Pathways College

CATALOG 2021-2022

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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 admissions@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, (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. 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 July 1, 2020, 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. A graduate of a degree program may not be eligible to sit for any applicable licensure exam in California or other states;
2. 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. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Pathways College has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, 510-748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum of five years. Candidacy is an indication that the institution is progressing toward Initial Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

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, (achieved Candidacy July 8, 2020), and full accreditation by November 15, 2021.

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.

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About Pathways College

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

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

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

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

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

Programs Offered

Degree Programs:
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Liberal Studies

Non-Degree Programs (Certificates):
- Certificate in Business Management
- Certificate in Diversity & Inclusion
- Basic Guard Card (Power to Arrest)
- Blueprint for Workplace Success
- Customer Service Academy
- Guest Service Gold
- Human Resource Academy
- Security Officer (Armed)
- Security Officer (Unarmed)

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

The history of Pathways College begins in 2015. During that time, a decision was made to create a college for non-traditional students who were less likely to attend a more traditional post-secondary institution primarily due to accessibility and/or cost. The mission of Pathways College is to provide pathways for students to realize their dreams of obtaining a college education and become contributing members of society by breaking the cycle of economic dependency. Pathways College offers an affordable and accessible program that includes a challenging, innovative, and rigorous curriculum designed to prepare students to compete in a global market. "Affordable and Accessible" is Pathways College's motto.

Pathways College received approval to operate from the Bureau of Private Postsecondary Education (BPPE) in November 2016, offering two bachelor degree programs – Business Administration and Liberal Studies. In January 2017, the college began its first cohort of students, some of whom are first-time-full-time students and some of whom are transfer students. All courses are delivered in an online format within a trimester timeframe (two eight-week terms per trimester). Students typically enroll in two courses each term. Offering three trimesters (six eight-week terms) per year allows full-time students the opportunity to complete their bachelor's degree program in three years and four months.

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

Pathways College has expanded its offerings to included twelve non-degree granting certificate programs, which started in January 2020. These programs completely align with Pathways College's mission, providing opportunity for students to become contributing members of society through education/training programs. Some of these programs could serve as an onramp for students into a bachelor's degree program.

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

The College maintains the Pathways College Library (library.pathwayscollege.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. Faculty are encouraged to work with the library to help deliver specialized research sessions in their courses in order to familiarize students with the research tools and resources available to them.

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

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

Writing and Tutoring Center

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

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

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

Facilities and Equipment

Pathways College offers a nurturing environment where students can thrive. While most learning is done online, there is a learning facility available for hybrid and on-ground courses, mostly used the non-degree certificate programs. The facility has classroom facilities and equipment. The facility (320 N. Halstead Street, Suite 215, Pasadena, CA 91107) is designed with the student in mind and include light, spacious classrooms equipped with ample workspace for individual and group work. The classrooms offer a productive working atmosphere and include equipment such as smart boards, wireless access, projectors, and access to digital textbooks.

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

The Halstead location includes staff and faculty offices, kitchen/lounge facilities, and other amenities.

College Locations

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

Important Dates 2021-2022:

Term Dates	Start Date	End Date
Summer Trimester		
Term 2201:	July 6, 2021	August 25, 2021
Term 2202:	August 30, 2021	October 20, 2021
Fall Trimester		
Term 2203:	October 25, 2021	December 15, 2021
Term 2204:	January 3, 2022	February 23, 2022
Spring Trimester		
Term 2205:	February 28, 2022	April 20, 2022
Term 2206:	April 25, 2022	June 15, 2022

College Holidays and Breaks

Summer Break	July 1-5, 2021
Labor Day	September 6, 2021
Veteran's Day	November 11, 2021
Thanksgiving Break	November 25-26, 2021
Winter Break	December 16, 2021-January 2, 2022
Martin Luther King Day	January 17, 2022
President's Day	February 21, 2022
Spring Break	April 21-24, 2022
Memorial Day	May 30, 2022
Juneteenth	June 20, 2022
Summer Break	June 23-July 1, 2022
Independence Day, Observed	July 4, 2022
Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving Break	November 24-25, 2022
Winter Break	December 15, 2022-January 2, 2023

Academic Degree Programs

Pathways College offers two Bachelor's Degree Programs. These programs are delivered online through our Canvas learning management system. The academic year is divided into trimesters, with two 8-week terms in each trimester delivered in a year-round timeline to allow students to complete their program in 3.3 years.

Full-time students take 2 courses (6 credits) per 8-week term, or 4 courses (12 credits) in a trimester. Annually, full-time students would complete 12 courses (36 credits) in three trimesters. Pathways College offers programs on a year-round basis, allowing students to continue to work uninterrupted toward their degrees and provides hands-on education in the programs by offering bachelor's degree programs as well as non-degree programs.

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

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

Standard Occupational Classification Codes by Program

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

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

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

	Community and Social Service Specialists, All Other	21-1099
	Security Guard	33-9032
	Asset Protection Officer	33-9032
	Overnight Security Officer	33-9098
Basic Guard Card (Power to Arrest)	Night Watch	33-9032
	Campus Security Guard	33-9098
	Greeter	33-9032
	Retail Associate	41-2031
	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Office Clerk	43-9061
Blueprint for Workplace Success	Consumer Care Representative	43-4051
	Call Center Representative	41-9041
	Entry Level Sales	41-9099
	Collector Customer Service Representative	43-4051
	Customer Services Supervisor	43-4051
	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Administrative Assistant	43-9199
	Operations Assistant	43-9199
Customer Service Academy	Customer Services	43-4051
	Consumer Care Representative	43-4051
	Call Center Representative	41-9041
	Entry Level Sales	41-3091
	Collector Customer Service Representative	43-4051
	Customer Services Supervisor	43-4051
	Retail Associate	41-2031
	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Office Clerk	43-9061
Guest Service Gold	Consumer Care Representative	43-4051
	Call Center Representative	41-9041
	Entry Level Sales	41-3091
	Collector Customer Service Representative	43-4051
	Customer Services Supervisor	43-4051
	Human Resource Generalist	11-3121
	Human Resource Administrative Assistant	43-4161
Human Resource Academy	Recruiting Assistant	11-3131
	Human Resources Coordinator	11-3121
	Entry Level Recruiter	11-3131
	Human Resources Specialist	11-3121
	Security Officer	33-9032
	Armed Security Officer	33-9032
Security Officer (Armed)	Personal Protection	33-9032
	TSA Officer	33-9093
	Security Guard	33-9032

	Asset Protection Officer	33-9032
	Overnight Security Officer	33-9098
	Night Watch	33-9032
	Campus Security Guard	33-9098
	Greeter	33-9032
Security Officer (Unarmed)	Security Officer	33-9032
	Security Guard	33-9032
	Asset Protection Officer	33-9098
	Overnight Security Officer	33-9032
	Night Watch	33-9098
	Campus Security Guard	33-9032
	Greeter	33-9098

Bachelor of Arts in Business Administration (BABA)

CIP Code:	52.0201
Program Length:	Minimum 153 weeks
Program Delivery:	Online
Total Credits Required:	120 Credits
	General Education Courses 48 Credits
	Core Courses 72 Credits

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.

Bachelor of Arts Business Administration Courses

	PC Course	Course Name	Credits
General Education	ANT101	Survey of Physical Anthropology	3
	ANT201	Anthropology of Change	3
	ART201	Art Appreciation	3
	BIO301	Human Genetics	3
	COL105	College Success and Critical Thinking	3
	COM101	Speech Communication	3
	COM401	Technology and Communication	3
	ENG101	Composition	3
	GEO101	Introduction to Environmental Science	3
	HIS201	United States History from 1877	3
	HIS250	World History and Cultures	3
	MAT201	College Algebra	3
	PHI301	Critical Thinking and Decision Making	3
	PHI401	Philosophies of War and Peace	3
	POL201	American Government: National, State, and Local	3
	PSY101	Principles of Psychology	3
Total General Education Credits			**48**
Business Administration Program	BUS101	Introduction to Business	3
	BUS102	Organizational Change	3
	BUS111	Principles of Accounting I	3
	BUS112	Principles of Accounting II	3
	BUS131	Introduction to Entrepreneurship	3
	BUS201	Personal Financial Management	3
	BUS211	Principles of Macroeconomics	3
	BUS212	Principles of Microeconomics	3
	BUS221	Business Law	3
	BUS222	Business Ethics	3
	BUS232	Project Management	3
	BUS241	Principles of Marketing	3
	BUS301	Principles of Finance	3
	BUS311	International Economics	3
	BUS332	Strategic Management and Business Policy	3
	BUS333	Disruptive Strategies in Business	3
	BUS341	Consumer Behavior	3
	BUS342	Marketing Research	3
	BUS351	Human Resources Management	3
	BUS352	Management for Organizations	3
	BUS401	Financial Institutions and Markets	3
	BUS431	Organizational Development	3
	BUS451	Group Behavior in Organizations	3
	BUS480	Senior Seminar in Business	3
Total Business Administration Program Credits			**72**
Total Credits			**120**

Bachelor of Arts in Liberal Studies (BALS)

CIP Code:	24.0101
Program Length:	Minimum 153 weeks
Program Delivery:	Online
Total Credits Required:	120 Credits
	General Education Courses 48 Credits
	Core Courses 63 Credits
	Elective Focus 9 Credits

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

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

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

Bachelor of Arts Liberal Studies Courses

	PC Course	Course Name	Credits
General Education	ANT101	Survey of Physical Anthropology	3
	ANT201	Anthropology of Change	3
	ART201	Art Appreciation	3
	BIO301	Human Genetics	3
	COL105	College Success and Critical Thinking	3
	COM101	Speech Communication	3
	COM401	Technology and Communication	3
	ENG101	Composition	3
	GEO101	Introduction to Environmental Science	3
	HIS201	United States History from 1877	3
	HIS250	World History and Cultures	3
	MAT201	College Algebra	3
	PHI 301	Critical Thinking and Decision Making	3
	PHI401	Philosophies of War and Peace	3
	POL201	American Government: National, State, and Local	3
	PSY101	Principles of Psychology	3
	Total General Education Credit		**48**
Liberal Studies Core Program Courses	LIB101	Introduction to Liberal Studies	3
	LIB111	Introduction to Urban Studies	3
	LIB112	Intro to Multicultural and Gender Studies	3
	LIB131	Information Systems and Literacy	3
	LIB141	Statistics	3
	LIB142	Physics: The World Around You	3
	LIB211	Social Inequality	3
	LIB213	Analysis of Contemporary Literature and Film	3
	LIB221	Reading and Writing in the Humanities	3
	LIB250	Evolution of Music	3
	LIB253	Introduction to Research Methods	3
	LIB321	Telling Stories: The Art and Craft of the Memoir	3
	LIB325	Philosophy of Content Creation	3
	LIB341	Science, Technology, and the Literature of Culture	3
	LIB342	Human Geography	3
	LIB353	Role of Music in Pop Culture	3
	LIB360	Environmental Psychology	3
	LIB411	Generational Differences in the Workforce	3
	LIB420	Analysis of Podcast and Films	3
	LIB453	Research Project Completion	3
	LIB480	Senior Seminar in the Humanities	3
	Total Liberal Studies Core Program Credit		**63**

Bachelor of Arts Liberal Studies Courses, Continued

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

Total Credits	**120**

Non-Degree Certificate Programs

Pathways College has been approved by BPPE to offer 9 Certificate programs. These certificate programs can be completed within a given timeframe to earn a Certificate of Completion. These courses are geared for Ability to Benefit students – so in many cases, a high school diploma is not required – see each program for specifics.

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

Certificate in Business Management

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

Prerequisites: None

Length of course: 24 Weeks (8 Weeks for each of 3 specified courses):
- BUS232 Project Management
- BUS332 Strategic Management and Business Policy
- BUS352 Management for Organizations

Program Delivery: Distance Education

Program Outcomes:
Upon successful program completion, the graduate is expected to be able to:
1. Identifies the essential project management practices.
2. Demonstrate an understanding of how strategy and policy impacts business management
3. Exhibits an understanding of how to manage people effectively utilizing effective hiring practices, supervision, and training of employees

Certificate in Diversity and Inclusion

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

Prerequisites: None

Length of course: 24 Weeks (8 Weeks for each of 3 specified courses):
- LIB211 Social Inequality
- LIB411 Generational Differences in the Workforce
- LIB112 Intro to Multicultural and Gender Studies

Program Delivery: Distance Education

Program Outcomes:
Upon successful program completion, the graduate is expected to be able to:
1. Examine major national and global issues, especially those issues related to cultures, diversity, and technology.
2. Devise communication strategies for cross-generational workers.
3. Demonstrate understanding of cultural civilization complexities that can alter the interpretation of world events.

CBGC10 Basic Guard Card (Powers to Arrest)s

Course Description:
Basic Guard Card is designed to expand student knowledge of security programs and how they work. The course provides a solid foundation in the basics of unarmed security and the latest information in security systems. Graduates received a certificate of completion and Guard Card permit authorizing them to do work in the view of unarmed security.

Prerequisites:
- Must be at least 18 years of age
- Possess right to work in the United States.
- No history of felony convictions.
- Not currently on probation or parole.
- Have no other prohibiting license issues.
- No active or temporary court ordered restraining orders.
- Possess valid picture identification.
- Possess US Citizenship if firearm training is desired.
- English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of:
  (a) high school diploma or transcript, or
  (b) General Education Diploma or transcript (GED), or
  (c) High School Equivalency Test (HiTest); or
  (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be
     (1) An Associate Degree,
     (2) Bachelor's Degree,
     (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college

Length of course: 8 Hours Total

Program Delivery: On-ground and Distance Education

Program Goals:
The goals for this course include:
- Powers to Arrest
- Weapons of Mass Destruction

Target Occupation(s):
Security Guard, Asset Protection Officer, Overnight Security Officer, Night Watch, Campus Security Guard, Greeter

Security Guard Training Requirements for Licensure in California

Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:
- Be at least 18 years old (BPC Section 7582.8)

- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training

Criminal History Background Check/Live Scan
Applicants for a BSIS Security Guard Registration must undergo a criminal history background check through the FBI and DOJ.

Training Requirements
- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of registration.
- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and California Code of Regulations (CCR) Section 643).
- The training may be administered by a Private Patrol Operator, a Bureau-certified training facility, or by a Bureau-approved course provider.

All registered security guards are required to maintain their certificate of completion of the required training for not less than two years from the date the training was completed (BOC 7583.6). Employers are required to maintain records for a minimum of two years; however, registrants may need to provide subsequent employers or BSIS with training records.

CBWS55 Blueprint for Workplace Success

Course Description:
Blueprint for Workplace Success course is an innovative way to address the soft skills and 21-century employability skills that employers are looking for workplace success and retention. This training will help to improve employer's outcome for underserved populations including youth and young adults or adults that have been out of work for a long time.

Prerequisites: None

Length of course: 40 Hours Total

Program Delivery: On-ground and Distance Education

Program Goals:
The goals for this course include:
- Self-Discovery - discover and explore their inherent values and abilities
- Managing Time Effectively - learn how to focus on priority tasks, keep track of time, and set reasonable and attainable goals.
- Understanding Workplace Skills for Today's Employee - learn what employers are looking for by assessing their own qualities and skills as they relate to the SCAN competencies.
- Facing Realities of the Job Market - come face-to-face with a test of the realities of the job market.
- Learning How to Use Effective Communication - learn that what they say and how they act can either open doors to opportunities or close them.
  Learn how to listen and use effective verbal and non-verbal communication.
- Gaining Skills and Knowledge for Contacting Employers - learn that there is a whole strategy for contacting employers.
- Preparing with Confidence for the Job Interview - learn how to take control of the job interview and impress the interviewer.
- Getting Hired and Learning about Workplace Issues and Paperwork - know about rights and responsibilities in the workplace.
- Learning How to Manage Money - understand the details of a paycheck and manage their money to enable them to make more choices towards attaining life goals.
- Learning How to Keep the Job - Know what it takes for keeping a job, reduce the likelihood of being fired

Target Occupation(s):
Retail Associate, Receptionist, Front Desk Agent, Customer Service Representative, Office Clerk, Consumer Care Representative, Call Center Representative, Entry Level Sales, Collector Customer Service Representative, Customer Services Supervisor

CCSA70 Customer Services Academy

Course Description:
Exceptional customer service is pertinent to an organization's success. Supervisors must understand their role in creating and sustaining standards of excellent customer service in their business operation. To effectively influence customers, supervisors must develop and provide effective ways of developing and motivating employees and measuring service levels. Participants in this course will critique their personal 'way' of delivering customer service. They will emerge trained in the powerful technique "Moments of Truth," and how this concept transforms organizations from ordinary to extraordinary.

Prerequisites: None

Length of course: 144 Hours Total

Program Delivery: On-ground and Distance Education

Program Goals:
The goals for this course include:
- The Supervisor's Role in Delivering Exceptional Customer Service
- Quality Improvement
- The Employee's Role in Delivering Exceptional Customer Service
- Front Line Customer Service
- Exceptional Customer Service Skills on the Telephone
- Creating and Managing a High Quality, Service-Oriented Environment
- Process Mapping
- Improving Process Performance

Target Occupation(s):
Receptionist, Front Desk Agent, Customer Service Representative, Administrative Assistant, Operations Assistant, Customer Services, Consumer Care Representative, Call Center Representative, Entry Level Sales, Collector Customer Service Representative, Customer Services Supervisor.

CGSG50 Guest Service Gold

Course Description:
This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Golden Opportunities training prepares employees for the Certified Guest Service Professional (CGSP®) exam. Recognized worldwide, the CGSP® designation is the highest acknowledgement of award-winning guest service for employees in the lodging industry. Topics covered under Blueprint for Customer Service include knowing what customers want, listening to customers and over-the-phone customer service.

Prerequisites: None

Length of course: 72 Hours Total

Program Delivery: On-ground and Distance Education

Program Goals:
The goals for this course include:
- Illustrate examples of positive ways to interact with others.
- List strategies that are critical for providing excellent customer service over the phone.
- Pass Certified Guest Service Professional (CGSP®) exam.

Target Occupation(s):
Retail Associate, Receptionist, Front Desk Agent, Customer Service Representative, Office Clerk, Consumer Care Representative, Call Center Representative, Entry Level Sales, Collector Customer Service Representative, Customer Services Supervisor

CHRA30 Human Resources Academy

Course Description:
This course introduces the foundation of human resources management and provides an overview of all the functions needed to be a human resources generalist practitioner. In an effort to align and integrate HR expertise and tools with current and future organizational objectives, one must gain knowledge and understanding of the HR concepts and practices.

Prerequisites: None

Length of course: 65 Hours Total

Program Delivery: On-ground and Distance Education

Program Goals:
The goals for this course include:
- Various aspects of designing and understanding the human resources management (HRM) department.
- The future of HRM, and the HRM functions: recruiting, performance, employee relations, compensation, benefits, human resources information systems (HRIS).
- The current legal environment in which HRM operates, sources for obtaining answers to most operational HRM problems, and an exploration of HRM as a career.

Target Occupation(s):
Human Resource Generalist, Human Resource Administrative Assistant, Recruiting Assistant, Human Resources Coordinator, Entry level Recruiter, Human Resources Specialist.

CSOA60 Security Officer (Armed)

Course Description:
Armed security officer training. Includes Firearms, Taser, Pepper Spray, Handcuffing, CPR/First Aid, Powers to Arrest, WMD, Public Relations, Report Writing, Communications, Liability & Legal, Courtroom Procedures, Post Orders, Trespassing, Crowd Control, Officer Safety, Campus Security, Workplace Violence, Credential Identification, Loss Prevention, Interview & Interrogation, Hands-on Application training.

Prerequisites:
Must be at least 18 years of age
- Possess right to work in the United States.
- No history of felony convictions.
- Not currently on probation or parole.
- Have no other prohibiting license issues.
- No active or temporary court ordered restraining orders.
- Possess valid picture identification.
- Possess US Citizenship if firearm training is desired.
- English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of:
a) high school diploma or transcript, or
b) General Education Diploma or transcript (GED), or
c) High School Equivalency Test (HiTest); or
d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be
   1) An Associate Degree,
   2) Bachelor's Degree,
   3) Master's Degree or above (JD, PhD, EDD, etc.) from an accredited United States university or college.

Length of course: 62 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:
The goals for this course include:
- Learning about Weapons of Mass Destruction
- Learning about Powers to Arrest
- Learning about Observation Techniques & Proper Documentation
- Learning about Legal Aspects & Liability and Conflict Resolution
- Participate in Basic Firearms Training

Target Occupation(s):

Security Officer, Armed Security Officer, Personal Protection, TSA Officer, Security Guard, Asset Protection Officer, Overnight Security Officer, Night Watch, Campus Security Guard, Greeter.

Security Guard Training Requirements for Licensure in California
Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard

registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

- Be at least 18 years old (BPC Section 7582.8)
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training

Criminal History Background Check/Live Scan
Applicants for a BSIS Security Guard Registration must undergo a criminal history background check through the FBI and DOJ.

Training Requirements
- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of registration.
- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and California Code of Regulations (CCR) Section 643).
- The training may be administered by a Private Patrol Operator, a Bureau-certified training facility, or by a Bureau-approved course provider.

All registered security guards are required to maintain their certificate of completion of the required training for not less than two years from the date the training was completed (BOC 7583.6). Employers are required to maintain records for a minimum of two years; however, registrants may need to provide subsequent employers or BSIS with training records.

Tear Gas Permit
BPC Section 7583.35 requires all licensees or registrants wishing to carry tear gas while on duty to complete a training course pursuant to Penal Code Section 22835.

Baton Permit
BPC Section 7583.33 requires anyone who carries a baton while on duty to be a registered security guard and to complete a baton training course from a Bureau-approved Baton Training Facility.

Firearms Requirements
The Bureau of Security and Investigative Services (BSIS or Bureau) issues Firearms Permits (also referred to as a "Firearms Qualification Card (FQ)" or "Exposed Firearms Permit") as specified in Article 4 (commencing with Section 7540) of Chapter 11.3, Article 4 (commencing with Section 7583) of Chapter 11.5 and Article 6 (commencing with Section 7596) of Chapter 11.6 of Division 3 of the Business and Professions Code (BPC). To be eligible for a BSIS Firearms Permit, applicants must:

- be a citizen of the United States or have permanent legal alien status (BPC Sections 7542.2, 7583.23, and 7596.3); and
- be at least 21 years of age (BPC Sections 7542.2, 7583.23, and 7596.3); and
- not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7542.3, 7583.24, 7583.25, and 7596.8); and
- be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7542.2, 7583.23, and 7596); and must

- complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7542.2, 7583.23, 7583.24, and 7596.8); and
- complete and submit the Firearms Permit Initial Application1 to the Bureau
- complete the required training courses, including passing all required examinations and qualifications (BPC Sections 7542.2, 7583.22, 7583.23, 7596 and California Code of Regulations Title 16, Division 7, Section 635); and
- pay the initial application fee2 (Title 16, California Code of Regulations, Section 640).
- complete an assessment, if applicable (BPC Section 7583.47). Visit https://www.bsis.ca.gov/firearmsassessment/ for additional information on the firearms assessment.

Firearms Assessment

A BSIS Security Guard registrant seeking an initial BSIS Firearms Permit must complete an assessment for the purposes of determining whether he/she possesses, at the time of the assessment, appropriate judgment, restraint, and self- control to carry a firearm while on duty (BPC Sections 7583.23 and 7583.47).

CSOU40 Security Officer (Unarmed)

Course Description:
A program focusing on the principles and techniques of providing physical security protection to clients in various environments and situations. Includes instruction in security intelligence and information resources operations planning and surveying operations security weapons and explosives defense and offense techniques security and surveillance systems communications systems perimeter and access control weapons of mass destruction contingency planning crowd control cover and evacuation combat and vehicle techniques and applicable legal and administrative responsibilities.

Prerequisites:
English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of:
   a) high school diploma or transcript, or
   b) General Education Diploma or transcript (GED), or
   c) High School Equivalency Test (HiTest); or
   d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be
      1) An Associate Degree,
      2) Bachelor's Degree,
      3) Master's Degree or above (J.D., PhD EDD, etc.) from an accredited United States university or college

Length of course: 44 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:
The goals for this course include:
   - Powers to Arrest
   - Observation Techniques & Proper Documentation
   - Legal Aspects & Liability and Conflict Resolution

Target Occupation(s):
Security Officer, Security Guard, Asset Protection Officer, Overnight Security Officer, Night Watch, Campus Security Guard, Greeter.

Security Guard Training Requirements for Licensure in California
Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:
   - Be at least 18 years old (BPC Section 7582.8)
   - Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
   - Complete the Power to Arrest training

Criminal History Background Check/Live Scan
Applicants for a BSIS Security Guard Registration must undergo a criminal history background check through the FBI and DOJ.

Training Requirements
- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of registration.
- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and California Code of Regulations (CCR) Section 643).
- The training may be administered by a Private Patrol Operator, a Bureau-certified training facility, or by a Bureau-approved course provider.

All registered security guards are required to maintain their certificate of completion of the required training for not less than two years from the date the training was completed (BOC 7583.6). Employers are required to maintain records for a minimum of two years; however, registrants may need to provide subsequent employers or BSIS with training records.

Tear Gas Permit
BPC Section 7583.35 requires all licensees or registrants wishing to carry tear gas while on duty to complete a training course pursuant to Penal Code Section 22835.

Baton Permit
BPC Section 7583.33 requires anyone who carries a baton while on duty to be a registered security guard and to complete a baton training course from a Bureau-approved Baton Training Facility.

Dual Enrollment

The following courses are separately approved for Dual Enrollment by the Bureau for Private Postsecondary Education (BPPE) in California, for high school students that are either at a junior or senior level or its equivalent and have achieved the following minimum scores on the Wonderlic Basic Skills Test (WBST):

Verbal – 200
Quantitative – 210

Currently, there is no tuition fee for students wishing to participate in the Dual Enrollment (Non-Degree) programs that are offered by Pathways College. However, at the time of enrollment, the student will be assessed an administrative fee of $100.00 per course that the student participates in.

Dual Enrollment Course Offerings and Descriptions

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

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

BUS201 Personal Financial Management – 3 Credits
Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisites: MAT201 College Algebra.

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

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

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

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

LIB242 Telling Stories through Vlogging
The principles of writing memoirs and personal essays through storytelling using video blogging (vlogging) as a means of sharing the stories on social media and the use of influencer marketing. Prerequisite: None.

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

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

General Education Course Descriptions

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

ANT201 Anthropology of Change – 3 Credits
This course is an examination of the concepts of risk and vulnerability, the role of science and local knowledge, and the social contexts of policies and actions, as well as how climate change is affecting and will continue to affect communities worldwide. A variety of issues and challenges facing individuals, organizations, and nations as we come to understand and combat the concept of anthropogenic climate change are addressed. Prerequisites: None.

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

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

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

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

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

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

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

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

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

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

HIS201 United States History from 1877 – 3 Credits
A chronological survey of American historical development from 1877 to the present. Emphasis is placed on the understanding of American social, intellectual, political, economic, and diplomatic institutions. Special topical consideration will be given to the nation's culture and diversity. The emergence of the United States as a superpower is analyzed against the background of world history. Prerequisites: None.

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

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

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

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

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

POL201 American Government: National, State, and Local – 3 Credits
An overview of American government and politics at the Federal, state and the local,
level. It adopts the comparative perspective of state politics, in which we will learn about
the 50 states by observing the similarities and differences between their political systems
and institutions. Prerequisite: None.

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

Business Administration Course Descriptions (BABA)

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

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

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

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

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

BUS201 Personal Financial Management – 3 Credits
Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisites: MAT201 College Algebra.

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

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

BUS221 Business Law – 3 Credits
An introduction to the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders, and judicial decisions will be addressed. The law of contract, sales, and agency will be covered in detail while a distinction is drawn between traditional contracts and e-contracts. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored. Prerequisites: BUS112 Principles of Accounting II, BUS101 Introduction to Business.

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

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

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

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

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

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

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

BUS332 Strategic Management and Business Policy – 3 Credits
Strategic management takes a broad view of business operations. It covers the entire spectrum of business and management. The center of attention is the total enterprise – the industry and competitive environment in which it operates, its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success. Prerequisite: BUS 112 Principles of Accounting II, Bus221 Business Law.

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

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

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

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

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

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

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

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

BUS480 Senior Seminar in Business – 3 Credits
The capstone seminar for students pursuing the Bachelor of Arts in Business. In consultation with the instructor, students will read two current books that examine significant issues in business and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, BUS112 Principles of Accounting II, BUS332 Strategic Management and Business Policy, Academic Advisor Approval.

BUS490 Internship – 3 Credits
The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site. Prerequisites: BUS112 Principles of Accounting II.

Liberal Studies Course Descriptions (BALS)

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

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

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

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

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

LIB131 Information Systems and Literacy – 3 Credits
Information technology literacy deals with an understanding of the technology infrastructure that underpins much of today's life; an understanding of the tools technology provides and their interaction with this infrastructure; and an understanding of the legal, social, economic and public policy issues that shape the development of the infrastructure and the applications and use of the technologies.

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

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

LIB141 Statistics – 3 Credits
Statistics is the art and science of summarizing data. The course is focused on the principles of descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. Prerequisites: MAT201 College Algebra.

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

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

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

LIB213 Analysis of Contemporary Literature and Film – 3 Credits
This course examines the interaction of film and literary texts, and the qualities of each. Consideration of what happens when a variety of short stories, novels, or plays are made into a film, also being considered are the cultures out of which the texts come.

This course will be useful to anyone who has an interest in learning more about films and literature in general, screenwriting, how the written word is translated to the screen, how the written word in another language is translated (first in print, then to the screen), and cultural and historical aspects of adaptation. The course may also be of interest to those who might use film or multi-media in a work environment such as teaching or production, those who may have an interest in directing, photography, cinematography, illustration, acting, computer graphics, and the like, or those who have an interest in literature, film, history, and culture. Prerequisites: None.

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

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

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

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

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

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

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

LIB272 Ecology – 3 Credits
This is the study of the basic principles of ecology, emphasizing population, community and ecosystem ecology. The focus will rely on a variety of approaches to learn about ecology and the way ecologists study natural systems. Lecture will emphasize general principles and models that underlie this theory. Specific case studies will be drawn from real-world examples taken from the scientific literature. The laboratories will offer opportunities to examine natural systems, and to collect, analyze and interpret data. Oral presentations and assessments will further help develop students' communication skills. Prerequisites: LIB142 Physics: The World Around You.

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

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

LIT322 Contemporary South Asian Literature – 3 Credits
An introduction to the literature of South Asia (contemporary India, Pakistan, and Bangladesh) from the fifteenth century to the present. The focus will be on novels, short stories, and poetry that both present recognizable themes, and draw on the rich cultural, literary, and historical background of the region. Prerequisites: None.

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

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

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

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

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

LIB342 Human Geography – 3 Credits
Human geographers are concerned with the "who", "what", "where", "why", "when", and "how" of humans their interrelationships and their relationship to the environment:

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

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

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

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

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

LIB370 Environmental Management – 3 Credits
This course provides an overview of the concepts, principles, and objectives of environmental planning and management. Students will be introduced to the demand, supply and impacts of natural resources use, as well as suitability assessments for sustainable development and community and land use planning. Prerequisites: LIB142 Physics: The World Around You.

LIB380 Instructional Strategies – 3 Credits
This course presents strategies in a framework geared toward instructional planning. In diverse and linguistically rich classrooms the strategies are effective tools for students to apply their learning. This course will include hands-on strategies and videos of classrooms applying the strategies. Assistance in better understanding and preparing to implement instructional strategies, an introduction to the nine strategies of Robert Marzano's research based instructional strategies. The application of research and assignments are created to guide pairing the strategies with course content. Prerequisites: None.

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

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

LIB431 Vice, Crime, and American Law – 3 Credits
An examination of the moral concept of "vice," the history and evolution of what constitutes vice, and how vice has been treated in American criminal law. Topics include gambling, prostitution, pornography, drugs, hate speech, and so-called "blue" laws. Prerequisites: None.**LIB435 Social Justice Movements – 3 Credits**
Throughout human history, powerless groups of people have organized social movements to try to improve their lives and the society in which they lived. Powerful groups and institutions have generally resisted these efforts in order to maintain their own privilege, although there are always people from privileged backgrounds who join forces with the oppressed.

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

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

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

LIB470 Waste Management – 3 Credits
This course is designed to provide an overview of the various sample collection, analytical, and data analysis techniques as they related to detection and control of pollution. We will cover the technical and regulatory aspects of the handling, control, and management of hazardous and nonhazardous wastes. Prerequisites: LIB142 Physics: The World Around You.

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

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

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

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

Admissions Information

Admissions Policy
Applicants to Pathways College requires students to have proof of high school graduation. However, other requirements may vary by type of program – Degree Programs, Non-Degree Certificate Programs, and Dual Enrollment Programs. See the criteria in the chart below for more detailed minimum requirements for admission.

Title IV Eligibility: At this time, Pathways College's is not approved to participate in Title IV programs. Non-degree (Certificate) programs and Ability to Benefit (ATB) programs are not eligible to participate in Title IV programs.

Applicants to Pathways College must fill out an application on the college website at www.pathwayscollege.org to begin the enrollment process. A College admissions staff member will contact you once the required information/documentation is received. The admissions staff member will contact the applicant to schedule an interview to determine other qualifications specific to the program of interest.

Pathways College will admit applicants once all admissions criteria are met. All steps are outlined in the requirements below. Qualified students are required to complete and sign an Enrollment Agreement with the College. Attendance to either class or laboratory will not be allowed until the College receives a signed Enrollment Agreement. The Enrollment Agreement clearly outlines Pathways College's obligation to the student and the agreement made by the student with the College. Pathways College follows an open enrollment, year-round enrollment system. Individuals may apply up to one year in advance of a scheduled class start date.

Please note that a Pathways College admissions staff member will clearly explain the terms, conditions, cancellation, and refund policies personally in conversational English if the student is unable to fully understand its terms and conditions as written in the Enrollment Agreement.

Upon acceptance, applicants must furnish official high school or college transcripts and confirm receipt of the School Catalog, Performance Fact Sheets and Disclosures, and a signed Enrollment Agreement.

Degree Program Requirements
Pathways College only admits students who are enrolled as a regular student who has graduated from high school or possesses a recognized high school equivalency (GED® - General Education Diploma) or its equivalent. An associate degree (of at least two full academic years) fully transfers to a bachelor's or higher degree from a recognized accredited institution is acceptable as proof of high school graduation.

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

1. Complete the application form available online at www.pathwayscollege.org
2. Provide one (1) letter of recommendation.
3. Provide a government-issued photo identification such as a valid driver's license or passport.
4. Write a one-page essay addressing the following topic (See Admission Literacy Essay Policy):

How will completing your education with Pathways College help you achieve your goals and dreams?

5. Provide official documentation of high school completion showing the applicant is a graduate. (See Acceptable Documentation for Proof of High School Graduation).
6. If applying for transfer credit, academic transcripts from colleges or universities accredited by an accrediting agency recognized by the United States Department of Education.
7. Submit test scores from SAT (minimum score 925) or ACT (minimum score of 17) or complete the Wonderlic SLE-Q exam (minimum passing score of 17).

Non-Degree Certificate Program Requirements
Applicants interested in applying for one of Pathways College's Certificate programs will be required to submit a completed application and all documentation required by the Admissions policy of Pathways College.

Non-Degree Certificate Programs at Pathways College have different requirements for some of the programs. Review the requirements on the program description page in the catalog prior to filling out the application. If uncertain, please contact an admissions representative to discuss your career goals and which program would best meet your goals.

If the applicant does not possess a high school diploma or a recognized high school equivalency (GED® - General Education Diploma) or is unable to obtain and provide Pathways College with official transcripts, he/she is eligible to complete the Wonderlic Basic Skills Test (WBST) with a minimum score of 200 in the Verbal portion of the exam and a minimum of 210 in the Quantitative portion of the exam. In addition, the student must also possess proficiency in the English language.

Non-Degree Certificate Admissions Process:
All items and documents listed are required prior to admission to non-degree certificate programs. Missing or inaccurate documents may delay the enrollment process or cause denial of admission. Our knowledgeable admissions staff are available to assist applicants through the process:

1. Complete the application form available online at www.pathwayscollege.org
2. Provide a government-issued photo identification such as a valid driver's license or passport.
3. Discuss individual program and career goals with an admissions representative.
4. Provide any program specific documentation.
5. Provide official documentation of high school completion showing the applicant is a graduate. (See Acceptable Documentation for Proof of High School Graduation)
6. Complete the Wonderlic Basic Skills Test (WBST) with a minimum passing score of 200 in the Verbal portion of the exam and a minimum passing score of 210, if needed.

Dual Enrollment Information
Pathways College has been approved by the Bureau for Private Postsecondary and Vocational Education (BPPE) in the state of California to offer Non-Degree programs to high school students who demonstrated an Ability to Benefit (ATB) from participating and completing college courses. The following non-degree dual enrollment programs are as follows:

- College Algebra
- College Success and Critical Thinking

- Introduction to Business
- Intro to Environmental Science
- Introduction to Urban Studies
- Personal Financial Management
- Principles of Psychology
- Project Management
- Survey of Physical Anthropology
- Telling Stories through Vlogging

The program courses above are separately approved for high school students that are either at a junior or senior level or its equivalent and have achieved the following minimum scores on the Wonderlic Basic Skills Test (WBST):

- Quantitative – 210
- Verbal – 200

Currently, there is no tuition fee for students wishing to participate in the Dual Enrollment (Non-Degree) programs that are offered by Pathways College. However, at the time of enrollment, the student's school will be assessed an administrative fee of $100.00 per course that the student participates in.

Ability-to-Benefit students are not eligible for federal financial aid Title IV funds.

English Language Requirement

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

Entrance Exam

Degree programs require all applicants to show minimum scores from an entrance exam as preparation for college-level work. Non-Degree programs require all applicants to provide proof of a high school diploma or show minimum scores from an entrance exam as preparation for college-level work. Pathways College will accept test score reports from the following:

Accepted Test – Degree	Minimum Score
SAT	925
ACT	17
Wonderlic SLE-Q	17

Accepted Test – Non-degree	Minimum Score
Wonderlic Basic Skills Test WBST	Verbal – 200 Quantitative - 210

Acceptable Documents for Proof of High School Graduation or its Equivalent

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

- An official high school transcript that indicates a student is a graduate with a cumulative GPA of 2.0 or higher.
- A recognized equivalent of a high school diploma such as a GED® (General Education Diploma).

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

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

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

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

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

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

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

Faxed transcripts must include a cover sheet with the following information:
- List Name of institution and one of the following:
  - School/Testing Center Logo
  - Address
  - Fax number or phone number

Fax header information must be on each faxed page and include one of the following:
  - Fax number
  - Phone number
  - School name or school department name (e.g., Registrar's Office)

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

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

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

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

Admission Literacy Essay Policy
A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful at a college level. This essay must be written and completed as one of the degree requirements of being granted admission into Pathways College.

Essay Requirements. The applicant must write an essay of at least 250 words on the following topic:
> *How will completing your education with Pathways College help you achieve your goals and dreams?*

The scoring of the essay is as follows:

1. Meets standards: Students are considered literate and may be accepted as long as all other admission requirements are met.
2. Standards that are not met: A prospective student who does not meet the literacy standard may not be accepted even if all other admission requirements are met.

Students will be notified of their admissions results in writing via email or written letter.

Appeals Process (Rewrite)

1. The prospective student may request to rewrite the essay only once and is advised to first meet with the appropriate academic official to discuss his or her score.

2. The prospective student must submit the appeal (rewrite) essay to the College admissions representative for processing before starting the class.
3. The essay rewrite must follow the same requirements and guidelines, as indicated above.
4. Any decision on the results of the rewrite is to be considered final.
5. The applicant must meet ALL admissions requirements for full acceptance into the College.

Pathways College reserves the right to deny any applicant and change its entrance requirements without notice.

Minimum Requirements for Admissions for Pathways College Programs

Degree Programs	Non-Degree (Certificate) Programs	Dual Enrollment

▪ Official transcripts showing completion of high school graduation or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher*
 	
▪ Provide a government-issued photo identification such as a valid driver's license or passport.
 	
▪ Wonderlic SLE-Q score minimum passing score of 17 OR SAT minimum score of 925 OR ACT minimum of 17**
 	
▪ English Proficiency (This requirement may be satisfied by scoring at least 500 (paper based) or 173 (computer based) or 61 (iBT based) on the Test of English as a Foreign Language (TOEFL).
 	
▪ 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.
 	
▪ Signed enrollment agreement
 	
* 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.
**Applicants with an entrance exam score below the minimum may be admitted
	▪ Official transcripts showing completion of high school graduation or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher*
	OR
	
	▪ Wonderlic Basic Skills Test (WBST):
	    Verbal – 200
	    Quantitative – 210
	
	▪ Provide a government-issued photo identification such as a valid driver's license or passport.
	
	▪ English proficiency will be determined by this Wonderlic Basic Skills Test.
	
	▪ Signed enrollment agreement for certificate program.
	
	▪ Students who want to transfer credits into a degree program must meet those requirements upon enrollment into the degree program.
	
	* 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.
		Several courses are separately approved for Dual Enrollment by the Bureau for Private Postsecondary Education (BPPE) in California, for high school students. See page 47-48 for listing of approved courses.
		
		The application process is as follows:
		
		▪ Complete the application form available online at www.pathwayscollege.org
		
		▪ Provide a government-issued photo identification such as a valid driver's license or passport or school photo ID.
		
		▪ Provide a high school in-progress transcript showing the high school progress.
		
		▪ Wonderlic Basic Skills Test (WBST):
		    Verbal – 200
		    Quantitative – 210
		
		▪ Signed enrollment agreement and school performance fact sheet (student also given catalog).
		
		Currently, there is no tuition fee for students wishing to participate in the Dual Enrollment (Non-Degree) programs that are offered by Pathways College. However, at the time of enrollment, the student's school will be assessed an administrative fee of $100.00 per course that the student participates in.

Student's Rights to Cancel Enrollment

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

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

Tuition and Fees for Degree Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition**	STRF±	Estimated Cost per Term***	Estimated Program Total*
BA Business Administration	153 Weeks	120	$0.00	$176 Per Credit	$10.50	$1,056	$21,130.50
BA Liberal Studies	153 Weeks	120	$0.00	$176 Per Credit	$10.50	$1,056	$21,130.50

*For first time students entering with no transfer credits.
** Tuition will be approximately $6,336 Per Calendar Year
*** Term is defined as eight weeks while taking a maximum credit load of six credits ($528 x 2 = $1,056)
± STRF is $.50 per thousand dollars rounded to the nearest thousand ($21 x $0.50 = $10.50). This is a non-refundable, one-time fee collected upon enrollment.

Student Tuition Recovery Fund (STRF)

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

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

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

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

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

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Payment Procedure

Pathways College will bill students for tuition and any applicable fees by the end of the second week of the first term of the trimester. 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. If a student does not make any payment, they are subject to a Financial Hold placed on their account. This Financial Hold will prevent them from enrolling in the next term. The Financial Hold may be lifted if a student makes financial payment arrangements with the Financial Services Department and honors the payment agreement. If this payment agreement is not honored, the student will remain on a Financial Hold and will not be able to enroll in a future term and will be unable to collect Official Transcripts.

Tuition and Fee for the Non-Degree Certificate Programs

Degree Program Name	Minimum Length	Credits	Registration Fee	Tuition	STRF±	Estimated Cost per Term	Estimated Program Total
Certificate in Business Management	24 Weeks	9	$0.00	$176 Per Credit	$.50	$528	$1,584.50
Certificate in Diversity and Inclusion	24 Weeks	9	$0.00	$176 Per Credit	$.50	$528	$1,584.50
Basic Guard Card (Power to Arrest)	8 Hours	0	$0.00	$525	$0.00	N/A	$525
Blueprint for Workplace Success	40 Hours	0	$0.00	$800	$0.00	N/A	$800
Customer Service Academy	144 Hours	0	$0.00	$4,800	$2.50	N/A	$4,802.50
Guest Service Gold	72 Hours	0	$0.00	$1,400	$0.50	N/A	$1,400.50
Human Resources Academy	65 Hours	0	$0.00	$4,500	$2.50	N/A	$4,502.50
Security Officer (Armed)	62 Hours	0	$0.00	$2,050	$1.00	N/A	$2,051
Security Officer (Unarmed)	44 Hours	0	$0.00	$1,400	$0.50	N/A	$1,400.50

± STRF is $.50 per thousand dollars rounded to the nearest thousand. This is a non-refundable one-time fee collected upon enrollment.

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, 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.

Articulation Agreements
Currently Pathways College has an articulation agreement with Straighterline for selected courses that apply to the Business Administration and Liberal Studies Bachelor of Arts programs. A list of courses is available upon request.

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

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

Academic Information, Policies and Regulations

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

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

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

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

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

Honesty: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
Trust: Academic communities must foster a climate of mutual trust, encourage the free exchange of ideas, and enable all to reach their highest potential.
Fairness: All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.
Respect: Learning is acknowledged as a participatory process, and a wide range of opinions and ideas are respected.
Responsibility: Academic communities uphold personal accountability and depend upon action in the face of wrongdoing.

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

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

1. Cheating is the use of thoughts and words other than one's own unaided thoughts and words when taking a quiz, test, or exam. Cheating is copying information from another student or using unauthorized materials during a quiz, test, or exam, whether an in-class or take-home assignment.

2. The following is also considered cheating:
    a. Buying, selling, or stealing quiz, test, or exam questions and answers.
    b. Creating an environment that stimulates or facilitates students to cheat.
    c. Doing work or taking quizzes, tests, or exams on behalf of another student.
    d. Submitting work done by another person as his or her own.
    e. Falsifying data or laboratory results.
    f. Signing attendance sheets on behalf of another student.

3. Plagiarism is a form of cheating, academically defined as presenting the word of another person as one's own in any assignment or quiz/test/exam. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source without properly citing the author and source.

4. Should a cheating or plagiarism incident occur, the instructor, with the assistance of the Academic Advisor, in charge of the course has the authority to determine the penalty to be applied ranging from taking points off to failing the student (giving a "zero points" grade) for that assignment/quiz/test/exam. The instructor shall notify the Academic Advisor of the incident via email who will then document the incident in the official record keeping system.

5. Any incidents of academic dishonestly or plagiarism shall be subject to disciplinary action up to and including being withdrawn from the college.

6. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the sanction(s), the student has the right to appeal the decision to the Appeals Committee, in writing, within one week after he or she has been notified of the sanction. This appeal must include a detailed argument as well as all evidence supporting the student claim. The Appeals Committee members typically include impartial faculty, the Student Advocate, and student(s).

Attendance Policy and Procedures

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

Pathways College defines its academic year as three semesters (trimesters), each offering two eight-week terms. Full-time students are expected to enroll in a minimum of two courses (each worth 3 semester credits) during each eight-week term for a total of four courses per trimester, equaling 12 credits. The graduation requirement for a bachelor's degree is 120 semester credits. Continuing students will be enrolled in courses at the

start of each trimester which include courses in both eight-week terms. New students may start their program of study at the beginning of the eight-week term.

Certificate program (non-degree) courses are offered on-ground, online, and in hybrid formats. Each program has a defined timeframe, See the certificate program information for length of these programs. The Certificate Programs are scheduled at various times, publicized in advance, but not bound by the trimesters stated above. Attendance for all posted hours of the course is required for successful attainment of the certificate of completion in the programs.

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

Procedure: The student must request to add or drop a course through the Registrar by sending an electronic request no later than the 14th day of enrollment. The request will then go to the CAO for approval. Students will be notified with a response within 48 hours of their request.

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

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

The online week begins on Monday at 12:00 a.m. Pacific Standard Time (PST) to 11:59 p.m. PST the following Sunday. The final week of the course ends on a Wednesday.

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

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

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a discussion question, posting to a threaded discussion forum, and taking a test/quiz. The last date of attendance will be based on the last academic-related activity. For attendance purposes, simply logging into an online class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.

2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
   - Student submission of an academic assignment.
   - Student submission of an exam.
   - Documented student participation in an interactive tutorial or computer assisted instruction.
   - A posting by the student showing the students participation in an online study group that is assigned by the institution.
   - Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters; and

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

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

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

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

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

leave date. In the event of a student not being able to request a Leave of Absence in advance, the CAO will need to approve the LOA.

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

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

Cancellation, 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 seventh (7th) day after enrollment, whichever is later.

Cancellation occurs when the student gives written notification of cancellation via the request for change of status on www.pathwayscollege.org by midnight of the first day of class or the seventh (7th) day after enrollment, whichever is later. Student funds are refundable.

Official Withdrawal: Students may withdraw from school or from one of their courses at any time during the first 60% of scheduled instructional days of a class (five weeks of an eight-week course) and receive a pro-rata refund of the tuition based on the table below. Students who wish to withdraw should fill out a withdrawal form on the school's website www.pathwayscollege.org. The date a student submits the withdrawal form will determine Last Date of Activity (LDA) and 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 days and over)	0%	100%	F

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

The refund will be made within 45 days of the withdrawal date.

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

Academic Assessment

Definition of Student Status for degree students (Based on Credit Hours)
- Full-time: enrolled in 12 credit hours or more in a trimester (6 credits in each of the 2 eight-week terms in the trimester)
- Three-quarter time: enrolled in 9 credit hours in a trimester (6 credits in one term and 3 credits in the second term of the trimester)
- Half-time: enrolled in 6 credit hours in a trimester (3 credits in each of 2 eight-week terms in the trimester)
- Less than half time: enrolled in 1–5 credit hours in a trimester (over the 2 eight-week terms in the trimester)
- Academic Year: 3 Trimesters or 6 eight-week academic terms in length

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

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

Bachelor's Degree Requirements
All baccalaureate degrees at Pathways College require completion of three categories: general education, major requirements; and other requirements.

Upper Division Credits
A minimum of 40 upper division credits is required to graduate – See the current Catalog for degree program requirements. Pathways College upper division courses are numbered 300-499.

General Education/Graduation Requirements
All students under the 2020-2021 College Catalog must complete 48 credits of General Education requirements. Additional graduation requirements are noted below. General Education program requirements and approved General Education courses may be found in the Catalog (current online version).

> English Composition – One course of college-level English Composition for Business Administration Majors and two courses for Liberal Studies. English 100 Composition (BA and LS) and LIB321 Telling Stories: The Art and Craft of the Memoir (LS only), are required with a grade of C or higher.

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

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

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

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

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

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

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

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

Other Grade Codes Worth Zero Quality Points

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

P	Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ROP/MTF/CGPA.
NP	Not Passing/Fail	Does not affect ICR/CGPA. This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
PR	Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do ROP and MTF.

Criteria for Honors Designations

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

Maximum Credit Load

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

Incomplete Grade Policy

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

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

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

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

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

Retaking Coursework

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

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

Satisfactory Academic Progress (SAP) Policy

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

Metrics of SAP

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

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

Maximum Time Frame Example:

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

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

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

The Satisfactory Academic Progress Policy contains the following information:
I. Milestones and Evaluation Points for Satisfactory Academic Progress
II. Satisfactory Academic Progress Evaluation
III. Procedure for Appealing Academic Dismissal
IV. Explanations of Related Issues

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

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

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

I. Milestones and Evaluation Points for Satisfactory Academic Progress

Degree programs are evaluated after each academic year based on the criteria below:
1. During the first academic year (6 terms or three trimesters), students must achieve a minimum CGPA of 1.5 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section *II. Satisfactory Academic Progress Evaluation* for possible changes in status).
2. During subsequent academic years (8 or more terms or four or more trimesters), students must attain a minimum CGPA of 2.00 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section *II. Satisfactory Academic Progress Evaluation* for possible changes in status).
3. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
4. The grades, grade point average, units attempted, units completed, and cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are

available on the student information system for review. There is also an indication if a student is on Academic Warning, Academic Probation, or Academic Dismissal.

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

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

7. **Reentry:** An evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Evaluation Point Milestones requirements) noted in this policy. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to remain in compliance with SAP requirements at the next official evaluation point. Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

II. Satisfactory Academic Progress Evaluation

Each program is comprised of two grading periods which occur at the end of each eight-week term session. Two term sessions equal 1 trimester. At the end of each academic year (six terms or 3 trimesters), after the finals grades have been entered into the student information system for both terms in the trimester, the student's CGPA, ROP and MTF will be available. Student's Satisfactory Academic Progress will evaluated at the end of each academic year according to the table below (Evaluation Milestones for Degree Programs, Evaluated Each Term). This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, Academic Probation, or ultimately Academic Dismissal from Pathways College.

Evaluation Milestones for Degree Programs		
Evaluation Point	**Both Milestones (CGPA and ROP) Must be Met**	**Required Action**
During the First Academic Year (6 Terms/3 Trimesters)	< 1.50 and/or .67%	Academic Warning (1st time)
End of every Academic Year Thereafter	< 2.00 and/or 67%	Academic Warning (1st time) and/or Academic Probation (if on Academic Warning) Academic Dismissal (if on Academic Probation)
At Any Time	Anything in excess of 150% MTF	Academic Dismissal

Administrative Actions

Academic Warning: A student not meeting all 3 aspects of the Satisfactory Academic Progress policy (CGPA, ROP and MTF) at the end of an academic year will be placed on an Academic Warning status. The College will advise the student in writing of his or her status after grades are posted and within 5 days of the start of the next grading period.

The student will be required to work directly with the Academic Advisor to develop an Academic Success Plan. If a student fails to achieve the milestones for Satisfactory Academic Progress for the next evaluation period while they are on Academic Warning, they will be placed on Academic Probation.

Academic Probation: A student will be placed on Academic Probation once they have reached their second consecutive evaluation period not meeting all of the Satisfactory Academic Progress requirements. The school will advise the student in writing of his or her status after grades are posted and within 5 days of the start of the next grading period. A student who fails to meet the minimum requirements of Satisfactory Academic Progress, or who fail to meet the requirements of the Academic Success Plan by the end of the next evaluation period, will be withdrawn from the College with an Academic Dismissal.

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

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

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

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

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

III. Procedure for Appealing Academic Dismissal

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

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

The Academic Office or an Appeals Committee will review the student's appeal and will determine within 5 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for readmission. The student may be asked to appear in person during the review process when deemed necessary by the Academic Office or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Academic Office both verbally and in writing. The

Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

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

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

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

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

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

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

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or

organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the College.

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

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

Any student who is on Academic Dismissal can no longer attend school nor get Title IV at the Institution.

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

IV. Explanations of Related Issues

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

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

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

Change of Program
Students will be allowed one change of program. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of Academic Dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic Dismissal, appeal, have the appeal granted based on mitigating circumstances before transferring to the

new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

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

Administrative Information, Policies and Regulations

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

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

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

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

Rehabilitation Act and Americans with Disabilities Act (ADA)
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the College Disability Accommodation Request Form to submit the request. The form must be submitted to the College Disability Compliance Officer. College faculty or staff who becomes aware that a student is disabled and wants a

reasonable accommodation must direct the student to speak with the College Disability Compliance Officer. The College Disability Compliance Officer will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Officer is listed below with her contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

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

Student Services

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

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

Student Advising

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

Tutoring Services

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

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

Student Housing Information

Pathways College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. The average cost of rent in East Pasadena 91107, is $2,250.00 as of April 2021 according to rentcafe.com.

Placement Assistance and Career Advising

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

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

Copyright Policy

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

Copyright exists in any original work that exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books,

magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

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

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

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

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

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

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

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

Policy and Program Changes

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

Sexual Harassment Policy

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

Student Records

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

Voter Registration Information

Pathways College encourages students to know their rights and register to vote when they are eligible. To register to vote in California visit https://www.registertovote.ca.gov/

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

Transcripts and Diplomas

Transcripts and diploma requests must be made in writing to the Office of the Registrar. The school reserves the right to withhold transcripts and diplomas when students have unmet obligations to the school, including financial obligations. Official transcripts are

provided for a fee. Student records, including transcripts and diploma may be released only to the student unless there is a FERPA authorization.

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

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

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

1. The right to inspect and review the student's education records within 45 days after the day Pathways College receives a request for access. A student should submit to the Student Services Department, Program Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for United States University.

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

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

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

o To other college officials, including teachers, within the United States University whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions.

o To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

o To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

o In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

o To organizations conducting studies for, or on behalf of, the college, in order to:
     (a) develop, validate, or administer predictive tests;
     (b) administer student aid programs; or
     (c) improve instruction.

o To accrediting organizations to carry out their accrediting functions.

o To parents of an eligible student if the student is a dependent for IRS tax purposes.

o To comply with a judicial order or lawfully issued subpoena.

o To appropriate officials in connection with a health or safety emergency.

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

Pathways College defines Directory Information to include:

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

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

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

Student Complaint/Grievance Procedures

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

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

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the grievance committee at Pathways College. The written statement should include the details of the student's issue, a

summary or the conversations the students had while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

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

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, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax 916-263-1897.

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

Financial Aid and Loan Repayment Responsibility

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

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

Faculty Information

Degree Programs

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

The minimum academic qualification for degree programs is a Master's degree in the 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 degree faculty and their qualifications:

- Tim Short – Lead Faculty
  M.A. in Life-Span Development Psychology, California State University San Bernardino; B.A. in Psychology, California State University San Bernardino; A.A. in Psychology, Crafton Hills College
- Carina Aguirre, J.D.
  J.D. in Law, Texas Tech University; B.A. in Broadcast Journalism, Texas A&M University
- Mark Arandia, Ph.D.
  Ph.D. in Political Philosophy, University of Dallas; M.A. in Political Philosophy, University of Dallas; B.A. in Political Philosophy, University of Dallas
- Brad Bixel
  M.A. in Cross Cultural Teaching, National University; B.A. in English, California State University Bakersfield
- Marcedes Butler, Ed.D.
  Ed.D. in Educational Leadership, University of Southern California; M.S. in Counseling, California State University Long Beach; B.A. in Black Studies, B.A. in Psychology, California State University Long Beach
- Robert Cascaddan
  M.B.A., Portland State University; B.S. in Political Science, Portland State University
- Paul Champion
  M.B.A., University of Redlands; B.S. in Business and Management, University of Redlands
- Doris Doyon
  M.A. in Wind Band Conducting & Percussion Performance, Truman State University; B.M. in Education, Pacific Lutheran University
- Gary Elder
  D.C. in Chiropractic, Southern California University; B.S. in Human Biology, Southern California University; B.S. in Liberal Arts, Excelsior College
- Scott Essman
  M.A. in Educational Multimedia, California Polytechnic Institute, Pomona; B.A. in Psychology, University of Southern California

- Katlyn Grenier
  M.A. in Art History, University of Memphis; B.A. in Art History, Arizona State University Magna Cum Laude

- Nadeem Khattak
  Post Master General Education Diploma, North Central University; M.B.A., Keller Graduate School; B.S.E.E., University of the Engineering and Technology

- Rumaldo Marquez
  M.A. in Communication and Leadership, Gonzaga University; M.S. in Counseling Guidance, California State University San Bernardino; B.A. in Communication, California State University San Bernardino

- Cynthia McMillan
  M.S. in Accounting, University of South Alabama; B.S. in Accounting, University of South Alabama

- Sindy Park
  M.A. in Mathematics Education, California State University Northridge; B.A. in Social Science, University of California Irvine

- Jason Passalacqua
  M.A. in History, College of Staten Island; B.A. in Adolescent Education Grades (Social Studies), College of Staten Island; Certified Teacher for New York State in Adolescent Education Social Studies

- Patrick Roundhill
  Ph.D. in Environmental Science (in progress), University of Arizona; M.S in Chemistry, University of South Africa; M.B.A., University of Phoenix; B.S. in Chemistry and Environmental and Ecological Biology, University of Arizona

- Lisa Sprenkle
  M.S. in Economics, California Polytechnic State University Pomona; B.A. in Mathematics, California State University San Bernardino

- Scott Underwood
  M.F.A. in Creative Writing, Chapman University; M.A. in English, Chapman University; B.A. in English Literature, California State University Long Beach

- Tom Zaragoza
  M.S. in Educational Administration, Pepperdine University; M.A. in Anthropology, California State University Los Angeles; B.A. in Anthropology, University of Southern California; B.A. Social Science - History, University of Southern California

Faculty Information – Non-Degree Programs

Non-degree faculty instruct students in certificate/training programs and have relevant experience in the field in which they teach. The following is a list of faculty and their qualifications:

- James E. Browen
  Criminal Justice Studies, University of Phoenix; BSIS TFF California State Certified Security Guard Trainer

- Margaret Easter, Psy.D.
  Doctor of Psychology in Organizational Management & Consulting, Phillips Graduate University; Certified Instructor for Blueprint for Workplace Success

- Andrea Halpern
  Registered Nurse/Medical Studies, University of Illinois; BSIS California State Certified Security Guard Trainer
- Nathan Halpern
  A.A. in Criminal Justice, Columbia College; NRA Pistol Instructor/Range Safety Officer; BSIS Certified Firearms Instructor; Military Police Officer, Rhode Island National Guard; Staff Sergeant - E-6 U. S. Army
- Carole Y. Jones
  BBA in Human Resources, American InterContinental University; Certified Trainer South Bay WIB – Blueprint for Workplace success, Blueprint for Customer Service and 30 Ways to Shine as a New Employee
- Nadeem Khattak
  Post Master General Education Diploma, North Central University; M.B.A., Keller Graduate School; B.S.E.E., University of the Engineering and Technology
- Debra M. LaCroix
  M.Ed. in Education Management, California Lutheran University; M.B.A., Dun & Bradstreet Financial Analysis Training Program; B.A. in English/Philosophy, California Lutheran University; California Secondary Teaching Credential; Master Trainer/Facilitator, Strength Deployment Inventory (SDI); Certification (in progress) California College of Executive Coaching

Articulation Agreements

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

Pathways College policy on transfer credit is listed on page 54 of this catalog.

StraighterLine*

1201 S. Sharp Street, Suite 110, Baltimore, MD 21230, www.straighterline.com
* The American Council On Education's College Credit Recommendation Service (ACE) has evaluated and recommended college credit for StraighterLine courses.

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

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Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

Catalog Checklist

Name of Institution: Pathways College	**Application #:**
Reviewer Name: Melinda Lester, ED.D.	**Institution Code:** 52363049

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under "Catalog Page No." write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

		Review #1	Review #2
		DATE 9.23.21	DATE
Item No.	**Catalog Minimum Requirements** The Catalog shall contain CEC §94909 (§ references the section of the CEC and 5, CCR)	**Catalog Page No.**	**Catalog Page No.**
1	Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)		

Effective: July 2018

2	Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Provide a separate statement confirming your catalog is updated annually. (5, CCR §71810(a))	✕	✕
3	Provide a separate statement indicating how you provide your institution's school catalog to a prospective student and any interested person. (CEC §94909(a) and §94909(c))	✕	✕
4	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (CEC §94909(a)(1))	1	
5	The catalog shall specify the address or addresses where class sessions will be held. (CEC §94909(a)(4))	7-8	
6	The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog. (5, CCR §71810(b)(1))	1	
7	The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))	2	
8	The catalog shall contain a statement specifying whether or not the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or 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.). (CEC §94909(a)(12))	2	

9	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B)) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."	2	
10	The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5, CCR §70000(q) and (r) and §71810(b)(2))	5 13-29	
11	The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction that demonstrates compliance with 5, CCR §71735. (5, CCR §71735 and §71810(b)(9))	7-8	
12	The catalog shall contain a description of library and other learning resources and the procedures for student access to those resources that demonstrates compliance with 5, CCR §71740. (5, CCR §71740 and §71810(b)(10))	6-7	
13	The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A)) "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 *(insert address *)*, *(insert web site address*)*, *(insert telephone and fax numbers*)*." **The following may be used for inserts:* *Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834* *P.O. Box 980818, West Sacramento, CA 95798-0818* *Web site Address: www.bppe.ca.gov* *Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897* *(916) 574-8900 or by fax (916) 263-1897*	2	

Effective: July 2018

14	The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C)) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling *(insert toll-free telephone number)* or by completing a complaint form, which can be obtained on the bureau's internet Web site *(insert internet Web site address)*." ***The following may be used for inserts:*** *Toll-free telephone #: (888) 370-7589* *Web site Address: www.bppe.ca.gov*	2	
15	The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15)) "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR "The transferability of credits you earn at *(insert name of institution)* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the *(insert degree, diploma, or certificate)* you earn in *(insert name of educational program*)* is also at the complete discretion of the institution to which you may seek to transfer. If the *(insert credits or degree, diploma, or certificate)* that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *(insert name of institution)* to determine if your *(insert credits or degree, diploma or certificate)* will transfer." ***If institution offers more than one educational program, "the educational program" may be inserted.***	56	
16	If the institution has received a provisional approval and is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775(a) for the full text of the law for required language.* (5, CCR §71775(c)(1)) If an approved unaccredited institution is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775.5(a) for the full text of the law for required language.* (5, CCR §71775.5(c)(1))	3	

Effective: July 2018

17	The catalog shall contain: admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. *If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.* (CEC §94909(a)(8)(A), and 5, CCR §71770)	46 55-56 47-48 51 55 83	
18	The catalog shall contain the institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay. (5, CCR §71810(b)(7) and 5, CCR §71770(c))	N/A	
19	If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges. (5, CCR §71810(b)(3))	N/A	
	The catalog shall contain language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost. (5, CCR §71810(b)(4))	48	
	The catalog shall contain whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted. (5, CCR §71810(b)(5))	48	
20	The catalog shall contain: a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. (CEC §94909(a)(5))	13-29	

21	The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. (CEC §94909(a)(6))	25 28	
22	The catalog shall contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education. (CEC §94909(a)(16))	2	
	If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following: (A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states. (B) 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. (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs. (CEC §94909(a)(16) and §94897(p))	A) 2 B) 2 C) 2	A) B) C)
23	The catalog shall contain the schedule of total charges for a period of attendance **AND** an estimated schedule of total charges for the entire educational program. "Total charges" means the sum of institutional and noninstitutional charges. (CEC §94870 and §94909(a)(9))	52 54	
24	The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF. *See 5, CCR §76215 for the full text of the law for required language.* (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))	52-53	

25	The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919). (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)	61	
26	The catalog shall contain information regarding the faculty and their qualifications. (CEC §94909(a)(7) and 5, CCR §71720)	80-82	
27	The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (CEC §94909(a)(10))	79	
28	The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11))	79	
29	The catalog shall contain the institution's policies and practices, including required disclosures, regarding **ANY** form of financial aid. (5, CCR §71810(b)(6))	N/A	
30	The catalog shall contain the institution's standards for student achievement. (5, CCR §71810(b)(8))	62-71	
31	The catalog shall contain attendance policies. (CEC §94909(a)(8)(D))	58-61	
32	The catalog shall contain probation and dismissal policies. (CEC §94909(a)(8)(C))	65-71	

33	The catalog shall contain leave-of-absence policies. (CEC §94909(a)(8)(E))	60-61	
34	The catalog shall contain policies on student rights, including the procedure for addressing student grievances. (5, CCR §71810(b)(14))	78-79	
35	The catalog shall contain a description of all student services. (5, CCR §71810(b)(12))	73-79	
36	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (CEC §94909(a)(13))	73	
37	The catalog shall contain housing information to include all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph. (5, CCR §71810 (b)(13)(A)(B)(C))	A) 73 B) 73 C) 73	A) B) C)
38	The catalog shall contain policies on the retention of student records that demonstrates compliance with CEC §94900 and 5, CCR §71920. (CEC §94900, 5, CCR §71810 (b)(15) and §71920)	75	
39	In order to report gainful employment of its graduates, the institution must identify, in its catalog, the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))	10-12	
40	If the institution offers distance education, the catalog shall contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. (5, CCR §71810 (b)(11))	62-63	

41	After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on the homepage of that Internet Web site clear and conspicuous links for all of the following: (1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. (5) The institution's most recent annual report submitted to the bureau. An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913 and 5, CCR §74117)	Compliant? 1) Yes 2) Yes 3) Yes 4) Yes 5) Yes	Compliant? 1) 2) 3) 4) 5)
	If the institution has received a provisional approval and is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775 for the full text of the law for required language.* (5, CCR §71775(c)(2))	Yes	
	If an approved unaccredited institution is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775.5 for the full text of the law for required language.* (5, CCR §71775.5(c)(2))	Yes	
	Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5, CCR §74112)	Please provide your SPFS	Please provide your SPFS

To the best of my knowledge, I declare that the information submitted is true and correct.

Melinda Lester   September 23, 2021

Signature   Date

Melinda Lester ED.D. Chief Academic Officer

Printed Name and Title