Pathways College

COLLEGE CATALOG

Effective July 1, 2026 - June 30, 2027

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480-870-8900

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Catalog Effective Dates: July 1, 2026 - June 30, 2027
Requests for an official school catalog can be fulfilled either by accessing the school's website http://www.pathwayscollege.edu/ 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, AZ 85282 or call (480) 870-8900. This catalog is updated at least annually.

Accreditation & Licensing

Western Association of Schools and Colleges Senior College and University Commission (WSCUC)

Accreditation Pathways College is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510-748-9001.

Pathways College is currently accredited and is under an Order to Show Cause issued by WSCUC. The College remains accredited while responding to the Commission's requirements.

Arizona State Board of Private Postsecondary Education Licensure (AZPPSE)

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

California Bureau for Private Postsecondary Education Licensure (BPPE)

Pathways College is a private, non-profit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Bureau for Private Postsecondary Education is located at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (888) 370-7589, (Fax) 916.263.1897, http://www.bppe.ca.gov

State Authorization for Distance Education

Pathways College has been approved to participate in the National Council for State Authorization
Reciprocity Agreements.
Additionally, Pathways College is currently authorized to operate, exempt, or not subject to state authorization approval in the following states for its distance education programs. Pathways College may accept enrollment applications from prospective students residing in (located in) the states on this list.

- **Arizona –** Pathways College is approved to operate in Arizona. See above.
- **California –** Pathways College is approved to operate in California. See above.
- **Idaho –** Pathways College is exempt from registration/not subject to oversight by the Idaho State Board of Education by way of attestation that Pathways College does not have a physical presence in Idaho, as defined in IDAPA 08.01.11.200.03, and is able to offer distance education programs to students who reside (are located) in Idaho.

- **Illinois –** Students residing in the State of Illinois who have a complaint regarding the institution are encouraged to first attempt to resolve the matter through Pathways College's internal complaint and grievance procedures. If the complaint is not resolved at the institutional level, the student may file a complaint with the Illinois Board of Higher Education using the following link: https://complaints.ibhe.org/
- **Louisiana –** Pathways College is exempt/not subject to oversight by the Louisiana Board of Regents and is able to offer distance education programs to students who reside (are located) in Louisiana.

Academic Year

The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. However, the intention is to have students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12-month period. Classes are offered as 10-week and 5-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands. Pathways College's fiscal year remains from July 1 through June 30 annually.

Filing a Complaint

A student or any member of the public may file a complaint about this institution with the Arizona State Board for Private Postsecondary Education (PPSE) by calling 602-542-5709 or by completing a complaint form, which can be obtained on the Bureau's internet web site, http://ppse.az.gov. For full Student Complaint and Grievance Policy starting on page 103.

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

For California Students

Review Documents Prior to Signing

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

Questions Regarding This Catalog

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

Filing a Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 (toll free) or by completing a complaint form, which can be obtained on the Bureau's internet web site, www.bppe.ca.gov. For full Student Complaint and Grievance Policy starting on page 103.

Bankruptcy Disclaimer

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

The Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 Option #5, or by visiting www.bppe.ca.gov.

About Pathways College

Mission Statement

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

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

Vision Statement

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

Institutional Objectives

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

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

Programs Offered

Degree Programs:

- Bachelor of Arts in Business Administration
- Bachelor of Arts in Liberal Studies
- Associate of Arts in Business Administration
- Associate of Arts in Liberal Studies
- Associate of Science in Computer Information Systems

Non-Degree Programs:

- Certificate in Business Management
- Certificate in Inclusive Human Resources

Institutional Learning Outcomes

Upon completion of any Pathways College degree program, graduates will be able to:

1. **Global Perspectives -** Analyze issues, events, and practices from multiple cultural and global perspectives
2. **Communication -** Communicate effectively in written and oral form, both independently and collaboratively, for academic and professional audiences.
3. **Information Literacy and Analysis -** Locate, critically analyze, and synthesize information from credible sources to support reasoned conclusions.
4. **Quantitative Reasoning -** Apply quantitative reasoning to interpret data and solve real-world problems.

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 postsecondary institution primarily due to accessibility and/or cost. The mission of Pathways College is to provide opportunities for students to realize their dreams by removing financial barriers in attaining a college education. The faculty and staff are dedicated to instilling the core themes in the students through a challenging, innovative, and rigorous curriculum. Pathways College offers an affordable and accessible program that includes a challenging, innovative, and rigorous curriculum designed to prepare students to compete in a global market. “Affordable and Accessible” is Pathways College’s motto.

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

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

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

Academic Resources

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

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

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

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

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

Writing and Tutoring Center

Every student can succeed if given the right teachers and tools to move towards that success. Pathways College Writing and Tutoring Center is available to all faculty and students enrolled in courses at the college. The Writing and Tutoring Center is operated by faculty members who have a deep understanding of composition and other subject matters. Students who are struggling with their assignments can contact The Writing and Tutoring Center at the following links or phone number:

- Tutoring: tutor@pathwayscollege.edu
- Writing Center: writingcenter@pathwayscollege.edu
- Phone: (626) 372-7575

Facilities and Equipment

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

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

Faculty and Qualifications

Pathways College is committed to delivering a high-quality education through experienced and qualified faculty. All instructors meet or exceed the minimum qualifications established by the Bureau for Private Postsecondary Education (BPPE).

The majority of our faculty hold graduate degrees in disciplines directly related to the subjects they teach. At a minimum, each faculty member possesses an academic degree at least one level higher than the program in which they instruct. Instructors teaching in bachelor's degree programs typically hold a master's degree or higher in the subject area or a closely related field.

In addition to academic credentials, all faculty bring relevant and current professional experience to the classroom, ensuring that instruction is both academically rigorous and aligned with real-world applications. This combination of advanced education and industry experience supports student learning and career readiness.

Faculty members are regularly evaluated and supported through professional development opportunities to maintain the high instructional standards of the institution.

College Locations

California Headquarters

Pathways College
155 N. Lake Ave, Suite 800
Pasadena, CA 91107
(888) 404-6057
Website: www.pathwayscollege.edu

Standing office hours are Wednesdays from 9am PST - 12pm PST. All other in person office hours are by appointment and can be accommodated with at least a week's notice.

Arizona Headquarters

Pathways College
64 E Broadway Rd, Suite 200
Tempe, AZ 85282.
(480) 870-8900
Website: www.pathwayscollege.edu

In person office hours are by appointment and can be accommodated with at least a week's notice.

Board of Directors of Pathways College, Inc.

- Dr. Christie DiGregorio, Chairperson
- Norbert E. Kreuzer, Member
- Aaron Price, Member
- Aeriell Lopez, Member
- Jim Griffin, Member
- Julie Green, Member
- Karin Newlin, Member
- Angelique Singh, Member
- Dr. Sartarvis Brown, Member

Administrators

- Dr. Ella Baker - Chancellor
- Cynthia Harsen - Chief Financial Officer
- Dr. Randall Hoggard - Provost / Chief Academic Officer

Semester Start and End Dates

Fall Semester:

August 17, 2026 - December 4, 2026 - Term 2027-10

Module Length	Module Dates
10-week course	August 17, 2026 - October 23, 2026
5-week course	August 17, 2026 - September 18, 2026
5-week course	September 21, 2026 - October 23, 2026
10-week course	September 28, 2026 - December 4, 2026
5-week course	October 26, 2026 - November 27, 2026

Spring Semester:

January 4, 2027 - May 21, 2027 - Term 2027-30

Module Length	Module Dates
10-week course	January 4, 2027 - March 12, 2027
5-week course	January 4, 2027 - February 5, 2027
5-week course	February 8, 2027 - March 12, 2027
10-week course	March 15, 2027 - May 21, 2027
5-week course	March 15, 2027 - April 16, 2027
5-week course	April 19, 2027 - May 21, 2027

Semester Start and End Dates

Summer Semester:

May 24, 2027 - July 30, 2027 - Term 2027-40

Module Length	Module Dates
10-week course	May 24, 2027 - July 30, 2027
5-week course	May 24, 2027 - June 25, 2027
5-week course	June 28, 2027 - July 30, 2027

College Holidays and Breaks

Holiday	Date(s) Observed
Labor Day	September 7, 2026
Veterans Day	November 11, 2026
Thanksgiving Break	November 26-27, 2026
Winter Break	December 4, 2026 - January 3, 2027
New Year's Day	January 1, 2027
Martin Luther King Jr. Day	January 18, 2027
President's Day	February 15, 2027
Spring Break	March 26, 2027 - March 29, 2027
Memorial Day	May 31, 2027
Juneteenth	June 18, 2027
Independence Day	July 5, 2027

Academic Degree Programs

Pathways College offers two bachelor's degree programs and three associate's degree programs. These programs are delivered via distance education through our Canvas learning management system. The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. Students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12month period. Classes are offered in 10-week and 5-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands.

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

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

Overall Degree Program Expectations

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

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

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

Learning Outcomes and Assessment

Pathways College defines the knowledge, skills, and abilities its graduates are expected to attain and assesses student achievement of those outcomes at the course, program, and institutional levels. Learning outcomes are organized as institutional learning outcomes (achieved by every graduate), the College's core competencies, general-education outcomes, and program learning outcomes specific to each degree and certificate. Together they express what a Pathways College credential means and provide the evidence the College uses to sustain and improve educational quality.

Institutional Learning Outcomes (ILOs)

Institutional Learning Outcomes describe the abilities every Pathways College graduate is expected to demonstrate, regardless of program. They are derived from the College's mission and institutional objectives and reflect the core themes of liberty, personal responsibility, and service. Upon completion of a Pathways College credential, graduates will be able to:

1. Communicate effectively in written and oral forms for a range of audiences and purposes.
2. Find, critically analyze, and synthesize information to reason through problems and reach evidence-based conclusions.
3. Apply quantitative reasoning to interpret data and solve real-world problems.
4. Locate, evaluate, and use information ethically, and apply information technology appropriately to academic and professional tasks.
5. Demonstrate awareness of global, cultural, and social perspectives relevant to their field and communities.
6. Demonstrate personal responsibility, ethical reasoning, and a commitment to service consistent with the College's core themes.

Core Competencies

Consistent with expectations for the baccalaureate degree, every Pathways College bachelor's graduate demonstrates five core competencies — written communication, oral communication, quantitative reasoning, critical thinking, and information literacy. These competencies are introduced and developed through required coursework and assessed at or near the point of graduation. Associate and certificate programs develop the same competencies at a foundational level appropriate to the credential.

Assessment and Program Review

Pathways College sustains a culture of evidence in which student learning is assessed systematically at three levels: course (course learning outcomes), program (program learning outcomes), and institution (institutional learning outcomes, general-education outcomes, and the core competencies). Faculty use both direct measures — for example, capstone and signature assignments scored with common rubrics — and indirect measures, such as student surveys, to evaluate learning.

Each program conducts annual outcomes assessment and undergoes a comprehensive program review on a defined cycle, examining curriculum, learning-outcomes results, student achievement, and resource needs, and incorporating external perspectives where appropriate. The Faculty Advisory Council oversees outcomes assessment and program review and ensures that findings are documented and used to improve curriculum, instruction, and student support — a process the College refers to as "closing the loop." The College also establishes and annually reviews institution-set standards for student achievement, including retention and completion.
Pathways College publishes student achievement data at www.pathwayscollege.edu

Bachelor's Degree Requirements

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

1. You must be admitted as a Pathways College undergraduate student. (See the Admissions section for other requirements).
2. You must complete a minimum of 120 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall.
4. You must complete all general education requirements listed on the next page.
5. You must complete all coursework required for an academic major, which requires 36 credits plus electives relevant to the major of 48 credits.
6. At least 36 credits must be upper level (earned in courses numbered 300 to 499).
7. Within the 120 credits required, the following coursework must be taken in residence at Pathways College: 30 credits for bachelor's degree (normally the final 30)

General Education Requirements - 36 Credits

Pathways College baccalaureate programs develop and assess the five core competencies identified by WSCUC. Upon completion of a bachelor's degree, graduates will be able to:

1. **Written Communication -** Compose clear, well-organized, and properly documented written work appropriate to its purpose and audience.
2. **Oral Communication -** Deliver well-organized oral presentations and contribute effectively to discussion for academic and professional audiences.
3. **Quantitative Reasoning -** Interpret and apply numerical and statistical information to reason through and solve problems.
4. **Critical Thinking -** Evaluate evidence, arguments, and assumptions to form and justify reasoned conclusions.
5. **Information Literacy -** Locate, evaluate, and use information from credible sources ethically and effectively.

Recommendations for fulfilling general education requirements are provided below for each major in the recommended sequence.
Note: Any course that may be applied toward a general education requirement may not also be applied toward major or elective requirements.

- ## Written & Oral Communication – 6 Credits

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

- ## Mathematics - 3 Credits

  Courses that will fulfill the General Education Mathematics requirement are: MAT101, MAT 110, MAT201, and transfer credit for mathematics courses.

- ## Arts & Humanities - 9 Credits

  Courses that will fulfill the General Education Arts & Humanities requirement are: ART201, FLM110, PHI401, POL201 and transfer credit for art, film, dance, acting, literature, theater, music, foreign language, philosophy, humanities and political science courses.

- ## Social & Behavioral Sciences - 9 Credits

  Courses that will fulfill the General Education Social & Behavioral Sciences requirement are: ANT201, HIS201, HI250, PSY101 and transfer credit for cultural anthropology, behavioral science, geography, psychology, sociology courses.

- ## Physical & Biological Sciences - 6 Credits

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

- **Critical Thinking - 3 Credits**

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

Academic Major Courses - 36 Credits

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

Electives - 48 Credits

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

Total General Education, Major, and Elective Requirements - 120 Credits

Standard Occupational Classification Codes by Program

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

Degree Program	Job Title	SOC Code
Bachelor of Arts and Associate of Arts in Business Administration	Business Analyst	13-1141
	Human Resources Generalist	11-3121
	Operations Manager	11-1021
	Marketing Specialist	13-1161
	Entrepreneurship	11-1101

Standard Occupational Classification Codes by Program (Cont.)

Degree Program	Job Title	SOC Code
Bachelor of Arts and Associate of Arts in Liberal Studies	Human Resources Officer	11-3121
	Policy Analyst	13-1111
	Public Relations Officer	11-2030
	Legislative Assistant	11-1031
	Non-profit Staff Employee	13-1198
	Customer Service Representative	43-4051
	Advertising Account Executive	11-2011

Degree Program	Job Title	SOC Code
Associate of Science in Computer Information Systems	Information Security Analysis	15-1212
	Computer Network Support Specialist	15-1231
	Information Systems Computer User Support Specialist	15-1232
	Database Administrator	15-1242
	Network and Computer Systems Administrator	15-1244

Standard Occupational Classification Codes by Program (Cont.)

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

Bachelor of Arts in Business Administration (BABA)

CIP Code: 52.0201
Program Length: Minimum 153 weeks
Program Delivery: Distance Education
Total Credits Required: 120 Credits

- General Education Courses 36 Credits
- Core Courses 36 Credits
- Elective Courses 48 Credits

Program Learned Skills:

- Leadership skills
- Critical thinking skills
- Accounting Practices
- Financial Analysis
- Marketing Analysis

General Program Description:

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

Program Goals:

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

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

Program Learning Outcomes

Upon completion of the Bachelor of Arts in Business Administration, graduates will be able to:

1. Evaluate how social, cultural, and global environments shape the conduct of business.
2. Apply principles of information technology, leadership, ethics, and international business to organizational decisions.
3. Demonstrate organizational leadership by establishing, executing, and evaluating the effectiveness of goals, policies, and procedures, and by contributing to strategic planning.
4. Analyze an organization's financial and budgetary activities — including financial statements, sales reports, and key performance indicators — to inform decisions such as cost reduction.
5. Apply effective human-resource practices to hire, supervise, train, and develop employees through the management level.

Bachelor of Arts in Business Administration (BABA)

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

Bachelor of Arts in Business Administration (BABA) (cont)

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

Leadership Focus		
BUS102	Organizational Change	3
BUS352	Management for Organizations	3
BUS431	Organizational Development	3
Marketing Focus		
BUS333	Disruptive Strategies in Business	3
BUS341	Consumer Behavior	3
BUS342	Marketing Research	3
Project Management Focus		
BUS232	Project Management	3
BUS332	Strategic Management and Business Policy	3
BUS352	Management for Organizations	3
Human Resources Focus		
BUS102	Organizational Change	3
BUS222	Business Ethics	3
BUS451	Group Behavior in Organizations	3
Financial Focus		
BUS201	Personal Financial Management	3
BUS311	International Economics	3
BUS401	Financial Institutions and Markets	3
	Business Elective Focus Courses Required:	**9**

Bachelor of Arts in Liberal Studies (BALS)

CIP Code: 24.0101
Program Length: Minimum 153 weeks
Program Delivery: Distance Education
Total Credits Required: 120 Credits

- General Education Courses 36 Credits
- Core Courses 36 Credits
- Elective Courses 48 Credits

Program Learned Skills:

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

General Program Description:

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

Program Goals:

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

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

Program Learning Outcomes

Upon completion of the Bachelor of Arts in Liberal Studies, graduates will be able to:

1. Examine major national and global issues, particularly those related to culture and diversity.
2. Develop and defend an independent view of the world using critical thinking, creativity, and effective communication.
3. Analyze the influence of art, history, philosophy, and technology on contemporary issues.
4. Apply statistical analysis to interpret evidence and solve problems.

Bachelor of Arts in Liberal Studies (BALS)

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

Bachelor of Arts in Liberal Studies (BALS) (cont)

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

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

Associate's Degree Requirements

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

1. You must be admitted as a Pathways College undergraduate student. (See the Admissions section for other requirements).
2. You must complete a minimum of 60 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall.
4. You must complete all general education requirements listed below.
5. You must complete all coursework required for an academic major, which requires 36 credits, including electives relevant to the major.
6. Within the 60 credits required, the following coursework must be taken in residence at Pathways College: 15 credits for associate degree (normally the final 15 credits)

General Education Requirements: 24 Credits

See the requirements for associate degree programs.

Academic Major Courses: 30-36 Credits

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

Electives Variable by Program

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

Total General Education, Major, and Elective Requirements: 60 Credits

Associate of Arts in Business Administration (AABA)

CIP Code: 52.0201
Program Length: Minimum 80 weeks
Program Delivery: Distance Education
Total Credits Required: 60 Credits

- General Education Courses 24 Credits
- Core Courses 27 Credits
- Elective Courses 9 Credits

Program Learned Skills:

- Problem Solving
- Critical Thinking
- Communication skills
- Planning and organizing business programs

General Program Description:

A career in business is versatile. Some occupations involve working with people; others focus on products. A principal focus of the program is to prepare graduates for entry-level positions and for advancement in various occupations and professions in the business world.

Program Goals:

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

1. Demonstrate entry-level expertise in the following areas and more:
    a. Bookkeeping and Accounting
    b. Human Resources
    c. Marketing
    d. Communication

2. Pursue the study of business at the bachelor level or to obtain professional placement in their chosen field.

Program Objectives:

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

Associate of Arts in Business Administration (AABA)

Course Code	Course Title	Credits
BUS101	Introduction to Business	3
BUS111	Principles of Accounting I	3
BUS112	Principles of Accounting II	3
BUS131/ BUS352	Introduction to Entrepreneurship **OR** Management for Organizations	3
BUS210/ BUS301	Introduction to Economics **OR** Principles of Finance	3
BUS221	Introduction to Business Law	3
BUS222	Business Ethics	3
BUS232	Project Management	3
	Elective	3
	Elective	3
	Elective	3
	Credits:	**36**
	General Education Requirements	
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	3
	Social & Behavioral Sciences	6
	Physical & Biological Sciences	3
COL105	College Success & Critical Thinking	3
	Credits:	**24**
	Total Program Credits	**60**

Suggested Business Electives

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

Associate of Arts in Liberal Studies (AALS)

CIP Code: 24.0101
Program Length: Minimum 80 weeks
Program Delivery: Distance Education
Total Credits Required: 60 Credits

- General Education Courses 24 Credits
- Core Courses 24 Credits
- Elective Courses 12 Credits

Program Learned Skills:

- Problem Solving
- Critical Thinking
- Communication, writing and speaking skills.

General Program Description:

The Associate of Arts in Liberal Studies introduces students to literature, philosophy, social science, and analytical and critical thinking skills, all of which prepare you for lifelong learning and social, cultural, and technological change.

Program Goals:

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

1. Find careers in business, government, and social services agencies like adult and family services, and health and welfare.
2. Demonstrate entry level abilities for several different careers, including but not limited to:
    a. Preschool teachers and teaching assistants
    b. Office and administrative support staff
    c. Human resource assistant
    d. Social science research assistant
    e. Sales representative

Program Objectives:

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

Associate of Arts in Liberal Studies (AALS)

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

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

Associate of Science in Computer Information Systems (ASCIS)

CIP Code: 11.0101
Program Length: Minimum 80 weeks
Program Delivery: Distance Education
Total Credits Required: 60 Credits

- General Education Courses 24 Credits
- Core Courses 30 Credits
- Elective Courses 6 Credits

Program Learned Skills:

- Problem Solving
- Critical Thinking
- Software and Hardware management

General Program Description:

The Associate of Science (AS), Computer Information Technology/Computer Science degree provides training for students who wish to specialize in computer science and IT management. Students will learn key concepts, vocabulary, and processes fundamental to CIS management and IT support. With an associate degree, students may seek employment as a computer user support specialist in a number of sectors including arts, sciences, manufacturing, engineering, medicine, energy, and security.

Program Goals:

- Write programs in a variety of programming languages and computing environments.
- Analyze a problem and identify and define the computing requirements appropriate to its solution.
- Design, implement, and evaluate a software solution to meet required specifications, applying mathematical foundations, algorithmic principles, and computer science theory.
- Demonstrate ethical reasoning and professional conduct in computing disciplines.

Associate of Science in Computer Information Systems (ASCIS)

Course Code	Course Title	Credits
CS100	Introduction to Computer Information Systems	3
CS101	Fundamentals of Information Technology	3
CS102	Microsoft IT Support	3
CS110	Introduction to Computer Networks	3
CS111	Computer Systems Security	3
CS112	Google IT Support	3
CS115	Introduction to Cloud Computing	3
CS200	Introduction to Scripting	3
CS250	Business Computer Applications	3
BUS232	Project Management	3
	Elective	3
	Elective	3
	Credits:	**36**
General Education Requirements		
	Written & Oral Communications	6
	Mathematics	3
	Arts & Humanities	3
	Social & Behavioral Sciences	6
	Physical & Biological Sciences	3
COL105	College Success & Critical Thinking	3
	Credits:	**24**
	Total Program Credits	**60**

Non-Degree Certificate Programs

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

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

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

Certificate in Business Management

Course Description:
This Certificate Program incorporates the significant areas of management in business: project management, strategic management, and people management. Students focus on attaining basic skills related to these key business focuses.
Prerequisites: None
Length of course: 15-30 weeks (5 or 10 weeks for each of 3 specified courses)

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

Program Delivery: Distance Education
Program Outcomes: Upon successful program completion, the graduate is expected to be able to:

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

Certificate in Inclusive Human Resources

Course Description:
This certificate program focuses on workplace inclusion and cross-cultural communication skills. Social issues are examined along with crucial topics on generational, cultural,and gender differences that impact workplace climate and inclusion.

Prerequisites: None
Length of course: 15-30 weeks (5 or 10 weeks for each of 3 specified courses)

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

Program Delivery: Distance Education
Program Outcomes: Upon successful program completion, the graduate is expected to be able to:

1. Examine major national and global issues, especially those issues related to cultures, diversity, and technology.
2. Devise communication strategies for cross-generational workers.
3. Demonstrate understanding of cultural and historical complexities that can impact diverse perspectives.

General Education Course Descriptions - 36 Credits

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

Written & Oral Communications	6 credits
Mathematics	3 credits
Arts & Humanities	9 credits
Social & Behavioral Sciences	9 credits
Physical & Biological Sciences	6 credits
Critical Thinking	3 credits

Written & Oral Communications - 6 credits

COM101 - Speech Communications - 3 credits
An exposure to all the major skills of speechmaking with a focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use of language, library research, communication and/or speeches to entertain. All students give several speeches both with and without visual aids. **Prerequisite:** None.

ENG101 - Composition - 3 credits
Development of skills and competence in writing prose compositions, reading, and listening. Problems in logical thought, organization of ideas, comprehension, and critical thought. Introduction to the preparation of research papers. **Prerequisite:** None.

Mathematics - 3 credits

MAT101 Patterns of Mathematical Thought - 3 Credits
An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors. **Prerequisite:** None.

MAT110 Business Math - 3 Credits
Business Mathematics provides a foundation for the application of mathematics in the fields of business and finance. Specific topics include calculation of financial statements, statistical measures of financial health, time value of money, bonds and bond valuation, applied percentages in stocks and stock valuation, and statistical analysis in finance. **Prerequisite:** None.

MAT201 College Algebra - 3 Credits
An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors, with an emphasis on Algebraic reasoning. **Prerequisite:** None.

Arts & Humanities - 9 credits

ART201 Art Appreciation - 3 Credits
The importance of art in today's world and the purposes art has served from prehistoric through modern times in a variety of cultures. Art is viewed in context with family, politics, religion, sexuality, social protest and entertainment. Measurable standards for understanding artistic intent and expression are presented so that students may increase their appreciation of the role of art in today's society. Students are required to visit a museum as part of course learning activities. **Prerequisite:** None.

FLM110 Film Appreciation - 3 Credits
For the novice cineaste, an intensive survey of a variety of cinematic genres, including sciencefiction, crime, musical, animation, film noir, Westerns, fantasy, horror and others. Hollywood, independent and international examples, from different time periods will be included from an array of notable filmmakers. Students will learn to analyze films based on theme, tone, and approach and will learn about the motion picture crafts, including cinematography, editing, production design, makeup arts, and special effects. Students will also learn to critique a film in written form. **Prerequisite:** None.

PHI401 Philosophies of War and Peace - 3 Credits
Moral issues about the recourse to war by the nation and the individual obligations to participate. The nature of peace, social and personal. Special attention to the recent wars in the Middle East and modern warfare. **Prerequisite:** None.

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

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

SPA101 Elementary Spanish - 3 Credits

This course will help you begin your Spanish language learning journey at the novice level. SPA 101 will give you a basic foundation of Spanish language skills and knowledge of the cultures of the Spanish speaking world. This course is designed to help you develop your Spanish language proficiency in speaking, writing, reading, and listening as well as your intercultural communicative competence as it relates to Spanish-speaking cultures **Prerequisite:** None.

SPA102 Intermediate Spanish - 3 Credits

This course introduces students to essential grammar concepts. Students will strengthen their ability to communicate in written and spoken Spanish through contextualized readings, grammar practice, speaking assignments, and discussions.

Prerequisite: SPA101

Social & Behavioral Sciences - 9 credits

ANT201 Anthropology of Change - 3 Credits

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

HIS201 United States History from 1877 - 3 Credits

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

HIS250 World Histories and Cultures - 3 Credits
This course examines the major events and turning points of world history from ancient times to the present. Students investigate the development of classical civilizations in the Middle East, Africa, Europe, and Asia, and they explore the economic, political, and social revolutions that have transformed human history. At the end of the course, students conduct a rigorous study of modern history, allowing them to draw connections between past events and contemporary issues. The use of recurring themes, such as social history, democratic government, and the relationship between history and the arts, allows students to draw connections between the past and the present, among cultures, and among multiple perspectives. Throughout the course, students use a variety of primary and secondary sources, including legal documents, essays, historical writings, and political cartoons to evaluate the reliability of historical evidence and to draw conclusions about historical events. **Prerequisite:** None.

PSY101 Principles of Psychology - 3 Credits
An introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Focus is on the historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; stress and coping; and psychopathology and psychotherapy. **Prerequisite:** None.

Physical & Biological Sciences - 6 credits

ANT101 Survey of Physical Anthropology - 3 Credits
The study of human biological evolution in the context of modern genetics and primate behavior studies. Natural selection and related issues including patterns of inheritance are discussed. The human fossil record, as well as the diversity and commonality of present and past populations of humankind are examined. **Prerequisite:** None.

BIO101 Introduction to Living Systems - 3 Credits
The principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Laboratory exercises reinforce lecture topics and include microscope techniques. **Prerequisite:** None.

BIO301 Human Genetics - 3 Credits
A discussion of the field of genetics and how it is currently being revolutionized and brought into the forefront of biology. Emphasis on the application of new tools and techniques along with recent findings that have had moral, political, and socio-economic impact globally. **Prerequisite:** None.

GEO101 Introduction to Environmental Science - 3 Credits
An introduction to the study of patterns and processes in the natural world and their modification by human activity. The course is focused on the scientific principles that underline the functioning of the global environment. Students will develop a general understanding of the application of science to solution of contemporary environmental problems. **Prerequisite:** None.

GEO301 One World: The Digital Planet - 3 Credits
An examination of how digital media are used and various methods and strategies used to evaluate online communication tools. The costs, risks and benefits associated with communications with consumers, stakeholders, and the general public in the online marketplace are reviewed. **Prerequisite:** None.

Critical Thinking - 3 credits

COL105 College Success and Critical Thinking - 3 Credits
This course introduces students to online learning and helps them develop skills to succeed in an online academic environment and in college. Central topics include motivation, time management, study skills, utilizing resources, critical thinking, and career management. **Prerequisite:** None.

COM401 Technology and Communication - 3 Credits
A survey of the history and characteristics of various communication technologies and their influence on human communication. **Prerequisite:** None.

PHI301 Critical Thinking and Decision Making - 3 Credits
The logic of the scientific method and the common errors of human cognition that impede critical thinking. Emphasis is placed on the application of critical thinking skill to writing effective arguments, analyzing the writings of others, and understanding contemporary controversies in psychology. **Prerequisite:** None.

Business Program Core Course Descriptions - 36 Credits

BUS101 Introduction to Business - 3 Credits
An exposure to the functions of modern business. The course demonstrates how these functions exist in a changing society and the type of decisions which must be made within that environment. The course is designed to expose the student to the multiple career fields in the areas of business. The importance of business in the modern society is also stressed throughout the course. Topics such as business environment, management, organization, marketing, finance, accounting, and data processing are discussed in an introductory manner. **Prerequisite:** None.

BUS120 Management and Organizational Behavior - 3 Credits
An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. Individuals effectively participate in, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics; group dynamics; and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship). **Prerequisite:** None.

BUS111 Principles of Accounting I - 3 Credits
The course is organized around the accounting cycle, merchandising concerns, and financial assets, including plant assets, liabilities, and stockholders' equity. Students will record and summarize business transactions, and prepare, interpret, and use financial statements. **Prerequisite:** None.

BUS112 Principles of Accounting II - 3 Credits
The study of the fundamentals of managerial accounting, with specific emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Topics also include cost behavior and control, product cost accumulation and pricing, and responsibility accounting. **Prerequisite:** BUS111 Principles of Accounting I.

BUS210 Introduction to Economics - 3 Credits
A survey of basic concepts and principles in micro- and macroeconomics and how the economy has been affected by technology. The aim is to define and explain the key terms and concepts in economics and determine how technology has affected consumers, producers, and markets, as well as economic growth and policy. Topics include how innovation affects labor markets, the value of information, and the role of technological change in the economy. **Prerequisite:** None.

BUS241 Principles of Marketing - 3 Credits
Introduction to basic marketing concepts. Topics include the marketing mix, new product development, consumer behavior, customer relationship management, strategic planning and e-commerce. Students will develop a comprehensive marketing plan and apply course concepts to real or imaginary products. **Prerequisite:** BUS112 Principles of Accounting II.

BUS301 Principles of Finance - 3 Credits
An introduction to the field of finance. The course provides a foundation for moving into the field of International Finance and Financial Management. Financial management as applied to the firm and how financial decisions add value of the firm are covered. **Prerequisite:** BUS112 Principles of Accounting II.

BUS312 Entrepreneurship - 3 Credits
An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. **Prerequisite:** BUS112 Principles of Accounting II.

BUS340 Global Business - 3 Credits
An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. **Prerequisite:** BUS101 Introduction to Business.

BUS351 Human Resources Management - 3 Credits
The role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered. **Prerequisite:** BUS112 Principles of Accounting II.

BUS421 Business Law - 3 Credits
An introduction to the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders, and judicial decisions will be addressed. The law of contract, sales, and agency will be covered in detail while a distinction is drawn between traditional contracts and e-contracts. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored. **Prerequisite:** BUS112 Principles of Accounting II.

BUS480 Senior Seminar in Business - 3 Credits
The capstone seminar for students pursuing the Bachelor of Arts in Business. In consultation with the instructor, students will read two current books that examine significant issues in business and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. **Prerequisite:** Complete 100 credits prior to first day of class, BUS112 Principles of Accounting II, Academic Advisor Approval.

Business Program Open Electives - Choose 48 Credits

BUS102 Organizational Change - 3 Credits
The challenges, techniques, and problems associated with initiating and implementing major change in an organization. Identification of the external and internal forces that cause change, such as leading a new initiative or project, working to change the culture of the organization, entering new markets, or launching a new product. The focus is on how organizations change and how to be a change agent in an organization. **Prerequisite:** BUS101 Introduction to Business.

BUS201 Personal Financial Management - 3 Credits
Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. **Prerequisite:** Math Requirement.

BUS211 Principles of Macroeconomics - 3 Credits
A study of how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity. **Prerequisite:** BUS112 Principles of Accounting II.

BUS212 Principles of Microeconomics - 3 Credits
The study of how people manage their limited resources. Microeconomics focuses on the exchange between households and businesses. **Prerequisite:** BUS112 Principles of Accounting II.

BUS222 Business Ethics - 3 Credits
The elements of ethics, the importance of ethical decision making, and its effects on employees (personnel), business and society. The philosophical foundations of ethical conduct and the practical problems encountered in the day-to-day conduct of business affairs will be discussed. **Prerequisite:** BUS112 Principles of Accounting II.

BUS231 Database Management Systems - 3 Credits
Examination of major advancements in the technology of the design, development and management of database management systems (DBMS). Emphasis placed on theoretical concepts and applications of DBMS. **Prerequisite:** BUS112 Principles of Accounting II.

BUS232 Project Management - 3 Credits
This course covers key components of project management including project profiling, project scope management, project time and cost management, quality management, risk management, procurement management, human resource considerations, communications and client expectations. **Prerequisite:** None.

BUS311 International Economics - 3 Credits
An in-depth examination of the basic principles of international economics. The course broadens your perspective on the growing economic interdependence of nations--how it happens and how it affects lives around the globe. Topics such as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies, and international competitiveness are covered. **Prerequisite:** BUS112 Principles of Accounting II.

BUS331 Business Systems Analysis - 3 Credits
The identification of an organization problem, the goals and the purpose of IT systems and how to carry out all the activities in the analysis and design of the systems. It addresses the design phases and all the techniques that are used to carry out the activities using a structured approach. **Prerequisite:** BUS112 Principles of Accounting II.

BUS332 Strategic Management and Business Policy - 3 Credits
Strategic management takes a broad view of business operations. It covers the entire spectrum of business and management. The center of attention is the total enterprise – the industry and competitive environment in which it operates, its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success. **Prerequisite:** BUS112 Principles of Accounting II, BUS221 Business Law

BUS333 Disruptive Strategies in Business - 3 Credits
In this course students will examine how innovation driven by emerging technologies is transforming the way we do business and disrupting well established industries. The driver for the current and imminent wave of disruption is the emergence of technological breakthroughs that can be leveraged by innovative entrepreneurs and forward-thinking companies. For this reason, this course places itself at the intersection between business and technology and aims at strengthening the students' holistic understanding of the interplay between these two domains. Students will investigate the buzz surrounding some of the most hyped emerging technologies, and examine their promise and shortcomings as disruptive forces in a number of relevant industries. **Prerequisite:** None.

BUS341 Consumer Behavior - 3 Credits
Basic concepts and research results from marketing and the social sciences examined with the goal of enabling marketers to better understand customers and meet their needs. The decision process of buyers, factors affecting purchasing decisions, and customer satisfaction are major conceptual areas of the course. Implications for marketing strategies (e.g., market segmentation, product design, and promotion) are discussed. **Prerequisite:** BUS112 Principles of Accounting II, BUS241 - Principles of Marketing.

BUS342 Marketing Research - 3 Credits
The use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed. Accordingly, Marketing Research is appropriate for both prospective users of research results and prospective marketing researchers. **Prerequisite:** BUS112 Principles of Accounting II, BUS241 - Principles of Marketing.

BUS352 Management for Organizations - 3 Credits
The study of human behavior in organizations and how managers recognize and use those behaviors. Course topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. **Prerequisite:** BUS112 Principles of Accounting II, BUS102 Organizational Change.

BUS401 Financial Institutions and Markets - 3 Credits
An examination of concepts, environments, and marketing management roles, as applied to industry, nonprofit organizations, and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place, and promotion), target groups, relationship marketing, research, competitor analysis, and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization, as well as exploring the dynamic that will lead to completing each plan with confidence. **Prerequisite:** BUS112 Principles of Accounting II.

BUS431 Organizational Development - 3 Credits
The process of developing an organization's capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Developing and awareness of multiple ways that organizations change, manage change, in receiving and participating in change. Emphasis on multiple approaches and agile responses to change in organizational environments. **Prerequisite:** BUS112 Principles of Accounting II, BUS102 Organizational Change.

BUS451 Group Behavior in Organizations - 3 Credits
Application of principles of how individuals manage their own performance and career by working with and through others. Emphasis is on theories and concepts for analyzing, understanding, and managing human behavior in organizations. **Prerequisite:** BUS112 Principles of Accounting II, BUS352 Management for Organizations.

BUS490 Internship - 1-3 Credits
The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site.

BUS 491 Special Topics in Business - 1-3 Credits
The optional special topics course is specifically tailored to further prepare degree students for the careers of their choice. This is a student-driven course based on student career goals. Students work with an instructor to select topical readings, discussions, and essays pertaining to their career goals. Topics covered may include but are not limited to business law, ethics, global commerce, marketing, and operational management. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site.

BUS401 Financial Institutions and Markets - 3 Credits
An examination of concepts, environments, and marketing management roles, as applied to industry, nonprofit organizations, and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place, and promotion), target groups, relationship marketing, research, competitor analysis, and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization, as well as exploring the dynamic that will lead to completing each plan with confidence. **Prerequisite:** BUS112 Principles of Accounting II.

Liberal Studies Program Core Courses - 36 Credits

LIB111 Urban Studies - 3 Credits
An introduction to the city and an introduction to the interdisciplinary field of Urban Studies. How scholars approach cities from a variety of disciplinary viewpoints, including architecture, planning, law, sociology, history, archaeology, anthropology, political science, public policy, and geography. **Prerequisite:** None.

LIB112 Multicultural and Gender Studies - 3 Credits
An examination of how gender, race, class, nationality, sexuality, disability, and other identity categories shape human experiences. Includes study of social institutions, norms, and practices for their impact on the status and roles of people; visions and strategies for social transformation, and ethical issues. **Prerequisite:** None.

LIB131 Information Systems and Literacy - 3 Credits
Information technology literacy deals with an understanding of the technology infrastructure that underpins much of today's life; an understanding of the tools technology provides and their interaction with this infrastructure; and an understanding of the legal, social, economic and public policy issues that shape the development of the infrastructure and the applications and use of the technologies. Information literacy deals with content and communication: it encompasses authoring, information finding and organization, the research process, and information analysis, assessment and evaluation. The content can take many forms: text, images, video, computer simulations, multimedia interactive works. Content can also serve many purposes: news, art, entertainment, education, research and scholarship, advertising, politics, commerce, and documents and records that structure activities of everyday business and personal life. Both forms of literacy are essential for individuals to function and succeed in today's society; they are distinct but interrelated. **Prerequisite:** None.

LIB201 Data & Statistics - 3 Credits
This course is focused on understanding the principles of interpreting data and descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. **Prerequisite:** None.

LIB211 Social Inequality - 3 Credits
The causes and consequences of social inequality in the United States. The various theoretical perspectives taken by social scientists on social inequality will be examined. How social inequality is experienced and maintained. Other topics include: wealth and income inequality; racial and gender inequality; educational inequality; ideology; the intersection of class, race/ethnicity, and gender; privilege and oppression. **Prerequisite:** None.

LIB221 Reading and Writing in the Humanities - 3 Credits
Analysis of various forms of academic and professional writing for the humanities. Modes and methods of argumentation, research methods, design of papers, stylistic clarity, and editing strategies are covered through analysis of works of fiction and non fiction. **Prerequisite:** ENG101 - Composition.

LIB253 Introduction to Research Methods - 3 Credits
Critical exploration of research language, ethics, and approaches. The language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. The use of these theoretical underpinnings to begin to critically review works of art relevant to their field or interests and determine how research findings are useful in forming the understanding of work, social, local and global environment. Research project is completed in LIB453 Research Project Completion. **Prerequisite:** LIB201 Data & Statistics or LIB141 Statistics.

LIB341 Science Technology and the Literature of Culture - 3 Credits
An exploration of the relationships among culture, literature, the sciences, and technology, focusing in particular on narratives of evolution and creation from the late 8th century into the 21st century. **Prerequisite:** None.

LIB342 Human Geography - 3 Credits
Human geographers are concerned with the "who", "what", "where", "why", "when", and "how" of humans their interrelationships and their relationship to the environment: The course focuses on the spatial aspects of population growth and distribution, cultural differentiation, urban growth and decline, the spread of ideas and innovations, regional development, and the location of economic activity, as well as problems associated with these processes. The focus of the course is the analysis of the relationship between society, place and space. It focuses on social, economic, political, cultural and human-environment processes and patterns and how they change over space and time. The course aims to engender a critical geographical perspective on the past, present and future development of the social world. This critical viewpoint is of crucial importance in the generation of a broad and informed understanding of the world. **Prerequisite:** None.

LIB360 Environmental Psychology - 3 Credits
Humans are influenced by the physical environment and their actions shape the environment in which they live. This course focuses on the interaction between the environment and human beings, examining how the physical features of the environment impact human cognition, behavior, and well-being, and how their actions in turn produce immediate and long-term consequences on the environment. This course will also provide an overview of several pressing environmental challenges (e.g., climate change), and explore how these issues impact individual human beings, and what we can do to promote sustainability. **Prerequisite:** None.

LIB411 Generational Differences in the Workforce - 3 Credits
A study of the history of work in the United States and how the workplace has changed. The focus in the course is on the generational differences and how they affect communication and productivity. **Prerequisite:** None.

LIB453 Research Project Completion - 3 Credits
This course re-examines core program concepts, principles, and best practices. The student will synthesize, integrate, and apply program learning into their research project. Students will be required to participate in class discussions, complete an annotated bibliography, submit a formal research proposal for professor approval, complete a research paper or project, present the research to the class, and critically comment on classmate's papers and projects. **Prerequisite:** LIB253 Introduction to Research Methods.

Liberal Studies Program Open Electives - Choose 48 Credits

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

Sustainability Focus - 9 credits

LIB272 Ecology - 3 Credits

This is the study of the basic principles of ecology, emphasizing population, community and ecosystem ecology. The focus will rely on a variety of approaches to learn about ecology and the way ecologists study natural systems. Lecture will emphasize general principles and models that underlie this theory. Specific case studies will be drawn from real-world examples taken 41 from the scientific literature. The laboratories will offer opportunities to examine natural systems, and to collect, analyze and interpret data. Oral presentations and assessments will further help develop students' communication skills. **Prerequisites:** LIB142 Physics: The World Around You.

LIB370 Environmental Management - 3 Credits

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

LIB470 Waste Management - 3 Credits

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

Education Focus - 9 credits

LIB280 Lifespan Development - 3 Credits

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

LIB380 Instructional Strategies - 3 Credits

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

LIB485 Internship for Education - 3 Credits
This course is designed to provide the student with an opportunity to gain or enhance their knowledge of classroom learning and to explore an area of interest related to education. **Prerequisites:** Complete 100 credits prior to first day of class, Academic Advisor Approval.

Business Focus - 9 credits

BUS131 Introduction to Entrepreneurship - 3 Credits
Evaluating the business skills and commitment necessary to successfully operate an entrepreneurial venture. A review of the challenges and rewards of entrepreneurship, covered using a four-step process: Deciding to become an entrepreneur, developing successful business ideas, moving from an idea to an entrepreneurial firm, and Managing and growing the entrepreneurial firm. **Prerequisites:** None.

BUS201 Personal Financial Management - 3 Credits
Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. **Prerequisites:** Math Requirement.

LIB335 Social Media Networking - 3 Credits
This class will examine the relationship between social networks and human behavior. Students will initially learn the basics of social network analysis that will provide for both a theoretical and practical background from which to investigate some important contemporary anthropological concepts and theories. Specifically, the class will focus on the use of a number of social network concepts, such as social capital, homophily, preferential attachment, propinquity, contagion, etc., and how they can be applied in anthropological theory and research. **Prerequisites:** None.

Legal Focus - 9 credits

LIB231 Famous Trials in American History - 3 Credits
A review of specific trials throughout American history as a way of illustrating changes in American culture, society, and legal customs. Students will be exposed to trials that came about for a variety of reasons such as religion vs. science, slave rights, and educational policy. **Prerequisites:** HIS201 US History.

LIB331 Revolutionary Lives - 3 Credits
An in-depth examination of the lives of four individuals who, for better or worse, have influenced the history of the world by leading a revolutionary life. The individuals who are featured in the course change from term to term and will include people from all areas of the world and all eras. **Prerequisites:** HIS201 US History.

LIB435 Social Justice Movements - 3 Credits
Throughout human history, powerless groups of people have organized social movements to try to improve their lives and the society in which they lived. Powerful groups and institutions have generally resisted these efforts in order to maintain their own privilege, although there are always people from privileged backgrounds who join forces with the oppressed. This course will focus on American protest movements in the 20th and 21st centuries. A focus will be on all aspects of protest movements, such as leadership, mobilization, organization, strategy, and consciousness. Using these concepts, the rest of the course will examine the major protest movements of this century. These include the Populist (farmers) revolt, the labor movement, the women's movement, the civil rights movement, the peace movement, the student movement, the environmental movement, the gay rights movement, and the consumer/neighborhood movement. **Prerequisites:** HIS201 US History.

Additional Liberal Studies Electives - Total of 48 Elective Credits

LIB101 Introduction to Liberal Studies - 3 Credits
This course introduces students to the concepts and theories of interdisciplinary scholarship. Students will examine various academic disciplines, study approaches to integrating them into research, and learn to create inter- and multi- disciplinary academic work. **Prerequisites:** None.

LIB113 Introduction to Research Methods - 3 Credits
Critical exploration of research language, ethics, and approaches. The language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. The use of these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment. **Prerequisites:** None.

LIB121 Literary Analysis - 3 Credits
Reading and analysis of a variety of literary types as forms of cultural and creative expression. It emphasizes themes and experiences common to human existence. Specific topics are determined by the instructor, but the focus is on literary texts that reflect different historical and cultural contexts. **Prerequisites:** None.

LIB141 Statistics - 3 Credits
Statistics is the art and science of summarizing data. The course is focused on the principles of descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. **Prerequisites:** Math Requirement.

LIB142 Physics: The World Around You - 3 Credits
An investigation of the world around us to gain a better understanding of how and why various physical phenomena occur. The course will cover a broad range of topics, including energy; gravity and outer space; nuclear power; light and sound and their application to vision, music, medicine and more; climate change and global warming; and the mysterious world of quantum physics and its role in modern technology. **Prerequisites:** None.

LIB212 Contemporary Issues in the Social Sciences - 3 Credits
An analysis of the disciplines that make up the social sciences with particular emphasis on their interrelationships. A study of source materials and library techniques as well as methods employed by social scientists. Relevancy of the Social Sciences to understanding and solving contemporary problems at the national and global levels. **Prerequisites:** None.

LIB213 Analysis of Contemporary Literature and Film - 3 Credits
This course examines the interaction of film and literary texts, and the qualities of each. Consideration of what happens when a variety of short stories, novels, or plays are made into a film, also being considered are the cultures out of which the texts come. This course will be useful to anyone who has an interest in learning more about films and literature in general, screenwriting, how the written word is translated to the screen, how the written word in another language is translated (first in print, then to the screen), and cultural and historical aspects of adaptation. The course may also be of interest to those who might use film or multi-media in a work environment such as teaching or production, those who may have an interest in directing, photography, cinematography, illustration, acting, computer graphics, and the like, or those who have an interest in literature, film, history, and culture. **Prerequisites:** None.

LIB222 Contemporary Short Stories - 3 Credits
The interpretation and craft of recent works of short fiction. Analysis of short stories focusing on the meaning of the stories and the choices available to the writers as they consider how to connect to readers. **Prerequisites:** None.

LIB250 Evolution of Music - 3 Credits
An introduction to the ways in which music is put together and how to listen to a wide variety of musical styles, from Classical, to Jazz, the Blues, Rock and Roll, Country, and Rap. The course addresses the musical characteristics, instruments and theory of each period as well as the cultural and historical contexts. Connections are made to music from other cultures as well as contemporary musical styles. **Prerequisites:** None.

LIB251 Music Appreciation - 3 Credits
An introduction to the ways in which music is put together and how to listen to a wide variety of musical styles, from Classical, to Jazz, the Blues, Rock and Roll Country, and Rap. **Prerequisites:** None.

LIB261 Individual, Community, Creator - 3 Credits
The fundamental nature of philosophy, religion, the arts, and literature and how they are integrated with contemporary American culture and our communities. **Prerequisites:** None.

LIB280 Lifespan Development - 3 Credits
This course will help students acquire a basic understanding of the knowledge base in the discipline of developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan. The course will examine theories and current research in the domains of physiological, perceptual, cognitive, social, and affective development, with a focus on how biological and environmental factors interact to influence development in these domains. **Prerequisites:** None.

LIB321 Telling Stories: The Art and Craft of the Memoir - 3 Credits
The principles of writing memoirs and personal essays. An exploration of various memoir pieces through group literary analysis. **Prerequisites:** ENG101 Composition.

LIB322 Contemporary South Asian Literature - 3 Credits
An introduction to the literature of South Asia (contemporary India, Pakistan, and Bangladesh) from the fifteenth century to the present. The focus will be on novels, short stories, and poetry that both present recognizable themes, and draw on the rich cultural, literary, and historical background of the region. **Prerequisites:** None.

LIB323 Who Dunnit? - 3 Credits
An examination of the mystery genre of literature. A study of the reasons people are interested in and even fascinated by the content and form of this particular genre. **Prerequisites:** None.

LIB325 Philosophy of Content Creation - 3 Credits
Focuses on writing, creating and curating professional content for diverse social media platforms with the goal of engaging users, delivering messages and building relationships. **Prerequisites:** None.

LIB351 The Art of Life - 3 Credits
An exploration of the relationship between the creative arts and human values, ideas, and emotions. Topics include the cost of the good life, how people have chosen to live as members of local and global communities, and conceptions and expressions of beauty, power, love, and health. The theme of “getting lost”; in the creative process, which leads to discovery and insight is examined. **Prerequisites:** None.

LIB353 Role of Music in Pop Culture - 3 Credits
This course examines the historical significance of popular music in the United States from the late nineteenth century to the present. No formal musical training is necessary to enroll in the course. We will think about how to analyze musical sound, the cultural, social, political, and economic dimensions (the "context") of genres ranging from Tin Pan Alley to blues, jazz, rhythm and blues, country, folk, soul, rock, disco, hip-hop, and classical. Each assignment asks students to develop a clear, compelling, and precise evidence-based argument to explore the 45 relationship between musical sounds and their broader cultural significance. **Prerequisites:** None.

LIB420 Analysis of Podcast and Films - 3 Credits
Media criticism considers the nature and forms of podcasts and film, their effects on audiences and society, and literacy appropriate to their understanding and use. **Prerequisites:** None.

LIB431 Vice, Crime, and American Law - 3 Credits
An examination of the moral concept of "vice," the history and evolution of what constitutes vice, and how vice has been treated in American criminal law. Topics include gambling, prostitution, pornography, drugs, hate speech, and so-called "blue" laws. **Prerequisites:** None.

LIB461 The Meaning of Life - 3 Credits
An examination of philosophical thoughts concerning death and the meaning of life. A broad historical overview of how philosophers have traditionally addressed the question of life's meaning examined through plays, poems, art, literature, and films that apply or illustrate the philosophical concept. **Prerequisites:** None.

LIB480 Senior Seminar in the Humanities - 3 Credits
The capstone seminar for students pursuing the Bachelor of Arts in Liberal Studies. In consultation with the instructor, students will read two current books that examine significant issues in the humanities and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. **Prerequisites:** Complete 100 credits prior to first day of class, Academic Advisor Approval.

LIB490 Internship - 3 Credits
The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site. **Prerequisites:** Complete 100 credits prior to first day of class, Academic Advisor Approval.

LIB499 Independent Study in the Humanities - 1-3 Credits
This course is designed to provide the student with an opportunity to gain or enhance their knowledge and to explore an area of interest related to the humanities which may not be covered in the Pathways College curriculum. **Prerequisites:** Complete 100 credits prior to first day of class, Academic Advisor Approval.

Computer Info Systems Program Core Courses - 30 Credits

CS100 Introduction to Computer Information Systems - 3 credits
This course provides students with an understanding of concepts and processes fundamental to Computer Information Systems (CIS). Topics will include CIS fundamentals; CIS organizational and business strategies; infrastructure, management, commerce and networking, security, privacy, and ethics. Students will also be introduced to Microsoft 365 Fundamentals in order to apply knowledge of CIS fundamentals to Microsoft 365 applications. Students will also prepare for optional Microsoft 365 Fundamentals Certification.**Prerequisites:** None.

CS 101 Fundamentals of Information Technology - 3 credits
This course provides students with an understanding of concepts and processes fundamental to Information Technology (IT). Topics will include IT fundamentals; IT organizational and business strategies; key terminology and concepts, business applications, privacy, and ethics. Students will also be introduced to Microsoft 365 Fundamentals in order to apply knowledge of IT fundamentals to Microsoft 365 applications. Students will also prepare for optional Microsoft 365 Fundamentals Certification. **Prerequisites:** None.

CS 102 Microsoft IT Support - 3 credits
This course prepares students for Microsoft 365 management and support. Students will understand key concepts, vocabulary, and processes as they relate to Microsoft 365 fundamentals. Students will identify business functions and workplace applications that are essential to providing robust Microsoft IT support across a wide range of industries. Students will also prepare for optional MS-900 Microsoft 365 Fundamentals certification. **Prerequisites:** None.

CS 110 Introduction to Computer Networks - 3 credits
An introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide area networks, wireless networks, bridging and routing, and current topics. **Prerequisites:** None.

CS 111 Computer Systems Security - 3 credits
An introductory overview of computer security fundamentals. This course introduces key concepts related to computer security including cryptography fundamentals, operational security, and infrastructure safety. Students will learn about file integrity, packet filtering, and establishing and managing password policies. Students will also learn how to analyze, generate, and capture IP traffic. Students will identify defensive solutions and learn how to address protocol weaknesses. **Prerequisites:** None.

CS 112 Google IT Support - 3 credits
This course prepares students for Google Suite management and support. Students will understand key concepts, vocabulary, and processes as they relate to Google applications including Documents, Sheets, Slides, Drive, and Calendar fundamentals. Students will identify business functions and workplace applications that are essential to providing robust Google IT support across a wide range of industries. Students will also prepare for optional Google IT Support certification. **Prerequisites:** None.

CS 115 Introduction to Cloud Computing - 3 credits
This course is an introduction to digital infrastructure and digital architecture that makes up the Cloud. Digital infrastructure refers to both physical and virtual digital systems and the interconnecting pieces between them. Digital architecture is the structured and intentional combination of digital systems to achieve a goal. Together these pieces are the foundation for anything on the Cloud, from serving a basic website to allowing millions of customers to simultaneously stream movies anywhere in the world. This is a survey course that serves as the gateway to cloud computing. **Prerequisites:** None.

CS 200 Introduction to Scripting - 3 credits
Information Technology specialists do not spend most of their time programming, but they must perform many routine tasks to keep the systems they maintain in good working order. To meet this need, scripting languages such as Perl, Python and PHP have been created. These languages are designed to be easier to learn than more demanding programming languages such as Java, C and C++.This course will teach the basics of the Python scripting language and show you how it can be used to automate routine system administration and workflow tasks. **Prerequisites:** None.

CS 250 Business Computer Applications - 3 credits
Business Computer Applications will cover computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The course will also explore business applications of software, including spreadsheets, databases, presentation graphics, word processing and business-oriented utilization of the Internet. **Prerequisites:** None.

BUS 232 Project Management - 3 credits
This course provides students with an understanding of concepts and processes fundamental to Project Management. Topics will include project environment, role of the project manager; project integration management, project scope management, project schedule management, project cost management, project quality management, and project resource management, project communication management, project risk management, project procurement management, and project stakeholder management. Students will also prepare for optional Certified Associate in Project Management certification (CAPM). **Prerequisites:** None.

Computer Information Systems AS Program Open Electives - 6 credits

Admissions Policy

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

Admissions Classifications

Regular Students (18 years of age and over)

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

Minor Students (under 18 Years of Age)

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

New and Returning Students

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

International Students

- Students with an F-1 VISA status, residing in the United States who have international high school or college transcripts. Visa services are not provided by Pathways College and the institution does not vouch for student status.
- Students residing overseas who have international high school or college transcripts.

- Students with international transcripts are required to provide an official evaluation of their credits. (See page 59 for more information about official evaluation of international transcripts).
- Pathways College does not provide English language services or ESL programs.
- All students must demonstrate English proficiency before enrollment. English language fluency is required of all students seeking admission to Pathways College. (See for more information about international transcripts).

Admissions Requirements

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

Degree Programs	Certificates	Dual Enrollment
▪ Completed digital application form at: www.pathwayscollege.edu a photo identification such as a valid state-issued driver's license, DACA ID, CSAC ID (California), or U.S. passport.	▪ Official transcripts showing completion of high school graduation a high school English composition course with a grade of C or better.	▪ Signed Enrollment Agreement and School Performance Fact Sheet, Available at www.pathwayscollege.edu
▪ Official transcripts showing completion of high school graduation or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher*	▪ Signed enrollment agreement for Certificate (nondegree program).	▪ For international students, English proficiency must be demonstrated (This requirement may be satisfied by scoring at least 500 (paper based) or 173 (computer based) or 61 (iBT based) on the Test of English as a Foreign Language (TOEFL). * Applicants with a GPA below a 2.0 may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies. meet that program's requirements upon enrollment into the Degree Program.
▪ Signed Enrollment Agreement and (for CA students) a signed School Performance Fact Sheet, Available at www.pathwayscollege.edu	▪ Students who want to transfer credits into a Degree Program must complete digital application form at: www.pathwayscollege.edu	
▪ Completed digital application form at: www.pathwayscollege.edu	▪ Government-issued photo identification such as a valid state-issued driver's license, DACA ID, CSAC ID (California), U.S. passport, or school ID.	▪ Signed Enrollment Agreement and School Performance Fact Sheet, Available at www.pathwayscollege.edu
▪ Government-issued photoidentification such as a valid state-issued driver's license, DACA ID, CSAC ID (California), or U.S. passport.	▪ Referral from high school administrator or teacher.	

Title IV Financial Aid Eligibility

- Certificate (non-degree programs) are not eligible for Title IV financial aid.
- Dual Enrollment courses are not eligible for Title IV financial aid.
- Pathways College has applied to participate in Title IV funding for Degree programs. At this time, Pathways College does not offer Title IV federal financial aid for any course of study.

Admissions Process

Degree Admissions Process

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

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

Certificate (non-degree program) Admissions Process:

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

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

Reenrollment

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

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

English Language Requirement

All admissions materials, including program disclosures and Enrollment Agreements, are presented in English since all programs are taught in English. Admissions interviews, when required for admission, are conducted in English.

All students must demonstrate English proficiency before enrollment. English language fluency is required of all students seeking admission to Pathways College. This requirement may be satisfied by scoring at least 500 (paper-based) or 173 (computer-based) or 61 (iBT based) on the Test of English as a Foreign Language (TOEFL).

Acceptable Documents for Proof of High School Graduation or its Equivalent

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

- An official high school transcript that indicates a student is a graduate with a cumulative GPA of 2.0 or higher.
- A recognized equivalent of a high school diploma such as a GED ® (General Education Diploma).
- An official college transcript documenting completion of an associate degree from an accredited institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA).
- Documentation of a homeschooling program at the secondary level as allowed under the state's rules in which the homeschooling program occurred.
- An official credential evaluation with a high school transcript that certifies that the student completed the equivalent of a high school diploma from a non-U.S. educational institution.
- Applicants who are unable to provide documentation of having completed a high school diploma or high school equivalency certification due to a natural disaster destroying the records or the institution having been closed may submit the following for consideration in addition to completing an attestation of high school diploma or high school equivalency certification completion:
- Confirmation from the state recognizing that the institution lost its records to a natural disaster. If the state cannot confirm, or confirmation can be obtained from a recognized authority as approved by the Chief Academic Officer.
- Confirmation from the state acknowledging that the institution has closed and that the records are not attainable.

- The military document DD214 is NOT an acceptable means of proving high school or high school equivalency certification completion.
- Official Foreign/International Transcript. Transcripts received from high school equivalent programs, colleges, or universities outside the United States must be presented with official translation for degree and subject equivalency comparable to instruction in the US. A thirdparty evaluator company must evaluate translations:

  Global Services Associates, Inc. 409
  North Pacific Coast Highway, # 393
  Redondo Beach, CA 90277, USA
  Telephone & Fax: +1-310-828-5709
  email: info@globaleval.org

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

Timeline to Provide Academic Transcripts

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

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

Definition of an Official Transcript

- **Official Transcript:** An official transcript is mailed or emailed with password-protected attachments directly to Pathways College from the issuing high school, certification testing center, or prior College. The transcripts must be submitted in an unopened, official school envelope with seal or stamp on the reverse, addressed to Pathways College.
- **Official Faxed Transcript:** Transcripts that are faxed directly from the issuing school or testing center with coversheets to Pathways College are considered official. Official faxed transcripts must meet the following requirements:

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

- List Name of institution and one of the following:
- School/Testing Center Logo
- Address
- Fax number or phone number
- Fax header information must be on each faxed page and include one of the following:
  - Fax number
  - Phone number
  - School name or school department name (e.g., Registrar's Office)

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

- **Official Electronic Transcript:** Transcripts received electronically through a recognized vendor/third party including but not limited to: Escrip-Safe, Docufide, World Education Services, Credentials, Inc., National Student Clearinghouse, EDI Texas Server must be sent directly to the Pathways College Registrar from the third party.
  - Electronic transcripts received and forwarded directly by a student are considered unofficial. Send official electronic transcripts to: registrar@pathwayscollege.edu
- **Official Faxed Transcript:** Transcripts that are faxed directly from the issuing school or testing center with coversheets to Pathways College are considered official. Official faxed transcripts must meet the following requirements:
- **Official Foreign/International Transcript:** Transcripts received from colleges or universities in other countries will be considered official with no time of issue limitations. In rare cases where a school or country only issues one official transcript, a copy of the official transcript may be accepted at the discretion of the CAO. In such cases, the CAO from Pathways College must sign the transcript copy after verifying the transcript's authenticity. Alternatively, a letter of verification on institution letterhead from the issuing institution should be received verifying their official transcript policy and validating that the copy received is authentic.

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

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

Student's Right to Cancel Enrollment

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

1. If the school has given a student any equipment, including books or other materials, the student shall return all items and equipment to the school within 15 days following the date of your notice of cancellation. If the student fails to return any borrowed item in good condition within the 15-day period, then the school may deduct its documented cost from any refund that may be due to the student. Once the student pays for the equipment, books or any other material, it becomes the student's property to keep without further obligation.
2. If the student cancels this agreement, then the school will refund any money that the student has paid, less the non-refundable fees and any deduction for equipment, books or other materials not returned in a timely manner and in good condition. This must take place within 30 days after the notice of cancellation sent by the student is received by the school.
3. If the program is canceled by the school or if the student is rejected or is a "no-show" (never attended the program or course), then the student will receive a full refund (minus the nonrefundable fees) within 30 days from the scheduled first day of class.

Tuition & Fees for Degree Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition	Estimated Cost Per Term	Estimated Program Total
BA Business Administration	153 Weeks	120	$0.00	$206 per credit	$2,472	$24,720
BA Liberal Studies	153 Weeks	120	$0.00	$206 per credit	$2,472	$24,720
AA in Business	80 Weeks	60	$0.00	$206 per credit	$2,472	$12,360
AA in Liberal Studies	80 Weeks	60	$0.00	$206 per credit	$2,472	$12,360

Tuition & Fees for Non-Degree Certificate Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition	Estimated Cost Per Course	Estimated Program Total
Certificate in Business Management	24 Weeks	9	$0.00	$206 per credit	$618	$1,854
Certificate in Diversity & Inclusion	24 Weeks	9	$0.00	$206 per credit	$618	$1,854

Tuition Payments

1. A payment of $ 0.00 is due with signing of the enrollment agreement.
2. Balance of tuition: Pathways College will bill students for tuition ($206 Per credit) by the end of the second week of the first term of the semester. Students are given two weeks to make their payments via PayPal on the Core Campus portal.
3. This option applies to all students

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

Pathways College Financial Plan Policy & Procedure

Payment Options

Each term, students can either pay in full prior to starting their first course(s) or enroll in a payment plan. Students can choose from the following payment options:

- **Semester Payment Plan:** Tuition for each semester is paid over 4 months. Each semester there is a down payment of $250.00 per course. The down payment is due on or before the first day of class. The remaining payments begin the second week of class or by the 10th of each month. The $250.00 down payment is nonrefundable.
  - Please note the examples below are for 12 credits per semester. Students can take up to 18 credits per semester.

    For example:
    - Semester 12 credit hours x $206= $2,472/4 month (16 weeks) minus down payment $250.00 = $2,222.00/ 4 months = $555.50 per month or $148.00 per week.
    - 9 credit hours x $206. = $1,854/4 months (16 weeks) minus down payment $250.00 = $1604.00 = $401 per month or $106.93 per week.
    - 3 credit hours x $206.00 = $618 for 5-week class minus the down payment $250.00 = $368.00 single class or $93.00 per week.

- **Academic Year Payment Plan:** 20% down, remainder due over 12 months.

  Example: 12 cr. Hours x $206.00 = $2,472 x 3 semesters = $7416 - $1483.20 (20%) = $5,932/12 mo. = $494.40 per month, $123.60 per week.
  - First payment for the student would be $1606.80 (down payment of 20% plus first week of repayment)
  - The signed Financial Plan and down payment is due on or before the first day of class.
  - The remaining payments are due by the 10th of each month or by Monday of each week depending on your agreed upon Financial Plan.
  - Weekly payment plans begin the second week of class.
  - There is a $25 late fee for payments received after the due date or payments less than the full monthly installment amount. If payment has not been made on the due date a notice will be sent to students in their online course room in Canvas and to the student's Pathways College email.
  - The Student Services Director or representative of Pathways College, Inc. (PCI) will reach out to students via phone and text to communicate outstanding balance.

- If the payment reaches 3 days past due, the student will be placed on a registration hold and blocked from their course by the Registrar or Pathways College representative until payment has been made.
- The DOE will continue to reach out to the students to assist in getting them back on track with their payments.

Accepted Forms of Payment:

- PayPal portal in Core Campus
- ACH Payments
- Cashier's Check Made out to:

  Pathways College Inc.
  Attn: Pathways College Accounting
  155 N. Lake Ave. Suite 800, Pasadena, CA 91107

  ***Please put your name in the memo section**

Scholarships

Pathways College Transfer Scholarship

Purpose: The Pathways College Transfer scholarship awards select students from institutions that have entered into an articulation agreement with Pathways College in order to recognize prior learning and accelerate pathways to degree completion. The scholarship is meant to encourage graduates of certificate and associate degrees to apply their prior learning towards a bachelor's or associate's degree.

Criteria: The students eligible for the scholarship must be recommended by leadership of the partnership school based on demonstrated success. They must have completed their program and obtained licensing (if applicable) to demonstrate capacity to succeed upon transfer to Pathways College. All official transcripts must be on file prior to enrollment. Applicants will be referred by Admissions and selected solely through a committee at Pathways College including the Chancellor and Chief Academic Officer.

Guidelines: Recipients of the scholarship must maintain no lower than a 2.5 grade-point average. Scholarships will be awarded on an annual basis and continued for awardees in good standing until degree completion.

Process: Admissions will notify transfer students of this scholarship opportunity and reach out to the transferring institution to solicit recommendations. Admissions will refer recommended students to the Chancellor and Chief Academic Officer. Recommended students will email a short essay (1-page or less) describing their transfer goals and attesting to their capacity to succeed in earning the Pathways College Degree of their choice. The Chancellor and Chief Academic Officer will review recommended student transcripts as well as essays in order to determine scholarship awardees. Admissions will notify students of any scholarships

approved by the Chancellor and Chief Academic Officer by sending an award letter email to awardees who will then sign the Scholarship Agreement Form as required before receiving any scholarship funds. Signed forms, essays, and award letters will be securely stored for at least 3 years from the date of the award letter. All scholarship awards shall be made in accordance with current and applicable laws and pursuant to the Internal Revenue Code and regulations as amended.

Pathways College Need Based Scholarship

Purpose: The Pathways College Need Based Scholarship awards select students who have demonstrated academic excellence and financial need. The scholarship is meant to encourage students with financial challenges that demonstrate high academic achievement to complete their degree pathways.

Criteria: Students are referred to this scholarship based on financial need on a case by case basis. They must have maintained good academic standing with no registration holds for any reason. All official transcripts must be on file prior to enrollment. Applicants will be referred by Admissions and selected solely through a committee at Pathways College including the Chancellor and Chief Academic Officer.

Guidelines: Recipients of the scholarship must maintain no lower than a 2.5 grade-point average. Scholarships will be awarded on an annual basis and continued for awardees in good standing until degree completion.

Process: Admissions and/or the Registrar will notify students with demonstrated financial challenges of this scholarship opportunity and reach out to encourage application. Admissions/Registrar will refer recommended students to the Chancellor and Chief Academic Officer. Recommended students will email a short essay (1-page or less) describing their goals and how the scholarship will help them persist through degree attainment. The Chancellor and Chief Academic Officer will review recommended student transcripts as well as essays in order to determine scholarship awardees. The Registrar will notify students of any scholarships approved by the Chancellor and Chief Academic Officer by sending an award letter email to awardees who will then sign the Scholarship Agreement Form as required before receiving any scholarship funds. Signed forms, essays, and award letters will be securely stored for at least 3 years from the date of the award letter. All scholarship awards shall be made in accordance with current and applicable laws and pursuant to the Internal Revenue Code and regulations as amended.

Incoming Transfer Credit

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

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

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

Transfer Credit Evaluation

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

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

Advanced Placement Examinations and International Baccalaureate

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

Prior Learning Assessment

Your success is our top priority at Pathways College. If you have previous corporate training, continuing education units, prior school credits, or other non-traditional sources of previous learning, they will be assessed for potential college credit. Any credits, training, prior employment, and other non-traditional learning not accepted through the official evaluation through the Registrar's Office will be reviewed through Prior Learning Assessment (PLA).

Students may earn credit through the PLA program by submitting the PLA Application to the Chief Academic Officer. The college will evaluate all PLA for companies or training entities at their request. You may be eligible to transfer **up to 45 approved credits** towards an associate's degree **or up to 90 approved credits** towards a bachelor's degree. These credits may include a combination of prior learning assessment (PLA) credits, non-traditional learning credits, and approved transfer credits. You may apply **up to 30 PLA credits** toward degree completion for a bachelor program **and up to 15 PLA credits** towards an associate program. The college will use standards set by CAEL and ACE to complete evaluations.

Sponsored Professional Training

Pathways College will, upon request from companies or training entities, evaluate training courses and programs. Entities need to submit a course outline, clock hours and any certifications earned. Prior learning can be assessed by providing documentation of training content, hours, and a summarization of learning outcomes and application to a Pathways course. In most cases, you will need to document what you've learned. Examples include: standardized corporate training, certificate programs, and seminars.

Credit by Examination

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

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

If you intend to transfer exam credit that was awarded at another institution, you must have a transcript of those scores sent directly to Pathways College from the examining body. When those scores have been received, an advisor or a success coach will determine whether they

meet the standards established at Pathways College for granting credit and how much credit may be awarded. Credit earned through examinations may be used to fulfill major, general education, or elective requirements, as applicable.

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

Credit from Military Institutions or Military Experience

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

Transfer Credit from Overseas Institutions

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

Limitations on the Transfer of Credit

You may be eligible to transfer **up to 45 approved credits** towards an associate's degree or **up to 90 approved credits** towards a bachelor's degree. These credits may include a combination of prior learning assessment (PLA) credits, non-traditional learning credits, and transfer credits. You may apply **up to 30 PLA credits** towards degree completion for any degree program.

Transfer Grade Policies

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Academic Year

The 32-week academic year of study at Pathways College consists of two 16-week semesters, which follow the traditional format of a Fall semester from September to December, and a Spring semester from January to April. However, the intention is to have students, to the extent that it is possible, remain enrolled throughout the entire year. As a result, there is a third (Summer Session) semester, from May to August, allowing students to complete up to a year-and-a-half of academic coursework in a 12-month period. Classes are offered in 10-week and 5-week modules. This provides great flexibility for Pathways College students to make steady progress toward their academic degree, while also adjusting their schedules to meet outside demands. Pathways College's fiscal year remains from July 1 through June 30 annually.

Financial Aid and Loan Repayment Responsibility

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

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

Satisfactory Academic Progress

Students must complete their program of study within the below maximum time frame. Students must successfully complete at least 67% of all attempted semester hours and can appeal to be placed on Academic Probation for one additional semester if this requirement is not met (See section on Satisfactory Academic Progress). Courses dropped within the

add/drop period are not counted toward attempted semester hours. The semester hours attempted for the program may not exceed 150% of the semester hours required for the degree. For example, a student in the BABA program requiring 120 semester hours may not attempt more than 180 semester hours, including transfer credits. Students must note that when a Satisfactory Academic Progress review indicates that a student cannot complete the program within the maximum allowed semester hours, or when 150% is reached, the student will be Academically Disqualified.

Academic Information, Policies, and Regulations

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

Academic Credit Hour Definition

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

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

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

Academic Integrity, Cheating, and Plagiarism

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

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

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

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

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

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

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

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

1. Cheating is the use of thoughts and words other than one's own unaided thoughts and words when taking a quiz, test, or exam. Cheating is copying information from another student or using unauthorized materials during a quiz, test, or exam, whether an in-class or take-home assignment.
2. The following is also considered cheating:
    a. Buying, selling, or stealing quiz, test, or exam questions and answers.
    b. Creating an environment that stimulates or facilitates students to cheat.
    c. Doing work or taking quizzes, tests, or exams on behalf of another student.
    d. Submitting work done by another person as his or her own.
    e. Falsifying data or laboratory results.
    f. Signing attendance sheets on behalf of another student.
3. Plagiarism is a form of cheating, academically defined as presenting the word of another person as one's own in any assignment or quiz/test/exam. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source without properly citing the author and source.
4. Should a cheating or plagiarism incident occur, the instructor, with the assistance of the Academic Advisor, in charge of the course has the authority to determine the

penalty to be applied ranging from taking points off to failing the student (giving a "zero points" grade) for that assignment/quiz/test/exam. The instructor shall notify the Academic Advisor of the incident via email who will then document the incident in the official record keeping system.

5. Any incidents of academic 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 Technology Requirements for Distance Education

For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

You must have access to a computer or tablet with:

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

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

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

Attendance Policy and Procedures

Degree Program Design

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

Pathways College defines its academic year as two semesters. There is also a third Summer Session, which is considered a semester, to enable students to remain continuously enrolled throughout the year and to complete an academic program more quickly. Each semester offers 16 weeks of study organized into either two 10-week modules or four 5-week modules. Fulltime students are expected to enroll in a minimum of two 3-credit courses during each 10-week module or one 3-credit course during each 5-week module for a total of four courses per semester, equaling 12 credits. The graduation requirement for a bachelor's degree is 120 semester credits. Continuing students will be enrolled in courses at the start of each semester which include courses in either the 10-week modules or the 5-week modules. New students may start their program of study at any time during the semester, or at the beginning of a module.

Certificate Program Design

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

Course Drop and Withdrawal Policy

Students who wish to withdraw from a course must submit an official withdrawal request to the College, the form can be found on our website or at this link: Request for Course Drop or Withdrawal. The effective date of withdrawal is the date the completed withdrawal request is received and processed. Students considering withdrawal are encouraged to consult with their Academic Advisor, as withdrawing from a course may affect academic progress, scholarship eligibility, veterans' educational benefits, financial aid (if applicable), and time to degree completion.

5-Week Courses

- Students may withdraw through 11:59 p.m. (Arizona time) on the Sunday ending Week 1 without receiving a transcript notation.
- Withdrawals submitted after the end of Week 1 through the end of Week 3 will receive a transcripted "W" (Withdrawal). A "W" does not affect the student's cumulative GPA.
- After the end of Week 3, students may no longer withdraw from the course. A final letter grade based on academic performance will be assigned. In approved extenuating circumstances, an Incomplete ("I") may be assigned in accordance with the College's Incomplete Grade Policy.

10-Week Courses

- Students may withdraw through 11:59 p.m. (Arizona time) on the Sunday ending Week 2 without receiving a transcript notation.
- Withdrawals submitted after the end of Week 2 through the end of Week 6 will receive a transcripted "W" (Withdrawal). A "W" does not affect the student's cumulative GPA.
- After the end of Week 6, students may no longer withdraw from the course. A final letter grade based on academic performance will be assigned. In approved extenuating circumstances, an Incomplete ("I") may be assigned in accordance with the College's Incomplete Grade Policy.

Administrative Drop for Non-Attendance

Students are expected to actively participate in each course beginning the first week of instruction. Students who fail to establish attendance by completing the required academically related activity during the initial attendance period may be administratively dropped from the course by the College.
Administrative drops for non-attendance occur only during the initial attendance period:
5-week courses: through the end of Week 1
10-week courses: through the end of Week 2
Students who are administratively dropped during this period will not receive a transcript notation or grade for the course.
Once the administrative drop period has ended, students who wish to leave a course must follow the official withdrawal process described above.

Continuous Enrollment Policy

Students must be enrolled in at least one course in each of the semesters to be considered an active student, unless on an approved leave of absence. To maintain sufficient rate of progress, students must complete eight courses per calendar year unless otherwise approved by the CAO. If a student wishes to continue their education after an inactive status, they will need to re-enroll, including signing a new enrollment agreement.

Attendance in Degree Programs

Students are expected to actively participate in each course throughout the term. Absences, regardless of the reason, do not excuse students from completing course requirements. Students are responsible for all missed coursework, including assignments, quizzes, examinations, discussions, projects, and other required academic activities.

Students are expected to actively participate in each course throughout the term. Absences, regardless of the reason, do not excuse students from completing course requirements. Students are responsible for all missed coursework, including assignments, quizzes, examinations, discussions, projects, and other required academic activities.

Students who miss coursework due to an absence should contact their instructor as soon as possible. Unless otherwise approved by the instructor, missed reports may be submitted within seven (7) calendar days of the absence. Missed quizzes, tests, and examinations (excluding the final examination) may be completed within seven (7) calendar days of the absence. A missed final examination must be be completed within ten (10) calendar days of the scheduled examination date. Failure to meet these deadlines may result in a grade of zero (0) for the missed work.

Attendance in Distance Education Courses

For attendance purposes, students must engage in an academically related activity. Simply logging into the learning management system (Canvas), accessing course materials, viewing lectures, or reading the syllabus does not constitute attendance.

Examples of academically related activities include, but are not limited to:

- Submitting an academic assignment.
- Completing a quiz or examination.
- Participating in an instructor-assigned discussion forum.
- Participating in an instructor-assigned online study group.
- Participating in an interactive tutorial or other instructor-directed instructional activity.

The student's last date of attendance is determined by the last documented academically related activity.

The instructional week for distance education courses begins Monday at 12:00 a.m. Pacific Time (PT) and ends Sunday at 11:59 p.m. PT.

Attendance Expectations

Students are expected to participate in their courses each instructional week by completing academically related activities as required by the instructor. Failure to actively participate may negatively impact academic progress and course performance.

Students who fail to establish attendance at the beginning of a course may be subject to an administrative drop for non-attendance in accordance with the College's Administrative Drop for Non-Attendance Policy. Students who establish attendance but later discontinue participation remain responsible for following the College's Course Withdrawal Policy if they wish to withdraw from a course.

Students experiencing a prolonged illness, personal emergency, or technical difficulty that may affect attendance should notify their instructor as soon as possible. Students experiencing technical issues should also contact Technical Support immediately. Failure to notify the College does not extend assignment deadlines or alter attendance requirements.

Pathways College expects all students to demonstrate academic integrity and professional responsibility by participating regularly, completing coursework independently, and meeting established deadlines.

The effective date of an official withdrawal is the date the student's completed withdrawal request is received by the College. The effective date of an administrative withdrawal for non-attendance is the student's last documented date of attendance, as determined by the last academically related activity.

Appeal Process - Attendance Withdrawal

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

Leave of Absence (LOA) Policy

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

In order to be granted a Leave of Absence (LOA), the student must submit a completed, signed and dated Leave of Absence Request Form at least 10 days before the requested leave 66 date. In the event of a student not being able to request a Leave of Absence in advance, the CAO will need to approve the LOA.

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

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

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

Cancellation, Withdrawal, and Refund Policy

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

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

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

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

Procedure for Official Withdrawal/Withdrawal Date:

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

Tuition Charges/Refunds:

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

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

Based on a ten-week course cycle (Add/Drop date is on 14th day of the module)

Withdrawal notice received during:	Refundable tuition:	Tuition owed by student:	Notes on transcript:
Week 1 (1-7 days)	100%	0%	None, dropped class
Week 2 (8-14 days)	100%	0%	None, dropped class
Week 3 (15-21 days)	70%	30%	W
Week 4 (22-28 days)	55%	45%	W
Week 5 (29-35 days)	40%	60%	W
After week 5 (36 days and over)	0%	100%	F

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

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

Withdrawal notice received during:	Refundable tuition:	Tuition owed by student:	Notes on transcript:
Week 1 (1-7 days)	100%	0%	None, dropped class
Week 2 (8-14 days)	60%	40%	W
Week 3 (15-21 days)	40%	60%	W
Week 4 (22-28 days)	0%	100%	F

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

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

Illinois Physical or Financial Hardship Policy (110 ILCS 66/20)

Purpose of Policy: Pathways College pledges to stay in compliance with all local, state, federal and accrediting agency requirements. The Illinois office of Higher Education, has published the (110 ILCS66/) Student Debt Assistance Act, which requires the school to have a financial or physical hardship withdrawal process in place to assist students that must withdraw from the institution due to a significant financial or physical hardship and then assist them with re-enrolling into the institution. Below are the hardships that shall be included, but are not limited to:

1. Serious injury or illness;
2. Chronic illness;
3. A medical issue of a family member in which the student has to become a part-time or full-time caretaker of that family member;
4. A mental health condition;
5. A sudden or consistent lack of transportation issue; and
6. A significant cost of living increase.
7. Additional reasons may be approved by Pathways College Chief Academic Officer.

Financial and/or Physical Hardship Withdrawal Process

Any student at Pathways College that is experiencing a financial or physical hardship, as outlined above, will reach out to the Registrar. At the time of withdrawal, a student may request the withdrawal be due to one of the hardships previously listed in this policy. At this time, the Registrar will develop a plan to make the withdrawal process manageable for the student. If the student chooses to re-enter into the program later, they will need to reach back out to the Registrar or Chief Academic Officer to begin the process. If approved to re- enter, the student will be able to continue their program with no penalties.

Academic Assessment

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

Academic Year: 2 Semesters each consisting of 2 10-week academic modules or 4 5-week academic modules in length. The Summer Session counts as a Semester and has 2 ten-week modules or 4 five-week modules for the Session.

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

Enrollment	Hours per Semester	Credit Hours in Modules
Full-Time	12 Credit Hours per Semester	**Five-week courses:** 4 five-week courses or 2 five-week courses and 2 ten-week courses. **OR** **Ten-week courses:** 4 ten-week courses or 2 ten-week courses and 2 five-week courses.
3/4 -Time	9 Credit Hours per Semester	**Five-week courses:** 3 five-week courses or 1 ten-week course and 2 five-week courses. **OR** **Ten-week courses:** 3 ten-week courses or 2 ten-week courses and 1 five-week course.
1/2 -Time	6 Credit Hours per Semester	**Five-week courses:** 2 five-week courses or 1 five-week course and 1 ten-week course. **OR** **Ten-week courses:** 2 ten-week courses or 1 ten-week course and 1 five-week course.
Less than 1/2 -Time	Less than half of the workload five week modules each semester of the minimum fulltime requirement (1-5 credit hours)	**Five-week courses:** 1 five-week course. **OR** **Ten-week courses:** 1 ten-week course

Requirements for Graduation

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

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

Bachelor's Degree Requirements

All baccalaureate degrees at Pathways College require completion of three categories: general education, major requirements; and other requirements. See page 15.

Associate's Degree Requirements

All associates degrees at Pathways College require completion of three categories: general education, major requirements; and other requirements. See page 26.

Residence Credits

For Bachelor's degrees, at least 30 credits must be taken at Pathways College (in residence). For Associate's degrees, at least 15 credits must be taken at Pathways College (in residence).

Grading and Progress Reports

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

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

Grade Point Average

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

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

GPA and CGPA Calculations

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

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

Other Grade Codes Worth Zero Quality Points

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

Grade	Meaning Quality Points Percentage Scale
A	Exceeding Standard 4.0 (90-100%)
B	Above Standard 3.0 (80-89%)
C	Standard 2.0 (70-79%)
D	Below Standard 1.0 (60-69%)
F	Failure 0.0 (0-59%) *F does not compute in GPA and CGPA and does count as credit attempted

Criteria for Honors Designations & Recognition

To promote academic excellence and recognize exemplary academic achievement, Pathways College offers multiple student honors designations and recognition. Requirements for each honors designation and recognition are listed below:

Summa Cum Laude

Students graduating with at least a 3.9 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.

Cum Laude

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

SAGA: Strong Academic Growth Award

This award is granted to students who demonstrate strong academic growth as measured by raising their semester GPA by 1 point from the previous semester.

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 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 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.

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

Any student finding themselves in an emergency situation that prevents completing all assigned work by the end of the course can request an incomplete grade from 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.

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:

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

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

Retaking Coursework

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

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

Satisfactory Academic Progress (SAP) Policy

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

Metrics of SAP

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

- Maintain a minimum cumulative grade point average (CGPA) (calculated by dividing the total cumulative points earned by the total cumulative credits attempted for cumulative evaluation periods) of 1.5 or greater in the first academic year, and 2.0 or greater thereafter;
- Must maintain a rate of progress (ROP) of 67% or greater as defined as the credit hours successfully completed divided by the credit hours attempted; (successfully completed is defined as a grade A, B, C, D and P and unsuccessful grades are F, I, W, AW, and NP); and
- Complete the program of study within 150 percent of the program length (Maximum Time Frame – MTF).

Maximum Time Frame Example:

Program	Credit Hours Required for Program Completion	Maximum Credit Hours Attempted
B.A. in Business Administration	120	180
B.A. in Liberal Studies	120	180
A.A. in Business	60	90
A.A. in Liberal Studies	60	90
A.S. in Computer Information Systems	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.

The Satisfactory Academic Progress Policy contains the following information:

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

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

While the terms Academic Warning, Academic Probation, and/or Academic Dismissal are used, the status applies to all students whether receiving aid or not. The College has the right to modify the Satisfactory Academic Progress Policy at any time.

I. Milestones and Evaluation Points for Satisfactory Academic Progress

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

1. During the first academic year (6 terms or three semesters), students must achieve a minimum CGPA of 1.5 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section II. Satisfactory Academic Progress Evaluation for possible changes in status).
2. During subsequent academic years (8 or more terms or four or more semesters), students must attain a minimum CGPA of 2.00 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section II. Satisfactory Academic Progress Evaluation for possible changes in status).
3. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic Dismissal. Dismissal for violating the maximum time frame (MTF) can happen at any time. While unlikely, with extenuating circumstances a student might be able to appeal this dismissal.
4. The grades, grade point average, units attempted, units completed, and cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student information system for review. There is also an indication if a student is on Academic Warning, Academic Probation, or Academic Dismissal.
5. For Degree programs, compliance with SAP is reviewed at the end of every Academic Year (every 6 terms or three semesters).
6. Reentry: An evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Evaluation Point Milestones requirements) noted in this policy. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to remain in compliance with SAP requirements at the next official evaluation point. Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

II. Satisfactory Academic Progress Evaluation

Each program consists of two grading periods which occur at the end of each term session. At the end of each academic year (six terms or 3 semesters), after the final grades have been entered into the student information system for both terms in the semester, the student's CGPA, ROP and MTF will be available. Student's Satisfactory Academic Progress will be evaluated at the end of each academic year according to the table below (Evaluation

Milestones for Degree Programs, Evaluated Each Term). This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, or ultimately Academic Dismissal from Pathways College.

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

Administrative Actions

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

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

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

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

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

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

III. Procedure for Appealing Academic Dismissal

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

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

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

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster

- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

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

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

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

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

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

Upon the Appeals Committee decision, the student is notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final. Any student who is on Academic Dismissal can no longer attend the College.

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

IV. Explanations of Related Issues

Calculation of CGPA

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

Remediation of Academic Deficiencies

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

Transfer Credits from another Postsecondary Institution

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

Change of Program

Students will be allowed one change of program. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of Academic Dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic Dismissal, appeal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress. In cases in which a student has graduated from one program in the Institution then subsequently begins work in a new program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Rate of Progress as credits attempted and credits earned.

Administrative Information, Policies and Regulations

Diversity Statement

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

Statement of Non-Discrimination

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

Academic Freedom

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

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

Freedom of Speech Policy

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

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

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Pathways College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Pathways College. In addition, Pathways College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Pathways College. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Pathways College's commitment to a completely free and open discussion of ideas.

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

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

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

Rehabilitation Act and Americans with Disabilities Act (ADA)

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

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

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

Compliance with Title 38 U.S.C. § 3679(e)

Pathways College complies with the provisions of Title 38 United States Code Section 3679(e), regarding the enrollment of students eligible for educational assistance under Chapter 31 (Veteran Readiness and Employment) and Chapter 33 (Post-9/11 GI Bill®) benefits, while payment is pending from the U.S. Department of Veterans Affairs (VA).

Pathways College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the institution a VA Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 (or a Statement of Benefits obtained from the U.S. Department of VA's eBenefits system, or a VAF 28-1905 form for Chapter 31 authorization purposes), and ending on the earlier of the following dates:

1. The date on which payment from the U.S. Department of VA is made to the institution; or
2. 90 days after the date the institution certifies tuition and fees following the receipt of the certificate of eligibility.

Pathways College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, due to the individual's inability to meet financial obligations to the institution as a result of the delayed disbursement of funding from the U.S. Department of VA under Chapter 31 or Chapter 33.
To qualify for this provision, covered individuals may be required to:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education;
- Submit a written request to use such entitlement; and
- Provide any additional information necessary to properly certify enrollment as described in other institutional policies.

Teach Out Policy for Discontinuing a Program

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

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

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

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

Student Services

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

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

Student Advising

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

Tutoring Services

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

Tutoring Center Email: tutor@pathwayscollege.edu
Writing Center Email: writingcenter@pathwayscollege.edu
Phone: (626)-372-7575

Student Housing Information

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

Placement Assistance and Career Advising

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

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

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.

Copyright Policy

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

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

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

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

Information Technology Resources Use Policy

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

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

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

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Using these resources for any political purpose
- Any use that violates local, state/provincial, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security
- Monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements

Policy and Program Changes

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

Sexual Harassment Policy

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

Student Records

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

Voter Registration Information

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

Arizona – https://azsos.gov/elections/voters/registering-vote
California – https://www.registertovote.ca.gov/
I**daho –** https://voteidaho.gov/voting/
Illinois – https://www.elections.il.gov/
Louisiana – https://www.sos.la.gov/ElectionsAndVoting/Pages/default.aspx

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

Transcripts and Diplomas

Transcripts and diploma requests must be made in writing to the Office of the Registrar. If a student does not make a required payment, a Financial Hold may be placed on their account. This hold may affect the ability to register for future terms. Students are encouraged to contact the Financial Services Department to explore available payment arrangement options. Access to official transcripts will remain available, regardless of account status. Official transcripts are provided for a fee. Student records, including transcripts and diploma may be released only to the student unless there is a FERPA authorization.

Access and Disposal of Student Data

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

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

Family Educational Rights and Privacy Act (FERPA)

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 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 college decides not to amend the record as requested, the college 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 college 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 Pathways College 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 Pathways College 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 Pathways College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pathways College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

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

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

  Pathways College defines Directory Information to include:
  - Name
  - Address
  - Phone Number
  - Email address
  - Month and date of birth
  - 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 of 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/Zoom/Google Meets at the time of the scheduled meeting. Prior to the meeting, the CAO will notify the student in writing the time and date of the scheduled committee meeting. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be then notified in writing within three business days of the committee's decision. For students Outside California – If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private 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: https://ppse.az.gov.

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

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

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

Pathways College Teach Out Policy

Pathways College is committed to the success of all students by ensuring that the college retains the resources, faculty, and support required to carry out our mission and fulfill all obligations to current students. In the event of program discontinuation or plans for college closure, the college will adhere to a satisfactory teach-out program that meets WSCUC Standards of Accreditation and policies; is reasonably similar to administered program delivery for discontinued programs or planned institutional closure; and is of adequate quality.

In the event of planned program closure, all marketing and recruitment for the program will immediately cease and no new students will be enrolled in the program. In the event of planned college closure all marketing and recruitment for the college will immediately cease and no new students will be enrolled in the college. Department chairs in conjunction with the Lead Faculty and CAO will establish a program teach-out schedule, factoring timing, course loads, and course sequencing.

Required course audits will be conducted for each student enrolled in a teach-out program to determine the minimum courses required to run in order for student completion. Students will also be advised of transfer opportunities to a continuing program when applicable or to colleges with which Pathways College has attained articulation agreements to ensure maximum transferability. Currently, enrollment agreements are in place with Danville Area Community College, John A Logan College, and Southwest Illinois College. Credit transfer for program equivalency or elective credit has also been confirmed at Arizona State University, Cal State University - San Bernardino, and Boise State University.

Each student enrolled in a teach-out program will receive an individualized plan and course schedule reflecting the courses that must be completed in order to meet program degree requirements. Individualized teach-out plans will include the end date for discontinued courses required for degree completion.

Pathways College is committed to the following obligations as part of our teach-out plan:

- Covering the cost of any teach-out programs in the budget. No additional costs above and beyond what is stated in a student's signed enrollment agreement will be incurred or billed to the student due to a teach-out plan.
- Offering all courses or course equivalents of a discontinued program's requirements in the teach-out program's course schedule.
- Providing students enrolled in discontinued programs with a written individualized teach-out plan.
- Providing students enrolled in discontinued programs with individualized advising and counseling in regards to their individualized teach-out plan and assisting with any transfers should students request transfer assistance

Students at Pathways College enrolled in a teach-out plan are expected to:

- Remain continuously enrolled in their teach-out program to complete the courses outlined in their individualized plans.
- Follow the course schedule listed in their individualized teach-out plans.
- Successfully complete courses listed in their individualized teach-out plans. Failure to take courses as scheduled in individualized teach-out plans will not obligate Pathways College to offer the course again or modify the program's teach-out schedule in any way.
- Sign an acknowledgement of receipt of teach-out notification and individualized teach-out plans.

Withdrawal from a teach-out program will not result in eligible re-entry into a teach-out program if remaining courses in the teach-out schedule are no longer offered. Students who have withdrawn will have the option to apply for re-entry into a teach-out program if all remaining required courses are still offered on the teach-out schedule. Students who fail a course and consequently fall out of a teach-out sequence as outlined in their individualized plan may retake the course if it is offered in the teach-out schedule. Students will also be permitted to take any discontinued courses at an approved institution, with advisement preferring institutions with articulation agreements. Students dismissed for violations of Satisfactory Academic Progress (SAP) policies and who fail to appeal, are ineligible to appeal, or are denied appeal will lose the right to accessing teach-out programs and plans.

In the event that Pathways College decides to fully terminate or is otherwise unable to execute a teach-out program schedule, students enrolled in the discontinued program will receive a full refund for all tuition and fees paid to the college with any earned credits prior to program teach-out termination remaining on the student's transcript.

Student Tuition Recovery Fund:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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 and Staff AI Use Requirements

- 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.