Pathways College

Student Handbook
2025-2026

64 E. Broadway Rd. Suite 200
Tempe, AZ 85282
Phone: (480) 870-8900
(888) 404-6057

www.pathwayscollege.edu

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

You can also write the school to request a catalog sent through mail: Pathways College: 64 E. Broadway Rd. Suite 200, Tempe, Arizona 85282 or call (480) 870-8900 or (888) 404-6057. This handbook 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:
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.

California – Pathways College is approved to operate in California. See above.

Arizona – Pathways College is exempt/not subject to oversight by the Arizona State Board for Private Postsecondary Education and is able to offer distance education programs to students who reside (are located) in Arizona.

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.

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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 and online courses 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.

College Contact Information

Faculty – General Education

Name	Specialty	Email Address
Mark Arandia	Philosophy	markarandia@pathwayscollege.edu
Drey Campbell	Psychology	dcampbell@pathwayscollege.edu
Gary Elder	Biology	garyelder@pathwayscollege.edu
Scott Essman	Media Studies	scottessman@pathwayscollege.edu
Katlyn Grenier	Art	kgrenier@pathwayscollege.edu
Samuel Guerrero	Art	samguerrero@pathwayscollege.edu
Rumaldo Marquez	Communication and Counseling	rumaldomarquez@pathwayscollege.edu
Jason Passalacqua	History	jasonpassalacqua@pathwayscollege.edu
Tom Roka	History	thomasroka@pathwayscollege.edu
Julie Strom	Anthropology	jstrom@pathwayscollege.edu
Alisa Pineda	English	alisa@pathwayscollege.edu

Faculty – Business Administration

Name	Specialty	Email Address
Paul Champion	Business Administration	pchampion@pathwayscollege.edu
Robert Cascaddan	Business Administration	rcascaddan@pathwayscollege.edu
Nadeem Khatatk	Human Resources	nadeemkhattak@pathwayscollege.edu
Cindy McMillan	Accounting	cindymcmillan@pathwayscollege.edu
Lisa Sprenkle	Economics	lsprenkle@pathwayscollege.edu

Faculty – Liberal Studies

Name	Specialty	Email Address
Doris Doyon	Music	ddoyon@pathwayscollege.edu
Marcedes Butler	Psychologist, Social Sciences	mbutler@pathwayscollege.edu
Patrick Roundhill	Physical and Environmental Science	patrickroundhill@pathwayscollege.edu
Sindy Park	Mathematics	spark@pathwayscollege.edu
Tom Zaragoza	Cultural Anthropology	tzaragoza@pathwayscollege.edu

Staff

Name	Title	Email Address
Ella Baker	Chancellor	ella@pathwayscollege.edu
Randall Hoggard	Provost/Lead Faculty	rhoggard@pathwayscollege.edu
Stephanie Greenspan	Admissions Coordinator and Registrar	sgreenspan@pathwayscollege.edu
Chelsea Cunningham	Librarian	chelsea@pathwayscollege.edu
Alisa Pineda	Writing and Tutoring Center Coach	alisa@pathwayscollege.edu

Other Staff Contacts

Name	Phone Numbers	Email Address
General Information	(888) 404-6057	info@pathwayscollege.edu
Admissions	(888) 404-6057	admissions@pathwayscollege.edu
Office of the Registrar		registrar@pathwayscollege.edu
Library		library@pathwayscollege.edu

Jobs		jobs@pathwayscollege.edu
Office of Student Affairs		studentaffairs@pathwayscollege.edu
Tutoring	(562) 208-5028	tutor@pathwayscollege.edu
Writing Center	(562) 208-5028	writingcenter@pathwayscollege.edu
Health and Wellness		healthandwellness@pathwayscollege.edu

Useful Links

[Pathways College Website](#)

[Canvas](#)

[Campus Cafe](#)

[Pathways College Library](#)

[Graduation Requirements](#)

[Academic Calendar](#)s

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Introduction

The policies and information included in this Student Handbook do not constitute a contract in themselves, however, they refer to the expectations and requirements for student and student organization conduct at Pathways College. While the Student Handbook provides a review of general policies, guidelines and resources, the College reserves the right to add, change or modify its programs, regulations, fees and policies as warranted. All students are expected to be familiar with the contents of the Pathways College Student Handbook, College Catalog, official contracts, forms and notices of the College. All students must abide by the policies, rules, and regulations set forth by the College. Failure to be cognizant of policies and procedures outlined therein does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs. Maintenance of the electronic Student Handbook makes possible regular updates throughout the academic year. For the most current version of policies and information, please consult the on-line version at the www.pathwayscollege.org website.

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 pathways for students to realize their dreams of obtaining a college education and become contributing members of society by breaking the cycle of economic dependency. 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 California 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. All courses are delivered in an online format within a trimester timeframe (four 5-week modules per trimester or a combination of 5-week and 10-week modules). Students typically enroll in one course each module. Offering three trimesters per year allows full-time students the opportunity to complete their bachelor's degree program in three years and four months.

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 ownership over 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.

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 online library. Every resource provided for the classes are e-learning in format and accessible by any student with internet capabilities. Online resources are clearly labeled for student access and are consistently updated to ensure that they are current. The utilization of online 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 online 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, online 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 an online 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 to reduce course cost and increase access for students. 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 online 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 supports 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: (626)-372-7575

Facilities and Equipment

Pathways College offers a nurturing environment where students can thrive. While most learning is done online, there is a learning facility available for hybrid and on-ground courses, mostly used for non-degree certificate programs. The facility has classroom facilities and equipment. The facility (2226 N 7th St., Phoenix, AZ 85006, Phone: 480- 870-8900 or 888-404-6057) is designed with the student in mind and includes light, spacious classrooms equipped with ample workspace for individual and group work. The classrooms offer a productive working atmosphere and include equipment such as smart boards, wireless access, projectors, and access to digital textbooks.

Students are aware of the need to have access to a computer system with WIFI capacity. The online 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 online classrooms support access to the library resources, writing and tutoring center, and online textbooks.

College Locations

Pathways College headquarters are located at 64 E. Broadway Rd Suite 200, Tempe, AZ 85282. California Satellite Location: 155 N. Lake Ave Suite 800, Pasadena, CA 91107 – Phone: 888-404-6057

Governance

Members of the Board of Directors
- Norbert E. Kreuzer, Chairperson
- Aaron Price, Member
- Aeriell Woodhams, Member
- Gary Wilfert, Member
- Jim Griffin, Member
- Julie Green, Member
- Karin Newlin, Member
- Dr. Christie DiGregorio, Member
- Dr. Sartarvis Brown, Member

Administrators
- Dr. Ella Baker, EdD – Chancellor
- Cynthia Harson – Chief Financial Officer
- Dr. Randall Hoggard - Provost/Lead Faculty

Semester Start and End Dates:

Fall Semester:
August 18, 2025 - December 5, 2025 - Term 2026-10

Module Length	Module Dates
10-week course	August 18, 2025 - October 24, 2025
5-week course	August 18, 2025 - September 19, 2025
5-week course	September 22, 2025 - October 24, 2025
10-week course	September 29, 2025 - December 5, 2025
5-week course	October 22, 2025 - November 24, 2025

Spring Semester:
January 5, 2026 - April 24, 2026 - Term 2026-30

Module Length	Module Dates
10-week course	January 5, 2026 - March 13, 2026
5-week course	January 5, 2026 - February 6, 2025
5-week course	February 9, 2026 - March 13, 2026
10-week course	March 2, 2026 - April 24, 2026
5-week course	March 23, 2026 - April 24, 2026

Summer Semester:
April 27, 2026 - August 14, 2026 - Term 2026-40

Module Length	Module Dates
10-week course	April 27, 2026 - July 3, 2026
5-week course	April 27, 2026 - May 29, 2026
5-week course	June 1, 2026 - July 3, 2026
10-week course	June 8, 2026 - August 28, 2026
5-week course	July 6, 2026 - August 7, 2026

College Holidays and Breaks:

Holiday	Date(s) Observed
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Thanksgiving Break	November 27-28, 2025
Winter Break	December 6, 2025 - January 4, 2026
New Year's Day	January 1, 2026
Martin Luther King Jr. Day	January 19, 2026
President's Day	February 16, 2026
Spring Break	April 3, 2026 - April 6, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 4, 2026

College Policies

Pathways College Student Code of Conduct Policy

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 dishonesty 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 Guidelines for Artificial Intelligence (AI).
AI can significantly enhance learning and decision-making processes, promote efficiency, and cultivate a well-rounded academic experience. Maintaining academic integrity and character remains at the core of our institution's values.
Pathways College policies about AI use are designed to prevent any violation of academic integrity while also ensuring that our student's privacy is well protected. There is tremendous potential of AI to enhance the learning experience and can be used to support learning, such as by aiding in understanding complex concepts, organizing thoughts, generating ideas, and facilitating more effective study and research strategies.
Pathways College stresses the importance of students' direct involvement and commitment to their academic development. AI should be used to complement, rather than substitute the intellectual investments necessary for achieving meaningful educational outcomes and future career skills.
Pathways College's Code of Conduct policy is clear on academic integrity; students must produce original work, cite their sources, and present authentic assessments that showcase their learning outcomes. Due to FERPA regulations, no student identifying information can be used in any AI tool.
AI-generated text and images may not be used as primary content for assignments, papers, projects, quizzes, presentations, or discussion questions. AI may be used for research purposes but all work must be stated in students' own words and AI use should be cited. Citation and reference to an AI source format is below.

(APA) Format:
Author. (Year). Title (version) [Description]. URL Example: OpenAI. (2023). ChatGPT (Mar 14 version).

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 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.

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 and financial aid. 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 become aware that a student has a disability and wants reasonable accommodations 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 their contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication:

Ella Baker, Ed.D., Chief Executive Officer 626-314-4172 ella@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/she/they 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 Chancellor.

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.

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; the school keeps records of the dates and means student documents were disposed of.

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) affords 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 to 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:

o 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.
o 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.
o 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.
o In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
o 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.
o To accrediting organizations to carry out their accrediting functions.
o To parents of an eligible student if the student is a dependent for IRS tax purposes.
o To comply with a judicial order or lawfully issued subpoena.
o To appropriate officials in connection with a health or safety emergency.
o 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.
o 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.
o 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.

o   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.

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 Postsecondary 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:http://ppse.az.gov.

Infectious Disease Control Policy – COVID-19

Pathways College is committed to monitoring and coordinating events around an infectious disease outbreak, including COVID-19, and is promoting safety during such an outbreak through infection control. The College will ensure a clean workplace for employees and students (when onsite). According to the U.S. Centers for Disease Control and Prevention ("CDC"), the symptoms of COVID-19 include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Increased tiredness or fatigue
- New loss of taste or smell

*This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Being in close contact with anyone exhibiting COVID-19 symptoms within the last 14 days, or who has tested positive for the virus, a person should monitor and quarantine as well as be tested for COVID-19. Other proactive tips are:

- Properly wearing a mask over the nose and mouth, frequently and thoroughly washing your hands (scrubbing with soap and water for at least 20 seconds), use of hand sanitizer with at least 60% ethanol or 70% isopropanol can mitigate.
- The College requires all students, employees and visitors to use face coverings while in the office. See below for detailed instructions on wearing a mask per the CDC.
- Practice social distancing by maintaining at least 6 feet of space between each person while in public and avoid touching eyes, nose, and mouth with unwashed hands.
- Based on currently available information and clinical expertise, adults age 65 and over, pregnant women, and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Any employee who has traveled to another country or state could be at risk for exposure to COVID-19.

How to Put on a Mask
1. Wash your hands with soap and water for at least 20 seconds or, if that's not possible, apply hand sanitizer with at least 60% alcohol.
2. Make sure there are no holes or tears in your mask, bandana, or whatever fabric face covering you're using.
3. If you wear glasses, take them off.
4. Determine which side of the face mask is the front. You should always wear your mask in the same orientation to avoid cross-contamination.
5. If you're using a mask with ear loops, bring the mask to nose level and place the loops around your ears. If you're using a mask with ties, bring the mask to nose level and secure the top set of ties into a bow around the crown of your head. If you're using a mask with elastic bands, hold the mask in one hand at nose level. Stretch the top strap over your head so that it rests over the crown of your head. Then pull the bottom strap over your head so that it rests below the ears at the nape of your neck.

6. If your face mask has a moldable nose bridge, pinch the mask around your nose for a more secure fit.
7. If you're using a mask with ties, secure the bottom set into a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin and adjust the mask so that it's snug, but not so tight that it's painful or will move around. All straps should lay flat against your skin and not crisscross. Avoid having any large gaps between your face and the mask.
9. Put your glasses back on.
10. Avoid touching the front of the mask. If you do, wash your hands or apply hand sanitizer again.

How to Remove a Mask
1. Wash your hands with soap and water for at least 20 seconds or, if that's not possible, apply hand sanitizer with at least 60% alcohol.
2. If you're wearing glasses, take them off.
3. If you're wearing a mask with ear loops, tilt your head forward, grasp the mask by the loops, and remove them from your ears. If you're wearing a mask with ties or elastic bands, tilt your head forward and grasp the mask by the ties or bands, removing the bottom ones before the top.
4. Machine wash and dry the mask, if possible, or hand wash the mask with soap and water and leave it in the sun to dry.
5. Put your glasses back on.

Conclusion
As the COVID-19 pandemic is an ever-evolving situation, the College reserves the right to change, rescind, cancel or withdraw or add any sections to this policy at any time, with or without prior notice, but we will communicate all changes to our employees.

Intellectual Property and Technology

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.

General Network Guidelines
▪ The Pathways College network is intended to assist in the exchange of information for the purpose of academics, education, research, and communication.
▪ Computer users are responsible for adequate spyware/virus protection as well as staying current with software and operating system up-dates.
▪ Unacceptable use includes any action that constitutes malicious or unethical use of the campus network that violates College policy and/or regulations and state and federal laws.
▪ Students who misuse social networks (such as Facebook, Twitter, Instagram, etc.) by using indecent language, making threatening remarks, demeaning others, or posting pictures of activities that are not in harmony with College policies and values will be subject to discipline.

Information Rights
▪ **Intellectual Property** – All communications and information accessible via the network may be copyrighted and should be accessed and re-distributed using regular

copyright rules. When sources found on the Internet are cited, the name, date, and location of the information must be included.

- **Electronic Publications** – For the purposes of this document, an electronic publication shall be any electronic document that is made available to one or more individuals who are not personally known by the sender. List servers and web pages are electronic publications, as are documents stored in public storage areas. Personal communication between a group of known individuals will not be considered a publication and are covered under the email policy.
- **College Electronic Publications** – Any document distributed electronically by a department, office, or organization (student or otherwise) of the College shall be considered a College Electronic Publication. All College Electronic Publications should conform to the standards established by the College.
- **Student Publications** – Electronic documents published by students are not generally monitored by the College for form or content. However, each student is expected to adhere to the College's values and standards.

Security Policy
- Users shall be held responsible for anyone using their personal computer(s), as well as software, services, and accounts on said computers. Users shall also be held responsible for all activity generated from their personal computer(s) or network accounts.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users shall not misrepresent other users on the network.
- Users shall not attempt to gain unauthorized access to system programs or computer equipment.
- Users must not give a password to another user.
- Users should change passwords frequently.

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.

Email

The electronic mail policy at Pathways College governs the use of e-mail for correspondence by students, faculty, staff, and other individuals affiliated with the College. To clarify terms used, the following definitions are provided:

- Email account: The location to which correspondence is delivered. It requires a combination of login user-name, password, and disk space. A person may have several email accounts on different computers or email servers.
- Email username: The name of the account as typed in the User name prompt when logging onto email.
- Email address: The address to which electronic correspondence is sent after being received by our system. Each email account has its own unique delivery address.
- SPAM: An electronic message that meets the following descriptions: 1. The recipient's personal identity and context are irrelevant because the message is equally applicable to many other potential recipients; 2. The recipient has not verifiably granted deliberate, explicit, and still revocable permission for it to be sent; 3. The transmission and reception of the message appears to the recipient to give a disproportionate benefit to the sender. (As defined by http://www.mailabuse.org).
- Email abuse: The use of email to hound, harass, or persecute a person or group using methods such as, but not limited to, the following: "mail bombing," denial of service, forging e-mail messages, and threatening the person or persons receiving the message.

Individual Email Accounts

- It is the user's responsibility to ensure that the proper precautions are taken in order to prevent the unauthorized use or dissemination of his/her/their email password. Users should under no circumstances share their password with ANYONE.
- The individual for whom the account was created is responsible for using the account in compliance with the Pathways College email policy. Any suspected unauthorized use should be reported immediately to the CAO at mlester@pathwayscollege.org.
- Users should not rely on their assigned disk space for archiving and long-term storage of messages.

Email Username

- Email addresses are generated using the user's full legal name. For students, the user-name is their first name, dot, last name. Faculty and staff usernames are either their first name's initial followed by their last name or their first and last name with no spaces. For example, if John Doe was an eligible student at Pathways College his user-name would be john.doe.
- Email usernames may only change when a user has completed the process to legally change his/her name due to marriage, divorce, or personal preference.
- In the event of potential user-name duplication, the system administrator will make assignment of the user-name on an individual basis.

E-Mail Address

- Student e-mail addresses will consist of his or her "username" plus "@pathwayscollege.org".

- Employee e-mail addresses will consist of his or her "user-name" plus "@pathwayscollege.org"
- This email address is considered the primary email contact address and will be used by default for communication from the university to the user, such as: registrar notifications, Student Financial Services correspondence, etc. Be sure to check your student email daily for updates and communications from the college and your professors.

Academic Information

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 Expectations
At Pathways College, the Office of the Chief Academic Officer (CAO) is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, and grades are not valid unless approved by the CAO. Any actions taken by individual faculty members in regard to these matters are advisory only and are not binding by the College unless approved by the CAO. The Chief Academic Officer oversees the implementation of the College's academic mission, ensures that acceptable standards are maintained, and monitors the uniform application of the College's policies.

Responsibility of Students
It is the responsibility of the students to avoid both dishonest practices and the appearance of dishonesty. Students should make the necessary effort to ensure that their work is not used by other students. They have the responsibility to protect the integrity of their academic work by doing all they can to stop dishonest practices of others.

Responsibility of Faculty
It is the responsibility of faculty to aid students in developing honest academic habits by reporting all instances of academic dishonesty. Faculty requiring independent work (e.g., take-home tests, research papers, etc.) as part of the student's grade should take appropriate precautions (e.g., teacher student conferences, examination of research notes, etc.) to ensure that the work represents the student's own efforts. It's recommended that faculty avoid basing an excessive amount (over 20%) of the student's grade on such work where adequate supervision & controls aren't possible.

Academic Credit Hour Definition
Pathways College courses are delivered in an online 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:

- Online 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 online or distance education that happens in real time, whereas asynchronous learning occurs through online channels without real-time interaction.

Attendance Policy and Procedures

Program Design
Pathways College offers **degree programs** in an online 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 trimesters, with the expectation that full-time students enroll in four courses (each worth 3 semester credits) during each 16-week trimester for a total of four courses per trimester, equaling 12 credits. Each course is 5-weeks or 10-weeks in length, allowing for 4 courses during the 16-week trimester. The graduation requirement for a bachelor's degree is 120 semester credits and 60 semester credits for an associate's degree. New students may start their program of study at any time during the trimester, taking as many courses every 5-10 weeks as time permits. The academic year is July 1 – June 30.

Certificate program (non-degree) courses are offered in an online format. See the certificate program information for the length of these programs.

Add/Drop Policy
Due to the online modality of the education at Pathways College, students in degree programs are allowed the first two weeks 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 14th 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 two trimesters in the academic year to be considered an active student, unless on an approved leave of absence. To maintain sufficient rate of progress, students must successfully complete a minimum of eight courses per calendar year unless otherwise approved by the CAO. To graduate in 3.3 years, a student must take 12 credits each trimester or a total of 12 courses per calendar year. 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 online 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 10 that shows the trimester and course modules.

To be in attendance during a week, degree students must log into their online 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 or 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 an online 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 an online discussion about academic matters; and

Online 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 trimester 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 and students who have been awarded scholarships may lose eligibility upon taking a leave of absence.

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.

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.

Refund after the commencement of classes: Students may withdraw from school or from one or more of their courses at any time during the first 60% of scheduled instructional days of a class and receive a pro-rata refund.

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.
B. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 14 consecutive calendar days.
D. 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.

Pro-Rata Refund Practice

Scenario: The school charges the student **$5,002.50** for the program (Total Charges). This includes:

$4,500.00	Tuition (refundable)
100.00	Registration fee (non-refundable)
2.50	STRF fee (non-refundable)
+ 397.50	Books (non-refundable)
$5,000.00	**Total Charges**

The student pays **$2,000** up front (Total Student Paid). The student withdraws after completing **20** out of **100** days in the period of attendance.

1. What percentage of the period of attendance did the student attend?

20	/	100	=	20%
(Days Student Attended)		(Total # of Days)		(Percentage Attended)

2. Is the student eligible for a pro-rata refund? ☑ Yes   ☐ No

3. Divide the Total Charges by the total number of days in the period of attendance.

5000	/	100	=	50
(Total Charges)		(Total # of days)		(Charge per day)

4. Multiply the number of days the student attended by the charge per day to determine the amount the student owes to the school.

20	x	50	=	1000
(# Of Days Attended)		(Charge Per Day)		(Amount Owed to School)

5. Determine what is refundable of the amount the student paid.

$ 2000	Total Student Paid
100	Registration Fee (Non-Refundable)
2.50	STRF fee (Non-Refundable)
- 397.50	Books (Non-Refundable)
$ 1500	Refundable Amount

6. Calculate the amount refunded to the student.

$ 1500.00	Refundable Amount
- 1000.00	Amount Owed to the School
$ 500.00	Refund to the Student

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), within30 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)

Enrollment	Hours per Trimester	Hours in Modules
Academic Year	3 Trimesters – or twelve 5 or 10-week modules in 12 months	
Full-time:	12 credit hours per trimester	12 credits in a trimester
3/4-time:	9 credit hours per trimester	9 credits in a trimester
1/2-time:	6 credit hours per trimester	6 credits in a trimester
Less-than-1/2-time:	1-5 credit hours per trimester	3 credits in a trimester

Pathways College offers two bachelor's degree programs and two associate's degree programs. These programs are delivered online through our Canvas learning management system. The academic year is divided into trimesters, with students taking one course every 5-10 weeks. If a student takes 12 courses annually, completion of the program in 3.3 years is possible.

Full-time students take 4 courses (12 credits) in a trimester. Annually, full-time students would complete 10-12 courses (30-36 credits) in three trimesters. 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 by offering bachelor's degree programs as well as non-degree 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.

Class Standing
Undergraduate students in the College are accorded class standing on the basis of the amount of coursework completed as follows:
- Freshman less than 30 credits
- Sophomore 31-60 credits
- Junior 61-90 credits
- Senior 91-120 credits

<u>Criteria for Honors Designations</u>
To promote academic excellence and recognize exemplary academic achievement, Pathways College offers multiple student honors designation. Requirements for each honors designation are listed below:

SAGA: Strong Academic Growth Award
This award is granted to students who demonstrate strong academic growth as measured by raising their cumulative GPA by 1 point from the previous semester or year.

Student of the Semester
This student is nominated and voted on by semester faculty. Students in any program can be recognized for this award.

Student of the Year
This student is nominated and voted on by active faculty. Students in any program can be recognized for this award.

Semester High Achievers List
Students who have earned a cumulative GPA of 3.0 or higher in a semester will be recognized with this award.

Annual High Achievers List
Students who have earned a cumulative GPA of 3.0 or higher in an academic year will be recognized with this award.

Semester Chancellor's List
Students who have earned a cumulative GPA of 3.5 or higher in a semester will be recognized with this award.

Annual Chancellor's List
Students who have earned a cumulative GPA of 3.5 or higher in an academic year will be recognized with this award.

Cum Laude
Students graduating with at least a 3.5 cumulative GPA will be recognized at graduation with this honors designation.

Magna Cum Laude
Students graduating with at least a 3.7 cumulative GPA will be recognized at graduation with this honors designation.

Summa Cum Laude
Students graduating with at least a 3.9 cumulative GPA will be recognized at graduation with this honors designation.

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/their completing all assigned work by the end of the course can request an incomplete grade from his/her/their 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 module. 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 module. 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/Financial Warning, Financial Aid Ineligibility, Academic/Financial Aid Probation, 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
A.A. in Business	60	90
A.A. in Liberal Studies	60	90

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. If the resulting action results in Financial Aid Ineligibility,

a student may appeal the Financial Aid Ineligibility. If the appeal is denied, the student can no longer receive Title IV aid at the College.

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 Financial Aid Ineligibility or 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 the loss of financial aid and/or veterans education benefits and 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/Financial Warning, Academic/Financial Aid 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 modules or three trimesters), 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 modules or four or more trimesters), 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).

1. **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/Financial Aid Dismissal. Dismissal for violating the maximum time frame (MTF) can happen at any time.

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/Financial Aid Warning, Financial Aid Ineligibility, Academic/Financial Aid Probation, or Academic Dismissal.

5. For Degree programs, compliance with SAP is reviewed at the end of every Academic Year (every 6 modules or three trimesters).

6. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting the milestones for Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

7. **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 consists of two grading periods which occur at the end of each term. Two module sessions equal 1 trimester. At the end of each academic year (six modules or 3 trimesters), after the final grades have been entered into the student information system for both modules in the trimester, 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 Module). 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/Financial Aid Warning, Financial Aid Ineligibility, Academic/Financial Aid Probation, 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 Calendar Year (3 Trimesters)	< 1.50 and/or .67%	Academic Warning (1st time)
End of every Calendar Year Thereafter	< 2.00 and/or 67%	Academic Warning (1st time) and/or Academic Probation (if on Academic Warning) Academic Dismissal (if on Academic Probation)
At Any Time	Anything in excess of 150% MTF	Academic Dismissal

Administrative Actions

Academic/Financial Aid Warning: 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 be placed on an Academic/Financial Aid Warning status. 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 develop an Academic Success Plan. If a student fails to achieve the milestones for Satisfactory Academic Progress for the next evaluation period while they are on Academic Warning, they will be placed on Financial Aid Ineligibility and/or Academic/Financial Aid Probation.

Financial Aid Ineligibility: A student who receives Title IV funds and has failed to achieve the milestones for Satisfactory Academic Progress after an Academic/Financial Aid Warning period, and who has not successfully appealed their Financial Aid status will become Financial Aid Ineligible. This means the student is not eligible for Title IV funds. If a student successfully appeals this status, they will be placed on Academic/Financial Aid Probation.

Academic/Financial Aid Probation: A student who is not receiving Title IV funds will be placed on Academic/Financial Aid Probation once they have reached their second consecutive evaluation period not meeting all of the Satisfactory Academic Progress requirements. A student receiving Title IV funds will be placed on Academic/Financial Aid Probation only after a successful appeal of Financial Aid Ineligibility. The school 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.

A student who fails to meet the minimum requirements of Satisfactory Academic Progress, or who fail to meet the requirements of the Academic Success Plan by the end of the next evaluation period, will be withdrawn from the College with an Academic Dismissal.

Reinstatement: A student on Academic/Financial Aid Warning or Academic/Financial Aid 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.

Academic Success 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 Success Plan. The Academic Success Plan will outline, in detail, minimum academic performance standards for the student for the upcoming trimester and/or academic year. The student must acknowledge and meet the requirements of the Academic Success Plan to remain enrolled in the college.

Unless otherwise noted, Financial Aid Ineligibility and 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/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next evaluation period.

III. Procedure for Appealing Financial Aid Ineligibility or Academic Dismissal

A student who is on Financial Aid Ineligibility or who is academically dismissed for violating Satisfactory Academic Progress may appeal one time in writing to the Academic Office to re-enter their Title IV program or before the start of the trimester in which he/she wishes to return to the College. If a student wants to continue in the next module, 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 module, the appeal must be received in the Academic Office 14 days prior to the start of the module.

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 Title IV or 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 provides 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 and, if otherwise eligible, receive financial aid; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic module. 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 re-enter their program/courses while on Academic/Financial Aid Probation. Re-entry paperwork will be completed as well as review of the financial aid plan/award determination. An Academic Success 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 Success Plan, and mitigating circumstances, if applicable, will be addressed in the Plan.

Students who have an appeal denied can reapply after one year. However, the passage of time by itself does not impact the Appeal Committee's decision. Upon reentry, the student must demonstrate how the circumstances that caused them to be dismissed have been remedied and assure they are now recommitted to success in their program. The student would need to meet with the readmissions coordinator and financial aid advisor to appeal as part of the readmission process and to be able to receive Title IV funds, remain on Academic/Financial Aid Probation, and have an Academic Success Plan completed.

The Academic Office is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student's situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

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 or changed 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 trimester 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/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

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 Financial Aid Ineligibility or Academic Dismissal for Satisfactory Academic Progress in the first major, that student must be put on Financial Aid Ineligibility or 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.

Student Services and Resources

Students may reach out to our Student Affairs Department for more information. Our Student Support Department can be reached at studentaffairs@pathwayscollege.edu
We have information available on:

- ▪ Advising and Tutoring Services
- ▪ Writing Center
- ▪ Workshops and Training Resources
- ▪ Health and Wellness Resources (See page 39 for additional resources)
    - o Substance Abuse and Alcohol Abuse
    - o Mental Health
    - o Helplines/Hotlines
    - o Health and Wellness Resources
    - o Child- Care Resources
    - o Food Bank Resources
    - o 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.

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: (626) 372-7575

Learning Support Program
We welcome students with learning differences and disabilities to take part in our Learning Support Program. At Pathways College, we believe that all students can benefit from direct support, frequent guidance, and flexible scheduling. Our college is a safe and supportive environment in which to academically grow, develop confidence, and learn executive skills that lead to thriving futures.

Students in the program are equipped with strategies for self-advocacy along with recommended accommodations. Faculty provide interventions and support to help students achieve their individualized goals.

Accommodations
College program leaders meet with students at enrollment to ensure that accommodations are documented and adequate to supporting individual student success. Agreed upon accommodations will be documented in an Individualized Support Plan. Accommodations must be therapist-recommended and can include but are not limited to:
- ● Extra time for assignments, tests, and course completion
- ● Extended grading periods

- The chance to redo assignments and retake assessments
- Use of calculators, text-to-speech, and speech-to-text technologies
- Weekly support check ins

Your Story Is Our Story
Some of the school leaders at Pathways College have personal experience with managing learning differences and disabilities in their own lives. From dyslexia to ADHD, these leaders have gone on to earn graduate degrees from top research universities and have started multiple companies and nonprofits. These stories reflect research in cognitive diversity on the massive potential of each and every student regardless of ability or diagnosis.

Sign Up
To sign up for the Learning Support Program please contact Dr. Randall Hoggard at rhoggard@pathwayscollege.edu to set up an appointment. We look forward to learning how we can best meet your needs.
The Learning Support Program is not a special needs program and we are unable to offer specialists or therapists. However, if specialists and therapists would help your student succeed, we are happy to help with providing referrals to trusted professionals and service providers.

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 Phoenix is $1,477, as of October 2021 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.

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 in 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 California visit https://www.registertovote.ca.gov/
And for Arizona visit
https://azsos.gov/elections/voting-election/register-vote-or-update-current-voter-information

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

Health and Wellness Resources

The Health and Wellness Center at Pathways College provides a range of services and resources to support students' health and well-being. Below are a list of resources that can assist students in crisis or for informational purposes. Contact the Health and Wellness Center at Pathways College at healthandwellness@pathwayscollege.edu

Substance & Alcohol Abuse Information

Alcohol/Substance Use And Misuse

Pathways College cares about the well-being of students and the community. Taking alcoholic beverages or a drug or medication, whether or not prescribed by a physician, may adversely affect your ability to function in a safe or productive manner. This includes drugs that are known or advertised as possibly affecting judgment, causing drowsiness or dizziness or marked with a notice to exercise caution in the operation of moving vehicles or mechanical equipment.

The College provides high quality services which supports our Colleges mission and academic programs. The following national toll-free telephone numbers are provided to assist any member of the College community who may require assistance in dealing with a drug, alcohol problem or Mental Health crisis.

Organization	Phone Numbers	Website	Information
24 Hour National Alcohol & Substance Abuse Information Center	(800) 784-6776		
American Council on Alcoholism	(800) 527-5344	http://www.aca-usa.com	The American Council on Alcoholism is dedicated to educating the public about the effects of alcohol, alcohol misuse, and the need for prompt, effective, readily available, and affordable treatment.
Al-Anon	(888) 425-2666	https://al-anon.org/	Al-Anon is a mutual support group. Electronic meetings, like all Al-Anon meetings, agree to abide by the spirit of the Twelve Traditions. Each Al-Anon member is responsible for keeping the meeting focused on Al-Anon recovery and discussion of Al-Anon related topics. Al-Anon will always be what we—its members—make it. Confidentiality of sharing's may be more difficult to maintain for some Internet services. If you have the need for anonymity, you may want to discuss it further with your Internet service provider.
SAMHSA Treatment Referral Helpline (Substance Abuse and Mental Health Services Administration)	(800) 662-HELP (800) 662-4357 (800) 487-4889	https://www.samhsa.gov/	Provides information, support, treatment options, and referrals to local rehab centers for any drug or alcohol problem.

Smoking/Tobacco Use

Medical evidence clearly suggests that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can worsen allergic reactions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart and lung disease. New research indicates that long-term exposure to second-hand smoke may seriously threaten the health of non- smokers.

Legal Sanctions Pertaining to the Use of Alcoholic Beverages and Controlled Substances

A list of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol follows.

Federal Laws Governing Controlled Substances

The unlawful possession, manufacture, sale, or distribution of all scheduled (illicit) drugs constitutes a felony. Examples of these drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs; e.g., PCP. A first conviction for possession of a controlled substance can include up to one year imprisonment and a fine at least $1,000 but not more than $100,000, or both (21 U.S.C. 844(a)). Second and subsequent convictions can include increased imprisonment and fines.

Special sentencing provisions for possession of crack cocaine include at least five years in prison, not to exceed 20 years and fines up to $250,000, or both.

Property, including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States (21 U.S.C. 881 853 and 881). Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long-term drug treatment programs.

California State Laws Governing Alcoholic Beverages

No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code 256560).
It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (California Business and Professions Code 25662). It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business Professions Code 25602). It is unlawful for any person to drink while driving or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 % or higher, a driver is presumed under the influence of alcohol. Between .05 % and .08 % a person may be found guilty of driving under the influence. (Vehicle Code 23153). Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, or any combination of any of the above and is in such a condition that he/ she is unable to exercise care for his/her own safety or the safety of others is guilty of a misdemeanor (Penal Code 647(f)).

Information Concerning Health Risks of Alcohol and Drugs & Effects to Others

The use of illegal drugs, marijuana, tobacco and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24. The most significant health risk, beside death, is addiction. Chemical dependency is, if not treated, fatal.

Alcohol

Even low doses of alcohol significantly impair the judgment and coordination needed to drive. Small amounts also lower inhibitions. Moderate to high doses cause marked impairment in higher mental functions, memory, and ability to learn and recall information.

High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants (that affect the central nervous system) low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may cause fetal alcohol syndrome in their infants. These infants will suffer irreversible physical abnormalities and mental retardation.

Tobacco/Nicotine

Immediate effects include relaxation and increased confidence and metabolism. However, smokers are more likely to develop heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

Cannabis—Marijuana, THC, Hashish, Hashish Oil

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce tasks requiring concentration and coordination. Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana, hashish, THC, etc., may also produce paranoia and psychosis. Long-term use may result in lung damage, reduced sperm count and mobility, and disruptive ovulation cycles. Cannabis may also be psychologically addictive.

Ecstasy

The drug's makeup is similar to a combination of both amphetamines and hallucinogens. Effects of the drug include increased heart rate, body temperature, and blood pressure. It can cause side effects of teeth grinding, nausea, anxiety, loss of appetite, paranoia, sweating, trouble sleeping, and kidney failure. A brain hemorrhage can occur after a single dose of the drug.

Cocaine/Crack

Cocaine stimulates the central nervous system. Immediate effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, appetite loss, tactile hallucinations, paranoia, and seizures. The use of cocaine may cause cardiac arrest or respiratory failure and result in death.

Stimulants—Amphetamines, Crank, Ice, Methamphetamine

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses may cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, or heart failure. Additionally, users may experience restlessness, anxiety, and moodiness. Large amounts over a long period may cause amphetamine psychosis, including hallucinations, delusions, paranoia, and physical and psychological dependence.

Hallucinogens – PCP, LSD

Phencyclidine (PCP) interrupts the functions of the neocortex, which drives the individual to self-inflicted wounds. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses result in convulsions, heart and lung failure, and coma.

Lysergic acid (LSD), mescaline, and psilocybin cause hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience

panic, confusion, suspicion, anxiety, and loss of control. Flashbacks may occur even after use has ceased. Use of hallucinogens may cause psychological dependence.

Anabolic Steroids
Steroid users subject themselves to more than 70 side effects, ranging from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected. In males, use may cause withered testicles, sterility, and impotence. In females, masculine traits may develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others such as heart disease and strokes may not show up for years.

Opioids
Opioids are a class of drugs that include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine, morphine, and many others. For more information https://www.hhs.gov/opioids/prevention/index.html

Fentanyl

Fentanyl is a powerful synthetic opioid that is similar to morphine but is 50 to 100 times more potent. It is a prescription drug that is also made and used illegally. Like morphine, it is a medicine that is typically used to treat patients with severe pain, especially after surgery.[3] It is also sometimes used to treat patients with chronic pain who are physically tolerant to other opioids. Tolerance occurs when you need a higher and/or more frequent amount of a drug to get the desired effects. For more information https://www.drugabuse.gov/publications/drugfacts/fentanyl

Mental Health Resources

Mental health includes **our emotional, psychological, and social well-being**. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. These conditions are very common and can deeply impact day-to-day living and may also affect the ability to relate to others. Many people have had one or know someone who has.

If you have – or think you might have – a mental health issue, the first thing you must know is that **you are not alone**. Mental health conditions are far more common than you think, mainly because people don't like to, or are scared to, talk about them. However:

- 1 in 5 U.S. adults experience mental illness each year
- 1 in 20 U.S. adults experience serious mental illness each year
- 1 in 6 U.S. youth aged 6-17 experience a mental health disorder each year
- 50% of all lifetime mental illness begins by age 14, and 75% by age 24

A mental health condition isn't the result of one event. Research suggests multiple, linking causes. Genetics, environment and lifestyle influence whether someone develops a mental health condition. A stressful job or home life makes some people more susceptible, as do traumatic life events. Biochemical processes and circuits and basic brain structure may play a role, too.

None of this means that you're broken or that you, or your family, did something "wrong." Mental illness is no one's fault. And for many people, recovery – including meaningful roles in social life, school and work – is possible, especially when you start treatment early and play a strong role in your own recovery process.

Some of the main groups of mental disorders are:
- ▪ mood disorders (such as depression or bipolar disorder)
- ▪ anxiety disorders
- ▪ personality disorders
- ▪ psychotic disorders (such as schizophrenia)
- ▪ eating disorders
- ▪ trauma-related disorders (such as post-traumatic stress disorder)
- ▪ substance abuse disorders

Symptoms can range from mild to severe. They can also vary from person to person. In many cases, it makes daily life hard to handle. But when an expert diagnoses you and helps you get treatment, you can often get your life back on track.

Helplines and Hotlines	Contact Information
24 Hour National Suicide Prevention Lifeline/Veteran Crisis Line	(800) 273-TALK (8255) TTY Line: (800) 799-4889
24 Hour National Domestic Violence Hotline	(800) 799-SAFE (7233)/ TDD Line: (800) 787-3224
American Sexual Health Association: STI Resource Center	(800) 227-8922
CDC National AIDS Hotline/National STD Hotline	(800) CDC-INFO (232-4636)
National AIDS Hotline for the Hearing Impaired	TDD Line: (888) 232-6348
Gay and Lesbian National Hotline	(888) THE-GLNH (843-4564)
Trans LifeLine	(877) 565-8860
The Youth Law Hotline (IA)	(800) 728-1172
Poison Control Center	(800) 222-1222
National Child Abuse Hotline	(800) 4-A-CHILD (422-4453)
Low Cost Clinic Locator	http://www.needymeds.org/ freeclinics.taf
Emergency (police, fire, and rescue)	911

Additional Information on

Attention Deficit/Hyperactivity Disorder
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Feeding and Eating Disorder
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Internet Gaming Disorder
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Obsessive Compulsive and Related Disorders
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Posttraumatic Stress Disorder (PTSD)
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Diagnostic Criteria for Major Depressive Disorder and Depressive Episodes
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Generalized Anxiety Disorder
https://drive.google.com/drive/u/0/folders/1sNDNqO5v4daEuttzTDXPIywArB85g9Vn

Health & Wellness Resources

Pathways College is an online college and does not provide any healthcare benefits for students. Below you will find a list of resources available for any questions or assistance. The following website links provided to assist any member of the College community who may require assistance with health and wellness resources.

Free Clinics Locator:
https://www.freeclinics.com/

HealthCare
https://www.healthcare.gov/community-health-centers/

Free Online Health Classes
- **Food for Thought:** From EdX and McGill University, this course teaches you about the main nutritional components of a healthy diet and how to evaluate food-related claims in the media.
- **Superfoods: Myths and Truths:** EIT Food and the University of Turin developed this course for anyone curious about superfoods. Examine so-called superfoods through lenses of diet, psychology, and health.
- **Mindfulness for Wellbeing and Peak Performance:** Monash University offers this course to anyone looking to explore this popular trend. Discover the research behind mindfulness and how you can use it in your everyday life.
- **Sit Less, Get Active:** This short course, developed by the University of Edinburgh for Coursera, helps you to develop and incorporate effective, achievable physical activity goals into your daily life.

Free Online Fitness Resources
- **Tara Stiles Yoga:** Tara Stiles, American model-turned-yoga instructor, offers up hundreds of free yoga routines on YouTube, with options ideal for beginners, gurus, and everyone in between.
- **Fitness Blender:** Husband and wife duo, Daniel and Kelly, offer easy-to-follow workouts on YouTube. Their 350+ uploads vary in difficulty, fitness level, and exercise focus.

- **ExRx.Net:** ExRx stands for Exercise Prescription. This website features free resources for exercise enthusiasts and fitness professionals, including exercise libraries, fitness calculators, and a forum.
- **Couch to 5k:** This exercise program turns so-called "couch potatoes" into 5k runners in 9 weeks. Find a variety of resources on the website, or simply download the app and get moving.

Child Care Resources

Pathways College does not provide child care services. The following national toll-free telephone numbers are provided to assist any member of the College community who may require assistance with child care resources.

Organization	Phone Numbers	Website	Information
Child Care Aware of America	(800) 424-2246	https://www.childcareaware.org/about/child-care-resource-referral/	Child Care Aware is the nation's most respected hub of child care information for parents and child care providers. Our program helps families and providers locate child care resources in their communities across the United States.
Child Care Resources	(800) 728-6446	https://www.childcareresources.org/	Child Care Resources maintains a database that includes all types of legally operating

		ccr@childcareresources.org	programs, both licensed and unlicensed. We have information about ages of children that the programs serve, hours of operation, rates and programming. We update our database regularly, particularly so we know which facilities have vacancies.

Student Housing Resources

Pathways College does not provide dormitory facilities and is not responsible for assisting students in finding housing in their respective locations. For reference, the average rent for a 1-bedroom apartment in Phoenix, AZ is $1,350 per month. The median rental housing cost in California is $2,509 per month.

If you are in need of emergency shelter please contact the number below:

Arizona Homeless Services Resources

If you are experiencing a housing crisis and in need of assistance, we recommend calling *211 or visiting their website at 211arizona.org

The Homeless Coordination Office Team can also be reached at StatewideHomeless@azdes.gov

LA County Homeless Services Resources
For any questions, dial 2-1-1 (24 hours, 7 days a week)
211la.org/homeless-services

Individuals and families who are homeless, at risk of homelessness, or have other housing-related needs, or the service providers who work with them can call or contact 211 LA 24/7 for assistance finding homeless services.

Food Bank Resource

Arizona Food Bank Network

https://azfoodbanks.org/

If you or your family face difficulties putting food on the table, The Arizona Food Bank Network can be of assistance.

LA Regional Food Bank
(323)234-0943
https://www.lafoodbank.org/find-food/

If you or your family face difficulties putting food on the table, LA Regional Food Bank can be of assistance.

Domestic Abuse/Sexual Assault Resources

The College Admissions Coordinator serves as our student services liaison. Should you desire assistance from an outside agency regarding issues related to Domestic Violence, Sexual Assault or other crimes, the College Admissions coordinator can assist you with finding needed resources.

Should you wish to seek out resources yourself, the following resources are available below:

National Domestic Violence Hotline
1-800-799-7233 (open 24/7/365)
http://www.thehotline.org/

For nearly 20 years, the National Domestic Violence Hotline has been the vital link to safety for women, men, children and families affected by domestic violence. With the help of our dedicated advocates and staff, we respond to calls 24/7, 365 days a year.

We provide confidential, one-on-one support to each caller and chatter, offering crisis intervention, options for next steps and direct connection to sources for immediate safety. Our database holds over 5,000 agencies and resources in communities all across the country. Bilingual advocates are on hand to speak with callers, and our Language Line offers translations in 170+ different languages.

The Hotline is an excellent source of help for concerned friends, family, co-workers and others seeking information and guidance on how to help someone they know. We work to educate communities all over through events, campaigns, and dynamic partnerships with companies ranging from The Avon Foundation to Verizon. Today, The Hotline is continuing to grow and explore new avenues of service.

Rape, Abuse & Incest National Network (RAINN)
1-800-656-HOPE (4673)
https://rainn.org/

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization and was named one of "America's 100 Best Charities" by Worth magazine. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE and **online**) in partnership with more than 1,100 local sexual assault service providers across the country and operates the **Safe Helpline** for the Department of Defense. In 2015, the Online Hotline expanded to offer services in **Spanish**. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.

National Center for Victims of Crime
1-800-394-2255 (M-F 8:30am-8:30pmEST)
http://www.victimsofcrime.org/

The National Center for Victims of Crime is a nonprofit organization that advocates for victims' rights, trains professionals who work with victims, and serves as a trusted source of information on victims' issues. After more than 25 years, we remain the most comprehensive national resource committed to advancing victims' rights and helping victims of crime rebuild their lives.

The National Center is, at its core, an advocacy organization committed to -- and working on behalf of -- crime victims and their families. Rather than focus the entire organization's work on one type of crime or victim, the National Center addresses all types of crime.

Domestic Shelters.org
www.domesticshelters.org

One of the most commonly used features of DomesticShelters.org is our search tool that allows anyone in the U.S./Canada to find nearby domestic violence programs and shelters. People are using this tool at this moment and millions of people have used it since 2014 to find someone locally to speak with, to find shelter, and to find a more positive future. We hope it's reassuring to know that you're not alone and that we can help you find help.

Artificial Intelligence (AI) Use Policy and Guidelines for Educational Use

Purpose

The purpose of this Policy is to establish comprehensive guidelines for the ethical, secure, and appropriate use of Artificial Intelligence (AI) within the educational environment. AI technologies—including but not limited to machine learning, natural language processing, computer vision, and generative AI—have the potential to enhance teaching, learning, curriculum development, and administrative efficiency. At the same time, these technologies present risks related to data privacy, academic integrity, bias, and misuse.

This Policy is intended to promote responsible innovation while ensuring compliance with applicable laws, including the Family Educational Rights and Privacy Act (FERPA), institutional codes of conduct, non-discrimination policies, and data security requirements. As AI is an evolving field, this Policy may be updated periodically.

Scope

This Policy applies to all employees, faculty, staff, students, contractors, consultants, and other individuals performing work for or on behalf of the institution (collectively, "AI Users"). It applies to all AI tools used for educational, instructional, research, or administrative purposes, regardless of whether such tools are accessed on institutional devices, personal devices, or third-party platforms, and regardless of the user's physical location.

Definitions

Artificial Intelligence (AI): Technologies that enable machines or systems to perform tasks that typically require human intelligence, such as learning, reasoning, pattern recognition, and language understanding.

Generative AI: A subset of AI systems, including large language models (LLMs), trained on large datasets to generate new content such as text, images, summaries, or responses (e.g., ChatGPT, Gemini, Perplexity).

Guiding Principles

The institution is committed to the ethical and responsible use of AI in alignment with its educational mission and values. AI must: - Support, not replace, human judgment, intellectual effort, and professional responsibility. - Be used in ways that uphold academic integrity and original scholarship. - Protect student, employee, and institutional privacy and confidentiality. - Be evaluated critically for accuracy, bias, and appropriateness.

General AI Use Requirements

AI tools may be used only to assist with work, learning, or instruction; they may not replace required human effort, authorship, or decision-making.

· All AI-generated content must be reviewed carefully for accuracy, bias, and alignment with institutional standards before use.

·   AI Users remain fully responsible for their work products, decisions, and professional or academic outcomes.

·   Use of AI for institutional purposes must be disclosed when required by supervisors, instructors, syllabi, or institutional guidelines.

Data Privacy, Confidentiality, and Security

·   Confidential, proprietary, or non-public institutional information may not be entered into publicly available or commercial AI tools.

·   Personally identifiable information (PII) of students, employees, or other individuals—including names, contact information, academic records, and identification numbers—must never be input into AI tools.

·   All AI use must comply with FERPA and applicable data protection laws.

·   Any AI tools developed by or for vendors may be used only after formal approval by institutional leadership.

Academic Integrity and Student Use

·   Students must produce original work and remain directly engaged in their learning and academic development.

·   AI may be used as a supplemental academic resource (e.g., brainstorming, studying, summarizing, proofreading), provided that its use is disclosed and properly cited.

·   AI-generated text or images may not be used as primary content for graded assignments, papers, projects, quizzes, presentations, or discussion responses unless explicitly authorized by the instructor.

·   All AI use must be cited in accordance with institutional citation standards (e.g., APA format).

Faculty and Staff Use in Instruction and Curriculum

·   Unless explicitly approved by institutional leadership, AI-generated content may not serve as primary material in graded assessments or benchmark assignments.

·   Faculty who incorporate AI-generated content into curriculum materials must make substantive modifications to ensure originality, academic rigor, and alignment with course outcomes.

·   All AI-assisted instructional materials must be submitted for review and receive approval from appropriate academic leadership prior to implementation.

·   Faculty and staff must ensure that AI use supports learning objectives and does not undermine assessment validity or student skill development.

Monitoring, Accuracy, and Bias

· AI outputs may be inaccurate, incomplete, biased, or outdated; they must be verified using reliable sources.

· AI detection tools, if used, should be treated as advisory only and not as definitive evidence of misconduct.

· AI Users are expected to actively identify and mitigate bias in AI-generated content.

Prohibited Uses

AI tools must not be used to: - Create or distribute discriminatory, deceptive, offensive, or inappropriate content. - Record or transcribe meetings or conversations without explicit permission from all participants and institutional approval. - Circumvent academic requirements, learning objectives, or assessment integrity. - Replace professional judgment, instructional responsibility, or required human oversight.

Human Oversight and Responsibility

AI tools are decision-support mechanisms only. Final decisions, evaluations, grades, feedback, and professional judgments must be made by qualified individuals. Sole reliance on AI for completing academic, instructional, or employment responsibilities is prohibited.

Reporting and Enforcement

AI Users must promptly report any actual or suspected misuse of AI, data privacy breaches, or violations of this Policy to Human Resources or designated institutional authorities. Violations may result in disciplinary action, up to and including termination of employment, academic sanctions, or other corrective measures.

This Policy supersedes prior standalone AI guidance and serves as the unified institutional standard for Artificial Intelligence use in educational, instructional, and administrative contexts.