural partners in efforts that take advantage of—and prompt—developments in educational technology that facilitate new media, new formats, and new means of distribution. The library helps support Pathways College faculty by providing tools to research OER, and assistance with locating OER and other resources to support Pathways courses.

Writing and Tutoring Center

Every student can succeed if given the right teachers and tools to move towards that success. Pathways College Writing and Tutoring Center is available to all faculty and students enrolled in courses at the college.

The Writing and Tutoring Center is operated by faculty members who have a deep understanding of composition and other subject matters. Students who are struggling with their assignments can contact The Writing and Tutoring Center at the following links or phone number:

- Tutoring: tutor@pathwayscollege.edu
- Writing Center: writingcenter@pathwayscollege.edu
- Phone: 562-208-5028

Facilities and Equipment

Pathways College offers a nurturing environment where students can thrive. While most learning is done via distance education formats, two locations have office space to allow meetings in person if necessary.

Students are aware of the need to have access to a computer system with WIFI capacity. The digital environment utilizes the Canvas learning management system. Technology support is available to students and faculty through the online advocate or our technology support services. Canvas also offers online support 24/7. The distance education classrooms support access to the library resources, writing and tutoring center, digital textbooks, and in some courses, access to software programs.

College Locations

Pathways College headquarters are located at 2226 N. 7th Street, Suite 220, Phoenix, AZ 85006. Phone number is (480) 870-8900.

The California location is 320 N. Halstead Street, Suite 215, Pasadena, CA 91107. Phone number is (888) 532-7282

Website: <http://pathwayscollege.edu>

Governance

Members of the Board of Directors

- Norbert E. Kreuzer, Chairperson
- Aaron Price, Member
- Aeriell Woodhams, Member
- Damaris Salcedo, Member
- Gary Wilfert, Member
- Jim Griffin, Member
- Julie Green, Member
- Karin Newlin, Member
- Kobia Stockhausen, Member

Administrators

- John Hall – Chancellor
- Melinda Lester, Ed.D. – Chief Academic Officer
- Cynthia Harsen – Chief Financial Officer

Important Dates 2022-23:

Modules Dates	Start Date	End Date
Fall Semester	August 29, 2022	December 16, 2022
Module 202310 – 8-Week Module	August 29, 2022	October 19, 2022
Module 202311 – 4-Week Module	August 29, 2022	September 23, 2022
Module 202312 – 4-Week Module	September 25, 2022	October 19, 2022
Module 202320 – 8-Week Module	October 24, 2022	December 16, 2022
Module 202323 – 4-Week Module	October 24, 2022	November 18, 2022
Module 202324 – 4-Week Module	November 21, 2022	December 16, 2022
Spring Semester	January 3, 2023	April 19, 2023
Module 202330 – 8-Week Module	January 3, 2023	February 22, 2023
Module 202331 – 4-Week Module	January 3, 2023	January 27, 2023
Module 202332 – 4-Week Module	January 30, 2023	February 22, 2023
Module 202340 – 8-Week Module	February 27, 2023	April 19, 2023
Module 202343 – 4-Week Module	February 27, 2023	March 24, 2023
Module 202344 – 4-Week Module	March 27, 2023	April 19, 2023
Summer Session	May 1, 2023	August 16, 2023
Module 202350 – 8-Week Module	May 1, 2023	June 21, 2023
Module 202351 – 4-Week Module	May 1, 2023	May 26, 2023
Module 202352 – 4-Week Module	May 30, 2023	June 21, 2023
Module 202360 – 8-Week Module	June 26, 2023	August 16, 2023
Module 202363 – 4-Week Module	June 26, 2023	July 21, 2023
Module 202364 – 4-Week Module	July 24, 2023	August 16, 2023

College Holidays and Breaks

Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving Break	November 24-25, 2022
Winter Break	December 19, 2022 – December 31, 2022
New Year's Day	January 2, 2023
Martin Luther King Day	January 16, 2023
President's Day	February 20, 2023
Spring Break	April 20, 2023 – April 28, 2023
Memorial Day	May 29, 2022
Independence Day	July 4, 2023
Summer Break	August 21, 2023 – August 25, 2023

Academic Degree Programs

Pathways College offers two bachelor's degree programs. These programs are delivered via distance education through our Canvas learning management system.

The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. Students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12-month period. Most classes are offered as an 8-week module during a semester, and in some cases, classes may be offered as 4-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands.

Full-time students take 4 courses (12 credits) in a semester. Annually, full-time students would complete 10-12 courses (30-36 credits) in three semesters. Pathways College offers programs on a year-round basis, allowing students to continue to work uninterrupted toward their degrees and provides hands-on education in the programs.

Programs at Pathways College are carefully defined with support and contributions from the professional community. Curricula are reviewed regularly to ensure they meet the needs of a changing marketplace to prepare graduates to seek entry-level positions in their chosen fields.

Overall Degree Program Expectations

Within each academic major, Pathways College degrees incorporate program-specific core competencies. Additionally, the following essential core competencies are emphasized across all programs:

- Promote global perspectives through participation in courses and activities that exhibit global views.
- Ensure effective communication (written and oral) through participation in courses where students are expected to present and critically discuss material through both individual and collaborative efforts.
- Require students to find, critically analyze, and synthesize information.
- Use quantitative reasoning to solve real world problems.
- The use of information technology.

Pathways College conducts learning outcomes assessments to measure and improve learning in these areas as well as in specific disciplinary knowledge and skills. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities expected to be acquired in completing the major.

Bachelor's Degree Requirements

In addition to the general education requirements, the major and the elective requirements, the overall requirements listed below pertain to all bachelor's degrees.

1. You must be admitted as a Pathways College undergraduate student. (See the Admissions section for other requirements).
2. You must complete a minimum of 120 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall.
4. You must complete all general education requirements listed on the next page.

5. You must complete all coursework required for an academic major, which requires 36 credits plus electives relevant to the major of 48 credits.
6. At least 36 credits must be upper level (earned in courses numbered 300 to 499).
7. Within the 120 credits required, the following coursework must be taken in residence at Pathways College: 30 credits for bachelor's degree (normally the final 30)

General Education Requirements

36 Credits

Recommendations for fulfilling general education requirements are provided below for each major in the recommended sequence.

Note: Any course that may be applied toward a general education requirement may not also be applied toward major or elective requirements.

- **Written & Oral Communication – 6 Credits**

Courses that will fulfill the General Education Written & Oral Communication requirement are: ENG101, COM101, COM401 and transfer credit for composition, creative writing, and speech/oral communications courses.

- **Mathematics – 3 Credits**

Courses that will fulfill the General Education Mathematics requirement are: MAT101, MAT201 and transfer credit for mathematics courses.

- **Arts & Humanities – 9 Credits**

Courses that will fulfill the General Education Arts & Humanities requirement are: ART201, FLM110, PHI401, PLO201 and transfer credit for art, film, dance, acting, literature, theatre, music, foreign language, philosophy, humanities and political science courses.

- **Social & Behavioral Sciences – 9 Credits**

Courses that will fulfill the General Education Social & Behavioral Sciences requirement are: ANT201, HIA201, HIA250, PSY101 and transfer credit for cultural anthropology, behavioral science, geography, psychology, sociology courses.

- **Physical & Biological Sciences – 6 Credits**

Courses that will fulfill the General Education Physical & Biological Sciences requirement are: ANT101, BIO101, BIO301, GEO101, GEO301 and transfer credit for physical anthropology, biology, genetics, environmental science, geology, astronomy, oceanography, chemistry, nutrition, natural science, and physical science.

- **Critical Thinking – 3 Credits**

Courses that will fulfill the General Education Critical Thinking requirement are: COL105 (required for incoming freshman), COM401, PHI301 and transfer credit for critical thinking courses.

Academic Major Courses

36 Credits

The number of credits required to complete an academic major varies according to the academic program. Specific coursework is prescribed for each major and is described in the following section.

Electives

48 Credits

Electives may be taken in any academic discipline, but it is highly recommended the electives are relevant to the program in which the student is enrolled.

Total General Education, Major, and Elective Requirements

120 Credits

Standard Occupational Classification Codes by Program

Job classification information helps prepare graduates for employment. The United States Department of Labor’s Standard Occupational Classification codes are listed below for each program. To see more information about each listing, go to the Bureau of Labor Statistics website at <https://www.bls.gov/soc/> and search for the SOC code listed herein.

Degree Programs	Job Title	SOC Code
Bachelor of Arts in Business Administration	Business Analyst	13-1141
	Human Resources Generalist	11-3121
	Operations Manager	11-1021
	Marketing Specialist	13-1161
	Entrepreneurship	11-1101
Bachelor of Arts in Liberal Studies	Human Relations Officer	11-3121
	Policy Analyst	13-1111
	Public Relations Officer	11-2030
	Legislative Assistant	11-1031
	Non-profit Staff Employee	13-1198
	Customer Service Representative	43-4051
	Advertising Account Executive	11-2011

Non-Degree Certificate Programs	Job Title	SOC Code
Certificate in Business Management	Project Management Specialists	13-1082
	Human Resources Manager	11-3121
	Operations Manager	11-1021
	Management Analysts	13-1111
	Entrepreneurship	11-1101
Certificate in Diversity & Inclusion	Human Relations Manager	11-3121
	Policy Analyst	13-1111
	Public Relations Officer	11-2030
	Non-profit Staff Employee	13-1198
	Customer Service Representative	43-4051
	Community and Social Service Specialists, All Other	21-1099

Bachelor of Arts in Business Administration (BABA)

CIP Code:	52.0201
Program Length:	Minimum 153 weeks
Program Delivery:	Distance Education
Total Credits Required:	120 Credits
	General Education Courses 36 Credits
	Core Courses 36 Credits
	Elective Courses 48 Credits

General Program Description:

The core curriculum and course work in the Business Administration curriculum reflect a principle focus of preparing graduates for entry-level positions and for advancement in various occupations and professions in the business world.

Program Goals:

Upon successful program completion, the graduate is expected to be able to:

1. Demonstrate entry level expertise in the following areas and more:
 - a. Business Analyst
 - b. Human Resource Generalist
 - c. Operations Manager
 - d. Marketing Specialist
 - e. Entrepreneurship
2. Pursue the study of business at the graduate level or to obtain professional placement in their chosen field.

Program Objectives:

Upon successful program completion, the graduate is expected to be able to:

1. Foster an appreciation for the social and cultural environment in which business is transacted.
2. Manage areas that include information technology, leadership dynamics, ethics, and international relationships.
3. Demonstrate expertise in organizational leadership.
 - a. Establish, execute, and analyze effectiveness of organizational goals, policies, and procedures.
 - b. Oversee strategic planning.
4. Direct and oversee an organization's financial and budgetary activities.
 - a. Analyze financial statements, sales reports, and other key performance indicators.
 - b. Identify cost cutting areas.
5. Manage people effectively.
 - a. Hire, supervise, and train employees up to the department head and manager level.

Program Learned Skills:

- Leadership Skills
- Critical Thinking
- Accounting Practices
- Financial Analysis
- Marketing Analysis

Bachelor of Arts Business Administration Courses

Course Code	Course Titles	Classroom Hours/ Credits
BUS101	Introduction to Business	3
BUS120	Management & Organizational Behavior	3
BUS111	Principles of Accounting I	3
BUS112	Principles of Accounting II	3
BUS210	Introduction to Economics	3
BUS241	Principles of Marketing	3
BUS301	Principles of Finance	3
BUS312	Entrepreneurship	3
BUS340	Global Business	3
BUS351	Human Resources Management	3
BUS421	Business Law	3
BUS480	Senior Seminar in Business	3
	Business and Open Electives	48
	Total Category Hours/ Credits	84
General Education Requirements		
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	9
	Social & Behavioral Sciences	9
	Physical & Biological Sciences	6
COL105	College Success and Critical Thinking	3
	Total Category Hours/ Credits	36
	Total Program Hours/Credits	120

Bachelor of Arts in Liberal Studies (BALS)

CIP Code:	24.0101
Program Length:	Minimum 153 weeks
Program Delivery:	Distance Education
Total Credits Required:	120 Credits
	General Education Courses 36 Credits
	Core Courses 36 Credits
	Elective Courses 48 Credits

General Program Description:

The Bachelor of Arts in Liberal Arts emphasizes literature, philosophy, social science, and analytical and critical thinking skills, all of which prepare you for lifelong learning and social, cultural, and technological change.

Program Goals:

Upon successful program completion, the graduate will be able to:

1. Find careers in business, government, and social services agencies like adult and family services, and health and welfare.
2. Demonstrate entry level abilities for several different careers, including but not limited to:
 - a. Human Relations officer
 - b. Policy Analyst
 - c. Public Relations officer
 - d. Legislative assistant
 - e. Non-profit staff employee
 - f. Customer service Representative
 - g. Advertising Account Executive

Liberal Studies Program Objectives

1. Examine major national and global issues, especially those issues related to cultures, diversity, and technology.
2. Foster an independent view of the world while developing critical, creative thinking, and communication skills.
3. Demonstrate awareness of art, history, philosophy, and technology and the impact these disciplines have on contemporary issues.
4. Use and understand quantitative analysis for problem solving and reflective development.
5. Understand their personal purpose/role within their career, local communities, and global communities.

Program Learned Skills:

- Critical-thinking skills
- Interpersonal skills
- Resourcefulness
- Speaking skills
- Writing skills

Bachelor of Arts Liberal Studies Courses

Course Code	Course Titles	Classroom Hours/ Credits
LIB111	Urban Studies	3
LIB112	Multicultural and Gender Studies	3
LIB131	Information Systems and Literacy	3
LIB201	Data & Statistics	3
LIB211	Social Inequality	3
LIB221	Reading and Writing in the Humanities	3
LIB253	Introduction to Research Methods	3
LIB341	Science, Technology, and the Literature of Culture	3
LIB342	Human Geography	3
LIB360	Environmental Psychology	3
LIB411	Generational Differences in the Workforce	3
LIB453	Research Project Completion	3
	Liberal Studies and Open Electives	48
	Total Category Hours/ Credits	84
General Education Requirements		
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	9
	Social & Behavioral Sciences	9
	Physical & Biological Sciences	6
COL105	College Success and Critical Thinking	3
	Total Category Hours/ Credits	36
	Total Program Hours/Credits	120

Bachelor of Arts Liberal Studies Courses, Continued

For students in the Liberal Studies program that desire to focus on a specific subject matter, the following courses could be taken as part of the Elective requirements to gain expertise in the subject matter.

Liberal Studies Elective Focus Courses	Sustainability Focus		
	LIB272	Ecology	3
	LIB370	Environmental Management	3
	LIB470	Waste Management	3
	Education Focus		
	LIB280	Lifespan Development	3
	LIB380	Instructional Strategies	3
	LIB485	Internship for Education	3
	Business Focus		
	BUS131	Intro to Entrepreneurship	3
	BUS201	Personal Financial Management	3
	LIB335	Social Media Networking	3
	Legal Focus		
	LIB231	Famous Trials in American History	3
	LIB331	Revolutionary Lives	3
	LIB435	Social Justice Movements	3
Liberal Studies Elective Focus Courses Required		9	

Non-Degree Certificate Programs

Pathways College offers non-degree Certificate programs. These certificate programs can be completed within a given timeframe to earn a Certificate of Completion. These courses are geared for continuing education to enhance skills, or the courses can be transferred into the corresponding degree program.

Students in the Business Administration program that complete the courses in the certificate program as a part of their degree program will also receive the Certificate of Completion for the non-degree program. Students in the Liberal Studies program that complete the courses in the certificate program as a part of their degree program will also receive the Certificate of Completion for the non-degree program.

See the Admissions section for Entrance exam and/or other requirements.

Certificate in Business Management

Course Description:

This Certificate Program incorporates the significant areas of management in business: project management, strategic management, and people management. Students focus on attaining basic skills related to these key business focuses.

Prerequisites: None

Length of course: 24 Weeks (4 or 8 Weeks for each of 3 specified courses):

- BUS232 Project Management
- BUS332 Strategic Management and Business Policy
- BUS352 Management for Organizations

Program Delivery: Distance Education

Program Outcomes:

Upon successful program completion, the graduate is expected to be able to:

1. Identifies the essential project management practices.
2. Demonstrate an understanding of how strategy and policy impacts business management
3. Exhibits an understanding of how to manage people effectively utilizing effective hiring practices, supervision, and training of employees

Certificate in Diversity and Inclusion

Course Description:

This certificate program focuses on workplace diversity and inclusion and the causes and consequences of these in society. Social inequality is examined along with crucial topics and an emphasis on generational differences and a study of cultural and gender aspects that impact diversity and inclusion in the workplace.

Prerequisites: None

Length of course: 24 Weeks (4 or 8 Weeks for each of 3 specified courses):

- LIB211 Social Inequality
- LIB411 Generational Differences in the Workforce
- LIB112 Intro to Multicultural and Gender Studies

Program Delivery: Distance Education

Program Outcomes:

Upon successful program completion, the graduate is expected to be able to:

1. Examine major national and global issues, especially those issues related to cultures, diversity, and technology.
2. Devise communication strategies for cross-generational workers.
3. Demonstrate understanding of cultural civilization complexities that can alter the interpretation of world events.

General Education Course Descriptions – 36 Credits

Requirements for General Education – choose from the following categories of courses as outlined below:

Written & Oral Communications	6 Credits
Mathematics	3 Credits
Arts & Humanities	9 Credits
Social & Behavioral Sciences	9 Credits
Physical & Biological Sciences	6 Credits
Critical Thinking – COL105	<u>3 Credits</u>
Total General Education Credits	36 Credits

Written & Oral Communication – 6 Credits

COM101 Speech Communication – 3 Credits

An exposure to all the major skills of speechmaking with a focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use of language, library research, communication and/or speeches to entertain. All students give several speeches both with and without visual aids. Prerequisite: None.

ENG101 Composition – 3 Credits

Development of skills and competence in writing prose compositions, reading, and listening. Problems in logical thought, organization of ideas, comprehension, and critical thought. Introduction to the preparation of research papers. Prerequisites: None.

Mathematics – 3 Credits

MAT101 Patterns of Mathematical Thought – 3 Credits

An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors. Prerequisites: None.

MAT201 College Algebra – 3 Credits

An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors, with an emphasis on Algebraic reasoning. Prerequisite: None.

Arts & Humanities – 9 Credits

ART201 Art Appreciation – 3 Credits

The importance of art in today's world and the purposes art has served from prehistoric through modern times in a variety of cultures. Art is viewed in context with family, politics, religion, sexuality, social protest and entertainment. Measurable standards for

understanding artistic intent and expression are presented so that students may increase their appreciation of the role of art in today's society. Students are required to visit a museum as part of course learning activities. Prerequisites: None.

FLM110 Film Appreciation – 3 Credits

For the novice cineaste, an intensive survey of a variety of cinematic genres, including science-fiction, crime, musical, animation, film noir, Westerns, fantasy, horror and others. Hollywood, independent and international examples, from different time periods will be included from an array of notable filmmakers. Students will learn to analyze films based on theme, tone, and approach and will learn about the motion picture crafts, including cinematography, editing, production design, makeup arts, and special effects. Students will also learn to critique a film in written form. Prerequisites: None

PHI401 Philosophies of War and Peace – 3 Credits

Moral issues about the recourse to war by the nation and the individual obligations to participate. The nature of peace, social and personal. Special attention to the recent wars in the Middle East and modern warfare. Prerequisite: None.

POL201 American Government: National, State, and Local – 3 Credits

An overview of American government and politics at the Federal, state and the local, level. It adopts the comparative perspective of state politics, in which we will learn about the 50 states by observing the similarities and differences between their political systems and institutions. Prerequisite: None.

Social & Behavioral Sciences – 9 Credits

ANT201 Anthropology of Change – 3 Credits

This course is an examination of the concepts of risk and vulnerability, the role of science and local knowledge, and the social contexts of policies and actions, as well as how climate change is affecting and will continue to affect communities worldwide. A variety of issues and challenges facing individuals, organizations, and nations as we come to understand and combat the concept of anthropogenic climate change are addressed. Prerequisites: None.

HIS201 United States History from 1877 – 3 Credits

A chronological survey of American historical development from 1877 to the present. Emphasis is placed on the understanding of American social, intellectual, political, economic, and diplomatic institutions. Special topical consideration will be given to the nation's culture and diversity. The emergence of the United States as a superpower is analyzed against the background of world history. Prerequisites: None.

HIS250 World Histories and Cultures – 3 Credits

This course examines the major events and turning points of world history from ancient times to the present. Students investigate the development of classical civilizations in the Middle East, Africa, Europe, and Asia, and they explore the economic, political, and social revolutions that have transformed human history. At the end of the course, students conduct a rigorous study of modern history, allowing them to draw connections between past events and contemporary issues. The use of recurring themes, such as social history, democratic government, and the relationship between history and the arts, allows students to draw connections between the past and the present, among cultures, and among multiple perspectives. Throughout the course, students use a variety of primary and secondary sources, including legal documents, essays, historical writings, and

political cartoons to evaluate the reliability of historical evidence and to draw conclusions about historical events. Prerequisite: None.

PSY101 Principles of Psychology – 3 Credits

An introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Focus is on the historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; stress and coping; and psychopathology and psychotherapy. Prerequisite: None.

Physical & Biological Sciences – 6 Credits

ANT101 Survey of Physical Anthropology – 3 Credits

The study of human biological evolution in the context of modern genetics and primate behavior studies. Natural selection and related issues including patterns of inheritance are discussed. The human fossil record, as well as the diversity and commonality of present and past populations of humankind are examined. Prerequisites: None.

BIO101 Introduction to Living Systems – 3 Credits

The principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Laboratory exercises reinforce lecture topics and include microscope techniques. Prerequisites: None.

BIO301 Human Genetics – 3 Credits

A discussion of the field of genetics and how it is currently being revolutionized and brought into the forefront of biology. Emphasis on the application of new tools and techniques along with recent findings that have had moral, political, and socio-economic impact globally. Prerequisites: None.

GEO101 Introduction to Environmental Science – 3 Credits

An introduction to the study of patterns and processes in the natural world and their modification by human activity. The course is focused on the scientific principles that underline the functioning of the global environment. Students will develop a general understanding of the application of science to solution of contemporary environmental problems. Prerequisites: None.

GEO301 One World: The Digital Planet – 3 Credits

An examination of how digital media are used and various methods and strategies used to evaluate online communication tools. The costs, risks and benefits associated with communications with consumers, stakeholders, and the general public in the online marketplace are reviewed. Prerequisites: None.

Critical Thinking – 3 Credits

COL105 College Success and Critical Thinking – 3 Credits

This course introduces students to online learning and helps them develop skills to succeed in an online academic environment and in college. Central topics include motivation, time management, study skills, utilizing resources, critical thinking, and career management. Prerequisites: None.

COM401 Technology and Communication – 3 Credits

A survey of the history and characteristics of various communication technologies and their influence on human communication. Prerequisites: None.

PHI301 Critical Thinking and Decision Making – 3 Credits

The logic of the scientific method and the common errors of human cognition that impede critical thinking. Emphasis is placed on the application of critical thinking skill to writing effective arguments, analyzing the writings of others, and understanding contemporary controversies in psychology. Prerequisite: None.

Required Business Program Courses – 36 Credits**BUS101 Introduction to Business – 3 Credits**

An exposure to the functions of modern business. The course demonstrates how these functions exist in a changing society and the type of decisions which must be made within that environment. The course is designed to expose the student to the multiple career fields in the areas of business. The importance of business in the modern society is also stressed throughout the course. Topics such as business environment, management, organization, marketing, finance, accounting, and data processing are discussed in an introductory manner. Prerequisites: None.

BUS120 Management and Organizational Behavior – 3 Credits

An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. Individuals effectively participate in, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics; group dynamics; and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship). Prerequisites: None.

BUS111 Principles of Accounting I – 3 Credits

The course is organized around the accounting cycle, merchandising concerns, and financial assets, including plant assets, liabilities, and stockholders' equity. Students will record and summarize business transactions, and prepare, interpret, and use financial statements. Prerequisites: None.

BUS112 Principles of Accounting II – 3 Credits

The study of the fundamentals of managerial accounting, with specific emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Topics also include cost behavior and control, product cost accumulation and pricing, and responsibility accounting. Prerequisite: BUS111 Principles of Accounting I.

BUS210 Introduction to Economics – 3 Credits

A survey of basic concepts and principles in micro- and macroeconomics and how the economy has been affected by technology. The aim is to define and explain the key terms and concepts in economics and determine how technology has affected consumers, producers, and markets, as well as economic growth and policy. Topics include how innovation affects labor markets, the value of information, and the role of technological change in the economy. Prerequisites: None.

BUS241 Principles of Marketing – 3 Credits

Introduction to basic marketing concepts. Topics include the marketing mix, new product development, consumer behavior, customer relationship management, strategic planning and e-commerce. Students will develop a comprehensive marketing plan and apply course concepts to real or imaginary products. Prerequisites: BUS112 Principles of Accounting II.

BUS301 Principles of Finance – 3 Credits

An introduction to the field of finance. The course provides a foundation for moving into the field of International Finance and Financial Management. Financial management as applied to the firm and how financial decisions add value of the firm are covered. Prerequisites: BUS112 Principles of Accounting II.

BUS312 Entrepreneurship – 3 Credits

An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. Prerequisites: BUS112 Principles of Accounting II.

BUS340 Global Business – 3 Credits

An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. Prerequisites: BUS101 Introduction to Business.

BUS351 Human Resources Management – 3 Credits

The role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered. Prerequisites: BUS112 Principles of Accounting II.

BUS421 Business Law – 3 Credits

An introduction to the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders, and judicial decisions will be addressed. The law of contract, sales, and agency will be covered in detail while a distinction is drawn between traditional contracts and e-contracts. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored. Prerequisites: BUS112 Principles of Accounting II.

BUS480 Senior Seminar in Business – 3 Credits

The capstone seminar for students pursuing the Bachelor of Arts in Business. In consultation with the instructor, students will read two current books that examine significant issues in business and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, BUS112 Principles of Accounting II, Academic Advisor Approval.

Business Program and Open Electives – Choose 48 Credits**BUS102 Organizational Change – 3 Credits**

The challenges, techniques, and problems associated with initiating and implementing major change in an organization. Identification of the external and internal forces that cause change, such as leading a new initiative or project, working to change the culture of the organization, entering new markets, or launching a new product. The focus is on how organizations change and how to be a change agent in an organization. Prerequisites: BUS101 Introduction to Business.

BUS201 Personal Financial Management – 3 Credits

Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisites: Math Requirement.

BUS211 Principles of Macroeconomics – 3 Credits

A study of how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity. Prerequisites: BUS112 Principles of Accounting II.

BUS212 Principles of Microeconomics – 3 Credits

The study of how people manage their limited resources. Microeconomics focuses on the exchange between households and businesses. Prerequisites: BUS112 Principles of Accounting II.

BUS222 Business Ethics – 3 Credits

The elements of ethics, the importance of ethical decision making, and its effects on employees (personnel), business and society. The philosophical foundations of ethical conduct and the practical problems encountered in the day-to-day conduct of business affairs will be discussed. Prerequisite: BUS112 Principles of Accounting II.

BUS231 Database Management Systems – 3 Credits

Examination of major advancements in the technology of the design, development and management of database management systems (DBMS). Emphasis placed on theoretical concepts and applications of DBMS. Prerequisites: BUS112 Principles of Accounting II.

BUS232 Project Management – 3 Credits

This course covers key components of project management including project profiling, project scope management, project time and cost management, quality management,

risk management, procurement management, human resource considerations, communications and client expectations. Prerequisite: None.

BUS311 International Economics – 3 Credits

An in-depth examination of the basic principles of international economics. The course broadens your perspective on the growing economic interdependence of nations--how it happens and how it affects lives around the globe. Topics such as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies, and international competitiveness are covered. Prerequisites: BUS112 Principles of Accounting II.

BUS331 Business Systems Analysis – 3 Credits

The identification of an organization problem, the goals and the purpose of IT systems and how to carry out all the activities in the analysis and design of the systems. It addresses the design phases and all the techniques that are used to carry out the activities using a structured approach. Prerequisites: BUS112 Principles of Accounting II.

BUS332 Strategic Management and Business Policy – 3 Credits

Strategic management takes a broad view of business operations. It covers the entire spectrum of business and management. The center of attention is the total enterprise – the industry and competitive environment in which it operates, its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success. Prerequisite: BUS 112 Principles of Accounting II, Bus221 Business Law.

BUS333 Disruptive Strategies in Business – 3 Credits

In this course students will examine how innovation driven by emerging technologies is transforming the way we do business and disrupting well established industries. The driver for the current and imminent wave of disruption is the emergence of technological breakthroughs that can be leveraged by innovative entrepreneurs and forward-thinking companies. For this reason, this course places itself at the intersection between business and technology and aims at strengthening the students' holistic understanding of the interplay between these two domains. Students will investigate the buzz surrounding some of the most hyped emerging technologies, and examine their promise and shortcomings as disruptive forces in a number of relevant industries. Prerequisite: None.

BUS341 Consumer Behavior – 3 Credits

Basic concepts and research results from marketing and the social sciences examined with the goal of enabling marketers to better understand customers and meet their needs. The decision process of buyers, factors affecting purchasing decisions, and customer satisfaction are major conceptual areas of the course. Implications for marketing strategies (e.g., market segmentation, product design, and promotion) are discussed. Prerequisite: BUS112 Principles of Accounting II, BUS241 Principles of Marketing.

BUS342 Marketing Research – 3 Credits

The use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed. Accordingly, Marketing Research is appropriate for both prospective users of research results and prospective marketing researchers. Prerequisites: BUS112 Principles of Accounting II, BUS241 Principles of Marketing.

BUS352 Management for Organizations – 3 Credits

The study of human behavior in organizations and how managers recognize and use those behaviors. Course topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Prerequisites: BUS112 Principles of Accounting II, BUS102 Organizational Change.

BUS401 Financial Institutions and Markets – 3 Credits

An examination of concepts, environments, and marketing management roles, as applied to industry, nonprofit organizations, and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place, and promotion), target groups, relationship marketing, research, competitor analysis, and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization, as well as exploring the dynamic that will lead to completing each plan with confidence. Prerequisites: BUS112 Principles of Accounting II.

BUS431 Organizational Development – 3 Credits

The process of developing an organization's capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Developing and awareness of multiple ways that organizations change, manage change, in receiving and participating in change. Emphasis on multiple approaches and agile responses to change in organizational environments. Prerequisites: BUS112 Principles of Accounting II, BUS102 Organizational Change.

BUS451 Group Behavior in Organizations – 3 Credits

Application of principles of how individuals manage their own performance and career by working with and through others. Emphasis is on theories and concepts for analyzing, understanding, and managing human behavior in organizations. Prerequisites: BUS112 Principles of Accounting II, BUS352 Management for Organizations.

BUS490 Internship – 3 Credits

The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site. Prerequisites: BUS112 Principles of Accounting II.

Required Liberal Studies Program Courses – 36 Credits**LIB111 Urban Studies – 3 Credits**

An introduction to the city and an introduction to the interdisciplinary field of Urban Studies. How scholars approach cities from a variety of disciplinary viewpoints, including architecture, planning, law, sociology, history, archaeology, anthropology, political science, public policy, and geography. Prerequisite: None

LIB112 Multicultural and Gender Studies – 3 Credits

An examination of how gender, race, class, nationality, sexuality, disability, and other identity categories shape human experiences. Includes study of social institutions,

norms, and practices for their impact on the status and roles of people; visions and strategies for social transformation, and ethical issues. Prerequisites: None.

LIB131 Information Systems and Literacy – 3 Credits

Information technology literacy deals with an understanding of the technology infrastructure that underpins much of today's life; an understanding of the tools technology provides and their interaction with this infrastructure; and an understanding of the legal, social, economic and public policy issues that shape the development of the infrastructure and the applications and use of the technologies.

Information literacy deals with content and communication: it encompasses authoring, information finding and organization, the research process, and information analysis, assessment and evaluation. The content can take many forms: text, images, video, computer simulations, multi-media interactive works. Content can also serve many purposes: news, art, entertainment, education, research and scholarship, advertising, politics, commerce, and documents and records that structure activities of everyday business and personal life.

Both forms of literacy are essential for individuals to function and succeed in today's society; they are distinct but interrelated. Prerequisites: None.

LIB201 Data & Statistics – 3 Credits

This course is focused on understanding the principles of interpreting data and descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. Prerequisites: None.

LIB211 Social Inequality – 3 Credits

The causes and consequences of social inequality in the United States. The various theoretical perspectives taken by social scientists on social inequality will be examined. How social inequality is experienced and maintained. Other topics include: wealth and income inequality; racial and gender inequality; educational inequality; ideology; the intersection of class, race/ethnicity, and gender; privilege and oppression. Prerequisite: None.

LIB221 Reading and Writing in the Humanities – 3 Credits

Analysis of various forms of academic and professional writing for the humanities. Modes and methods of argumentation, research methods, design of papers, stylistic clarity, and editing strategies are covered through analysis of works of fiction and non-fiction. Prerequisites: ENG101 Composition.

LIB253 Introduction to Research Methods – 3 Credits

Critical exploration of research language, ethics, and approaches. The language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. The use of these theoretical underpinnings to begin to critically review works of art relevant to their field or interests and determine how research findings are useful in forming the understanding of work, social, local and global environment. Research project is completed in LIB453 Research Project Completion. Prerequisite: LIB201 Data & Statistics or LIB141 Statistics.

LIB341 Science Technology and the Literature of Culture – 3 Credits

An exploration of the relationships among culture, literature, the sciences, and technology, focusing in particular on narratives of evolution and creation from the late 8th century into the 21st century. Prerequisites: None.

LIB342 Human Geography – 3 Credits

Human geographers are concerned with the “who”, “what”, “where”, “why”, “when”, and “how” of humans their interrelationships and their relationship to the environment:

The course focuses on the spatial aspects of population growth and distribution, cultural differentiation, urban growth and decline, the spread of ideas and innovations, regional development, and the location of economic activity, as well as problems associated with these processes.

The focus of the course is the analysis of the relationship between society, place and space. It focuses on social, economic, political, cultural and human-environment processes and patterns and how they change over space and time. The course aims to engender a critical geographical perspective on the past, present and future development of the social world. This critical viewpoint is of crucial importance in the generation of a broad and informed understanding of the world. Prerequisites: None.

LIB360 Environmental Psychology – 3 Credits

Humans are influenced by the physical environment and their actions shape the environment in which they live. This course focuses on the interaction between the environment and human beings, examining how the physical features of the environment impact human cognition, behavior, and well-being, and how their actions in turn produce immediate and long-term consequences on the environment. This course will also provide an overview of several pressing environmental challenges (e.g., climate change), and explore how these issues impact individual human beings, and what we can do to promote sustainability. Prerequisites: None.

LIB411 Generational Differences in the Workforce – 3 Credits

A study of the history of work in the United States and how the workplace has changed. The focus in the course is on the generational differences and how they affect communication and productivity. Prerequisites: None.

LIB453 Research Project Completion – 3 Credits

This course re-examines core program concepts, principles, and best practices. The student will synthesize, integrate, and apply program learning into their research project. Students will be required to participate in class discussions, complete an annotated bibliography, submit a formal research proposal for professor approval, complete a research paper or project, present the research to the class, and critically comment on classmate’s papers and projects. Prerequisites: LIB253 Introduction to Research Methods.

Liberal Studies Program and Open Electives – Choose 48 Credits

Choose from Liberal Studies Course Electives to include 48 credits OR choose one of the Focused Elective Topics (9 credits) and a total of 39 Liberal Studies Electives. The courses in the focused electives are available to take individually or part of the Focused Elective certificate.

Sustainability Focus – 9 Credits

LIB272 Ecology – 3 Credits

This is the study of the basic principles of ecology, emphasizing population, community and ecosystem ecology. The focus will rely on a variety of approaches to learn about ecology and the way ecologists study natural systems. Lecture will emphasize general principles and models that underlie this theory. Specific case studies will be drawn from real-world examples taken from the scientific literature. The laboratories will offer opportunities to examine natural systems, and to collect, analyze and interpret data. Oral presentations and assessments will further help develop students' communication skills. Prerequisites: LIB142 Physics: The World Around You.

LIB370 Environmental Management – 3 Credits

This course provides an overview of the concepts, principles, and objectives of environmental planning and management. Students will be introduced to the demand, supply and impacts of natural resources use, as well as suitability assessments for sustainable development and community and land use planning. Prerequisites: LIB142 Physics: The World Around You.

LIB470 Waste Management – 3 Credits

This course is designed to provide an overview of the various sample collection, analytical, and data analysis techniques as they related to detection and control of pollution. We will cover the technical and regulatory aspects of the handling, control, and management of hazardous and nonhazardous wastes. Prerequisites: LIB142 Physics: The World Around You.

Education Focus – 9 Credits

LIB280 Lifespan Development – 3 Credits

This course will help students acquire a basic understanding of the knowledge base in the discipline of developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan. The course will examine theories and current research in the domains of physiological, perceptual, cognitive, social, and affective development, with a focus on how biological and environmental factors interact to influence development in these domains. Prerequisites: None.

LIB380 Instructional Strategies – 3 Credits

This course presents strategies in a framework geared toward instructional planning. In diverse and linguistically rich classrooms the strategies are effective tools for students to apply their learning. This course will include hands-on strategies and videos of classrooms applying the strategies. Assistance in better understanding and preparing to implement instructional strategies, an introduction to the nine strategies of Robert Marzano's research based instructional strategies. The application of research and assignments are created to guide pairing the strategies with course content. Prerequisites: None.

LIB485 Internship for Education – 3 Credits

This course is designed to provide the student with an opportunity to gain or enhance their knowledge of classroom learning and to explore an area of interest related to education. Prerequisites: Complete 100 credits prior to first day of class, Academic Advisor Approval.

Business Focus – 9 Credits

BUS131 Introduction to Entrepreneurship – 3 Credits

Evaluating the business skills and commitment necessary to successfully operate an entrepreneurial venture. A review of the challenges and rewards of entrepreneurship, covered using a four-step process: Deciding to become an entrepreneur, developing successful business ideas, moving from an idea to an entrepreneurial firm, and Managing and growing the entrepreneurial firm. Prerequisites: None.

BUS201 Personal Financial Management – 3 Credits

Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisites: Math Requirement.

LIB335 Social Media Networking – 3 Credits

This class will examine the relationship between social networks and human behavior. Students will initially learn the basics of social network analysis that will provide for both a theoretical and practical background from which to investigate some important contemporary anthropological concepts and theories. Specifically, the class will focus on the use of a number of social network concepts, such as social capital, homophily, preferential attachment, propinquity, contagion, etc., and how they can be applied in anthropological theory and research. Prerequisites: None.

Legal Focus – 9 Credits

LIB231 Famous Trials in American History – 3 Credits

A review of specific trials throughout American history as a way of illustrating changes in American culture, society, and legal customs. Students will be exposed to trials that came about for a variety of reasons such as religion vs. science, slave rights, and educational policy. Prerequisites: HIS201 United States History.

LIB331 Revolutionary Lives – 3 Credits

An in-depth examination of the lives of four individuals who, for better or worse, have influenced the history of the world by leading a revolutionary life. The individuals who are featured in the course change from term to term and will include people from all areas of the world and all eras. Prerequisites: HIS201 United States History.

LIB435 Social Justice Movements – 3 Credits

Throughout human history, powerless groups of people have organized social movements to try to improve their lives and the society in which they lived. Powerful groups and institutions have generally resisted these efforts in order to maintain their own privilege, although there are always people from privileged backgrounds who join forces with the oppressed.

This course will focus on American protest movements in the 20th and 21st centuries. A focus will be on all aspects of protest movements, such as leadership, mobilization, organization, strategy, and consciousness. Using these concepts, the rest of the course will examine the major protest movements of this century. These include the Populist (farmers) revolt, the labor movement, the women's movement, the civil rights movement, the peace movement, the student movement, the environmental movement, the gay rights movement, and the consumer/neighborhood movement. Prerequisites: HIS201 United States History from 1877.

Additional Liberal Studies Electives – Choose 48 Credits

LIB101 Introduction to Liberal Studies – 3 Credits

This course introduces students to the concepts and theories of interdisciplinary scholarship. Students will examine various academic disciplines, study approaches to integrating them into research, and learn to create inter- and multi- disciplinary academic work. Prerequisites: None.

LIB113 Introduction to Research Methods - 3 Credits

Critical exploration of research language, ethics, and approaches. The language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. The use of these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment. Prerequisite: none

LIB121 Literary Analysis – 3 Credits

Reading and analysis of a variety of literary types as forms of cultural and creative expression. It emphasizes themes and experiences common to human existence. Specific topics are determined by the instructor, but the focus is on literary texts that reflect different historical and cultural contexts. Prerequisites: None.

LIB141 Statistics – 3 Credits

Statistics is the art and science of summarizing data. The course is focused on the principles of descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. Prerequisites: Required MATH course.

LIB142 Physics: The World Around You – 3 Credits

An investigation of the world around us to gain a better understanding of how and why various physical phenomena occur. The course will cover a broad range of topics, including energy; gravity and outer space; nuclear power; light and sound and their application to vision, music, medicine and more; climate change and global warming; and the mysterious world of quantum physics and its role in modern technology. Prerequisites: None.

LIB212 Contemporary Issues in the Social Sciences – 3 Credits

An analysis of the disciplines that make up the social sciences with particular emphasis on their interrelationships. A study of source materials and library techniques as well as methods employed by social scientists. Relevancy of the Social Sciences to understanding and solving contemporary problems at the national and global levels. Prerequisite: None.

LIB213 Analysis of Contemporary Literature and Film – 3 Credits

This course examines the interaction of film and literary texts, and the qualities of each. Consideration of what happens when a variety of short stories, novels, or plays are made into a film, also being considered are the cultures out of which the texts come.

This course will be useful to anyone who has an interest in learning more about films and literature in general, screenwriting, how the written word is translated to the screen, how the written word in another language is translated (first in print, then to the screen), and cultural and historical aspects of adaptation. The course may also be of interest to those

who might use film or multi-media in a work environment such as teaching or production, those who may have an interest in directing, photography, cinematography, illustration, acting, computer graphics, and the like, or those who have an interest in literature, film, history, and culture. Prerequisites: None.

LIB222 Contemporary Short Stories – 3 Credits

The interpretation and craft of recent works of short fiction. Analysis of short stories focusing on the meaning of the stories and the choices available to the writers as they consider how to connect to readers. Prerequisites: None.

LIB250 Evolution of Music – 3 Credits

An introduction to the ways in which music is put together and how to listen to a wide variety of musical styles, from Classical, to Secular, to Jazz, the Blues, Rock and Roll, Country, and Rap. The course addresses the musical characteristics, instruments and theory of each period as well as the cultural and historical contexts. Connections are made to music from other cultures as well as contemporary musical styles. Prerequisites: None.

LIB251 Music Appreciation – 3 Credits

An introduction to the ways in which music is put together and how to listen to a wide variety of musical styles, from Classical, to Secular, to Jazz, the Blues, Rock and Roll Country, and Rap. Prerequisites: None.

LIB261 Individual, Community, Creator – 3 Credits

The fundamental nature of philosophy, religion, the arts, and literature and how they are integrated with contemporary American culture and our communities. Prerequisites: None.

LIB280 Lifespan Development – 3 Credits

This course will help students acquire a basic understanding of the knowledge base in the discipline of developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan. The course will examine theories and current research in the domains of physiological, perceptual, cognitive, social, and affective development, with a focus on how biological and environmental factors interact to influence development in these domains. Prerequisites: None.

LIB321 Telling Stories: The Art and Craft of the Memoir – 3 Credits

The principles of writing memoirs and personal essays. An exploration of various memoir pieces through group literary analysis. Prerequisites: ENG101 Composition.

LIT322 Contemporary South Asian Literature – 3 Credits

An introduction to the literature of South Asia (contemporary India, Pakistan, and Bangladesh) from the fifteenth century to the present. The focus will be on novels, short stories, and poetry that both present recognizable themes, and draw on the rich cultural, literary, and historical background of the region. Prerequisites: None.

LIB323 Who Dunit? – 3 Credits

An examination of the mystery genre of literature. A study of the reasons people are interested in and even fascinated by the content and form of this particular genre. Prerequisites: None.

LIB325 Philosophy of Content Creation – 3 Credits

Focuses on writing, creating and curating professional content for diverse social media platforms with the goal of engaging users, delivering messages and building relationships. Prerequisites: None.

LIB351 The Art of Life – 3 Credits

An exploration of the relationship between the creative arts and human values, ideas, and emotions. Topics include the cost of the good life, how people have chosen to live as members of local and global communities, and conceptions and expressions of beauty, power, love, and health. The theme of “getting lost”; in the creative process, which leads to discovery and insight is examined. Prerequisites: None.

LIB353 Role of Music in Pop Culture – 3 Credits

This course examines the historical significance of popular music in the United States from the late nineteenth century to the present. No formal musical training is necessary to enroll in the course. We will think about how to analyze musical sound, the cultural, social, political, and economic dimensions (the "context") of genres ranging from Tin Pan Alley to blues, jazz, rhythm and blues, country, folk, soul, rock, disco, hip-hop, and classical. Each assignment asks students to develop a clear, compelling, and precise evidence-based argument to explore the relationship between musical sounds and their broader cultural significance. Prerequisites: None.

LIB420 Analysis of Podcast and Films – 3 Credits

Media criticism considers the nature and forms of podcasts and film, their effects on audiences and society, and literacy appropriate to their understanding and use. Prerequisites: None.

LIB431 Vice, Crime, and American Law – 3 Credits

An examination of the moral concept of “vice,” the history and evolution of what constitutes vice, and how vice has been treated in American criminal law. Topics include gambling, prostitution, pornography, drugs, hate speech, and so-called “blue” laws. Prerequisites: None.

LIB461 The Meaning of Life – 3 Credits

An examination of philosophical thoughts concerning death and the meaning of life. A broad historical overview of how philosophers have traditionally addressed the question of life’s meaning examined through plays, poems, art, literature, and films that apply or illustrate the philosophical concept. Prerequisite: None.

LIB480 Senior Seminar in the Humanities – 3 Credits

The capstone seminar for students pursuing the Bachelor of Arts in Liberal Studies. In consultation with the instructor, students will read two current books that examine significant issues in the humanities and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, Academic Advisor Approval

LIB490 Internship – 3 Credits

The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in

a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site. Prerequisites: Complete 100 credits prior to first day of class, Academic Advisor Approval.

LIB499 Independent Study in the Humanities – 3 Credits

This course is designed to provide the student with an opportunity to gain or enhance their knowledge and to explore an area of interest related to the humanities which may not be covered in the Pathways College curriculum. Prerequisites: Complete 100 credits prior to first day of class, Academic Advisor Approval.

Admissions Policy

Pathways College is founded on the belief that the opportunity to earn an affordable, high-quality college credential should be available to everyone. Our institution is open to any person within the admissions classifications listed below, provided that all established college criteria, guidelines and procedures are met.

Admissions Classifications

Regular Students (18 years of age and over)

- Graduated from a High School accredited by a regional accrediting association as defined by the United States Department of Education or approved by a State Department of Education or other appropriate state educational agency; or
- Earned a recognized high school equivalency (GED® - General Education Diploma); or
- Is at least 18 years of age and demonstrates evidence of potential postsecondary success through work or military experience (*see* Prior Learning Assessment, page 43); or
- Is a transfer student in good standing from another regionally or nationally accredited college or university.

Minor Students (under 18 Years of Age)

- Is a graduate of a private or public high school or has a recognized high school certificate of equivalency;
- Is a High School student enrolled through an official dual enrollment agreement;
- Is a Home School student 16 years of age or older and demonstrates evidence of potential postsecondary success through homeschool transcript;
- Students who enroll in vocational courses may be admitted on an individual basis

New and Returning Students

- All new or former students must complete the admissions process for the Degree Program or Certificate (non-degree program) they wish to attend.
- A new student is a person who has never attended Pathways College.
- A former student is a person who at one time attended PC but has not attended for 12 months or more and now wishes to return. Former students wishing to reenroll, please contact the Registrar at registrar@pathwayscollege.edu
- All applications must be completed through www.pathwayscollege.edu

International Students

- Students with an F1 VISA status, residing in the United States who have international high school or college transcripts. Visa services are not provided by Pathways College and the institution does not vouch for student status.
- Students residing overseas who have international high school or college transcripts.
- Students with international transcripts are required to provide an official evaluation of their credits. (See page 44 for more information about official evaluation of international transcripts).
- Pathways College does not provide English language services or ESL programs. (See page 38 for more information on ESL programs.)
- All students must demonstrate English proficiency before enrollment. English language fluency is required of all students seeking admission to Pathways College. (See page 37 for more information about international transcripts).

Admissions Requirements

Pathways College applicants may choose to pursue Degree Programs, Certificates (non-degree programs), or both through regular college or dual enrollment. The chart below provides requirements for admission.

Degree Programs	Certificates (non-degree programs)	Dual Enrollment
<ul style="list-style-type: none"> ▪ Completed digital application form at: www.pathwayscollege.edu ▪ Government-issued photo identification such as a valid state-issued driver’s license, DACA ID, CSAC ID (California), or U.S. passport. ▪ Official transcripts showing completion of high school graduation or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher* ▪ English Proficiency (This requirement may be satisfied by scoring at least 500 (paper based) or 173 (computer based) or 61 (iBT based) on the Test of English as a Foreign Language (TOEFL). ▪ Signed Enrollment Agreement and (for CA students) a signed School Performance Fact Sheet, Available at LINK <p>* Applicants with a GPA below a 2.0 may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies.</p>	<ul style="list-style-type: none"> ▪ Completed digital application form at: www.pathwayscollege.edu ▪ Government-issued photo identification such as a valid state-issued driver’s license, DACA ID, CSAC ID (California), or U.S. passport. ▪ Official transcripts showing completion of high school graduation a high school English composition course with a grade of C or better. ▪ Signed enrollment agreement for Certificate (non-degree program). ▪ Students who want to transfer credits into a Degree Program must meet that program’s requirements upon enrollment into the Degree Program. ▪ Signed Enrollment Agreement and (for CA students) a signed School Performance Fact Sheet, Available at LINK 	<ul style="list-style-type: none"> ▪ Completed digital application form at: www.pathwayscollege.edu ▪ Government-issued photo identification such as a valid state-issued driver’s license, DACA ID, CSAC ID (California), or U.S. passport. ▪ Provide a high school in-progress transcript showing the high school progress. ▪ Referral from high school administrator or teacher. ▪ Signed Enrollment Agreement and School Performance Fact Sheet, Available at LINK
<p>Title IV Financial Aid Eligibility</p> <ul style="list-style-type: none"> • Certificate (non-degree programs) are not eligible for Title IV financial aid. • Dual Enrollment courses are not eligible for Title IV financial aid. • Pathways College has applied to participate in Title IV funding for Degree Programs. At this time, Pathways College does not offer Title IV federal financial aid for any course of study. 		

Admissions Process

Degree Admissions Process

All items and documents listed in the chart are required before admission to Degree Programs. Missing or inaccurate documents may delay the enrollment process or cause denial of admission. Our knowledgeable admissions staff are available to assist applicants through the process:

1. Complete the application form available online at www.pathwayscollege.edu
2. Provide personal identification specified above.
3. Discuss individual program and career goals with an admissions representative.
4. Provide official documentation of high school completion showing the applicant is a graduate. (See Acceptable Documentation for Proof of High School Graduation).
5. Academic transcripts for transfer credit from colleges or universities recognized by an accrediting agency accepted by the United States Department of Education.

Certificate (non-degree program) Admissions Process

All items and documents listed in the chart are required prior to admission to Certificates (non-degree programs). Missing or inaccurate documents may delay the enrollment process or cause denial of admission. Our knowledgeable admissions staff are available to assist applicants through the process:

1. Complete the application form available online at www.pathwayscollege.edu
2. Provide personal identification specified above.
3. Discuss individual program and career goals with an admissions representative.
4. Provide any program specific documentation.
5. English proficiency will be determined by either providing proof of high school graduation or passing a high school composition course with a C or better.

Reenrollment

After a leave of absence, or withdrawal, if a student desires to reenroll, please contact the Registrar at registrar@pathwayscollege.edu

- A former student is a person who at one time attended Pathways College but has not attended for 12 months or more and now wishes to return. Former students wishing to reenroll, please contact the Registrar at registrar@pathwayscollege.edu
- All applications must be completed through www.pathwayscollege.edu

English Language Requirement

All admissions materials, including program disclosures and Enrollment Agreements, are presented in English since all programs are taught in English. Admissions interviews, when required for admission, are conducted in English. All students must demonstrate English proficiency before enrollment. English language fluency is required of all students seeking admission to Pathways College. This requirement may be satisfied by scoring at least 500 (paper-based) or 173 (computer-based) or 61 (iBT based) on the Test of English as a Foreign Language (TOEFL).

Acceptable Documents for Proof of High School Graduation or its Equivalent

To meet admissions requirements at Pathways College, an applicant must provide documentation supporting one of the following:

- An official high school transcript that indicates a student is a graduate with a cumulative GPA of 2.0 or higher.

- A recognized equivalent of a high school diploma such as a GED® (General Education Diploma).
- An official college transcript documenting completion of an associate degree from an accredited institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA).
- Documentation of a homeschooling program at the secondary level as allowed under the state's rules in which the homeschooling program occurred.
- An official credential evaluation with a high school transcript that certifies that the student completed the equivalent of a high school diploma from a non-U.S. educational institution.
- Applicants who are unable to provide documentation of having completed a high school diploma or high school equivalency certification due to a natural disaster destroying the records or the institution having been closed may submit the following for consideration in addition to completing an attestation of high school diploma or high school equivalency certification completion:
 - Confirmation from the state recognizing that the institution lost its records to a natural disaster. If the state cannot confirm, or confirmation can be obtained from a recognized authority as approved by the Chief Academic Officer.
 - Confirmation from the state acknowledging that the institution has closed and that the records are not attainable.
- The military document DD214 is NOT an acceptable means of proving high school or high school equivalency certification completion.
- Official Foreign/International Transcript. Transcripts received from high school equivalent programs, colleges, or universities outside the United States must be presented with official translation for degree and subject equivalency comparable to instruction in the US. A third-party evaluator company must evaluate translations:
 Global Services Associates, Inc.
 409 North Pacific Coast Highway, # 393
 Redondo Beach, CA 90277, USA
 Telephone & Fax: +1-310-828-5709
 email: info@globaleval.org

The Chief Academic Officer (CAO) must approve an alternative proof of completion of a High School graduation that cannot be obtained by any of the criteria outlined in this document.

Timeline to Provide Academic Transcripts

Students must provide one of the forms of proof of graduation listed above within their first term of courses. Under no circumstances can a student begin a subsequent term of study without the official transcripts in hand by Pathways College.

Students who have conflicting documentation in their file regarding the completion of a high school diploma must have this situation resolved before concluding the first term. The CAO is available for consultation.

Definition of an Official Transcript

Official Transcript. An official transcript is mailed directly to Pathways College from the issuing high school, certification testing center, or prior College. The transcripts must be submitted in an unopened, official school envelope with seal or stamp on the reverse, addressed to Pathways College.

Official Faxed Transcript. Transcripts that are faxed directly from the issuing school or testing center with coversheets to Pathways College are considered official. Official faxed transcripts must meet the following requirements:

Faxed transcripts must include a cover sheet with the following information:

- List Name of institution and one of the following:
 - School/Testing Center Logo
 - Address
 - Fax number or phone number

Fax header information must be on each faxed page and include one of the following:

- Fax number
- Phone number
- School name or school department name (e.g., Registrar's Office)

The faxed transcript must contain data elements generally included on an official transcript (e.g., quality points, grades, grading scales, etc.) and must meet official transcript designation as defined by the school (e.g., school official signature, stamp, seal, barcode and/or other security designation).

Official Electronic Transcript. Transcripts received electronically through a recognized vendor/third party including but not limited to: Escrip-Safe, Docufide, World Education Services, Credentials, Inc., National Student Clearinghouse, EDI Texas Server must be sent directly to the Pathways College Registrar from the third party.

Electronic transcripts received and forwarded directly by a student are considered unofficial. Send official electronic transcripts to: registrar@pathwayscollege.edu

Official Foreign/International Transcript. Transcripts received from colleges or universities in other countries will be considered official with no time of issue limitations. In rare cases where a school or country only issues one official transcript, a copy of the official transcript may be accepted at the discretion of the CAO. In such cases, the CAO from Pathways College must sign the transcript copy after verifying the transcript's authenticity. Alternatively, a letter of verification on institution letterhead from the issuing institution should be received verifying their official transcript policy and validating that the copy received is authentic.

If any transcript received states it was "Issued to the Student," the transcript will not be considered official and will not be used for evaluation.

Pathways College reserves the right to deny any applicant and change its entrance requirements at any time, with or without notice.

Student's Rights to Cancel Enrollment

A student has the right to cancel the enrollment and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

1. If the school has given a student any equipment, including books or other materials, the student shall return all items and equipment to the school within 15 days following the date of your notice of cancellation. If the student fails to return any borrowed item in good condition within the 15-day period, then the school may deduct its documented cost from any refund that may be due to the student. Once the student pays for the equipment, books or any other material, it becomes the student's property to keep without further obligation.
2. If the student cancels this agreement, then the school will refund any money that the student has paid, less the non-refundable fees and any deduction for equipment, books or other materials not returned in a timely manner and in good

condition. This must take place within 30 days after the notice of cancellation sent by the student is received by the school.

3. If the program is cancelled by the school or if the student is rejected or is a “no-show” (never attended the program or course), then the student will receive a full refund (minus the nonrefundable fees) within 30 days from the scheduled first day of class.

Tuition and Fees for Degree Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition**	STRF±	Estimated Cost per Term***	Estimated Program Total*
BA Business Administration	153 Weeks	120	\$0.00	\$196 Per Credit	\$60.00	\$2,352	\$23,580
BA Liberal Studies	153 Weeks	120	\$0.00	\$196 Per Credit	\$60.00	\$2,352	\$23,580

*For first time students entering with no transfer credits.

** Tuition will be approximately \$5,880 Per Calendar Year (if student is enrolled in 30 credit hours)

*** Semester is defined as 16 weeks while taking a maximum credit load of twelve credits (\$196 x 12 = \$2,352)

± STRF is \$2.50 per thousand dollars rounded to the nearest thousand (\$24 x \$2.50 = \$60.00). This is a non-refundable, one-time fee collected upon enrollment.

For California Students – Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Tuition and Fee for the Non-Degree Certificate Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition	STRF±	Estimated Cost per Course	Estimated Program Total
Certificate in Business Management	24 Weeks	9	\$0.00	\$196 Per Credit	\$5.00	\$588	\$1,769
Certificate in Diversity and Inclusion	24 Weeks	9	\$0.00	\$196 Per Credit	\$5.00	\$588	\$1,769

± STRF is \$2.50 per thousand dollars rounded to the nearest thousand. This is a non-refundable one-time fee collected upon enrollment.

Tuition Payments

1. A payment of \$ 0.00 is due with signing of the enrollment agreement.
2. Balance of tuition:
Pathways College will bill students for tuition (\$196 Per credit) by the end of the second week of the first term of the semester. Students are given two weeks to make their payments via PayPal on the Campus Cafe portal.
3. This option applies to all students

Pathways College understands that circumstances out of the control of the student may arise. If any such circumstance should arise, it is up to the student to reach out to the Registrar within those initial two weeks to discuss payment plan options. If a student does not make any payment, they are subject to a Financial Hold placed on their account. This Financial Hold will prevent them from enrolling in the next semester. The Financial Hold may be lifted if a student makes financial payment arrangements with the Financial Services Department and honors the payment agreement. If this payment agreement is not honored, the student will remain on a Financial Hold and will not be able to enroll in a future semester.

Incoming Transfer Credit

Pathways College accepts undergraduate credit from a variety of outside sources. Sources include

- DOE recognized accredited post-secondary institutions
- Non-U.S. institutions, based on Pathways College review of the report of an international credit evaluation agency approved by Pathways College (Global Services Associates, Inc.). See admissions information on page 38).

Pathways College may not accept transfer credits for remedial, precollege, or sectarian religious courses. If you plan to transfer credit from other institutions to Pathways College, you may request an evaluation of your previous credit and experience to determine whether Pathways College will accept transfer credit and how those credits may apply to a degree from Pathways College. Official transcripts are required for Pathways College to evaluate and award transfer credit. Transfer credit is granted only if it is applicable to your chosen program.

Transfer Credit Evaluation

An official transfer credit evaluation, summarizing prior college credit will be prepared by the Registrar for first-time Pathways College students. Generally, students will be granted credit for degree level courses successfully completed with earned grades of "C" or better or the equivalent.

Credit is reviewed by the Registrar and is granted in compliance with applicable national, state, Title IV, and Pathways College policies and procedures. Such credit may be applied toward fulfillment of major or general education requirements when applicable; other courses may count as elective credit toward the baccalaureate degree. This credit will be listed in summary form on the Pathways College transcript of academic record.

Advanced Placement Examinations and International Baccalaureate

Pathways College grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Boards and the International Baccalaureate program. Students who present scores of a three (3) or better will be granted from three to six semester college credits for each examination.

Prior Learning Assessment

Your success is our top priority at Pathways College. If you have previous corporate training, continuing education units, prior school credits, or other non-traditional sources of previous learning, they will be assessed for potential college credit. Any credits, training, prior employment, and other non-traditional learning not accepted through the official evaluation through the Registrar's Office will be reviewed through Prior Learning Assessment (PLA). Students may earn credit through the PLA program by submitting the PLA Application to the Chief Academic Officer. The college will evaluate all PLA for companies or training entities at their request.

You may be eligible to transfer up to 90 approved credits toward your bachelor's degree. These credits include a combination of prior learning assessment (PLA) credits, non-traditional learning credits, and transfer credits. You may apply up to **30 PLA** credits toward degree completion for your bachelor's degree program. The college will use standards set by CAEL and ACE to complete evaluations.

Sponsored Professional Training

Pathways College will upon request from companies or training entities will evaluate training courses and programs. Entities need to submit a course outline, clock hours and any certifications earned. Individuals may apply for prior learning can be assessed by

providing documentation of training content, hours, and a summarization of learning outcomes and application to a Pathways course. In most cases, you will need to document what you've learned. Examples include: Standardized corporate trainings, Certificate programs, and Seminars.

Credit by Examination

Pathways College grants credit based on the ACE recommended minimum score or higher for selected College-Level Examination Program (CLEP) and DAN TES Subject Standardized Tests (DSST) General Examinations and Subject Examinations.

- **CLEP Exam:** College-Level Examination Program Exams CLEP exams are credit-by-examination tests administered by College Board, available to anyone who is seeking college credit outside the traditional classroom. Only designated institution score reports are accepted. The listing of exams does not guarantee acceptance of credit. Students are subject to the Regulations Governing Credit by Examination outlined in the catalog. Credit is awarded for the ACE recommended minimum score or higher.
- **DSST Exam:** (formerly DAN TES Subject Standardized Tests) DSST exams are credit-by-examination tests available to anyone who is seeking college credit outside the traditional classroom. Only designated institution score reports are accepted. Please review the policy regarding limitations of credit prior to taking any exam. The listing of exams does not guarantee acceptance of credit. Students are subject to the regulations governing credit by examination outlined in the catalog. Credit is awarded for the ACE recommended minimum score or higher.

If you intend to transfer exam credit that was awarded at another institution, you must have a transcript of those scores sent directly to Pathways College from the examining body. When those scores have been received, an advisor or a success coach will determine whether they meet the standards established at Pathways College for granting credit and how much credit may be awarded. Credit earned through examinations may be used to fulfill major, general education, or elective requirements, as applicable.

Consult an admissions representative/advisor or a success coach for more information about credit by examination.

Credit from Military Institutions or Military Experience

Pathways College grants credit for military experience, military service occupations, and military training offered by the U.S. Armed Forces or military institutions on the basis of the recommendations by the American Council on Education (ACE) in its *Guide to the Evaluation of Educational Experiences in the Armed Services*. Pathways College generally accepts ACE recommendations for lower- and upper-level credit.

Transfer Credit from Overseas Institutions

Credit is granted from recognized overseas institutions. Awarding of advanced standing varies depending on the educational system of the country. Certified copies of transcripts and degrees must be submitted in English translation. Pathways College students planning to attend overseas institutions should check acceptance of credit prior to departure. Please contact the registrar for a list of translation services.

Limitations on the Transfer of Credit

You may be eligible to transfer up to 90 approved credits toward your bachelor's degree. These credits include a combination of prior learning assessment (PLA) credits, non-traditional learning credits, and transfer credits. You may apply up to 30 PLA credits toward degree completion for your bachelor's degree program.

Transfer Grade Policies

Pathways College utilizes the following policies in evaluating grades earned in courses accepted for transfer. The grading policies of the accredited institution where credit was earned is honored by accepting at face value all official transcript entries including those:

- reflecting academic renewal efforts,
- reflecting acceptance of grade point remediation for repeated courses, and regarding "incomplete" grades (e.g., IS, and IU).
- all transfer courses graded Pass/No Pass or Credit/No Credit are computed at neutral value, except in those cases where the specific grading symbol is identified by the source institution as equivalent to a grade less than C in which case it will be taken at face value.
- all transfer course grades, or symbols used to designate unsatisfactory, failing, or non-passing work at time of withdrawal such as UW, WU or WF are evaluated as failing grades (F) unless otherwise defined by the source institution.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Pathways College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the education program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pathways College to determine if your credits will transfer.

Academic Year

The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. However, the intention is to have students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12-month period. Most classes are offered as an 8-week module during a semester, and in some cases, classes may be offered as 4-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands.

Pathways College's fiscal year remains from July 1 through June 30 annually.

Financial Aid and Loan Repayment Responsibility

Pathways College does not receive or administer federal and state financial aid funds. If the student obtains a loan to pay for an educational course or program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Satisfactory Academic Progress

Students must complete their program of study within the below maximum time frame. Students must successfully complete at least 67% of all attempted semester hours and can appeal to be placed on Academic Probation for one additional semester if this requirement is not met (See section on Satisfactory Academic Progress). Courses dropped within the add/drop period are not counted toward attempted semester hours. The semester hours attempted for the program may not exceed 150% of the semester hours required for the degree. For example, a student in the BABA program requiring 120 semester hours may not attempt more than 180 semester hours, including transfer credits. Students must note that when a Satisfactory Academic Progress review indicates that a student cannot complete the program within the maximum allowed semester hours, or when 150% is reached, the student will be Academically Disqualified.

Academic Information, Policies and Regulations

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with all the provisions in the document and to comply accordingly. Pathways College reserves the right to modify its tuition and fees, to add or withdraw members of its faculty and staff, to revise its academic programs, and to withdraw courses and programs if registration falls below the minimum required number.

Academic Credit Hour Definition

Pathways College courses are delivered in a distance education format, in both synchronous and asynchronous modalities.* In order to follow the Carnegie unit, each 3-credit course requires between 135 and 150 hours of student effort. This effort can be divided among the following activities:

- Distance education interactions (asynchronous), including discussions, reading feedback from the instructor, and reading course related documents;
- Live sessions (synchronous), including real-time web-based interaction with the instructor and videos;
- Reading/research material include reading, finding resources, interviewing and observing; and
- Student work includes quizzes, exams, written assignments, presentations, etc.

*Synchronous learning is distance education that happens in real time, whereas asynchronous learning occurs through online channels without real-time interaction.

Academic Integrity, Cheating, and Plagiarism

Academic integrity is essential to the success of any educational endeavor. Intellectual growth and development among the educational community is stimulated when the education of that community operates upon a solid and enforceable ethical standard. Academic integrity is defined by the Center of Academic Integrity (1999) as a commitment, even in the face of adversity, to five fundamental values that together enable academic communities to translate ideals into action. These values are:

Honesty: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.

Trust: Academic communities must foster a climate of mutual trust, encourage the free exchange of ideas, and enable all to reach their highest potential.

Fairness: All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.

Respect: Learning is acknowledged as a participatory process, and a wide range of opinions and ideas are respected.

Responsibility: Academic communities uphold personal accountability and depend upon action in the face of wrongdoing.

Pathways College embraces these core values as the center of its code of academic integrity. We expect all faculty, administration, staff and students to accept the right and responsibility to abide by standards of ethics and intellectual integrity both in their conduct and in their exercise of responsibilities toward other members of the community. All academic work, included but not limited to lectures, lab experiments, quizzes, tests, exams, and papers, should adhere to the highest standards of academic integrity and ethics.

Acts of academic dishonesty compromise the adopted core values and undermine the process by which knowledge is created, shared and evaluated. It is of paramount importance that both students and teachers abide by the highest standards of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including cheating and plagiarism:

1. Cheating is the use of thoughts and words other than one's own unaided thoughts and words when taking a quiz, test, or exam. Cheating is copying information from another student or using unauthorized materials during a quiz, test, or exam, whether an in-class or take-home assignment.
2. The following is also considered cheating:
 - a. Buying, selling, or stealing quiz, test, or exam questions and answers.
 - b. Creating an environment that stimulates or facilitates students to cheat.
 - c. Doing work or taking quizzes, tests, or exams on behalf of another student.
 - d. Submitting work done by another person as his or her own.
 - e. Falsifying data or laboratory results.
 - f. Signing attendance sheets on behalf of another student.
3. Plagiarism is a form of cheating, academically defined as presenting the word of another person as one's own in any assignment or quiz/test/exam. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source without properly citing the author and source.
4. Should a cheating or plagiarism incident occur, the instructor, with the assistance of the Academic Advisor, in charge of the course has the authority to determine the penalty to be applied ranging from taking points off to failing the student (giving a "zero points" grade) for that assignment/quiz/test/exam. The instructor shall notify the Academic Advisor of the incident via email who will then document the incident in the official record keeping system.
5. Any incidents of academic dishonestly or plagiarism shall be subject to disciplinary action up to and including being withdrawn from the college.
6. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the sanction(s), the student has the right to appeal the decision to the Appeals Committee, in writing, within one week after he or she has been notified of the sanction. This appeal must include a detailed argument as well as all evidence supporting the student claim. The Appeals Committee members typically include impartial faculty, the Student Advocate, and student(s).

Student Technology Requirements for Distance Education

For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

You must have access to a computer or tablet with:

- Audio speakers
- Internet/Cable/Mobile connection
- Microphone
- Webcam

You must have access to and be competent on the following:

- Operating system Windows XP or later, Mac OS 10.4 or later
- Microsoft Office, Apple iWork Suite is recommended
- G-Suite and Google Drive acceptable (Pathways College GMail account includes these)
- Internet Browser (Chrome, Firefox, Edge, or Safari)
- Adobe Flash plug-in 10.0 or later
- Installation of browser plug-ins as required
- Current anti-virus application (updated regularly)
- Email address (provided by Pathways College)
- Internet service provider (ISP) account with broadband access

Attendance Policy and Procedures

Program Design

Pathways College offers **degree programs** in a distance education format delivered through the Canvas Learning Management System. Students are expected to be able to work independently by completing assignments, participating in discussions, and completing assessments in a timely manner.

Pathways College defines its academic year as two semesters. There is also a third Summer Session, which is considered a semester, to enable students to remain continuously enrolled throughout the year and to complete an academic program more quickly. Each semester offers 16 weeks of study organized into either two 8-week modules or four 4-week modules. Full-time students are expected to enroll in a minimum of two 3-credit courses during each 8-week module or one 3-credit course during each 4-week module for a total of four courses per semester, equaling 12 credits. The graduation requirement for a bachelor's degree is 120 semester credits. Continuing students will be enrolled in courses at the start of each semester which include courses in either the 8-week modules or the four-week modules. New students may start their program of study at any time during the semester, or at the beginning of a four-week module.

Certificate program (non-degree) courses are offered in the distance education format. Each program has a defined timeframe. See the certificate program information for length of these programs.

Add/Drop Policy

Due to the distance education modality of the education at Pathways College, students in degree programs are allowed the first week of classes in order to determine whether they will add or drop a course. The Chief Academic Officer (CAO) must give final approval of adding or dropping a course.

Procedure: The student must request to add or drop a course through the Registrar by sending an electronic request no later than the 7th day of enrollment. The request will then go to the CAO for approval. Students will be notified with a response within 48 hours of their request.

Continuous Enrollment Policy

Students must be enrolled in at least one course in each of the semesters to be considered an active student, unless on an approved leave of absence. To maintain sufficient rate of progress, students must complete eight courses per calendar year unless otherwise approved by the CAO. If a student wishes to continue their education

after an inactive status, they will need to re-enroll, including signing a new enrollment agreement.

Attendance in Degree Programs

Pathways College requires high levels of both academic and professional integrity from all students. This is expressed in part by a commitment to work independently by completing assignments, participating in discussions, and completing assessments in a timely manner.

The distance education week begins on Monday at 12:00 a.m. Pacific Standard Time (PST) to 11:59 p.m. PST the following Sunday. See the calendar on page 9 that shows the semester and course modules.

To be in attendance during a week, degree students must log into their distance education class and submit a graded assignment/discussion at least once during the week. If a student does not submit a posting to the graded assignment/discussion during the first two weeks of class, the student is administratively dropped from the course for non-participation without incurring any course charges.

- a. Absences, regardless of the reason, do not exempt students from any academic requirements. The student is responsible for all the work (including, but not limited to, quizzes, tests, reports, and exams) he or she misses due to an absence.
 - b. Absences, regardless of the reason, do not imply assisted make-ups for missed sessions. Missed reports may be turned into the instructor within seven days of the absence missed day. Missed quizzes, tests, and exams (except the final exam) may be taken within seven days from the day of absence. A missed final exam must be taken within ten (10) days from the official scheduled date. Failure to comply with the deadlines for missing reports, quizzes, tests, and exams, regardless of the reasons, will result in “zero points” for the missed assignment.
1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a discussion question, posting to a threaded discussion forum, and taking a test/quiz. The last date of attendance will be based on the last academic-related activity. For attendance purposes, simply logging into a distance education class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.
 2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
 - Student submission of an academic assignment.
 - Student submission of an exam.
 - Documented student participation in an interactive tutorial or computer assisted instruction.
 - A posting by the student showing the students participation in an online study group that is assigned by the institution.
 - Posting by the student in a discussion forum showing the students participation in a digital discussion about academic matters; and

Distance education students are required to meet the first week’s attendance in order to be confirmed as an active student (See Cancellation, Withdrawal, and Refund Policy). Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. Students who fail to meet the attendance requirements for two consecutive attendance weeks during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

It is the student's responsibility to immediately contact his or her instructor regarding absences due to prolonged serious illness or personal emergency. For absence due to technical problems, the student is expected to contact the instructor immediately, after notifying the appropriate technical support. Failure to notify the instructor will be considered a missed deadline. All assigned work must be ultimately completed regardless of the reason for absence.

Appeal Process – Attendance Withdrawal

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the CAO for reinstatement into their course(s) in the active term. Students who appeal must do so in writing within one week of notification of withdrawal and request reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student's file.

Leave of Absence (LOA) Policy

A leave of absence is a temporary interruption of a student's attendance to a degree program. Students may be granted a leave of absence of no more than one hundred eighty (180) days, consecutive or not, during any 12-month period starting from the first day of leave, as long as there are legitimate, documented extenuating circumstances that require the student to interrupt his/her education. Acceptable reasons to request a leave of absence are: extenuating family circumstances, medical conditions, death in the immediate family, military and/or jury duties, special employment requirements, or other extenuating circumstances.

In order to be granted a Leave of Absence (LOA), the student must submit a completed, signed and dated Leave of Absence Request Form at least 10 days before the requested leave date. In the event of a student not being able to request a Leave of Absence in advance, the CAO will need to approve the LOA.

When requesting a Leave of Absence, the student must be aware that:

1. The reason for the LOA should be clearly explained and all necessary supporting documents should be attached to the request. No request will be taken into consideration without proper supporting documentation.
2. Pathways College must approve and document the approval of the leave of absence request.
3. An approved LOA may be extended if the student submits proper documentation requesting such an extension and that the combined time does not exceed 180 days within a 12-month period.
4. The date the student returns to class is normally scheduled for the beginning of an upcoming module or course.
5. If a student does not return after their scheduled LOA, he/she will be withdrawn from the college. If the student wants to continue their program, he/she must apply for reentry and sign a new enrollment agreement.

There may be occasions when Pathways College allows a student to be placed on a Pathways College Leave of Absence, to maintain a relationship between the student and the institution. However, the U.S. Department of Education typically does not allow a Leave of Absence for students in a credit-hour program such as the one offered by Pathways College. Many of the benefits of a formal Leave of Absence relate to the Federal Student Loan Program, in which Pathways College does not participate. Please do not hesitate to contact an Academic Advisor if you have questions about a Leave of Absence.

Cancellation, Withdrawal, and Refund Policy

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to the commencement of classes, is entitled to a refund of all monies paid, minus the registration fee of \$ 0.00.

Official Withdrawal (after the commencement of classes): Students may withdraw from school or from one of their courses at any time during the first 60% of scheduled instructional days of a class (five weeks of an eight-week course or three weeks of a four-week course) and receive a pro-rata refund of the tuition based on the table below.

Procedure for Official Withdrawal/Withdrawal Date:

- A. A student choosing to withdraw from the school or a course after the commencement of classes is to provide written notice by completing a withdrawal form on the school's website www.pathwayscollege.edu. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
For a student who is on an authorized Leave of Absence, the withdrawal date is the last day of attendance prior to the LOA, if the student fails to return from an LOA as scheduled.
- B. A student will ordinarily be determined to be withdrawn from the institution if the student has not attended any class for 14 consecutive calendar days.
- C. All refunds will be issued within 30 days of the determination of the withdrawal date.

Tuition charges/refunds:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$ 0.00.
2. After the commencement of classes, the tuition refund, minus the registration fee of \$ 0.00 will be determined as follows:

Students will receive a pro-rata refund based on the number of days in the payment period and the number of days attended in a payment period. The amount owed to the college is calculated by taking the per day charge times the number of days attended. The refund is calculated by taking the total amount paid by the student. For distance education, students scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in the catalog.

Based on an eight-week course cycle (Add/Drop date is on 14th day of the module):

Withdrawal notice received during:	Refundable Tuition:	Tuition Owed by Student:	Notes on Transcripts
Week 1 (1-7 days)	100%	0%	None, dropped class
Week 2 (8-14 days)	100%	0%	None, dropped class
Week 3 (15-21 days)	70%	30%	W

Week 4 (22-28 days)	55%	45%	W
Week 5 (29-35 days)*	40%	60%	W
After week 5 (36 days and over)	0%	100%	F

*60% of the scheduled instructional days are completed during the fifth week of an eight-week course.

The refund will be made within 30 days of the withdrawal date.

Based on four-week course cycle (Add/Drop date is on 7th day of the module):

Withdrawal notice received during:	Refundable Tuition:	Tuition Owed by Student:	Notes on Transcripts
Week 1 (1-7 days)	100%	0%	None, dropped class
Week 2 (8-14 days)	66%	40%	W
Week 3 (15-21 days)*	33%	60%	W
After Week 3 (22 days and over)	0%	100%	F

*60% of the scheduled instructional days are completed during the third week of a four-week course.

The refund will be made within 30 days of the withdrawal date.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Unofficial Withdrawal: Students who fail to meet the attendance requirements for 14 consecutive calendar days during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution. Students who request an incomplete grade at any time during a course will not be eligible for a refund in tuition or fees. Please refer to the "Incomplete Grade Policy" in the catalog when requesting an Incomplete grade.

Academic Assessment

Definition of Student Status for degree students (Based on Credit Hours)

Academic Year: 2 Semesters each consisting of 2 eight-week academic modules or 8 four-week academic modules in length

The Summer Session counts as a Semester and has 2 eight-week modules or 4 four-week modules for the Session.

Taking 12 credits each Semester + Summer Session = 36 credits. For a bachelor's degree, which requires 120 credits, a full-time student taking 36 credits successfully each semester (plus Summer Session) would graduate in 3.3 years.

Enrollment	Hours per Semester	Credit Hours in Modules
Full-time:	12 semester hours per semester	Four-week courses: 3 credits in each 4 four-week module each semester Eight-week courses: 6 credits in each 2 eight-week module each semester
3/4-time:	9 semester hours per semester	Four-week courses: 3 credits in 3 of the four-week modules each semester Eight-week courses: 6 credits in one module and 3 credits in the second module of eight-week modules each semester
1/2-time:	6 semester hours per semester	Four-week courses: 3 credits in two of the 4 four-week modules each semester Eight-week courses: 3 credits in 2 eight-week modules each semester
Less-than-1/2-time:	Less than half of the workload of the minimum full-time requirement (1-5 credit hours in the semester)	Four-week courses: 3 credits in one of the 4 four-week modules each semester Eight-week courses: 3 credits in one of the 2 eight-week modules each semester

Requirements for Graduation

To be qualified to graduate from Pathways College, a student must:

- Receive a passing grade or credit for all required coursework.
- Earn the minimum required credits for the program (120 credits for bachelor programs).
- Achieve a minimum CGPA of 2.0 or higher.
- Satisfy all financial obligations as related to your program of study.

See additional Degree Program Requirements on page 10.

Bachelor's Degree Requirements

All baccalaureate degrees at Pathways College require completion of three categories: general education, major requirements; and other requirements. See page 10.

Upper Division Credits

A minimum of 36 upper division credits is required to graduate – See the degree program requirements on page 10. Pathways College upper division courses are numbered 300-499.

General Education/Graduation Requirements

All students under the 2022-2023 College Catalog must complete 36 credits of General Education requirements. Additional graduation requirements are noted below. General Education program requirements (page 11) and approved General Education courses may be found starting on page 19.

Residence Credits

At least 30 credits must be taken at Pathways College (in residence) including a minimum of 12 upper division credits in the major.

Grading and Progress Reports

The student's standing in each course is determined by the combined results of assignments, tests, quizzes, exams, class participation, attendance and any other criteria indicated in the grading section of the syllabus for the course. Final grades are reported at the completion of each grading term and are available to each student in the student information system. Failed courses must be reported and are calculated as an attempt in Satisfactory Academic Progress (SAP) calculations. The school adopts grades and transcript designations as shown in the table below.

When teaching a Pathways College course, a faculty member will typically return evaluation of student's work within 72 hours.

Grade Point Average

An overall grade point average of 2.0 is required in the following areas:

- Total courses attempted
- Pathways College courses attempted
- Upper division courses applied to the major
- Courses used to complete General Education requirements.

GPA and CGPA Calculations

The Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) are calculated for all students and recorded in the academic transcript.

The GPA is calculated at the end of each evaluation period by dividing the quality points earned (see table below) by the total credits attempted for the evaluation period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods. The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

Grade	Meaning	Quality Points	Percentage Scale
A	Exceeding Standard	4.0	90-100
B	Above Standard	3.0	80-89
C	Standard	2.0	70-79
D	Below Standard	1.0	60-69
F	Failure *F does compute in GPA and CGPA and does count as credit attempted.	0.0	0-59

Other Grade Codes Worth Zero Quality Points

Code	Meaning	Explanation
I	Incomplete	Affects Rate of Progress (ROP)/Maximum Time Frame (MTF)/CGPA (Computes as an F)

W	Official Withdrawal	A student receives a “W” when he/she withdraws from the total program of study by the end of the fifth week of the eight-week term or from individual classes after drop/add but before the end of the fifth week of the term. The “W” is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.
AW	Attendance Withdrawal	Students who fail to meet the attendance requirements for two consecutive attendance weeks during the first 5 weeks of the course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution. Students can appeal an attendance withdrawal.
AU	Audited	Student sits in on a course but does not take for credit.
TR	Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ROP and MTF.
P	Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ROP/MTF/CGPA.
NP	Not Passing/Fail	Does not affect ICR/CGPA. This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
PR	Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do ROP and MTF.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, any student who enrolls for and completes 12 credits or more with a GPA of 3.5 in the semester are designated as Honors. Students who achieve a CGPA of 3.5 or better at the end of the program are designated as Honor Graduates.

Maximum Credit Load

Students who wish to register for more than 6 credits per module must obtain approval from the Chief Academic Officer (CAO). Students must be in good academic standing and must have at least a 2.5 GPA for the session completed prior to the session the increased course load is being requested.

Incomplete Grade Policy

An incomplete grade (“I”) may be reported for a student who, for a good and acceptable reason, is unable to complete all coursework, according to the provisions listed below:

Any student finding him/herself in an emergency situation that prevents his/her completing all assigned work by the end of the course can request an incomplete grade from his/her instructor and the CAO. Acceptable reasons for requesting an incomplete grade:

- Medical emergency.
- Family emergency.
- Other justifiable emergency, as approved by the CAO that prevents the student from attending class and/or completing assigned coursework.

The student must present appropriate documentation supporting the emergency when requesting an incomplete grade.

1. The student is not allowed to carry more than two incomplete grades at the same time.
2. The student with an “I” is required to complete the coursework by no later than two weeks from the end of that term. Failure to comply with this requirement will result in the changing of an “I” grade to an “F” grade. Should a student receive either an “I” or “F” in a course which serves as a prerequisite for another course, they may not enroll in that course until the “I” or “F” in the prerequisite course has been retaken and brought to a passing grade. If the student emergency lasts longer than the two-week period, a petition must be submitted to the CAO to extend the timeframe to the end of the next term. This is subject to approval of the CAO and the course instructor.
3. Students who request an incomplete grade are not eligible for any refund of tuition and fees incurred.
4. In order to request an incomplete grade, the student must complete a “Request for Incomplete Form” on the website prior to the last scheduled day of class for which the incomplete was requested.

Retaking Coursework

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages (SAP). All repeated courses will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average (CGPA). Credits that are repeated from previously passed courses will count as credits attempted but not credits earned.

Students should also repeat any failed coursework. Failed courses should be repeated as quickly as possible so as not to exceed the students’ maximum time frame of completion. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages. All repeated coursework will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of their CGPA.

Satisfactory Academic Progress (SAP) Policy

All Pathways College students in degree programs must demonstrate Satisfactory Academic Progress (SAP) towards a degree. This SAP policy is consistently applied to all students (e.g., full-time, part-time). To determine if a student is meeting SAP, Pathways College will review a student’s Cumulative Grade Point Average (CGPA), Rate of Progress (ROP) and Maximum Time Frame (MTF). Receiving lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic Warning, Academic Probation, (with the opportunity to appeal for aid for one additional semester) and/or Academic Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact their Academic Advisor or Registrar’s Office.

Metrics of SAP

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA) (calculated by dividing the total cumulative points earned by the total cumulative credits

attempted for cumulative evaluation periods) of 1.5 or greater in the first academic year, and 2.0 or greater thereafter;

- Must maintain a rate of progress (ROP) of 67% or greater as defined as the credit hours successfully completed divided by the credit hours attempted; (successfully completed is defined as a grade A, B, C, D and P and unsuccessful grades are F, I, W, AW, and NP); and
- Complete the program of study within 150 percent of the program length (Maximum Time Frame – MTF).

Maximum Time Frame Example:

Program	Credit Hours Required for Program Completion	Maximum Credit Hours Attempted
B.A. in Business Administration	120	180
B.A. in Liberal Studies	120	180

For the purposes of calculating SAP:

- Incompletes will be counted as credits attempted and not earned, and count as zero points towards the CGPA
- Withdrawals are not used in the calculation of the GPA or CGPA but are considered attempted credits and not earned
- Transfer Credits will not be used to calculate CGPA but will be counted as credits attempted and earned
- Repeated classes: each attempt will count as attempted credits, but only one passing grade will count as credits earned, and the highest grade earned will be used in the calculation of CGPA

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Office or Campus Registrar within four (4) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria.

The Satisfactory Academic Progress Policy contains the following information:

- I. Milestones and Evaluation Points for Satisfactory Academic Progress
- II. Satisfactory Academic Progress Evaluation
- III. Procedure for Appealing Academic Dismissal
- IV. Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in academic dismissal. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ROP and MTF.

While the terms Academic Warning, Academic Probation, and/or Academic Dismissal are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

I. Milestones and Evaluation Points for Satisfactory Academic Progress

Degree programs are evaluated after each academic year based on the criteria below:

1. During the first academic year (6 terms or three semesters), students must achieve a minimum CGPA of 1.5 and an ROP of 67%. Anything below these

- milestones will result in administrative action and a change in status (see Administrative Actions under section *II. Satisfactory Academic Progress Evaluation* for possible changes in status).
2. During subsequent academic years (8 or more terms or four or more semesters), students must attain a minimum CGPA of 2.00 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section *II. Satisfactory Academic Progress Evaluation* for possible changes in status).
 3. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time. While unlikely, with extenuating circumstances a student might be able to appeal this dismissal.
 4. The grades, grade point average, units attempted, units completed, and cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student information system for review. There is also an indication if a student is on Academic Warning, Academic Probation, or Academic Dismissal.
 5. For Degree programs, compliance with SAP is reviewed at the end of every Academic Year (every 6 terms or three semesters).
 6. **Reentry:** An evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Evaluation Point Milestones requirements) noted in this policy. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to remain in compliance with SAP requirements at the next official evaluation point. Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

II. Satisfactory Academic Progress Evaluation

Each program is comprised of two grading periods which occur at the end of each eight-week term session. Two term sessions equal one semester. At the end of each academic year (six terms or 3 semesters), after the finals grades have been entered into the student information system for both terms in the semester, the student's CGPA, ROP and MTF will be available. Student's Satisfactory Academic Progress will be evaluated at the end of each academic year according to the table below (Evaluation Milestones for Degree Programs, Evaluated Each Term). This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, or ultimately Academic Dismissal from Pathways College.

Evaluation Milestones for Degree Programs		
Evaluation Point	Both Milestones (CGPA and ROP) Must be Met	Required Action
During the First Academic Year (2 Semesters)	< 1.50 and/or .67%	Academic Warning (1 st time)
End of every Academic Year Thereafter	< 2.00 and/or 67%	Academic Warning (1 st time) Academic Probation (if on Academic Warning)
At Any Time	Anything in excess of 150% MTF	Academic Dismissal

Administrative Actions

Academic Dismissal: A student not meeting all 3 aspects of the Satisfactory Academic Progress policy (CGPA, ROP and MTF) at the end of an academic year will have the right to appeal for one additional semester, or for a longer period of time if an Academic Plan is approved. The College will advise the student in writing of his or her status after grades are posted and within 5 days of the start of the next grading period. The student will be required to work directly with the Academic Advisor to submit an appeal or develop an Academic Plan. If a student fails to achieve the milestones for Satisfactory Academic Progress for the next evaluation period which is either a single semester or the length of an Academic Plan if an Academic Plan is developed.

Reinstatement: A student on Academic Warning or Academic Probation will be returned to good standing with the College if the minimum requirements for SAP are met at the end of the evaluation period as described above.

Academic Plan: At the end of each evaluation period in which a student does not meet Satisfactory Academic Progress standards, the college academic staff will assist the students in creating an Academic Plan. The Academic Plan will outline, in detail, minimum academic performance standards for the student for the upcoming semester and/or academic year. The student must acknowledge and meet the requirements of the Academic Plan to remain enrolled in the college.

Unless otherwise noted, Academic Dismissal may be appealed. Please see the *III. Procedure for Appealing* below.

If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next evaluation period, the student will result in Academic Dismissal from the College.

To be removed from Academic Warning or Academic Probation, a student must meet the Satisfactory Academic Progress requirements at the next evaluation period.

III. Procedure for Appealing Academic Dismissal

A student who is academically dismissed for violating Satisfactory Academic Progress may appeal one time in writing to the Academic Office to reenter their degree program or before the start of the semester in which he/she wishes to return to the College. If a student wants to continue in the next term, the appeal is timely and needs to be submitted to the Academic Office within 5 calendar days of notification. If a student wishes to return in a later term, the appeal must be received in the Academic Office 14 days prior to the start of the term.

The written appeal must state the mitigating circumstances that contributed to the change in status. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if readmitted to the program.

The Academic Office or an Appeals Committee will review the student's appeal and will determine within 5 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for readmission. The student may be asked to appear in person during the review process when deemed necessary by the Academic Office or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Academic Office both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently provided documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to continue their studies; however, the student will be placed on Academic Probation at the start of the academic term. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have had their appeal approved will work with the academic office to reenter their program/courses while on Academic Probation and re-entry paperwork will be completed. An Academic Plan will be defined with the Academic Advisor which must be followed to meet SAP requirements. Each student's individual requirements will be outlined in the Academic Plan, and mitigating circumstances, if applicable, will be addressed in the Plan.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the College.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last semester of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic Dismissal can no longer attend the College.

Note: If a student chooses not to pursue the appeal process, or if the appeal is denied, the student will be withdrawn from the College due to failure to reach Satisfactory Academic Progress.

IV. Explanations of Related Issues

Calculation of CGPA

A student's cumulative grade point average is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods. The number of quality points awarded for each course is determined by multiplying the quality points listed for each letter grade by the number of credits of the course. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Remediation of Academic Deficiencies

Withdrawal or failing a course counts negatively toward the SAP standards. Withdrawal or failing too many courses will cause SAP violation. It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent term to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the maximum allowable credits and rate of progress (ROP) requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student's CGPA.

Change of Program

Students will be allowed one change of program. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file.

Note: If a student is at the point of Academic Dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic Dismissal, appeal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a new program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Rate of Progress as credits attempted and credits earned.

Administrative Information, Policies and Regulations

Diversity Statement

Pathways College encourages diversity in background, culture, ethnicity, and thought. Students are served best when presented with a diverse set of views and perspectives and are encouraged to thoughtfully and respectfully explore their own ideas and the ideas of others.

Statement of Non-Discrimination

Pathways College is firmly committed to being an equal opportunity organization and fostering non-discriminatory practices regarding admissions, administrative policies, programs offered and employment on the basis of race, ancestry, color, religion, creed, age, disability, gender, sexual orientation, marital status, national origin, citizenship status, gender identity or status, or veteran, or any other basis protected by federal, state, or local law, ordinance or regulation. Pathways College employees and students are prohibited from engaging in discrimination and harassment, including sex discrimination and sexual harassment. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Pathways College provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Academic Freedom

Academic freedom allows faculty the rights of inquiry and expression and allows students the freedom to learn. However, with that freedom comes responsibility. Faculty members are encouraged to pursue excellence in their field while maintaining intellectual honesty. The college arena is not the place for personal agendas. As citizens, faculty are free from intellectual censorship and discipline. However, as scholars, they should remember that Pathways College may be judged by what they say and do. Faculty should act professionally, respect opinions of others, and take care when expressing privately held views.

Faculty members are to show respect to all students as individuals, making effort to evaluate students based on merit, affording students the right to diverse thought, according to the Pathways College Diversity Statement.

Freedom of Speech Policy

Because Pathways College is committed to free and open inquiry in all matters, it guarantees all members of the Pathways College community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of Pathways College, Pathways College fully respects and supports the freedom of all members of the Pathways College community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the Pathways College community will often and quite naturally conflict. But it is not the proper role of Pathways College to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Pathways College greatly values civility, and although all members of the Pathways College community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Pathways College may restrict expression that violates the law, that falsely defames a specific

individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Pathways College. In addition, Pathways College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Pathways College. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Pathways College's commitment to a completely free and open discussion of ideas.

In a word, Pathways College's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the Pathways College community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the Pathways College community, not for Pathways College as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the Pathways College community to engage in such debate and deliberation in an effective and responsible manner is an essential part of Pathways College's educational mission.

As a corollary to Pathways College's commitment to protect and promote free expression, members of the Pathways College community must also act in conformity with the principle of free expression. Although members of the Pathways College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, Pathways College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

This resolution is adapted and excerpted from the "Report of the Committee on Freedom of Expression" at the University of Chicago. The original report is available in full [here](#).

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission. Qualified individuals with a disability who need a reasonable accommodation should use the College Disability Accommodation Request Form to submit the request. The form must be submitted to the College Disability Compliance Officer. College faculty or staff who becomes aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the College Disability Compliance Officer. The College Disability Compliance Officer will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Officer is listed below with her contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

Melinda Lester, Ed.D., Chief Executive Officer 626-808-6346
mlester@pathwayscollege.edu

When a student is referred to the Disability Compliance Officer, the Officer will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability

Accommodation Request Form. Once the Disability Compliance Officer receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Officer will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If the student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision in writing to the College President.

Teach Out Policy for Discontinuing a Program

In the event that Pathways College determines that a program is no longer viable, marketing and recruiting activities will be halted and no new students will be admitted to that program. Potential students who were seeking admission into the program being discontinued may choose instead to apply for admission to another program.

Pathways College will create a teach out plan consistent with this policy, the WSCUC Teach Out Plans and Agreements Policy, and the WSCUC Teach Out Plans and Agreements Guidelines.

Pathways College will create and carry out a teach-out plan for the program including:

1. Background information: rationale for closure, enrollment (students and expected dates of completion), effected faculty (FTE, full time, part time), effected staff (FTE, full time, part time), and documentation of the decision-making process, including participation from the Board of Directors.
2. Plans for each student, including completed requirements and a description of options for each student to complete the program. These plans may include students completing the program at Pathways College, through a transfer agreement with a comparable institution, or through a combination of both.
3. Faculty members who teach in the program being discontinued may be considered for continued teaching opportunities in other programs for which they meet academic and professional requirements, if such opportunities exist.
4. Staff members who directly support the program being discontinued and whose positions are eliminated may choose to apply and be considered for other open positions within the college.
5. Communication plan including a timeline for notifying students, staff, faculty, the general public, WSCUC, BPPE, other state licensing agencies for distance education, specialized program accreditors, and the US Department of Education.
6. A timeline of teach-out events. Including when students must complete any internal coursework or graduation plans, and when students need to agree to transfer to a receiving institution.

Pathways College will notify its WSCUC Vice President Liaison as soon as a teach out plan is drafted and will communicate regularly with its WSCUC Vice President Liaison throughout the process.

Student Services

Students may reach out to our Student Services Department for more information. Our Student Support Department can be reached at: 626-808-6346. We have information available on:

- Substance Abuse and Alcohol Abuse
- Mental Health
- Helplines/Hotlines
- Health and Wellness Resources
- Child- Care Resources
- Food Bank Resources
- Domestic Abuse/Sexual Assault Resources

Student Advising

Academic Advisors serve as advisors on a continuing basis, and assist students in course selection and registration, dropping and adding courses, evaluation of satisfactory academic progress and any other matter related to the student's academic progress towards graduation.

Tutoring Services

Pathways College maintains a group and one-on-one tutoring service for selected courses. The Writing and Tutoring Center is operated by faculty members who have a deep understanding of composition and other subject matters. Students who are struggling with their assignments can contact The Writing and Tutoring Center at the following links or phone number:

- Tutoring: tutor@pathwayscollege.edu
- Writing Center: writingcenter@pathwayscollege.edu
- Phone: 562-208-5028

Student Housing Information

Pathways College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. The average rent for an apartment in East Pasadena is \$2,502, as of March 2022 according to rentcafe.com. The cost of rent varies depending on several factors, including location, size, and quality.

Placement Assistance and Career Advising

While the school cannot guarantee employment, assistance is offered to all our students and graduates in both job placement and career advising. We assist graduates in locating entry level, educationally related career opportunities, working directly with business, industry, and board members of key institutions to assist all students with access to the marketplace.

We offer group and one-on-one advising in resume writing, job interview techniques, and other career planning activities. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement and career services is available for current students and recent graduates in our Student Support Services office.

Copyright Policy

Pathways College adopts and strictly enforces a policy of zero tolerance for copyright violations, and requires all students, employees and agents to strictly abide by such a commitment.

Copyright exists in any original work that exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108, it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see www.copyright.gov and www.copyright.gov/help/faq.

Information Technology Resources Use Policy

Information technology resources include, but are not limited to: computers, portable devices such as tablets, local and wide area networks, printers, other peripherals, software systems, data, electronic mail, web-based learning software/platform, and the Internet.

Access to Pathways College's computer systems and network imposes certain responsibilities and obligations as set forth in this policy. Use of Pathways College's information technology resources shall constitute acceptance of the terms of this policy, any other applicable school policies, rules, and procedures, as well as local, state and federal laws.

IT resources may only be used for legitimate purposes and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Unacceptable uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Using these resources for any political purpose;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security;
- monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission, using another person's user id or sharing your user id with another person;

- Distributing chain letters;
- Accessing online games or gambling sites;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of Pathways College's users or students to parties outside Pathways College without expressed written permission;
- Downloading or storing school or student private information on portable computers or mobile storage devices;
- Making computer resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material, including child pornography;
- Academic dishonesty as defined in the school policy;
- Use of Pathways College logos, trademarks, or copyrights without prior approval;
- Use of the school's IT resources for private business or commercial purposes.

Policy and Program Changes

Pathways College reserves the right to make changes in organizational structure, policy and procedures when circumstances dictate. We also reserve the right to make changes in equipment and materials and modify the curriculum as it deems necessary. The school reserves the right to cancel any scheduled class and/or program in which there is an insufficient number of students.

Sexual Harassment Policy

Pathways College strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with immediately and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the CAO. The CAO will investigate all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

Student Records

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Pathways College maintains complete records for each student, including grades, attendance, prior education and training, placement, financials and awards received. Student records are maintained on a secure environment at the school's headquarters for five years after the last day of attendance, and grades and academic records are kept indefinitely. The school uses a campus management system software to manage and store all students' academic and demographic data. Such software operates under a secure and encrypted environment to protect the integrity of students' data. Students or alumni should contact the Office of Registrar to get a copy of their student records or transcript.

Voter Registration Information

Pathways College encourages students to know their rights and register to vote when they are eligible. To register to vote in your state, please visit the following websites:

Arizona – <https://azsos.gov/elections/voting-election/register-vote-or-update-current-voter-information>

California – <https://www.registertovote.ca.gov/>

Idaho – <https://voteidaho.gov/voting/>

Illinois – <https://www.elections.il.gov/>

Louisiana – <https://www.sos.la.gov/ElectionsAndVoting/Pages/default.aspx>

If you need additional assistance, contact the Student Support Department at 626-808-6346.

Transcripts and Diplomas

Transcripts and diploma requests must be made in writing to the Office of the Registrar. The school reserves the right to withhold transcripts and diplomas when students have unmet obligations to the school, including financial obligations. Official transcripts are provided for a fee. Student records, including transcripts and diploma may be released only to the student unless there is a FERPA authorization.

Access and Disposal of Student Data

Students have the right to review their educational records. Academic records and all related information are available to the student only, unless there is a FERPA release or other valid authorization, for review while enrolled or anytime thereafter.

Any document that contains non-public information about students or applicants — especially sensitive items such as admission applications, letters of recommendation, grades, social security number or private addresses — receive special handling when retention is no longer needed. They are either shredded or destroyed in some way that maintains its confidentiality; school keeps records of the dates and means student documents were disposed.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Pathways College receives a request for access. A student should submit to the Student Services Department, Program Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will arrange 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 college 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by United States University in an

- administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of the United States University who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for United States University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the United States University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions of the FERPA regulations. Except for disclosures to college officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other college officials, including teachers, within the United States University whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions.
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To organizations conducting studies for, or on behalf of, the college, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or
 - (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense: The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public: The final results of a disciplinary proceeding, if the college determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her.
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the college has designated as "directory information."

Pathways College defines Directory Information to include:

- Name
- Address
- Phone Number
- Email address
- Birthday and month
- Enrollment Status/Grade Level (e.g., First Term, Second Term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos
- Major Field of Study
- Dates of Attendance
- Participation in officially recognized activities and sports
- Most Recent School Attended

A student's social security number can never be considered Directory Information.

Note: A student may opt out of the disclosure of directory information by submitting a written request.

Student Complaint/Grievance Procedures

Pathways college students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student had a complaint or grievance regarding grades, instruction, disciplinary actions, or other topics related to his or her program of study, the student is to adhere to the following procedure:

1. Within 72 Hours: Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Within the following 72 hours: Discuss the matter with the program advisor. If not resolved,
3. Within the following 72 hours: Discuss the matter with the Chief Academic Officer.

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the grievance committee at Pathways

College. The written statement should include the details of the student's issue, a summary or the conversations the students had while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

The grievance committee will schedule a committee meeting within 3 business days from the receipt of the letter. Students are required to appear either before the committee or via telephone/skype at the time of the scheduled meeting. Prior to the meeting, the CAO will notify the student in writing the time and date of the scheduled committee meeting. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be then notified in writing within three business days of the committee's decision.

For students Outside California – If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008, Phoenix, AZ 85007. Phone: 602/542-5709. Website: <https://ppse.az.gov/resources/student-complaint>

Distance Education students, who have completed the institution's grievance process and the applicable state grievance process, may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ SARA Council. For additional information on the complaint process visit the AZ SARA Complaints page at <https://azsara.arizona.edu/complaints>.

Any questions that a California student may have that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax 916-263-1897.

A student or any member of the public may file a grievance about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Faculty Information

Degree Programs

Pathways College selects and hires faculty based on three key principles: (1) their ability to effectively teach adults and non-traditional students with passion and commitment (2) a clear demonstration of a history of appropriate experiential work and a sound professional background, and (3) academic and professional qualifications for the course/program they will serve.

The minimum academic qualification for degree programs is a master's degree in the appropriate field. Pathways College provides all faculty with a continuous faculty development program in order to instill our educational philosophy and the appropriate methodologies to teach adult and non-traditional students with a focus on student learning outcomes. The following is a list of degree faculty and their qualifications:

- Tim Short – Lead Faculty
M.A. in Life-Span Development Psychology, California State University San Bernardino; B.A. in Psychology, California State University San Bernardino; A.A. in Psychology, Crafton Hills College
- Mark Arandia, Ph.D.
Ph.D. in Political Philosophy, University of Dallas; M.A. in Political Philosophy, University of Dallas; B.A. in Political Philosophy, University of Dallas
- Mercedes Butler, Ed.D.
Ed.D. in Educational Leadership, University of Southern California; M.S. in Counseling, California State University Long Beach; B.A. in Black Studies, B.A. in Psychology, California State University Long Beach
- Robert Cascaddan
M.B.A., Portland State University; B.S. in Political Science, Portland State University
- Paul Champion
M.B.A., University of Redlands; B.S. in Business and Management, University of Redlands
- Doris Doyon
M.A. in Wind Band Conducting & Percussion Performance, Truman State University; B.M. in Education, Pacific Lutheran University
- Gary Elder
D.C. in Chiropractic, Southern California University; B.S. in Human Biology, Southern California University; B.S. in Liberal Arts, Excelsior College
- Scott Essman
M.A. in Educational Multimedia, California Polytechnic Institute, Pomona; B.A. in Psychology, University of Southern California
- Nadeem Khattak
Post Master General Education Diploma, North Central University; M.B.A., Keller Graduate School; B.S.E.E., University of the Engineering and Technology
- Rumaldo Marquez
M.A. in Communication and Leadership, Gonzaga University; M.S. in Counseling Guidance, California State University San Bernardino; B.A. in Communication, California State University San Bernardino

- Cynthia McMillan
M.S. in Accounting, University of South Alabama; B.S. in Accounting, University of South Alabama
- Sindy Park
M.A. in Mathematics Education, California State University Northridge; B.A. in Social Science, University of California Irvine
- Jason Passalacqua
M.A. in History, College of Staten Island; B.A. in Adolescent Education Grades (Social Studies), College of Staten Island; Certified Teacher for New York State in Adolescent Education Social Studies
- Patrick Roundhill
Ph.D. in Environmental Science (in progress), University of Arizona; M.S in Chemistry, University of South Africa; M.B.A., University of Phoenix; B.S. in Chemistry and Environmental and Ecological Biology, University of Arizona
- Lisa Sprenkle
M.S. in Economics, California Polytechnic State University Pomona; B.A. in Mathematics, California State University San Bernardino
- Scott Underwood
M.F.A. in Creative Writing, Chapman University; M.A. in English, Chapman University; B.A. in English Literature, California State University Long Beach
- Tom Zaragoza
M.S. in Educational Administration, Pepperdine University; M.A. in Anthropology, California State University Los Angeles; B.A. in Anthropology, University of Southern California; B.A. Social Science - History, University of Southern California

Articulation Agreements

The following Articulation Agreement has been established with Pathways College. The courses listed below apply to programs at Pathways College. Students should contact the Admissions office at the college to get further information about possible transfer credits through articulation agreements.

Pathways College policy on transfer credit is listed on page 43 of this catalog.

StraighterLine*

1201 S. Sharp Street, Suite 110, Baltimore, MD 21230, www.straighterline.com

* The American Council On Education's College Credit Recommendation Service (ACE) has evaluated and recommended college credit for StraighterLine courses.

StraighterLine Course Title	Course Code	ACE Credits	Pathways College Course Title	Course Code	Credits Transfer
Business Courses					
Accounting I	ACC101	3	Principles of Accounting I	BUS111	3
Accounting II	ACC102	3	Principles of Accounting II	BUS112	3
Introduction to Business	BUS101	3	Introduction to Business	BUS101	3
Business Ethics	BUS106	3	Business Ethics	BUS222	3
Business Law	BUS110	3	Business Law	BUS221	3
Organizational Behavior	BUS120	3	Organizational Change	BUS102	3
Economics I: Macroeconomics	ECON101	3	Principles of Macroeconomics	BUS211	3
Economics II: Microeconomics	ECON102	3	Principles of Microeconomics	BUS212	3
Personal Finance	FIN101	3	Personal Financial Management	BUS201	3
English					
English Composition I	ENG101	3	Composition	ENG101	3
Humanities and Social Science					
Cultural Anthropology	ANTH101	3	Anthropology of Change	ANT201	3
Survey of World History	CIV102	3	World History and Cultures	HIS250	3
Introduction to Communications	COM101	3	Speech Communications	COM101	3
American Government	POLS101	3	American Government: National, State, and Local	POL201	3
Introduction to Psychology	PSY101	3	Principles of Psychology	PSY101	3
United States History II	USHIST102	3	United States History	HIS201	3
Mathematics					
College Algebra	MAT101	3	College Algebra	MAT201	3
Introduction to Statistics	MAT202	3	Statistics	LIB141	3
Science					
Anatomy & Physiology I	BIO201	3	Human Genetics	BIO301	3
Intro to Environmental Science	ENV101	3	Introduction to Environmental Science	GEO101	3

Skyrocket, Inc.

320 N. Halstead St., Suite 100-A, Pasadena, CA 91107

Skyrocket (SAW)/Edmentum (EDM) Courses	Credits	Pathways College Courses		Credits
General Education Courses				
Intro to Anthropology CP (EDM) OR Introduction to Anthropology (EDM) + Intro to Anthropology CP (EDM) OR Introduction to Archaeology (EDM)	10	ANT101	Survey of Physical Anthropology	3
Art History A/B CP (SAW) (with either a Research Project or Italy PIE Trip) OR Art History & Appreciation (EDM) OR Art History & Appreciation CP (EDM) + Italy PIE Trip OR Art History & Appreciation (EDM) + Art History & Appreciation CP (EDM) + Introduction to Visual Arts (EDM)	10	ART201	Art Appreciation	3
Principles of Health Science Sem A/B (EDM)OR Principles of Health Science Sem A/B CP (EDM) OR Principles of Health Science 1 & 2	10	BIO301	Human Genetics	3
Business Communications Sem A/B CP (EDM)	10	COM 101	Speech Communication	3
AP Computer Science A (EDM) OR A P Computer Science A CP (EDM) + Professional Communications (EDM) OR Professional Communications CP (EDM)	10	COM401	Technology and Communication	3
English 12A and 12B (SAW) OR English 4 A/B CP (SAW) OR Common Core English 12A/B (SAW) OR English 12A/B CP (SAW) OR English 12 Sem A/B (EDM) OR English 12 Sem A/B CP (EDM) OR English 4 Sem A/B CP (EDM)	10	ENG101	Composition	3
Environmental Science Sem A/B (EDM) OR Environmental Science Sem A/B CP (EDM) OR Environmental Science Sem 1/2	10	GEO101	Introduction to Environmental Science	3
US History A/B CP (SAW) OR US History Sem A/B CP (EDM) OR AP US History Sem A/B (EDM) OR AP US History Sem A/B CP (EDM) OR US History Sem A/B CP (EDM) American History Sem A/B (EDM)	10	HIS201	United States History from 1877	3
World History A/B CP (SAW) OR World History Sem A/B (EDM) OR World History Sem A/B CP (EDM)	10	HIS250	World History and Cultures	3
Algebra 2 A/B (SAW) OR Algebra 2 A/B CP (SAW) OR Algebra 2 Sem A/B CP (EDM) OR Algebra 2 Sem A/B CP (EDM)	10	MAT201	College Algebra	3
US Government CP (SAW) OR American Government (EDM) OR American Government A/B CP (EDM) OR Civics Sem A/B CP (EDM) OR American Government A/B (SAW) + Economics CP (SAW) OR Economics CP (EDM) + Economics (EDM or SAW)	10	POL201	American Government: National, State and Local	3
Psychology A/B (SAW) OR Psychology A/B CP (SAW) OR Psychology Sem A/B (EDM) OR Psychology Sem A/B CP (EDM)	10	PSY101	Principles of Psychology	3

Business Administration Courses				
Principles of Business, Marketing and Finance Sem A/B (EDM)	10	BUS101	Introduction to Business	3
Accounting Sem A/B (EDM) OR Accounting Sem A/B CP (EDM)	10	BUS111	Principles of Accounting I	3
Financial Mathematics Sem A/B (EDM)	10	BUS112	Principles of Accounting II	3
Entrepreneurship Sem A/B (EDM) OR Entrepreneurship Sem A/B CP (EDM)	10	BUS131	Introduction to Entrepreneurship	3
Personal Finance (SAW) + Business Math (SAW) OR Personal Finance OR Personal Finance CP (EDM) + Introduction to Finance CP (EDM)	10	BUS201	Personal Financial Management	3
Economics CP (SAW) + Mexico Trip (OR Related Elective) OR Economics (EDM) + Mexico Trip (OR Related Elective) OR Economics CP (EDM) + Mexico Trip (OR Related Elective)	10	BUS211	Macroeconomics	3
Marketing, Advertising & Sales CP (EDM) + Intro to Social Media CP (EDM) OR Introduction to Social Media (EDM)	10	BUS241	Principles of Marketing	3
Liberal Studies Courses				
Black/African American Studies (EDM) OR Black/African American Studies CP (EDM) OR African American Studies (EDM) + Women's Studies (EDM) OR Women's Studies CP (EDM)	10	LIB112	Intro to Multicultural and Gender Studies	3
Probability and Statistics (EDM) OR Probability and Statistics CP (EDM) + Integrated Math 1 Sem B (EDM) OR Integrated Math 1 Sem B CP (EDM) OR Integrated Math 1B (EDM)	10	LIB141	Statistics	3
Physical Science Sem A/B (EDM) OR Physical Science A/B CP (SAW) OR Physical Science Sem A/B CP (EDM) OR Physics Sem A/B (EDM) OR Physics Sem A/B CP (EDM) OR Physics A/B CP (SGI)	10	LIB142	Physics: The World Around You	3
Social Issues (EDM) OR Social Issues CP (EDM) + Sociology (EDM) OR Sociology CP (EDM)	10	LIB211	Social Inequality	3
Theater, Cinema and Film Production (EDM) OR Theater, Cinema and Film Production CP (EDM) + Introduction to Visual Arts (EDM) OR Intro to Visual Arts (EDM) OR Intro to Visual Arts CP (EDM)	10	LIB213	Analysis of Contemporary Literature and Film	3
AP English Literature & Composition Sem A/B (EDM) OR AP English Literature & Composition Sem A/B CP (EDM) OR Basic Writing Skills (EDM) + Creative Writing (EDM)	10	LIB221	Reading and Writing in the Humanities	3
Principles of Education & Training Sem A CP (EDM) + Principles of Education & Training Sem B CP (EDM)	10	LIB380	Instructional Strategies	3
Marketing, Advertising & Sales CP (EDM) + Intro to Social Media (EDM) OR Introduction to Social Media CP (EDM)	10	LIB335	Social Media Networking	3

Pathways College Electives				
English 3 Sem A/B + American Literature (SAW) OR English 11 Sem A/B (EDM) OR English 11 Sem A/B CP (EDM)	10		Elective	3
Earth and Space Science Sem A/B (EDM) OR Earth and Space Science Sem A/B CP (EDM)	10		Elective	3
International Business CP (EDM) + Professional Communications (EDM) OR Professional Communications CP (EDM)	10		Elective	3
Digital and Interactive Media Sem A/B (EDM) OR Digital and Interactive Media Sem A/B CP (EDM)	10		Elective	3
Graphic Design and Illustration Sem A/B (EDM) OR Graphic Design and Illustration Sem A/B CP (EDM)	10		Elective	3
Audio Video Production 1 Sem A/B CP (EDM)	10		Elective	3
Business Information Management Sem A/B CP (EDM)	10		Elective	3
Principles of Law, Public Safety, Corrections & Security Sem A/B CP (EDM)	10		Elective	3
Computing for College and Careers Sem A/B (EDM) OR Computing for College and Careers Sem A/B CP (EDM)	10		Elective	3
Native American Studies Sem 1/2 (EDM) OR Native American Studies Sem A/B CP (EDM)	10		Elective	3
Intro to Astronomy CP (EDM) OR Introduction to Astronomy (EDM) + Intro to Marine Biology CP (EDM) OR Introduction to Marine Biology (EDM)	10		Elective	3
Courses + Trip Credits				
Art History A/B CP (SAW) (with either a Research Project or Pathways: Italy Trip) OR Art History & Appreciation (EDM) OR Art History & Appreciation CP (EDM) + Pathways: Italy Trip OR Art History & Appreciation (EDM) OR Art History & Appreciation CP (EDM) + Introduction to Visual Arts (EDM) OR Intro to Visual Arts CP (EDM)	10	ART201	Art Appreciation	3
Pathways: Washington DC Trip + US History A/B CP (SAW) OR Pathways: Washington DC Trip + AP US History Sem A/B (EDM) OR US History Sem A/B CP (EDM) OR Pathways: Washington DC Trip + US History Sem A/B (EDM) OR US History Sem A/B CP (EDM)	10	HIS201	US History	3
Pathways: Washington DC Trip + US Government CP (SAW) OR Pathways: Washington DC Trip + American Government A/B (EDM) OR American Government A/B CP (EDM) OR Pathways: Washington DC Trip + Civics Sem A/B CP (EDM)	10	POL201	American Government: National, State and Local	3

Pathways: Black History & Culture Trip + US Government CP (SAW) Or Pathways: Black History & Culture Trip + American Government A/B (EDM) OR Pathways: Black History & Culture Trip + American Government A/B CP (EDM) OR Pathways: Black History & Culture Trip + Civics Sem A/B CP (EDM)	10	POL201	American Government: National, State and Local	3
Pathways: World War II Trip + World History A/B CP (SAW) OR Pathways: World War II Trip + World History Sem A/B (EDM) OR World History Sem A/B CP (EDM)	10	HIS250	World History and Cultures	3
Pathways: Cuba Trip + World History A/B CP (SAW) OR Pathways: Cuba Trip + World History Sem A/B (EDM) OR World History Sem A/B CP (EDM)	10	HIS250	World History and Cultures	3
Pathways: China Trip + World History A/B CP (SAW) OR Pathways: China Trip + World History Sem A/B (EDM) OR World History Sem A/B CP (EDM)	10	HIS250	World History and Cultures	3
Economics CP (SAW) + Pathways: Mexico Trip (OR Related Elective) OR Economics (EDM) + Pathways: Mexico Trip (OR Related Elective) OR Economics CP (EDM) + Pathways: Mexico Trip (OR Related Elective)	10	BUS211	Macroeconomics	3
Pathways: Washington DC Trip + Pathways: Black History & Culture Trip	10	POL201	American Government: National, State and Local	3

Index

About Pathways College	5
Academic Assessment	54
Academic Credit Hour Definition	47
Academic Degree Programs	5, 10
Bachelor of Arts in Business Administration	5, 10, 13
Bachelor of Arts in Liberal Studies	5, 10, 15
Academic Freedom	63
Academic Information, Policies and Regulations	47
Academic Integrity, Cheating, and Plagiarism	47
Academic Resources	6
Academic Year	45
Acceptable Documents for Proof of High School Graduation or its Equivalent	37
Access and Disposal of Student Data	69
Accreditation	2
Add/Drop Policy	49
Administrators	8
Administrative Actions (SAP).....	60
Academic Warning	60
Academic Probation	60
Reinstatement	60
Academic Plan	60
Admissions Classifications	35
Administrative Information Policies and Regulations	63
Admissions Policy	35
Admission Process	37
Admissions Requirements	36
Advanced Placement Examinations and International Baccalaureate	43
Appeal Process – Attendance Withdrawal	51
Arizona State Board of Private Postsecondary Education (AZ PPSE)	2
Articulation Agreements	75
Attendance in Degree Programs	50
Attendance Policy and Procedures	49
AZ SARA Complaint Policy	72
Bachelor’s Degree Requirements	10, 54
Board of Directors	8
Business Administration Course Descriptions (BABA)	22
Calculation of CGPA	62
California Bureau of Private Postsecondary Education (BPPE)	2
California State Student Tuition Recovery Fund (STRF)	40
Cancellation, Withdrawal, and Refund Policy	52
Official Withdrawal	52
Unofficial Withdrawal	53

Certificate, Non-Degree Programs	5, 18, 49
Certificate in Business Management	5, 18
Certificate in Diversity & Inclusion	5, 18
Change of Program	62
College Locations	8
Complaints, Student	2, 71, 72
Continuous Enrollment Policy	49
Copyright Policy	66
Credit by Examination	44
Credit for Prior Learning (PLA).....	43
Credit from Military Institutions or Military Experience	44
Criteria for Honors Designations	56
Definition of an Official Transcript	38
Definition of Student Status for degree students (Based on Credit Hours)	54
Degree Program Expectations	10
Diversity Statement	63
English Language Requirement	37
Facilities and Equipment	7
Faculty Information	73
Family Educational Rights and Privacy Act (FERPA).....	69
Financial Aid and Loan Repayment Responsibility	45
Freedom of Speech Policy	63
General Education Course Descriptions	19
General Education/Graduation Requirements	11, 54
Governance	8
GPA and CGPA Calculations	55
Grading and Progress Reports	55
Grade Point Average	55
Graduation Requirements	54
History of Pathways College	6
Holidays and Breaks	9
Important Dates	9
Incomplete Grade Policy	56
Incoming Transfer Credit	43
Information Technology Resources Use Policy	67
Institutional Objectives.....	5
Leave of Absence (LOA) Policy	51
Library Resources	6, 7
Liberal Studies Course Descriptions (BALS)	26
Licensing and Accreditation	2
Limitations on the Transfer of Credit	44
Maximum Credit Load	56
Metrics of SAP	57
Mission Statement	5
Modules Dates	9

Non-Degree Certificate Program Requirements	18
Notice Concerning Transferability of Credits and Credentials Earned at our Institution ..	45
Other Grade Codes Worth Zero Quality Points	55
Placement Assistance and Career Advising	66
Policy and Program Changes	68
Prior Learning Assessment (PLA)	43
Program Design	49
Programs Offered	5
Re-Enrollment	37
Rehabilitation Act and Americans with Disabilities Act (ADA)	64
Remediation of Academic Deficiencies	62
Requirements for Graduation	54
Residence Credits	54
Retaking Coursework	57
Satisfactory Academic Progress (SAP) Policy	46, 57
School Performance Fact Sheet	2
Sexual Harassment Policy	68
Sponsored Professional Training	43
Standard Occupational Classification Codes by Program	12
State Authorization for Distance Education	2
Statement of Non-Discrimination	63
Student Advising	66
Student Complaint/Grievance Procedures	71
Student Housing Information	66
Student Records	68
Student Services	66
Student's Rights to Cancel Enrollment	39
Student Tuition Recovery Fund (STRF)	40
Student Technology Requirements for Distance Education	48
Teach Out Policy for Discontinuing a Programs	65
Timeline to Provide Academic Transcripts	38
Transfer Credit Evaluation	43
Transfer Credit from Overseas Institutions	44
Transfer Credits from another Postsecondary Institution	62
Transfer Grade Policies	45
Transcripts and Diplomas	38, 69
Tuition and Fee for the Non-Degree Certificate Programs	41
Tuition and Fees for Degree Programs	40
Tuition Payments	42
Tutoring Services	66
Upper Division Credits	54
Vision Statement	5
Voter Registration Information	68
WASC Senior College and University Commission (WSCUC)	2
Withdrawals (Cancellation, Withdrawal, and Refund Policy)	52

Official Withdrawals52
Unofficial Withdrawals53
Writing and Tutoring Center7