



Pathways  
College

## **CATALOG Addendum 2022-2023**

Effective February 3, 2023 – August 31, 2023

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Phoenix, AZ 85006  
480-870-8900

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Phone: (888) 532-7282

[www.pathwayscollege.edu](http://www.pathwayscollege.edu)

Published date February 3 2023

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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](mailto:admissions@pathwayscollege.edu)

You can also write the school to request a catalog sent through mail: Pathways College: 2226 N. 7<sup>th</sup> 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>. The full Student Complaint and Grievance Policy starts on page 71 of the 2023-24 Catalog.

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](http://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](http://www.bppe.ca.gov). The full Student Complaint and Grievance Policy starts on page 71 of the 2023-24 Catalog.

**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.)

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## **Programs Offered**

### **Degree Programs:**

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

### **Non-Degree Programs:**

- Certificate in Business Management
- Certificate in Diversity & Inclusion

## **College Locations**

Pathways College headquarters are located at 2226 N. 7<sup>th</sup> 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**

- Frank Covalleskie, Chairperson
- Norbert E. Kreuzer, Member
- Aaron Price, Member
- Aeriell Woodhams, Member
- Gary Wilfert, Member
- Jim Griffin, Member
- Julie Green, Member
- Karin Newlin, Member

### **Administrators**

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

**Important Dates 2022-23:**

<b>Module Dates</b>	<b>Start Date</b>	<b>End Date</b>
<b>Spring Semester</b>	<b>January 3, 2023</b>	<b>April 19, 2023</b>
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
<b>Summer Session</b>	<b>May 1, 2023</b>	<b>August 16, 2023</b>
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**

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.

## General Education Degree Requirements

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

General Education requirements for Associate Degree programs are 24 Credits; Bachelor's Degree programs are 36 Credits. The requirements are listed below by category showing the credits required for each degree level.

**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 for Associate/Bachelor’s Degrees  
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 for Associate/Bachelor’s Degrees  
Courses that will fulfill the General Education Mathematics requirement are: MAT101, MAT201 and transfer credit for mathematics courses.
- **Arts & Humanities** – 3 Credits for Associate/9 Credits Bachelor’s Degrees  
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** – 6 Credits for Associate/9 Credits Bachelor’s Degrees  
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, and sociology courses.
- **Physical & Biological Sciences** – 3 Credits for Associate/6 Credits Bachelor’s Degrees  
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 for Associate/Bachelor’s Degrees  
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.

### **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 credits)

### **General Education Requirements**

**36 Credits**

See the requirements for bachelor’s degree programs above.



**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****Associate Degree Requirements**

In addition to the general education requirements, the major and the elective requirements, the overall requirements listed below pertain to all associate 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 60 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall.
4. You must complete all general education requirements listed below and on starting on page 7.
5. You must complete all coursework required for an academic major, which requires 36 credits, including electives relevant to the major.
6. Within the 60 credits required, the following coursework must be taken in residence at Pathways College: 15 credits for associate degree (normally the final 15 credits)

**General Education Requirements** **24 Credits**

See the requirements for associate degree programs starting on page 7.

**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** **Variable by Program**

Electives may be taken in any academic discipline, but it is highly recommended the electives are focused in the program subject matter for which the student is enrolled. See program requirements for suggested electives for the specific program.

**Total General Education, Major, and Elective Requirements** **60 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.

<b>Degree Programs</b>	<b>Job Title</b>	<b>SOC Code</b>
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
Associate of Arts in Business	Bookkeeping and Accounting Clerks	43-3030
	Human Resources Generalist	11-3121
	Purchasing Agent	13-1023
	Marketing Specialist	13-1161
	Compliance Officer	13-1041
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
Associate of Arts in Liberal Studies	Social Science Research Assistant	19-4061
	Social and Human Service Assistant	21-1093
	Community Health Worker	21-1094
	Preschool Teacher	25-2011
	Teaching Assistant	25-9042
	Library Technician	25-4031
	Human Resource Assistant	43-4161
	Sales Representative	41-4102

<b>Non-Degree Certificate Programs</b>	<b>Job Title</b>	<b>SOC Code</b>
Certificate in Business Management	Project Management Specialist	13-1082
	Human Resources Manager	11-3121
	Operations Manager	11-1021
	Management Analyst	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 Specialist, All Other	21-1099

## **Associate of Arts in Business (AAB)**

<b>CIP Code:</b>	52.0201
<b>Program Length:</b>	Minimum 80 weeks
<b>Program Delivery:</b>	Distance Education
<b>Total Credits Required:</b>	60 Credits
	General Education Courses 24 Credits
	Core Courses 27 Credits + Elective Focused 9 Credits

### **General Program Description:**

A career in business is versatile. Some occupations involve working with people; others focus on products. A principle focus of the program is to prepare 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 will be able to:

1. Demonstrate entry-level expertise in the following areas and more:
  - a. Bookkeeping and Accounting
  - b. Human Resources
  - c. Marketing
  - d. Communication
2. Pursue the study of business at the bachelor level or to obtain professional placement in their chosen field.

### **Business Program Objectives:**

1. Adopt an appreciation for the social and cultural environment in which business is transacted.
2. Understand areas that include information technology, leadership dynamics, ethics, and international relationships.
3. Demonstrate awareness of organizational leadership.
  - a. Establish and execute effectiveness of organizational goals, policies, and procedures.
  - b. Participate in strategic planning.
4. Examine an organization's financial and budgetary activities.
  - a. Review financial statements, sales reports, and other key performance indicators.
  - b. Explore cost cutting possibilities.

### **Skills Associated with an Associate of Arts in Business Degree**

- Problem solving
- Critical thinking
- Communication skills
- Collecting and analyzing data and information
- Accounting and economic processes
- Planning and organizing business programs

**Associate of Arts Business Courses**

<b>Course Code</b>	<b>Course Titles</b>	<b>Classroom Hours/ Credits</b>
BUS101	Introduction to Business	3
BUS111	Principles of Accounting I	3
BUS112	Principles of Accounting II	3
BUS131	Introduction to Entrepreneurship	3
BUS210	Introduction to Economics	3
BUS221	Business Law	3
BUS222	Business Ethics	3
BUS232	Project Management	3
BUS241	Principles of Marketing	3
	Elective	3
	Elective	3
	Elective	3
	<b>Total Category Hours/ Credits</b>	<b>36</b>
<b>General Education Requirements</b>		
COL105	College Success and Critical Thinking	3
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	3
	Social & Behavioral Sciences	6
	Physical & Biological Sciences	3
	<b>Total General Education Credits</b>	<b>24</b>
	<b>Total Program Hours/Credits</b>	<b>60</b>

**Suggested Business Electives**

BUS102	Organizational Change	3
BUS201	Personal Financial Management	3
BUS212	Principles of Microeconomics	3
LIB141	Statistics	3

## Associate of Arts in Liberal Studies (AALS)

<b>CIP Code:</b>	24.0101
<b>Program Length:</b>	Minimum 80 weeks
<b>Program Delivery:</b>	Distance Education
<b>Total Credits Required:</b>	60 Credits
	General Education Courses 24 Credits
	Core Courses 24 Credits + Elective Focused 12 Credits

### General Program Description:

The Associate of Arts in Liberal Arts introduces students to 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. Preschool teachers and teaching assistants
  - b. Office and administrative support staff
  - c. Human resource assistant
  - d. Social science research assistant
  - e. Sales representative

### Liberal Studies Program Objectives:

1. Examine major national and global issues, especially those issues related to cultures, diversity, and technology.
2. Adopt an independent view of the world while developing critical, creative thinking, and communication skills.
3. Develop awareness of art, history, philosophy, and technology, and the impact these disciplines have on contemporary issues.
4. Examine a personal role within a career, local communities, and global communities.

### Skills Associated with an Associate of Arts in Business Degree

- Problem solving
- Critical thinking
- Communication, writing, and speaking skills
- Multi-perspective decision-making
- Cross-culturally competent management

**Associate of Arts Liberal Studies Courses**

<b>Course Code</b>	<b>Course Titles</b>	<b>Classroom Hours/ Credits</b>
LIB101	Introduction to Liberal Studies	3
LIB111	Introduction to Urban Studies	3
LIB112	Multicultural and Gender Studies	3
LIB131	Information Systems and Literacy	3
LIB211	Social Inequality	3
LIB213	Analysis of Contemporary Literature and Film	3
LIB221	Reading and Writing in the Humanities	3
LIB250	Evolution of Music	3
	Elective	3
	Elective	3
	Elective	3
	Elective	3
	<b>Total Category Hours/ Credits</b>	<b>36</b>
<b>General Education Requirements</b>		
COL105	College Success and Critical Thinking	3
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	3
	Social & Behavioral Sciences	6
	Physical & Biological Sciences	3
	<b>Total General Education Credits</b>	<b>24</b>
	<b>Total Program Hours/Credits</b>	<b>60</b>

**Suggested Business Electives**

LIB141	Statistics	3
LIB142	Physics: The World Around You	3
LIB231	Famous Trials in American History	3
LIB253	Introduction to Research Methods	3
LIB272	Ecology	3
LIB280	Lifespan Development	3

## General Education Course Descriptions

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

Required Course Categories	Associate Degree	Bachelor's Degree
Written & Oral Communications	6 Credits	6 Credits
Mathematics	3 Credits	3 Credits
Arts & Humanities	3 Credits	9 Credits
Social & Behavioral Sciences	6 Credits	9 Credits
Physical & Biological Sciences	3 Credits	6 Credits
Critical Thinking – COL105	<u>3 Credits</u>	<u>3 Credits</u>
<b>Total General Education Credits</b>	<b>24 Credits</b>	<b>36 Credits</b>

### Written & Oral Communication

#### 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

#### 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

#### 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**

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**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**

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**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**

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**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.

**Business Program Course Descriptions****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.

**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.

**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.

**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: MAT201 College Algebra.

**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.

**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.

**BUS221 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, BUS101 Introduction to Business.

**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.

**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.

**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.

## **Liberal Studies Program Course Descriptions**

### **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.

### **LIB111 Introduction to 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.

### **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.

### **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.

### **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.

### **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.

### **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: MAT201 College Algebra.

### **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.

### **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.

### **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.

**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.

## Updated Policies

The following pages contain updated policies that include language about the associate degree programs that were not previously contained in the Pathways College catalog.

### Tuition and Fees for Degree Programs

Degree Program Name	Minimum Length	Credits	Tuition**	STRF±	Estimated Cost per Term***	Estimated Program Total*	Estimated Program Total With STRF (CA Only)
BA Business Administration	153 Weeks	120	\$206 Per Credit	\$62.50	\$2,472	\$24,720	\$24,783
BA Liberal Studies	153 Weeks	120	\$206 Per Credit	\$62.50	\$2,472	\$24,720	\$24,783
AA Business	80 Weeks	60	\$206 Per Credit	\$30.00	\$2,472	\$12,360	\$12,390
AA Liberal Studies	80 Weeks	60	\$206 Per Credit	\$30.00	\$2,472	\$12,360	\$12,390

\*For first time students entering with no transfer credits – for California Students – other students do not pay the STRF fee.

\*\* Tuition will be approximately \$6,180 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 (\$206 x 12 = \$2,472)

± STRF is \$2.50 per thousand dollars rounded to the nearest thousand (25 x \$2.50 = \$62.50). This is a non-refundable, one-time fee collected upon enrollment for California Students.

## 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 (45 credits for associate degree programs). 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 or up to **15 PLA** credits for associate degrees. The college will use standards set by CAEL and ACE to complete evaluations.

### Sponsored Professional Training

Upon request from companies or training entities, Pathways College will evaluate training courses and programs. Entities need to submit a course outline, clock hours, and



any certifications earned. Individuals applying 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 DANTES 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 the 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 DANTES 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 or 15 PLA credits for an associate 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.

### **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.

## 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. The graduation requirement for an associate degree program is 60 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.

## 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's degree programs or 60 credits for associate degree programs).
- Achieve a minimum CGPA of 2.0 or higher.

## Bachelor's Degree Requirements

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

### Upper Division Credits

A minimum of 36 upper division credits is required to graduate. See the program descriptions for specifics to your selected program. 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. See also the General Education program requirements and approved General Education courses found within.

### 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.

## Associate Degree Requirements

All associate degrees at Pathways College require completion of three categories: general education, major requirements, and other requirements.

### General Education/Graduation Requirements

All students under the 2022-2023 College Catalog must complete 24 credits of General Education course requirements. Additional graduation requirements are noted below.

See also the General Education degree requirements and approved General Education courses found within.

Residence Credits

At least 15 credits must be taken at Pathways College (in residence).