



# **Pathways College**

## **COURSE CATALOG 2018-2019**

**(June 1, 2018 – June 30, 2019)**

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

**[www.pathwayscollege.org](http://www.pathwayscollege.org)**



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Requests for an official school catalog can be fulfilled either by accessing the school's website <http://www.pathwayscollege.org/> or by sending an e-mail to [jkoski@pathwayscollege.org](mailto:jkoski@pathwayscollege.org). You can also write the school to request a catalog sent through mail: Pathways College: 320 N Halstead Street Suite 215 Pasadena, CA 91107 or call (888) 532-7282. This catalog is updated annually.

**Review Documents Prior to Signing:**

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

**Questions Regarding This Catalog:**

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

**Filing a Complaint:**

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

**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.)

**Accreditation:**

This institution is a private 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.

As of January 1, 2018, Pathways College is not accredited by any accrediting agency recognized by the United States Department of Education. Pathways College does offer degree programs.

Limitations of the degree programs are:

1. If a graduate of the program will be eligible to sit for any applicable licensure exam in California or other states;
2. That a degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California, and



3. That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.



## About Pathways College

### MISSION STATEMENT

The mission of Pathways College is to provide pathways for students to realize their dreams of obtaining a college education and become contributing members of society by breaking the cycle of economic dependency. We offer an affordable and accessible program that includes a challenging, innovative, and rigorous curriculum designed to prepare students to compete in a global market.

### INSTITUTIONAL OBJECTIVES

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

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

### CORE THEMES

1. Liberty: students are free to think, speak, and act as they choose so long as they do not affront the freedom and rights of others.
2. Personal responsibility: students accept responsibility for their choices and actions thereby recognizing they are in control of their destiny
3. Service: students are encouraged to voluntarily and generously be of selfless service to others throughout the school and the community.

### PROGRAMS OFFERED

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

### PROGRAM DESIGN

Pathways College offers online courses 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.

At Pathways College, the academic year is two semesters, each offering two eight week terms. Full-time students are expected to enroll in two courses (each worth 3 semester credits) during an eight week term for a total of four courses per semester. Graduation requirement is 120 semester units. Two summer intersessions of eight weeks each, offering two courses per intersession, are also available, permitting students to complete the Bachelors program at a quicker pace. Students may enroll in courses at the start of any eight week term.

**Term Dates 2018-19:**

Term 1804: 7/9/18-8/29/18

Term 1805: 9/4/18-10/24/18

Term 1806: 10/29/18-12/19/18

Term 1901: 1/7/19-2/27/19

Term 1902: 3/4/19-4/24/19

Term 1903: 4/29/19-6/19/19

**TUITION AND FEES**

Program Name	Minimum Length	Credit units	Registration Fee	Tuition**	STRF (estimated)	Estimated Total
BA Business Administration	153 Weeks	120	\$0.00	\$157.00 Per Credit	\$0.00 Per Year	\$18,840
BA Liberal Studies	153 Weeks	120	\$0.00	\$157.00 Per Credit	\$0.00 Per Year	\$18,840

\*For first time students entering with no transfer credits.

\*\* Tuition will be approximately \$5700 Per Calendar Year

**Notes:**

1. For all programs, a STRF fee of \$0.00 per \$1,000.00 is charged.

**PAYMENT PROCEDURE**

Pathways College will bill students for tuition and any applicable fees by the end of the first week of every term. Students are given two weeks to make their payments via Paypal on the Campus Cafe portal. 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.

**SCHOOL FACILITIES**

Pathways College headquarters are located in Pasadena at 320 N. Halstead Street Suite 215, Pasadena, CA 91107.

Classes are held online.

**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.

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

Weyland A. Morse, Chief Academic Officer 626.714.8957 [wmorse@pathwayscollege.org](mailto:wmorse@pathwayscollege.org)

When a student is referred to the Disability Compliance Officer, the Officer will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Officer receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Officer will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

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



## Program Summary Description

Name of the Program:  
**Bachelor of Arts in Business Administration**

Program ID:  
**(BABA)**

Program Type:  
Bachelor Degree

Title:  
Business Administration

**Program Length:** Minimum: 153 weeks

### **Minimum Requirements for Admission:**

High school diploma or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher, 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.

SAT/ACT Official Scores or other equivalent exam

English Proficiency

1 page Essay on how completing a degree with Pathways College will help you achieve your employment or personal goals and dreams

One letter of recommendation

### **General Program Description:**

The core curriculum and course work in the Business Administration curriculum reflect the recommendations of the Association of Collegiate Business Schools and Programs (ACBSP). A principle focus of the program is to prepare graduates for entry-level positions and for advancement in various occupations and professions in the business world.

### **Program Goals:**

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

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

### **Program Objectives:**

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

1. Foster an appreciation for the social and cultural environment in which business is transacted.
2. Manage areas that include information technology, leadership dynamics, ethics, and international relationships.
3. Demonstrate expertise in organizational leadership.
  - a. Establish, execute, and analyze effectiveness of organizational goals, policies, and procedures.



- b. Oversee strategic planning.
4. Direct and oversee an organization's financial and budgetary activities.
  - a. Analyze financial statements, sales reports, and other key performance indicators.
  - b. Identify cost cutting areas.
5. Manage people effectively.
  - a. Hire, supervise, and train employees up to the department head and manager level.
6. Fulfill the US Department of Labor's Standard Occupational Classification code 13-0000





## Program Description

Name of the Program:  
**Bachelor of Arts in Liberal Studies**

Program ID:  
**(BALS)**

Program Type:  
Bachelor Degree

Title:  
Liberal Studies

**Program Length:** Minimum: 153 weeks

### **Admission Pre-requisites:**

High school diploma or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher, 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.

SAT/ACT Official Scores or equivalent exam

English Proficiency

1 page Essay on how completing a degree with Pathways College will help you achieve your employment or personal goals and dreams

One letter of recommendation from a non-related person which would indicate the student's probability of success in college.

### **General Program Description:**

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

### **Program Goals:**

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

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

### **Program Objectives:**

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

1. Examine major national and global issues, especially those issues related to cultures and diversity.
2. Foster an independent view of the world while developing critical, creative thinking, and communication skills.



3. Demonstrate awareness of art, history, philosophy, and technology and the impact these disciplines have on contemporary issues.
4. Use and understand statistical analysis in problem solving.
5. Fulfill the US Department of Labor's Standard Occupational Classification code 43-0000.

## **Admissions Information**

All applicants must furnish official academic transcripts or records of previous enrollment from any high school or higher education institution they have attended (if this is the case); failure to comply may result in dismissal or loss of academic credit.

### **THE ADMISSION PROCESS**

The admission is a 2-phase process as outlined below:

#### Phase 1: Application:

- a. Prospective students should complete an online application at the school's website ([www.pathwayscollege.org](http://www.pathwayscollege.org)) in the area dedicated to the specific program of interest.
- b. After completing the online application form, an admissions counselor will contact the applicant to go over the admission enrollment processes for each program.

#### Phase 2: Enrollment:

- a. Shortly after the school receives all required information/documentation, an admissions counselor will contact the applicant to schedule any other activity that may be required by specific programs, such as an admissions interview. Some programs may require a mandatory criminal background check and drug screening before admission is granted. Please see each program specific admissions requirements.
- b. Applicants who are granted admission after complying with all steps outlined by the Admissions Coordinator, will complete and sign an enrollment agreement with the school. Attendance to either class or laboratory will not be allowed until the enrollment agreement has been signed. Pathways College follows an open enrollment, year-round system. Individuals may apply up to one year in advance of a scheduled class start date. All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English; admissions interviews, when required for admission, are conducted in English. As a result, English language competency 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).

Please note that for the enrollment agreement and only for the enrollment agreement, if the student is unable to fully understand its terms and conditions as written, an



admissions representative will clearly explain the terms and conditions and all cancellation and refund policies personally in conversational English.

## **INCOMING TRANSFER CREDIT**

### **Transfer Credit Evaluation**

An official transfer credit evaluation, summarizing prior college credit will be prepared by the Chief Academic Officer for first-time Pathways College students. All transfer credit must be granted prior to the start of the course.

### **Allowance of Transfer Credit from Accredited Colleges and Universities**

Generally, students will be granted credit for degree level courses successfully completed at an accredited two or four-year college with earned grades of “C” or better or the equivalent.

Credit is reviewed by the Chief Academic Officer and is granted in compliance with applicable national, state, Title IV (although Pathways College does not currently participate in Title IV), and Pathways College policies and procedures. Such credit may be applied toward fulfillment of major or general education requirements when applicable; other courses may count as elective credit toward the baccalaureate degree. This credit will be listed in summary form on the Pathways College transcript of academic record.

### **Advanced Placement Examinations and International Baccalaureate**

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

### **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**

Unit limitations apply to specific categories of credit which may be used to meet baccalaureate degree requirements:

- A maximum of 30 units of any combination of correspondence, extension, and military course credit.
- A maximum of 30 units of Advanced Placement, International Baccalaureate, or similar examination credit.
- A total maximum of 60 credits may be transferred in.
- Credits earned over 10 years prior to the date of application will not be accepted unless there is documented evidence that the applicant has maintained the knowledge and/or skill base of that credit. This determination will be made by the Chief Academic Officer.



- Under no circumstances will credit be given for life experience.

### **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. I, 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.

### **TRANSFER AGREEMENT**

Pathways College has not entered into an articulation agreement with any organizations.

### **ENTRANCE TEST**

Selected programs require all applicants to take an entrance test as prerequisite for admission (please see each program specific admissions requirements starting on page 7).

Pathways College will accept test score reports from the following:

- SAT
- ACT
- Wonderlic SLE-Q

### **FACULTY INFORMATION**

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

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

Mr. Brad Bixel

M.A. in Cross Cultural Teaching: National University, B.A. English: Cal State Bakersfield

Mr. Robert Cascaddan

MBA: Portland State University, B.S. Political Science: Portland State University



Mr. Paul Champion	MBA: University of Redlands, B.S. in Business and Management: University of Redlands
Ms. Veronica Dap	Ed.S in Curriculum and Instruction: Piedmont College, M.A.T. in Language and Literacy: Georgia State University, B.S. in Liberal Arts –Social and Behavioral Sciences: Soka University
Mr. Patrick Roundhill	Ph.D in Environmental Science (in progress): University of Arizona, M.S in Chemistry: University of South Africa, M.B.A.: University of Phoenix, B.S. in Chemistry and Environmental and Ecological Biology: University of Arizona
Dr. Charles Pak	Ed.D in Educational Leadership: Pepperdine University, MBA: California State University-Dominguez Hills, M.S. Administration: Pepperdine University, B.A. in Economics: University of California Irvine
Ms. Sindy Park	M.A. in Mathematics Education: California State University-Northridge, B.A. in Social Science: University of California Irvine
Mr. Rumaldo Marquez	M.A. in Communication and Leadership: Gonzaga University, M.S. in Counseling Guidance: California State University- San Bernardino, B.A. in Communication: California State University: San Bernardino
Mr. Samuel Guerrero	M.A. in Art: Portland State University, B.A. in Fine Art: Azusa Pacific University
Mr. Thomas Roka	M.A. in History: University of Toledo, B.A. in Sociology and History: University of Toledo
Dr. Mark Arandia	Ph.D in Political Philosophy: University of Dallas, M.A. in Political Philosophy: University of Dallas, B.A. in Political Philosophy: University of Dallas
Ms. Carina Aguirre	J.D. in Law: Texas Tech University, B.A. in Broadcast Journalism: Texas A&M University
Mr. Gary Elder	D.C. in Chiropractic: Southern California University, B.S. in Human Biology: Southern California University, B.S. in Liberal Arts: Excelsior College
Ms. Cynthia McMillan	M.S. in Accounting: University of South Alabama, B.S. in Accounting: University of South Alabama
Mr. Tom Zaragoza	M.S. in Educational Administration: Pepperdine University, M.A. in Anthropology: Cal State Los Angeles, B.A. in Anthropology: University of Southern California, B.A. Social Science - History: University of Southern California



## ACADEMIC RESOURCES

The curriculum is developed so that all information that needs to be retrieved is provided by the course professor and can be accessed from journals, databases, books, research repositories, or the College's online library. Every resource provided for the classes are e-learning in format and accessible by any student with internet capabilities. Online resources are clearly labeled for student access and is consistently updated to ensure that they are current. The utilization of online resources enhance the learning experience for all students and supplement the costly nature of brick and mortar facilities. Access to materials needed will be available through the student portal and the College's online library. Course instructors and the College's librarian are available for assistance.

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

The library currently subscribes to Business Source Elite (EBSCO), Academic Search Elite (EBSCO), and Ebook Central (ProQuest). Combined these databases provide students access to over 2,000 full-text publication titles, over 1,500 peer-reviewed publication titles, and over 150,000 books. The library also participates in resource trials to test the usability and quality of new potential resources to add to the library's collection. All resources have been reviewed by the College librarian and administration, and selected for their support of the programs and the learning objectives of the Business Administration and Liberal Arts programs at Pathways College.

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

**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. Such services are available upon request by contacting your course instructor, student advisor, or the chief academic officer for additional information.

**STUDENT SUPPORT SERVICES HOUSING AND TRANSPORTATION**

Pathways College does not provide either on-campus or off-campus housing. Pathways College has no responsibility to find a student housing. For a list of available housing and lodging off-campus, students should contact the Student Services Department. We also maintain information on public transportation and a list of students interested in carpooling.

**PLACEMENT ASSISTANCE AND CAREER ADVISING**

While the school cannot guarantee employment, we offer assistance 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 curriculum 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 in our Student Support Services unit and in our website.





## General Education Course Descriptions

**ANT 111 Survey of Physical Anthropology** 3 Units, Required  
The study of human biological evolution in the context of modern genetics and primate behavior studies. Natural selection and related issues including patterns of inheritance are discussed. The human fossil record, as well as the diversity and commonality of present and past populations of humankind are examined. Prerequisites: none

**ANT 201 Anthropology of Change** 3 Units, Required  
This course is an examination of the concepts of risk and vulnerability, the role of science and local knowledge, and the social contexts of policies and actions, as well as how climate change is affecting and will continue to affect communities worldwide. A variety of issues and challenges facing individuals, organizations, and nations as we come to understand and combat the concept of anthropogenic climate change are addressed. Prerequisites: none

**ART 100 Art Appreciation** 3 Units, Required  
The importance of art in today's world and the purposes art has served from prehistoric through modern times in a variety of cultures. Art is viewed in context with family, politics, religion, sexuality, social protest and entertainment. Measurable standards for understanding artistic intent and expression are presented so that students may increase their appreciation of the role of art in today's society. Students are required to visit a museum as part of course learning activities. Prerequisites: none

**BIO 100 Introduction to Living Systems** 3 Units, Required  
The principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Laboratory exercises reinforce lecture topics and include microscope techniques. Prerequisites: none

**BIO 303 Human Genetics** 3 Units, Required  
A discussion of the field of genetics and how it is currently being revolutionized and brought into the forefront of biology. Emphasis on the application of new tools and techniques along with recent findings that have had moral, political, and socio-economic impact globally. Prerequisites: None

**ENG 100 Composition** 3 Units, Required  
Development of skills and competence in writing prose compositions, reading, and listening. Problems in logical thought, organization of ideas, comprehension, and critical thought. Introduction to the preparation of research papers. Prerequisites: none

**GEO 101 Introduction to Environmental Science** 3 Units, Required  
An introduction to the study of patterns and processes in the natural world and their modification by human activity. The course is focused on the scientific principles that underline the functioning of the global environment. Students will develop a general understanding of the application of science to solution of contemporary environmental problems. Prerequisites: none





- GEO 330 One World: The Digital Planet** 3 Units, Required  
An examination of how digital media are used and various methods and strategies used to evaluate online communication tools. The costs, risks and benefits associated with communications with consumers, stakeholders, and the general public in the online marketplace are reviewed. Prerequisites: none
- HIS 101 United States History** 3 Units, Required  
A chronological survey of American historical development from 1877 to the present. Emphasis is placed on the understanding of American social, intellectual, political, economic, and diplomatic institutions. Special topical consideration will be given to the nation's culture and diversity. The emergence of the United States as a superpower is analyzed against the background of world history. Prerequisites: none
- LIB 307 Technology and Communication** 3 Units, Required  
A survey of the history and characteristics of various communication technologies and their influence on human communication. Prerequisites: none
- MAT 101 Patterns of Mathematical Thought** 3 Units, Required  
An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors. Prerequisites: none
- PHI 200 Philosophies of War and Peace** 3 Units, Required  
Moral issues about the recourse to war by the nation and the individual's 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
- POL 101 American Government: National, State, and Local** 3 Units, Required  
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
- PSY 100 Principles of Psychology** 3 Units, Required  
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
- PSY 200 Critical Thinking and Decision Making** 3 Units, Required  
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

**SPH 100 Speech Communication**

3 Units, Required

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



## **Bachelor of Arts in Business Administration (BABA)**

### **ACC 200 Principles of Accounting I**

3 Units, Required

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

### **ACC 201 Principles of Accounting II**

3 Units, Required

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: ACC 200 Principles of Accounting 1

### **BUS 135 Introduction to Business**

3 Units, Required

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

### **BUS 150 Organizational Change**

3 Units, Required

The challenges, techniques, and problems associated with initiating and implementing major change in an organization. Identification of the external and internal forces that cause change, such as leading a new initiative or project, working to change the culture of the organization, entering new markets, or launching a new product. The focus is on how organizations change and how to be a change agent in an organization. Prerequisites: BUS 135 Introduction to Business

### **BUS 215 Personal Financial Management**

3 Units, Required

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: MAT 101 Patterns of Mathematical Thought

**BUS 250 Business Law**

3 Units, Required

An introduction to the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders, and judicial decisions will be addressed. The law of contract, sales, and agency will be covered in detail while a distinction is drawn between traditional contracts and e-contracts. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored. Prerequisites: ACC 201 Principles of Accounting 2, BUS 135 Introduction to Business

**BUS 402 Strategic Management and Business Policy**

3 Units, Required

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: ACC 201 Principles of Accounting II, Bus 250 Business Law

**BUS 490 Internship**

3 Units

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: ACC 201 Principles of Accounting 2

**BUS 498 Senior Seminar in Business**

3 Units, Required

The capstone seminar for students pursuing the Bachelor of Arts in Business. In consultation with the instructor, students will read two current books that examine significant issues in business and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, ACC 201 Principles of Accounting 2, BUS 402 Strategic Management and Business Policy, Academic Advisor Approval

**ECO 200 Principles of Macroeconomics**

3 Units, Required

A study of how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity. Prerequisites: ACC 201 Principles of Accounting 2

**ECO 202 Principles of Microeconomics**

3 Units, Required

The study of how people manage their limited resources. Microeconomics focuses on the exchange between households and businesses. Prerequisites: ACC 201 Principles of Accounting 2

**ECO 320 International Economics**

3 Units, Required

An in-depth examination of the basic principles of international economics. The course broadens your perspective on the growing economic interdependence of nations--how it happens and how it affects lives around the globe. Topics such as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies, and international competitiveness are covered. Prerequisites: ACC 201 Principles of Accounting 2

**ENT 201 Introduction to Entrepreneurship**

3 Units, Required

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: ACC 201 Principles of Accounting 2

**FIN 316 Financial Institutions and Markets**

3 Units, Required

An examination of concepts, environments, and marketing management roles, as applied to industry, nonprofit organizations, and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place, and promotion), target groups, relationship marketing, research, competitor analysis, and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization, as well as exploring the dynamic that will lead to completing each plan with confidence. Prerequisites: ACC 201 Principles of Accounting 2

**FIN 401 Principles of Finance**

3 Units, Required

An introduction to the field of finance. The course provides a foundation for moving into the field of International Finance and Financial Management. Financial management as applied to the firm and how financial decisions add value of the firm are covered. Prerequisites: ACC 201 Principles of Accounting 2

**HRM 303 Human Resources Management**

3 Units, Required

The role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered. Prerequisites: ACC 201 Principles of Accounting 2

**HRM 370 Organizational Development**

3 Units, Required

The process of developing an organization's capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Developing and awareness of multiple ways that organizations change, manage change, in receiving and participating in change. Emphasis on multiple approaches and agile responses to change in organizational environments. Prerequisites: ACC 201 Principles of Accounting 2, BUS 150 Organizational Change

**INF 322 Database Management Systems**

3 Units, Required

Examination of major advancements in the technology of the design, development and management of database management systems (DBMS). Emphasis placed on theoretical concepts and applications of DBMS. Prerequisites: ACC 201 Principles of Accounting 2

**INF 340 Business Systems Analysis**

3 Units, Required

The identification of an organization problem, the goals and the purpose of IT systems and how to carry out all the activities in the analysis and design of the systems. It addresses the design phases and all the techniques that are used to carry out the activities using a structured approach. Prerequisites: ACC 201 Principles of Accounting 2

**MGT 430 Management for Organizations**

3 Units, Required

The study of human behavior in organizations and how managers recognize and use those behaviors. Course topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Prerequisites: ACC 201 Principles of Accounting 2, BUS 150 Organizational Change

**MGT 450 Group Behavior in Organizations**

3 Units, Required

Application of principles of how individuals manage their own performance and career by working with and through others. Emphasis is on theories and concepts for analyzing, understanding, and managing human behavior in organizations. Prerequisites: ACC 201 Principles of Accounting 2, MGT 430 Management for Organizations

**MKT 201 Principles of Marketing**

3 Units, Required

Introduction to basic marketing concepts. Topics include the marketing mix, new product development, consumer behavior, customer relationship management, strategic planning and e-commerce. Students will develop a comprehensive marketing plan and apply course concepts to real or imaginary products. Prerequisites: ACC 201 Principles of Accounting 2

**MKT 439 Marketing Research**

3 Units, Required

The use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed. Accordingly, Marketing Research is appropriate for both prospective users of research results and prospective marketing researchers. Prerequisites: ACC 201 Principles of Accounting 2, MKT 201 Principles of Marketing

**MKT 450 Consumer Behavior**

3 Units, Required

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: ACC 201 Principles of Accounting 2, MKT 201 Principles of Marketing

**PHI 440 Business Ethics**

3 Units, Required

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: ACC 201 Principles of Accounting 2





## **Bachelor of Arts in Liberal Studies**

**ENG 326 Telling Stories: The Art and Craft of the Memoir** 3 Units, Required  
The principles of writing memoirs and personal essays. An exploration of various memoir pieces through group literary analysis. Prerequisites: ENG 100 Composition

**ENG 350 Reading and Writing in the Humanities** 3 Units, Required  
Analysis of various forms of academic and professional writing for the humanities. Modes and methods of argumentation, research methods, design of papers, stylistic clarity, and editing strategies are covered through analysis of works of fiction and non-fiction. Prerequisites: ENG 100 Composition

**HUM 150 Science Technology and the Literature of Culture** 3 Units, Required  
An exploration of the relationships among culture, literature, the sciences, and technology, focusing in particular on narratives of evolution and creation from the late 8th century into the 21st century. Prerequisites: none

**HUM 322 Revolutionary Lives** 3 Units, Required  
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: HIS 101 United States History

**HUM 362 Vice, Crime, and American Law** 3 Units, Required  
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

**HUM 382 Music Appreciation** 3 Units, Required  
An introduction to the ways in which music is put together and how to listen to a wide variety of musical styles, from Classical, to Secular, to Jazz, the Blues, Rock and Roll Country, and Rap. Prerequisites: none

**HUM 499 Independent Study in the Humanities** 3 Units, Required  
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

**LIB 150 Introduction to Urban Studies** 3 Units, Required  
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



**LIB 200 Individual, Community, Creator**

3 Units, Required

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

**LIB 221 Literary Analysis**

3 Units, Required

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

**LIB 323 Contemporary Short Stories**

3 Units, Required

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

**LIB 325 Who Dunit?**

3 Units, Required

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

**LIB 346 The Art of Life**

3 Units, Required

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

**LIB 380 Famous Trials in American History**

3 Units, Required

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: HIS 101 United States History

**LIB 411 Generational Differences in the Workforce**

3 Units, Required

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

**LIB 480 Senior Seminar in the Humanities**

3 Units, Required

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

**LIB 490 Internship**

3 Units, Required

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

**LIT 327 Contemporary South Asian Literature**

3 Units, Required

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

**MAT 150 Statistics**

3 Units, Required

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: MAT 101 Patterns of Mathematical Thought

**MCG 100 Introduction to Multicultural and Gender Studies** 3 Units, Required

An examination of how gender, race, class, nationality, sexuality, disability, and other identity categories shape human experiences. Includes study of social institutions, norms, and practices for their impact on the status and roles of people; visions and strategies for social transformation, and ethical issues. Prerequisites: none

**PHI 401 The Meaning of Life**

3 Units, Required

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

**PHY 101 Physics: The World Around You**

3 Units, Required

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

**SOC 201 Social Inequality**

3 Units, Required

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

**SOC 210 Contemporary Issues in the Social Sciences**

3 Units, Required

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

**SOC 220 Introduction to Research Methods**

3 Units, Required

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



## **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. It is important to note that 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 an online format. In order to follow the Carnegie unit, each 3-credit course requires between 135 and 150 hours of student effort. This effort can be divided among the following activities: Online interactions, live sessions, reading/research material, and student work. Online interactions include discussions, reading feedback from the instructor, and reading course related documents. Live sessions include real-time web-based interaction with the instructor and videos. Reading and research material include reading, finding resources, interviewing and observing. Student work includes quizzes, exams, written assignments, presentations, etc.

### **ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM**

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

These values are:

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

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

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

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

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

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

Acts of academic dishonesty compromise the adopted core values and undermine the process by which knowledge is created, shared and evaluated. It is of paramount



importance that both students and teachers abide by the highest standards of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including cheating and plagiarism:

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



### **Satisfactory Academic Progress Policy**

In order to remain in good academic standing with Pathways College, the students must meet the following Satisfactory Academic Progress minimum standards at the end of each 8 week grading period:

- 1) Must maintain a minimum grade point average (CGPA) of 2.0 or greater.
- 2) Must maintain a rate of progress (ROP) of 66.67 percent or greater as defined as the credit hours attempted, divided by the credit hours completed.
- 3) Must complete the program of study within 150 percent of the program length (Maximum Time Frame (MTF)).

*Maximum Time Frame Example:*

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

### **SAP Evaluation**

Each program is broken down into grading periods which occur at the end of each 8 week term session. Once the finals grades for the term have been entered into the student information system, the student's CGPA, ROP and MTF will be evaluate. 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, Academic Probation, or ultimately withdrawal from the College at the end of the grading period.

### **Maximum Credit Load**

Students who wish to register for more than 6 credits per session must obtain approval from the Chief Academic Officer. 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.

### **Academic Warning**

A student not meeting all 3 aspects of the Satisfactory Academic Progress policy (CGPA, ROP and MTF) at the end of a grading period will be placed on an Academic Warning status. The College will advise the student of his or her status prior to the start of the next grading period. The student will be required to work directly with the Academic Advisory to develop an Academic Success Plan. If a student fails to achieve Satisfactory Academic Progress for the next grading period while they are on Academic Warning, they will be placed on Academic Probation.

### **Academic Probation**

A student will be placed on Academic Probation once they have reached their second consecutive grading period not meeting all of the Satisfactory Academic Progress requirements. The school will advise the student of his or her status prior to the start of the next grading period. A student who fails to meet the minimum requirements of Satisfactory Academic Progress, or who fail to meet the requirements of the Academic





Success Plan by the end of the next grading period, will be withdrawn from the College. 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 8 week grading period.

### **Academic Success Plan**

At the end of each 8 week grading period in which a student does not meet Satisfactory Academic Progress standards, the college academic staff will assist the students in creating an Academic Success Plan. The Academic Success Plan will outline, in detail, minimum academic performance standards for the student for the upcoming term. The student must acknowledge and meet the requirements of the Academic Success Plan to remain enrolled in the college.

### **Satisfactory Academic Progress Appeals**

A student may appeal withdrawal from the program due to failure to meet SAP based on mitigating circumstances. The Academic Success Plan is a critical part, and must accompany the appeal. The appeal and Academic Success Plan must be in writing and submitted to the Chief Academic Officer in writing within 3 calendar days or being notified of the student's withdrawal from the college due to SAP. The Chief Academic Officer will review and they approval or deny the request within 48 hours of receiving the appeal.

Written appeals must include the following:

- A clear statement regarding the mitigating circumstances that caused the student to not be successful and must include appropriate supporting documentation of such circumstances;
- An explanation of how the mitigating circumstances actually caused and or contributed to the student's current academic struggles;
- A discussion about what has changed in the student's situation that would allow them to attain Satisfactory Academic Progress in the future;
- An updated Academic Success Plan outlining the steps necessary to reach SAP created with the Pathways College academic staff.

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 if they fail to reach Satisfactory Academic Progress at the end of the grading period while on Academic Probation.

### **ATTENDANCE POLICY**

Pathways College requires high levels of both academic and professional integrity from all students. This is expressed in part by a commitment to attend all discussion board sessions.

The online week begins on Monday and ends on Sunday. To be in attendance during a week, you must log in to your online class and submit a graded assignment/discussion at least once during the week as well as participate in weekly discussions. Deadlines for attendance are based on Pacific Time (PST). Students are also expected to participate in weekly discussions. The final week of the course ends on Wednesday.

If a student does not submit a posting to the graded assignment/discussion during the second week of class and does not participate in a weekly discussion, the student is



administratively dropped from the course for non-participation without incurring any course charges.

- a) Absences, regardless of the reason, do not exempt students from any academic requirements. The student is responsible for all of the work (including, but not limited to quizzes, tests, reports, and exams) he or she misses due to an absence.
- b) Absences, regardless of the reason, do not imply assisted make-ups for missed sessions. Missed reports may be turned into the instructor within seven days of the missed day. Missed quizzes, tests, and exams (except the final exam) may be taken within seven days from the absence day. A missed final exam must be taken within ten (10) days from the official scheduled date. Failure to comply with the deadlines for missing reports, quizzes, tests, and exams, regardless of the reasons, will result in “zero points” for the missed assignment.

### **CONTINUOUS ENROLLMENT POLICY**

Students must be enrolled in at least one course per term 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 Chief Academic Officer. If a student wishes to continue after becoming inactive, they will need to re-enroll, including signing a new enrollment agreement.

### **DISMISSAL OF STUDENT**

Students may be dismissed due to unsatisfactory conduct (behavioral reason), academic deficiency, no course activity, exceeding maximum time frame, failure to meet Satisfactory Academic Progress or any other conduct that would be a detriment to the reputation of the school. Personal conduct and appearance are noticeable expressions of character and are expected from all students as well as from school personnel and agents.

Students may also be dismissed for behavioral/disciplinary reasons such as: recurrent academic dishonesty as defined in the school’s academic integrity policy; forgery, altering school documents, or knowingly providing false information; physical and/or verbal abuse, or intimidation or threat of abuse to students, school employees, agents and their families; theft of school property or the property of a school employee, student, or visitor; sale of knowing possession of illegal drugs or narcotics; possession, use, or threats of use of explosives or deadly weapons on school premises; recurrent poor attendance beyond the limit indicated in the attendance policy; any form of discrimination and/or harassment as indicated in the school’s harassment and nondiscrimination policies.

All students are given a fair process typically before any disciplinary action is imposed (including dismissal). However, in appropriate circumstances, students may be suspended or dismissed prior to a hearing. Students may file an appeal with the Appeals Committee.

### **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 provided to each student. 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 at the end of this sub-section.

Pathways College will typically return evaluation of student's work within 72 hours.

### **GPA AND CGPA CALCULATIONS**

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

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

<b>Grade</b>	<b>Meaning</b>	<b>Point Value</b>	<b>Percentage Scale</b>
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
I	Incomplete	Not Calculated	
W	Withdrawal	Not Calculated	
AU	Audited	Not Calculated	
TR	Transfer Credit	Not Calculated	

### **INCOMPLETE GRADE POLICY**

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

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

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

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

1. The student is not allowed to carry more than two incomplete grades at the same time.
2. The student with an "I" is required to complete the coursework by no later than two weeks from the end of that term. Failure to comply with this requirement will result in the changing of an "I" grade to an "F" grade. Should a student receive either an "I" or "F" in a course which serves as a prerequisite for another course,



- they may not enroll in that course until the “I” or “F” in the prerequisite course has been retaken and brought to a passing grade.
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.

### **LEAVE OF ABSENCE (LOA)**

A leave of absence is a temporary interruption of a student’s attendance to a 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 documented, legitimate 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, or special employment requirements.

In order to be granted a Leave of Absence (LOA), the student must submit a completed, signed and dated Leave of Absence Request Form at least 10 days before the requested leave date. 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.

### **PERSONAL LEAVE OF ABSENCE**

A personal leave of absence may be granted for extraordinary circumstances not listed above with prior approval from the Chief Academic Officer. Such requests may be made in writing and will utilize the same process for Leave of Absence requests listed above.

- Personal leaves of absence will be granted for a period of no longer than two consecutive academic terms (16 weeks).
- Personal leaves of absence must be approved in writing by the Chief Academic Officer and may impact the receipt of financial aid funding.
- For such requests, student academic standing, the nature of the personal request, and the financial impact on the student will all be taken into consideration.



### **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. 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). Students may also repeat any failed coursework. Failed courses may be repeated, so long as repeating the coursework does not 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.

### **WITHDRAWAL AND REFUND POLICY**

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance either on the first day of class or until the fourteenth (14th) day after enrollment, whichever is later. Cancellation occurs when the student gives written notification of cancellation via the request for course withdrawal on [www.pathwayscollege.org](http://www.pathwayscollege.org) by midnight of the first day of class or the fourteenth (14th) day after enrollment, whichever is later.

Students may withdrawal during the first 60% of instructional days of a class (five weeks of an eight week course) and receive a pro-rata refund of the tuition based on the table below. Students who wish to withdrawal should fill out a withdrawal form on the school's website ([www.pathwayscollege.org](http://www.pathwayscollege.org)). The date a student submits the withdrawal form will determine the percentage of the tuition refund.

Based on an eight week course cycle:

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

#### **Additional Notes:**

1. If a student abandons the course at any time after having attended one class or laboratory, and never submits an online withdrawal notification, then the student will receive a grade of "F" for that course and will be responsible for paying full tuition and fees.
2. 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 for specifics in requesting an incomplete.



## **Administrative Information, Policies and Regulations**

### **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](http://www.copyright.gov) and [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **INFORMATION TECHNOLOGY RESOURCES USE POLICY**

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

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

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;



- Using these resources for any political purpose
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security
- monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission, using another person's user id or sharing your user id with another person;
- Distributing chain letters;
- Accessing online games or gambling sites;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of Pathways College's users or students to parties outside Pathways College without expressed written permission;
- Downloading or storing school or student private information on portable computers or mobile storage devices;
- Making computer resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material, including child pornography;
- Academic dishonesty as defined in the school policy;
- Use of Pathways College logos, trademarks, or copyrights without prior approval;
- Use of the school's IT resources for private business or commercial purposes.

### **POLICY AND PROGRAM CHANGES**

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

### **SEXUAL HARASSMENT POLICY**

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

## **TRANSCRIPTS AND DIPLOMAS**

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

## **ACCESS AND DISPOSAL OF STUDENT DATA**

Students have the right to review their educational records. Academic records and all related information is 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, SS# or private addresses – receive special handling when retention is no longer needed. They are either shredded or destroyed in some way that maintains its confidentiality; school keeps records of the dates and means student documents were disposed.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day United States University 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 make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to





amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by United States University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of the United States University who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for United States University.

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

Family Policy Compliance Office U.S. Department of Education  
[400 Maryland Avenue, SW Washington, DC 20202](#)

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

- To other college officials, including teachers, within the United States University whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions.
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in



connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.: The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public: The final results of a disciplinary proceeding, if the college determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her.
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the college has designated as "directory information".

Pathways College defines Directory Information to include:

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

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

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

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

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





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

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the grievance committee at Pathways College. The written statement should include the details of the student's issue, a summary 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/skype at the time of the scheduled meeting. Prior to the meeting, the CAO will notify the student in writing the time and date of the scheduled committee meeting. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be then notified in writing within three business days of the committee's decision.

Any questions that a student may have that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at [2535 Capitol Oaks Drive, Suite 400](mailto:2535.CapitolOaksDrive,Suite400@bppe.ca.gov), Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888)370-7589 or by fax 916-263-1897.

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](http://www.bppe.ca.gov)).



## General Disclosures and Notices

### CA STATE STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student in an educational program who is a California resident, or are enrolled in a residency program. You must prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-part payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are not paid by any third-part, such as an employer, government program or other payer and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE). You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees and other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse a loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Amount of STRF assessment. (a) Each qualifying institution shall collect an assessment of fifty cents (\$0.00) per one thousand dollars (\$1,000) of instructional charges, rounded to the nearest thousand dollars. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.



### **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:

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

### **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 seek to transfer. Acceptance of the diploma you earn at any program offered by Pathways College is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or the diploma 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, courses, diploma will transfer.

### **STUDENT'S RIGHTS TO CANCEL ENROLLMENT**

The student has the right to cancel his or her enrollment agreement and obtain a refund of charges paid through their period of attendance. Cancellation occurs when the student gives written notice of cancellation in the form of an e-mail sent to [jkoski@pathwayscollege.org](mailto:jkoski@pathwayscollege.org). Cancellation must occur prior to the 5<sup>th</sup> calendar day following the receipt of the first lesson and any materials presented to the student at the start of the first term enrollment period on the enrollment agreement. The program's name should be mentioned in the e-mail subject line. The student can also mail or fax the cancellation request. The written notice of cancellation if sent by mail should be addressed to Pathways College, Admissions Department with the address in the top right corner of all pages of this agreement, and is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation, if scanned, should be scanned to Pathways College, Admissions Department at [admissions@pathwayscollege.org](mailto:admissions@pathwayscollege.org).

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 student has received federal student financial aid funds, then the student is entitled to a refund of monies not paid from federal student aid program funds.
4. If the program is cancelled by the school or if the student is rejected or is a “no-show” (never attended the program or course), then the student will receive a full refund (minus the nonrefundable fees) within 30 days from the scheduled first day of class.