



Pathways College

COURSE CATALOG 2019-2020

(July 1, 2019 – June 30, 2020)

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

www.pathwayscollege.org



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Requests for an official school catalog can be fulfilled either by accessing the school's website <http://www.pathwayscollege.org/> or by sending an e-mail to jkoski@pathwayscollege.org. 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 January 1, 2019, Pathways College is not accredited by any accrediting agency recognized by the United States Department of Education. Pathways College does offer degree programs.

Limitations of the degree programs are:

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



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

Notice to Prospective Degree Program Students

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

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

If this institution stops pursuing accreditation, it must:

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

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

Institutional Representative Initials: _____ Student Initials: _____
Date: _____ Date: _____

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

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

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



About Pathways College

MISSION STATEMENT

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

INSTITUTIONAL OBJECTIVES

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

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

CORE THEMES

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

PROGRAMS OFFERED

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

PROGRAM DESIGN

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

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

**Term Dates 2019-20:**

Term 2001: 7/8/19-8/28/19

Term 2002: 9/3/19-10/23/19

Term 2003: 10/28/19-12/18/19

Term 2004: 1/6/20-2/26/20

Term 2005: 3/2/20-4/22/20

Term 2006: 4/27/20-6/17/20

SCHOOL FACILITIES

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

Classes are held online.

DIVERSITY STATEMENT

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

STATEMENT OF NON-DISCRIMINATION

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

Rehabilitation Act and Americans with Disabilities Act (ADA)

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



Weyland A. Morse, Chief Executive Officer 626.714.8957 wmorse@pathwayscollege.org

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

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

Program Summary Description

Name of the Program:

Bachelor of Arts in Business Administration

Program ID:

(BABA)

Program Type:

Bachelor Degree

Title:

Business Administration

Program Length: Minimum: 153 weeks

Minimum Requirements for Admission:

High school diploma or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher, applicants with a GPA below a 2.0 may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies. SAT minimum score of 925, ACT minimum of 17, Wonderlic score minimum score of 17. Applicants with an entrance exam score below the minimum may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies.

English Proficiency

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

One letter of recommendation

General Program Description:

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

Program Goals:

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



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

Program Objectives:

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

1. Foster an appreciation for the social and cultural environment in which business is transacted.
2. Manage areas that include information technology, leadership dynamics, ethics, and international relationships.
3. Demonstrate expertise in organizational leadership.
 - a. Establish, execute, and analyze effectiveness of organizational goals, policies, and procedures.
 - b. Oversee strategic planning.
4. Direct and oversee an organization's financial and budgetary activities.
 - a. Analyze financial statements, sales reports, and other key performance indicators.
 - b. Identify cost cutting areas.
5. Manage people effectively.
 - a. Hire, supervise, and train employees up to the department head and manager level.



Bachelor of Arts Business Administration Courses

	PC Course	Course Name	Credits
General Education	ANT 101	Survey of Physical Anthropology	3
	BIO 101	Introduction to Living Systems	3
	COM 101	Speech Communication	3
	ENG 101	Composition	3
	GEO 101	Introduction to Environmental Science	3
	HIS 101	United States History to 1877	3
	MAT 101	Patterns of Mathematical Thought	3
	PSY 101	Principles of Psychology	3
	ANT 201	Anthropology of Change	3
	HIS 201	United States History from 1877	3
	POL 201	American Government: National, State, and Local	3
	ART 301	Art Appreciation	3
	BIO 301	Human Genetics	3
	GEO 301	One World: The Digital Planet	3
	PHI 301	Critical Thinking and Decision Making	3
	COM 401	Technology and Communication	3
	PHI 401	Philosophies of War and Peace	3
Business Administration Program	BUS 101	Introduction to Business	3
	BUS 102	Organizational Change	3
	BUS 111	Principles of Accounting I	3
	BUS 112	Principles of Accounting II	3
	BUS 131	Introduction to Entrepreneurship	3
	BUS 201	Personal Financial Management	3
	BUS 211	Principles of Macroeconomics	3
	BUS 212	Principles of Microeconomics	3
	BUS 221	Business Law	3
	BUS 222	Business Ethics	3
	BUS 231	Database Management Systems	3
	BUS 241	Principles of Marketing	3
	BUS 301	Principles of Finance	3
	BUS 311	International Economics	3
	BUS 331	Business Systems Analysis	3
	BUS 332	Strategic Management and Business Policy	3
	BUS 341	Consumer Behavior	3
	BUS 342	Marketing Research	3
	BUS 351	Human Resources Management	3
	BUS 352	Management for Organizations	3
	BUS 401	Financial Institutions and Markets	3
	BUS 431	Organizational Development	3
	BUS 451	Group Behavior in Organizations	3
BUS 480	Senior Seminar in Business	3	



Program Description

Name of the Program:
Bachelor of Arts in Liberal Studies

Program ID:
(BALS)

Program Type:
Bachelor Degree

Title:
Liberal Studies

Program Length: Minimum: 153 weeks

Minimum Requirements for Admission :

High school diploma or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher, applicants with a GPA below a 2.0 may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies. SAT minimum score of 925, ACT minimum of 17, Wonderlic score minimum score of 17. Applicants with an entrance exam score below the minimum may be admitted if the admissions committee judges there is sufficient evidence of potential to complete college studies.

English Proficiency

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

One letter of recommendation

General Program Description:

The 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	ANT 101	Survey of Physical Anthropology	3
	BIO 101	Introduction to Living Systems	3
	COM 101	Speech Communication	3
	ENG 101	Composition	3
	GEO 101	Introduction to Environmental Science	3
	HIS 101	United States History to 1877	3
	MAT 101	Patterns of Mathematical Thought	3
	PSY 101	Principles of Psychology	3
	ANT 201	Anthropology of Change	3
	HIS 201	United States History from 1877	3
	POL 201	American Government: National, State, and Local	3
	ART 301	Art Appreciation	3
	BIO 301	Human Genetics	3
	GEO 301	One World: The Digital Planet	3
	PHI 301	Critical Thinking and Decision Making	3
	COM 401	Technology and Communication	3
	PHI 401	Philosophies of War and Peace	3
Liberal Studies Program	LIB 111	Introduction to Urban Studies	3
	LIB 112	Introduction to Multicultural and Gender Studies	3
	LIB 113	Introduction to Research Methods	3
	LIB 121	Literary Analysis	3
	LIB 141	Statistics	3
	LIB 142	Physics: The World Around You	3
	LIB 211	Social Inequality	3
	LIB 212	Contemporary Issues in the Social Sciences	3
	LIB 221	Reading and Writing in the Humanities	3
	LIB 222	Contemporary Short Stories	3
	LIB 231	Famous Trials in American History	3
	LIB 251	Music Appreciation	3
	LIB 261	Individual, Community, Creator	3
	LIB 321	Telling Stories: The Art and Craft of the Memoir	3
	LIB 322	Contemporary South Asian Literature	3
	LIB 323	Who Dunit?	3
	LIB 331	Revolutionary Lives	3
	LIB 341	Science Technology and the Literature of Culture	3
	LIB 351	The Art of Life	3
	LIB 411	Generational Differences in the Workforce	3
	LIB 431	Vice, Crime, and American Law	3
LIB 461	The Meaning of Life	3	
LIB 480	Senior Seminar in the Humanities	3	
LIB 499	Independent Study in the Humanities	3	



Admissions Information

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

THE ADMISSION PROCESS

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

Phase 1: Application:

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

Phase 2: Enrollment:

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

Please note that for the enrollment agreement and only for the enrollment agreement, if the student is unable to fully understand its terms and conditions as written, an admissions representative will clearly explain the terms and conditions and all cancellation and refund policies personally in conversational English.

**TUITION AND FEES**

Program Name	Minimum Length	Credit units	Registration Fee	Tuition**	STRF (estimated)	Estimated Cost per Term***	Estimated Program Total
BA Business Administration	153 Weeks	120	\$0.00	\$157.00 Per Credit	\$0.00 Per Year	\$942.00	\$18,840
BA Liberal Studies	153 Weeks	120	\$0.00	\$157.00 Per Credit	\$0.00 Per Year	\$942.00	\$18,840

- a. *For first time students entering with no transfer credits.
- b. ** Tuition will be approximately \$5700 Per Calendar Year
- c. *** “Term” is defined as eight weeks while taking a maximum credit load of six credits (\$471 x 2 = 942)

PAYMENT PROCEDURE

Pathways College will bill students for tuition and any applicable fees by the end of the second week of every term. Students are given two weeks to make their payments via Paypal on the Campus Cafe portal. Pathways College understands that circumstances out of the control of the student may arise. If any such circumstance should arise, it is up to the student to reach out to the Registrar within those initial two weeks to discuss payment plan options. 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.

Ability to Benefit Information

On December 13th, 2018, Pathways College was approved to offer 5 Non-Degree programs to students who demonstrated an Ability to Benefit (ATB) from participating and completing college courses. The following non-degree programs were approved by the Bureau for Private Postsecondary Education (BPPE) in the state of California:

Intro to Environmental Science
Introduction to Business
Introduction to Urban Studies
Principles of Psychology
Survey of Physical Anthropology

Each of the above listed programs exist as stand-alone classes that eligible high school students at a junior level or higher may participate with successful completion of the Wonderlic Basic Skills Test. Students seeking admission to one of the non-degree programs must score a minimum of the following on the WBST examination:

Wonderlic Basic Skills Test:



Verbal – 200

Quantitative - 210

INCOMING TRANSFER CREDIT

Transfer Credit Evaluation

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

Allowance of Transfer Credit from Accredited Colleges and Universities

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

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

Advanced Placement Examinations and International Baccalaureate

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

Transfer Credit From Overseas Institutions

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

Limitations on the Transfer of Credit

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

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



knowledge and/or skill base of that credit. This determination will be made by the Chief Academic Officer.

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

Transfer Grade Policies

Pathways College utilizes the following policies in evaluating grades earned in courses accepted for transfer:

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

TRANSFER AGREEMENT

Pathways College has completed articulation agreements on file with the following institutions/organizations:

Nobel University
Angeles College
Straighterline.com
Stanton University

ENTRANCE TEST

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

Pathways College will accept test score reports from the following:

- SAT
- ACT
- Wonderlic SLE-Q

FACULTY INFORMATION

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

The minimum academic qualification for degree programs is a Master’s degree in the appropriated field. Pathways College provides all faculty with a continuous faculty development program in order to instill our educational philosophy and the appropriate



methodologies to teach adult and non-traditional students with a focus on student learning outcomes. The following is a list of faculty and their qualifications:

Ms. Carina Aguirre	J.D. in Law: Texas Tech University, B.A. in Broadcast Journalism: Texas A&M University
Dr. Mark Arandia	Ph.D in Political Philosophy: University of Dallas, M.A. in Political Philosophy: University of Dallas, B.A. in Political Philosophy: University of Dallas
Mr. Brad Bixel	M.A. in Cross Cultural Teaching: National University, B.A. English: Cal State Bakersfield
Dr. Mercedes Butler	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
Dr. Drey Campbell	Ph.D in Education: Northwest Nazarene University, M.A. in Social Work: Northwest Nazarene University, B.S. in Psychology: College of Idaho
Mr. Robert Cascaddan	MBA: Portland State University, B.S. Political Science: Portland State University
Mr. Paul Champion	MBA: University of Redlands, B.S. in Business and Management: University of Redlands
Ms. Veronica Dap	Ed.S in Curriculum and Instruction: Piedmont College, M.A.T. in Language and Literacy: Georgia State University, B.S. in Liberal Arts –Social and Behavioral Sciences: Soka University
Ms. Doris Doyon	M.A. in Wind Band Conducting & Percussion Performance: Truman State University, B.M. in Education: Pacific Lutheran University
Mr. Gary Elder	D.C. in Chiropractic: Southern California University, B.S. in Human Biology: Southern California University, B.S. in Liberal Arts: Excelsior College
Mr. Samuel Guerrero	M.A. in Art: Portland State University, B.A. in Fine Art: Azusa Pacific University
Mr. Rumaldo Marquez	M.A. in Communication and Leadership: Gonzaga University, M.S. in Counseling Guidance: California State University- San Bernardino, B.A. in Communication: California State University: San Bernardino
Dr. Christopher Martin	Ph.D Information Technology, Education: Capella University, M.Ed: National University, B.S.: Social Science: Washington State University
Ms. Cynthia McMillan	M.S. in Accounting: University of South Alabama, B.S. in Accounting: University of South Alabama



Dr. Charles Pak	Ed.D in Educational Leadership: Pepperdine University, MBA: California State University-Dominguez Hills, M.S. Administration: Pepperdine University, B.A. in Economics: University of California Irvine
Ms. Sindy Park	M.A. in Mathematics Education: California State University-Northridge, B.A. in Social Science: University of California Irvine
Mr. Thomas Roka	M.A. in History: University of Toledo, B.A. in Sociology and History: University of Toledo
Mr. Patrick Roundhill	Ph.D. in Environmental Science (in progress): University of Arizona, M.S in Chemistry: University of South Africa, M.B.A.: University of Phoenix, B.S. in Chemistry and Environmental and Ecological Biology: University of Arizona
Ms. Lisa Sprengle	M.S. in Economics: California Polytechnic State University: Pomona, B.A. in Mathematics: California State University: San Bernardino
Ms. Julie Strom	M.A. in Anthropology: California State University: Northridge, B.S. in Anthropology: University of California: Los Angeles
Mr. Tom Zaragoza	M.S. in Educational Administration: Pepperdine University, M.A. in Anthropology: Cal State Los Angeles, B.A. in Anthropology: University of Southern California, B.A. Social Science – History: University of Southern California

ACADEMIC 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.

ACADEMIC RESOURCES

The curriculum is developed so that all information that needs to be retrieved is provided by the course professor and can be accessed from journals, databases, books, research repositories, or the College's online library. Every resource provided for the classes are e-learning in format and accessible by any student with internet capabilities. Online resources are clearly labeled for student access and is consistently updated to ensure that



they are current. The utilization of online resources enhance the learning experience for all students and supplement the costly nature of brick and mortar facilities. Access to materials needed will be available through the student portal and the College's online library. Course instructors and the College's librarian are available for assistance.

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

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

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

STUDENT SERVICES

Students may reach out to our Student Services Department for more information. Our Student Support Department can be reached at: 626.993.4017. 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. Such services are available upon request by contacting your course instructor, student advisor, or the chief academic officer for additional information.

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 \$2,331.00 as of June 2019 according to rentcafe.com.

PLACEMENT ASSISTANCE AND CAREER ADVISING

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

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



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

ANT 101 Survey of Physical Anthropology 3 Units, Required

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

GEO 101 Introduction to Environmental Science 3 Units, Required

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

PSY 101 Principles of Psychology 3 Units, Required

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

BUS 101 Introduction to Business 3 Units, Required

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

LIB 111 Introduction to Urban Studies 3 Units, Required



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

General Education Course Descriptions

ANT 101 Survey of Physical Anthropology 3 Units, Required

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

ANT 201 Anthropology of Change 3 Units, Required

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

ART 301 Art Appreciation 3 Units, Required

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

BIO 101 Introduction to Living Systems 3 Units, Required

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

BIO 301 Human Genetics 3 Units, Required

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

COM 101 Speech Communication 3 Units, Required

An exposure to all the major skills of speechmaking with a focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use



of language, library research, communication and/or speeches to entertain. All students give several speeches both with and without visual aids. Prerequisite: none

COM 401 Technology and Communication 3 Units, Required

A survey of the history and characteristics of various communication technologies and their influence on human communication. Prerequisites: none

ENG 101 Composition 3 Units, Required

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

GEO 101 Introduction to Environmental Science 3 Units, Required

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

GEO 301 One World: The Digital Planet 3 Units, Required

An examination of how digital media are used and various methods and strategies used to evaluate online communication tools. The costs, risks and benefits associated with communications with consumers, stakeholders, and the general public in the online marketplace are reviewed. Prerequisites: none

HIS 201 United States History from 1877 3 Units, Required

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

MAT 101 Patterns of Mathematical Thought 3 Units, Required

An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors. Prerequisites: none

PHI 301 Critical Thinking and Decision Making 3 Units, Required

The logic of the scientific method and the common errors of human cognition that impede critical thinking. Emphasis is placed on the application of critical thinking skill to writing effective arguments, analyzing the writings of others, and understanding contemporary controversies in psychology. Prerequisite: none

PHI 401 Philosophies of War and Peace 3 Units, Required

Moral issues about the recourse to war by the nation and the individual's obligations to participate. The nature of peace, social and personal. Special attention to the recent wars in the Middle East and modern warfare. Prerequisite: none

**POL 201 American Government: National, State, and Local 3 Units, Required**

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

PSY 101 Principles of Psychology 3 Units, Required

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

Business Administration Course Descriptions (BABA)**BUS 101 Introduction to Business 3 Units, Required**

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

BUS 102 Organizational Change 3 Units, Required

The challenges, techniques, and problems associated with initiating and implementing major change in an organization. Identification of the external and internal forces that cause change, such as leading a new initiative or project, working to change the culture of the organization, entering new markets, or launching a new product. The focus is on how organizations change and how to be a change agent in an organization. Prerequisites: BUS 101 Introduction to Business

BUS 111 Principles of Accounting I 3 Units, Required

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

BUS 112 Principles of Accounting II 3 Units, Required

The study of the fundamentals of managerial accounting, with specific emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Topics also include cost behavior and control, product cost accumulation and pricing, and responsibility accounting. Prerequisite: ACC 200 Principles of Accounting 1

BUS 131 Introduction to Entrepreneurship 3 Units, Required

Evaluating the business skills and commitment necessary to successfully operate an



entrepreneurial venture. A review of the challenges and rewards of entrepreneurship, covered using a four-step process: Deciding to become an entrepreneur, developing successful business ideas, Moving from an idea to an entrepreneurial firm, and Managing and growing the entrepreneurial firm. Prerequisites: BUS 112 Principles of Accounting 2

BUS 201 Personal Financial Management 3 Units, Required

Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisites: MAT 101 Patterns of Mathematical Thought

BUS 211 Principles of Macroeconomics 3 Units, Required

A study of how the economy behaves at the aggregate level and how national income is measured and determined. Topics include an overview of macroeconomics; measuring gross domestic product, inflation and unemployment; demand including the multiplier process; supply, business cycles, long-term growth; money, banking and monetary policy; inflation; interest rates; stagflation; deficits and fiscal policy; exchange rates and balance of payments; exchange rate policy; purchasing power and interest rate parity. Prerequisites: BUS 112 Principles of Accounting 2

BUS 212 Principles of Microeconomics 3 Units, Required

The study of how people manage their limited resources. Microeconomics focuses on the exchange between households and businesses. Prerequisites: BUS 112 Principles of Accounting 2

BUS 221 Business Law 3 Units, Required

An introduction to the concepts and applications of laws that affect the business enterprise. Identification of the sources of law, including the courts, administrative agency rules and regulations, executive orders, and judicial decisions will be addressed. The law of contract, sales, and agency will be covered in detail while a distinction is drawn between traditional contracts and e-contracts. Additionally, remedies for breach of these agreements will be covered. Business crimes will also be discussed, in addition to potential tort liability arising from criminal acts. Strict liability and product liability will be explored. Prerequisites: BUS 112 Principles of Accounting 2, BUS 101 Introduction to Business

BUS 222 Business Ethics 3 Units, Required

The elements of ethics, the importance of ethical decision making, and its effects on employees (personnel), business and society. The philosophical foundations of ethical conduct and the practical problems encountered in the day-to-day conduct of business affairs will be discussed. Prerequisite: BUS 112 Principles of Accounting 2

BUS 231 Database Management Systems 3 Units, Required

Examination of major advancements in the technology of the design, development and management of database management systems (DBMS). Emphasis placed on theoretical concepts and applications of DBMS. Prerequisites: BUS 112 Principles of Accounting 2

BUS 241 Principles of Marketing 3 Units, Required



Introduction to basic marketing concepts. Topics include the marketing mix, new product development, consumer behavior, customer relationship management, strategic planning and e-commerce. Students will develop a comprehensive marketing plan and apply course concepts to real or imaginary products. Prerequisites: BUS 112 Principles of Accounting 2

BUS 301 Principles of Finance 3 Units, Required

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

Prerequisites: BUS 112 Principles of Accounting 2

BUS 311 International Economics 3 Units, Required

An in-depth examination of the basic principles of international economics. The course broadens your perspective on the growing economic interdependence of nations--how it happens and how it affects lives around the globe. Topics such as industrial policy and strategic trade policy, comparative advantage theory, exchange rate determination and forecasting, international trade in services, environmental regulatory policies, and international competitiveness are covered. Prerequisites: BUS 112 Principles of Accounting 2

BUS 331 Business Systems Analysis 3 Units, Required

The identification of an organization problem, the goals and the purpose of IT systems and how to carry out all the activities in the analysis and design of the systems. It addresses the design phases and all the techniques that are used to carry out the activities using a structured approach. Prerequisites: BUS 112 Principles of Accounting 2

BUS 332 Strategic Management and Business Policy 3 Units, Required

Strategic management takes a broad view of business operations. It covers the entire spectrum of business and management. The center of attention is the total enterprise – the industry and competitive environment in which it operates, its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success.

Prerequisite: BUS 112 Principles of Accounting II, Bus 221 Business Law

BUS 341 Consumer Behavior 3 Units, Required

Basic concepts and research results from marketing and the social sciences examined with the goal of enabling marketers to better understand customers and meet their needs. The decision process of buyers, factors affecting purchasing decisions, and customer satisfaction are major conceptual areas of the course. Implications for marketing strategies (e.g., market segmentation, product design, and promotion) are discussed. Prerequisite: BUS 112 Principles of Accounting 2, BUS 241 Principles of Marketing

BUS 342 Marketing Research 3 Units, Required

The use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed.

Accordingly, Marketing Research is appropriate for both prospective users of research results and prospective marketing researchers. Prerequisites: BUS 112 Principles of Accounting 2, BUS 241 Principles of Marketing

**BUS 351 Human Resources Management 3 Units, Required**

The role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered. Prerequisites: BUS 112 Principles of Accounting 2

BUS 352 Management for Organizations 3 Units, Required

The study of human behavior in organizations and how managers recognize and use those behaviors. Course topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Prerequisites: BUS 112 Principles of Accounting 2, BUS 102 Organizational Change

BUS 401 Financial Institutions and Markets 3 Units, Required

An examination of concepts, environments, and marketing management roles, as applied to industry, nonprofit organizations, and government agencies. Focus is on the unique attributes of the marketing mix (product, price, place, and promotion), target groups, relationship marketing, research, competitor analysis, and strategic planning. Emphasis will be placed on developing a marketing plan within the context of the broader organization, as well as exploring the dynamic that will lead to completing each plan with confidence. Prerequisites: BUS 112 Principles of Accounting 2

BUS 431 Organizational Development 3 Units, Required

The process of developing an organization's capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Developing and awareness of multiple ways that organizations change, manage change, in receiving and participating in change. Emphasis on multiple approaches and agile responses to change in organizational environments. Prerequisites: BUS 112 Principles of Accounting 2, BUS 102 Organizational Change

BUS 451 Group Behavior in Organizations 3 Units, Required

Application of principles of how individuals manage their own performance and career by working with and through others. Emphasis is on theories and concepts for analyzing, understanding, and managing human behavior in organizations. Prerequisites: BUS 112 Principles of Accounting 2, BUS 352 Management for Organizations

BUS 480 Senior Seminar in Business 3 Units, Required

The capstone seminar for students pursuing the Bachelor of Arts in Business. In consultation with the instructor, students will read two current books that examine significant issues in business and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, BUS 112 Principles of Accounting 2, BUS 332 Strategic Management and Business Policy, Academic Advisor Approval

BUS 490 Internship 3 Units



The optional internship course is specifically tailored to further prepare degree students for the careers of their choice. A Faculty Mentor and a Career Development advisor work directly with host facilities to make sure participants gain practical experience and on-the-job training. Besides the many obvious advantages of gaining working experience in a real-world situation, a successful internship gives graduates a professional reference which can be very beneficial when seeking employment. This is a variable unit course, from 1 to 3 credits, depending on the number of hours spent at the internship site. Prerequisites: BUS 112 Principles of Accounting 2

Liberal Studies Course Descriptions (BALS)

LIB 111 Introduction to Urban Studies 3 Units, Required

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

LIB 112 Introduction to Multicultural and Gender Studies 3 Units, Required

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

LIB 113 Introduction to Research Methods 3 Units, Required

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

LIB 121 Literary Analysis 3 Units, Required

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

LIB 141 Statistics 3 Units, Required

Statistics is the art and science of summarizing data. The course is focused on the principles of descriptive and inferential statistical applications, descriptive statistics, the normal distribution, basic techniques of statistical inference, confidence intervals, hypothesis tests for population means and proportions, and simple linear regression. Prerequisites: MAT 101 Patterns of Mathematical Thought

LIB 142 Physics: The World Around You 3 Units, Required

An investigation of the world around us to gain a better understanding of how and why various physical phenomena occur. The course will cover a broad range of topics,



including energy; gravity and outer space; nuclear power; light and sound and their application to vision, music, medicine and more; climate change and global warming; and the mysterious world of quantum physics and its role in modern technology.

Prerequisites: none

LIB 211 Social Inequality 3 Units, Required

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

LIB 212 Contemporary Issues in the Social Sciences 3 Units, Required

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

LIB 221 Reading and Writing in the Humanities 3 Units, Required

Analysis of various forms of academic and professional writing for the humanities. Modes and methods of argumentation, research methods, design of papers, stylistic clarity, and editing strategies are covered through analysis of works of fiction and non-fiction. Prerequisites: ENG 101 Composition

LIB 222 Contemporary Short Stories 3 Units, Required

The interpretation and craft of recent works of short fiction. Analysis of short stories focusing on the meaning of the stories and the choices available to the writers as they consider how to connect to readers. Prerequisites: none

LIB 231 Famous Trials in American History 3 Units, Required

A review of specific trials throughout American history as a way of illustrating changes in American culture, society, and legal customs. Students will be exposed to trials that came about for a variety of reasons such as religion vs. science, slave rights, and educational policy. Prerequisites: HIS 201 United States History

LIB 251 Music Appreciation 3 Units, Required

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

LIB 261 Individual, Community, Creator 3 Units, Required

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

LIB 321 Telling Stories: The Art and Craft of the Memoir 3 Units, Required

The principles of writing memoirs and personal essays. An exploration of various memoir pieces through group literary analysis. Prerequisites: ENG 101 Composition

**LIT 322 Contemporary South Asian Literature 3 Units, Required**

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

LIB 323 Who Dunit? 3 Units, Required

An examination of the mystery genre of literature. A study of the reasons people are interested in and even fascinated by the content and form of this particular genre. Prerequisites: None

LIB 331 Revolutionary Lives 3 Units, Required

An in-depth examination of the lives of four individuals who, for better or worse, have influenced the history of the world by leading a revolutionary life. The individuals who are featured in the course change from term to term and will include people from all areas of the world and all eras. Prerequisites: HIS 201 United States History

LIB 341 Science Technology and the Literature of Culture 3 Units, Required

An exploration of the relationships among culture, literature, the sciences, and technology, focusing in particular on narratives of evolution and creation from the late 8th century into the 21st century. Prerequisites: none

LIB 351 The Art of Life 3 Units, Required

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

LIB 411 Generational Differences in the Workforce 3 Units, Required

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

LIB 431 Vice, Crime, and American Law 3 Units, Required

An examination of the moral concept of “vice,” the history and evolution of what constitutes vice, and how vice has been treated in American criminal law. Topics include gambling, prostitution, pornography, drugs, hate speech, and so-called “blue” laws. Prerequisites: none

LIB 461 The Meaning of Life 3 Units, Required

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

LIB 480 Senior Seminar in the Humanities 3 Units, Required

The capstone seminar for students pursuing the Bachelor of Arts in Liberal Studies. In



consultation with the instructor, students will read two current books that examine significant issues in the humanities and prepare a written and visual presentation that critically examines the issues and outcomes discussed in the books. The topics will vary from term to term. Prerequisites: Complete 100 credits prior to first day of class, Academic Advisor Approval

LIB 490 Internship 3 Units, Required

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

LIB 499 Independent Study in the Humanities 3 Units, Required

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

Academic Information, Policies and Regulations

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

ACADEMIC CREDIT HOUR DEFINITION

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

ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM

Academic integrity is essential to the success of any educational endeavor. Intellectual growth and development among the educational community is stimulated when the education of that community operates upon a solid and enforceable ethical standard. Academic integrity is defined by the Center of Academic Integrity (1999) as a commitment,



even in the face of adversity, to five fundamental values that together enable academic communities to translate ideals into action.

These values are:

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

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

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

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

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

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

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

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



4. Should a cheating or plagiarism incident occur, the instructor, with the assistance of the Academic Advisor, in charge of the course has the authority to determine the penalty to be applied ranging from taking points off to failing the student (giving a “zero points” grade) for that assignment/quiz/test/exam. The instructor shall notify the Academic Advisor of the incident via email who will then document the incident in the official record keeping system.
5. Any incidents of academic dishonestly or plagiarism shall be subject to disciplinary action up to and including being withdrawn from the college.
6. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the sanction(s), the student has the right to appeal the decision to the Appeals Committee, in writing, within one week after he or she has been notified of the sanction. This appeal must include a detailed argument as well as all evidences supporting the student claim. The Appeals Committee members typically include impartial faculty, the Student Advocate, and student(s).

Satisfactory Academic Progress Policy

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

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

Maximum Time Frame Example:

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

SAP Evaluation

Each program is broken down into grading periods which occur at the end of each 8 week term session. Once the finals grades for the term have been entered into the student information system, the student’s CGPA, ROP and MTF will be evaluate. This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, Academic Probation, or ultimately withdrawal from the College at the end of the grading period.

Maximum Credit Load

Students who wish to register for more than 6 credits per session must obtain approval from the Chief Academic Officer. Students must be in good academic standing and must



have at least a 2.5 GPA for the session completed prior to the session the increased course load is being requested.

ACADEMIC WARNING

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

ACADEMIC PROBATION

A student will be placed on Academic Probation once they have reached their second consecutive grading period not meeting all of the Satisfactory Academic Progress requirements. The school will advise the student of his or her status prior to the start of the next grading period. A student who fails to meet the minimum requirements of Satisfactory Academic Progress, or who fail to meet the requirements of the Academic Success Plan by the end of the next grading period, will be withdrawn from the College. A student on Academic Warning or Academic Probation will be returned to good standing with the college if the minimum requirements for SAP are met at the end of the 8 week grading period.

ACADEMIC SUCCESS PLAN

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

Satisfactory Academic Progress Appeals

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

Written appeals must include the following:

- A clear statement regarding the mitigating circumstances that caused the student to not be successful and must include appropriate supporting documentation of such circumstances;
- An explanation of how the mitigating circumstances actually caused and or contributed to the student's current academic struggles;
- A discussion about what has changed in the student's situation that would allow them to attain Satisfactory Academic Progress in the future;



- An updated Academic Success Plan outlining the steps necessary to reach SAP created with the Pathways College academic staff.

Note: If a student chooses not to pursue the appeal process, or if the appeal is denied, the student will be withdrawn from the college if they fail to reach Satisfactory Academic Progress at the end of the grading period while on Academic Probation.

ATTENDANCE POLICY

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

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

If a student does not submit a posting to the graded assignment/discussion during the second week of class and does not participate in a weekly discussion, the student is administratively dropped from the course for non-participation without incurring any course charges.

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

International Students Attendance Policy

International students are expected to maintain a rate of 80% attendance in all of their courses. Attendance will be monitored at each physical location where students will be in attendance. Currently, the physical sites for the International Programs will be at 320 N. Halstead in Pasadena, CA and 3130 E. Colorado Blvd Pasadena, CA. Attendance will be taken at each class session and records will be kept on file.

CONTINUOUS ENROLLMENT POLICY

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



DISMISSAL OF STUDENT

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

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

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

GRADING AND PROGRESS REPORTS

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

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

GPA AND CGPA CALCULATIONS

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

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

Grade	Meaning	Point Value	Percentage Scale
A	Exceeding Standard	4.0	90-100
B	Above Standard	3.0	80-89
C	Standard	2.0	70-79
D	Below Standard	1.0	60-69
F	Failure	0.0	0-59



I	Incomplete	Not Calculated	
W	Withdrawal	Not Calculated	
AU	Audited	Not Calculated	
TR	Transfer Credit	Not Calculated	

INCOMPLETE GRADE POLICY

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

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

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

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

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

LEAVE OF ABSENCE (LOA)

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

RETAKEING COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average (CGPA). Students may also repeat any failed coursework. Failed courses may be repeated, so long as repeating the coursework does not exceed the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their CGPA.

WITHDRAWAL AND REFUND POLICY

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance either on the first day of class or until the 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. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

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

Based on an eight week course cycle:

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



After week 5 (36 and over days)	0%	100%	F
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Additional Notes:

1. If a student abandons the course at any time after having attended one class or laboratory, and never submits an online withdrawal notification, then the student will receive a grade of "F" for that course and will be responsible for paying full tuition and fees.
2. Students who request an incomplete grade at any time during a course will not be eligible for a refund in tuition or fees. Please refer to the "Incomplete Grade Policy" in the catalog for specifics in requesting an incomplete.

Administrative Information, Policies and Regulations

COPYRIGHT POLICY

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

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

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

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

Self Monitoring Procedures

Pathways College has several self monitoring procedures in place. Every week Pathways College Management meets to review and evaluate all current operational updates, review progress objectives and goals. Pathways College Faculty conduct a program



review annually which includes; review of student data, course and program outcomes and objectives and modify curriculum as needed.

POLICY AND PROGRAM CHANGES

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

SEXUAL HARASSMENT POLICY

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

STUDENT RECORDS

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

TRANSCRIPTS AND DIPLOMAS

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

ACCESS AND DISPOSAL OF STUDENT DATA

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

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



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day United States University receives a request for access. A student should submit to the Student Services Department, Program Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by United States University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of the United States University who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for United States University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the United States University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions of the FERPA



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

- To other college officials, including teachers, within the United States University whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions.
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the college, in order to:
(a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.: The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public: The final results of a disciplinary proceeding, if the college determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her.
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the college has designated as "directory information".



Pathways College defines Directory Information to include:

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

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

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

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

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

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the grievance committee at Pathways College. The written statement should include the details of the student's issue, a summary 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](tel:2535), 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).



General Disclosures and Notices

CA STATE STUDENT TUITION RECOVERY FUND

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

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

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

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

"The State of California 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are 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 noncollecting 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."

FINANCIAL AID AND LOAN REPAYMENT RESPONSIBILITY

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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



STUDENT'S RIGHTS TO CANCEL ENROLLMENT

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



Pathways College Catalog Addendum 2019-20

Pathways College has been approved by the BPPE to offer 12 Certificate programs starting January 2020. These certificate programs can be completed within a given timeframe to earn a Certificate of Completion. These certificates may be used as transfer credits into the Pathways College Bachelor of Arts of Business Administration Program if the student meets the entrance requirements into the Bachelor of Arts Program.

Certificate Programs Offered:

Design for Success 1
Design for Success 2
Human Resource Academy
Customer Service Academy
Guest Service Gold
Blueprint for Workplace Success
Security Officer (Armed)
Security Officer (Unarmed)
Basic Guard Card (Power to Arrest)
Culinary and Hospitality Academy
Product Development Academy Training
Construction Pre-Apprenticeship

Certificate Entrance Requirements

Official high school diploma 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

English proficiency will be determined by the 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.



Certificate Program Information

Design for Success 1: 240 Total Hours, 12 weeks – 5 days/week – 4 hours a day

Cost of Program: \$6,250 total (Includes any materials)

Instructor: Clotee McAfee

Eligible Credits Earned: 5

Prerequisites: None

Course Description: Designing for Success Academy I course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Design for Success 2: 384 Total Hours, 18 weeks – 5 days/week – 4.25 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Clotee McAfee

Eligible Credits Earned: 8

Prerequisites: None

Course Description: Designing for Success Academy I course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Human Resource Academy: 65 Total Hours, 12 weeks – 1 day/week – 5.5 hours a day

Cost of Program: \$4,500 (Includes any materials)

Instructor: Araxie Wright

Eligible Credits Earned: 1

Prerequisites: None

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.

Customer Service Academy: 144 Total Hours, 12 weeks – 4 days/week – 3 hours a day

Cost of Program: \$4,800 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Eligible Credits Earned: 3

Prerequisites: None

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.

Guest Service Gold: 72 Total Hours, 3 weeks – 4 days/week – 6 hours a day

Cost of Program: \$1,400 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Course is ineligible for credit

Prerequisites: None

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

Blueprint for Workplace Success: 40 Total Hours, 1 week – 5 days/week – 8 hours a day

Cost of Program: \$800 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Course is ineligible for credit

Prerequisites: None

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.

Security Officer (Armed): 62 Total Hours, 2 weeks – 5 days/week – 6.2 hours a day

Cost of Program: \$2,050 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

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

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.

Security Officer (Unarmed): 44 Total Hours, 1.6 weeks – 8 days – 5.5 hours a day

Cost of Program: \$1,400 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

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

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.

Basic Guard Card (Power to Arrest): 8 Total Hours, 1 day – 8 hours a day

Cost of Program: \$525 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

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

Course Description: Basic Guard Card 8 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.

Culinary Arts and Hospitality Academy: 408 Total Hours, 16 weeks – 4 days/week – 6 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Deljah S. Dickson

Eligible Credits Earned: 9

Prerequisites: None

Course Description: This sixteen-week certificate program provides hands-on culinary, baking, hospitality and service skills training for entry-level jobs in the foodservice and hotel industry. Based on the current and projected future needs in the foodservice industry, this curriculum is designed to encompass an in-depth introduction to culinary skills, dining room service, nutrition, sanitation standards, food history, high volume food production, personal wellness and job opportunities are available throughout the food and hospitality industry.

Product Development Academy Training: 394 Total Hours, 16 weeks – 4days/week – 6 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Angela McAfee

Eligible Credits Earned: 8

Prerequisites: None

Course Description: The objective is to give students first-hand experience that will prepare them for today's media enriched environment by providing them with a strong foundation of computer design and screen-printing technology skills. The course is project-based curriculum will allow students to apply design elements and principles to authentic projects such as logo design, screen printing, T-shirt and promotional design. Students will be able to view art from a historical and cultural perspective while exploring how the use of art, media and technology has evolved into a platform central to effective marketing and communication. The students will gain crucial skills and problem-solving strategies specific to the arts, technology and media fields that will make them an effective professional for a sustainable career pathway.

Construction Pre-Apprenticeship: 144 hours, 12 weeks – days/week – 6 hours a day

Cost of Program: \$6,000

Instructor: Raul Guzman

Course is ineligible for credit

Prerequisites: None



Course Description: This program consists of five (5) courses offered for CEU credit and is focused on knowledge and skills required to become a successful apprentice in the construction industry. Participants will be prepared with a solid foundation in order to join and complete a state recognized construction apprenticeship program by meeting performance expectations of employers. The Construction Pre-Apprenticeship Certificate of completion program focuses on preparing entry level construction workers to understand safety regulations, recognize safety processes; utilize common equipment and tools used in construction and how to perform first aid and cardio-pulmonary resuscitation. Participants who complete the program will be trained to qualify for a second period apprentice positions. Participants who complete the certificate program will increase their ability to complete an apprenticeship program of choice by 75%.

Certificate Program Faculty Qualifications

- Ms. Deljah S. Dickson** Culinary/ Baking and Pastry: Le Cordon Bleu College of Culinary Arts Chicago, Master Chocolatier: Valrhona France, Pralinarium courses, Pastronomy
- Mr. Raul Duzman** Associates of Science, Construction Technology: El Camino College, Designated Subject Teaching Credential, Construction Trades: California State University Long Beach, Authorized OSHA Outreach Instructor: California State University, Dominguez Hills
- Ms. Carole Y. Jones** Human Resources, American InterContinental University (2006 and 2013)
- Ms. Debra J.M. LaCroix** B.A. California Lifetime Teaching Credential: California Lutheran University, Certification: California College of Executive Coaching, MBA equivalent: Dun & Bradstreet Financial Analysis Training Program
- Ms. Maria Juarez** B.A. Business Management: California Baptist University, A.A. Liberal Arts, Mt. San Antonio College, Baton Advance Instructor: Monadnock Police Training Council, Authorized Instructor - First Aid & CPR, AED: American Red Cross,



Interview & Interrogations: John E. Reid & Assoc.,
Approved Trainer and Harassment Training:
Strategic HR Services, Inc., Explorer Lt. : Los
Angeles County Sheriff's Dept., Explorer, Master At
Arms: U.S. Customs, Special Weapons Training: Rio
Hondo Police Academy

Ms. Angela McAfee

BAA: Broadcasting, Minor in Media Design,
Production, & Technology: Central Michigan
University; Certification: Event Management
Professional: The George Washington University;
Certification: Etiquette and Protocol Expert:
Certification: Life & Holistic Wellness Coach;
Certification: Facilitator of Outreach Programs
(Department of Justice): Department of Justice;
Certification: Life & Holistic Wellness Coach:
Spencer Institute

Ms. Clotee McAfee

MBA Entrepreneurial Program – Certificate of
Completion: U.C. Los Angeles Anderson School of
Business, Associates of Arts: Fashion Institute of
Technology New York

Ms. Jackie Newsom

B. S. Business Administration: California State
University-Dominguez Hills, M.S. Systems
Management and Certification in Management
Information: University of Southern California,
Certified to administer the Meyers Briggs Type
Indicator: Center for Applications of Psychological
Typing

Ms. Barbara Sullivan

MEd and B.S. Sociology: Tuskegee University, Small
Business Executive Leadership Program:
Clark-Atlanta University School, Executive
Leadership Program, Tuck Business School,
Dartmouth University

Mr. Mark A. Wilcher

MBA: Webster University, B.A., Education, Indiana



State University, Terre Haute, Graduate of the
Anderson School of Management at UCLA

Ms. Araxie Wright

J.D.: University of West Los Angeles; B.A. Industrial
Psychology: California State University, Northridge



Pathways
College

CATALOG 2020-2021

Effective for the academic year July 1, 2020 – June 30, 2021

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

www.pathwayscollege.org

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Requests for an official school catalog can be fulfilled either by accessing the school’s website <http://www.pathwayscollege.org/> or by sending an e-mail to wmendoza@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), 985 Atlantic Avenue, #100, 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):

- Basic Guard Card (Power to Arrest)
- Blueprint for Workplace Success
- Construction Pre-Apprenticeship
- Culinary Arts & Hospitality Academy
- Customer Service Academy
- Design for Success I
- Design for Success II
- Guest Service Gold
- Human Resource Academy
- Product Development 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 include 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.

Pathways College received Candidacy status from the Western Association of Colleges and Schools (WASC) – Senior College and University Commission (WSCUC) on July 8, 2020 and is now eligible to pursue participation in Title IV, Federal Student Aid and Veteran’s benefits programs.

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 Business Source Elite (EBSCO), Academic Search Elite (EBSCO), ProQuest Research Library (ProQuest), and Ebook Central (ProQuest). Combined these databases provide students access to over 5,000 full-text publication titles, over 1,500 peer-reviewed publication titles, and over 150,000 books. The library also participates in resource trials to test the usability and quality of new potential resources to add to the library's collection. All resources have been reviewed by the College librarian and administration, and selected for their support of the programs and the learning objectives of the Business Administration and Liberal Arts programs at Pathways College.

In addition to Pathways College's subscription databases, the college also stresses the use of open educational resources (OER) throughout its courses as a way to reduce course cost and increase access for students. Open resources have the potential to spur pedagogical innovation, introducing new alternatives for effective teaching. These learning resources can be modified and reused promote collaboration and participation—two key elements of a Web 2.0 approach to teaching and learning. The resources required to develop high-quality learning materials and activities for a full complement of courses can be prohibitive for many institutions and instructors. By distributing the costs over a larger number of users, OER brings a greater range of tools within reach of more users. OER can also lower the costs for students to obtain educational content. OER and online or hybrid learning are natural partners in efforts that take advantage of—and prompt—developments in educational technology that facilitate new media, new formats, and new means of distribution. 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 are two facilities available for hybrid and on-ground courses, mostly used the non-degree certificate programs. The facilities both have similar classroom facilities and equipment. The facilities (320 N. Halstead Street, Suite 215, Pasadena, CA 91107 and 3130 Inland Empire Boulevard, Unit A, Ontario, CA 91761) are designed with the student in mind and include light, spacious classrooms equipped with ample workspace for individual and group work. These 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. The Ontario satellite location includes classroom space only.

College Locations

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

Classes are also held at 3130 Inland Empire Boulevard, Unit A, Ontario, CA 91761

Important Dates 2020-2021:

Term Dates	Start Date	End Date
Term 2101:	July 6, 2020	August 26, 2020
Term 2102:	August 31, 2020	October 21, 2020
Term 2103:	October 26, 2020	December 16, 2020
Term 2104:	January 11, 2021	March 3, 2021
Term 2105:	March 8, 2021	April 28, 2021
Term 2106:	May 3, 2021	June 23, 2021

College Holidays and Breaks

Summer Break	July 1-5, 2020
Labor Day	September 7
Veteran's Day	November 11, 2020
Thanksgiving Break	November 26-27, 2020
Winter Break	December 17, 2020-January 10, 2021
Martin Luther King Day	January 18, 2021
President's Day	February 15, 2021
Spring Break	April 2-5, 2021
Memorial Day	May 31, 2021
Summer Break	June 24-July 5, 2021
Independence Day, Observed	July 5, 2021
Labor Day	September 5
Veteran's Day	November 11, 2021
Thanksgiving Break	November 25-26, 2021
Winter Break	December 16, 2021-January 9, 2022

Academic Degree Programs

Pathways College offers two Bachelor 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
Basic Guard Card (Power to Arrest)	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
Blueprint for Workplace Success	Retail Associate	41-2031
	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Office Clerk	43-9061

	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
Construction Pre-Apprenticeship	Construction Helper	47-3019
	Laborer	47-2061
	Carpenter Laborer	47-2031
	General Construction Laborer	47-2061
	Landscape Laborer	37-3011
	Painting Laborer	47-2141
	Commercial Construction Laborer	47-4090
	Flooring and Tile Laborer	47-2044
	Roofing Laborer	47-2181
Culinary Arts & Hospitality Academy	Culinary Administrative Assistant	43-6014
	Sous Chef	35-2019
	Food Production Worker	35-2021
	Pastry Sous Chef	35-2019
	Beverage Production Worker	35-9011
	Cafeteria Worker	35-2012
	Kitchen Supervisor	35-1012
	Food Service Worker	35-2021
	Prep Cook	35-2019
	Restaurant Worker	35-9011
	Food Expediter	35-2021
	Dining Room Worker	35-9011
	Catering Manager	13-1121
	Catering Worker	13-1121
	Event Manager	13-1121
	Personal Chef Assistant	35-2019
	Event and Catering Assistant	35-2019
	Bakery Worker	51-3011
Customer Service Academy	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Administrative Assistant	43-9199
	Operations Assistant	43-9199
	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
Design for Success I	Sewing Machine Operator	51-6031
	Cutter	51-6062
	Spreader	51-6021
	Sample Maker	51-6052
	Pattern Maker	51-6042
	Buying Agent Assistant	13-1020
	Apparel Worker	51-6099
	Apparel Manufacture Worker	51-6099
	Pressers	51-6021

	Production Assistant	43-5061
	Quality Control Inspector	13-1198
	Fashion Administrative Assistant	27-2090
	Import Coordinator	43-3061
	Assistant Production Coordinator	43-5061
	Technical Assistant	43-9199
	Order Entry	43-4151
	Costing and Purchasing Assistant	13-1020
	Retailer	41-2031
	Laundry and Dry Cleaning Workers	51-6011
	Merchandise Displayer	27-1026
	Shoe or Leather Workers	51-6041
	Sewing Machine Operator	51-6031
	Cutter	51-6062
	Spreader	51-6021
	Sample Maker	51-6052
	Pattern Maker	51-6042
	Buying Agent Assistant	13-1020
	Apparel Worker	51-6099
	Apparel Manufacture Worker	51-6099
	Pressers	51-6021
	Production Assistant	43-5061
	Quality Control Inspector	13-1198
	Fashion Administrative Assistant	27-2090
	Import Coordinator	43-3061
	Assistant Production Coordinator	43-5061
	Technical Assistant	43-9199
	Order Entry	43-4151
	Costing and Purchasing Assistant	13-1020
	Retailer	41-2031
	Laundry and Dry Cleaning Workers	51-6011
	Merchandise Displayer	27-1026
	Shoe or Leather Workers	51-6041
	Retail Associate	41-2031
	Receptionist	43-4171
	Front Desk Agent	43-4181
	Customer Service Representative	43-4051
	Office Clerk	43-9061
	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
	Recruiting Assistant	11-3131
	Human Resources Coordinator	11-3121
	Entry Level Recruiter	11-3131
	Human Resources Specialist	11-3121
	Graphic Designer	27-1024
	Digital Artist	27-3099
	Internet Marketer	13-1161

	Commercial & Industrial Design	27-1021
	Marketing Assistant	11-2021
	Marketing Analyst	13-1161
	Event Planner	13-1198
	Media Buyer	13-1020
	Production Assistant	27-3099
	Product Analyst	13-1161
	Digital Media Manager	27-3099
	Social Media Manager	13-1161
	Desktop Publisher	43-9031
	Illustrator	27-1013
	Set and Exhibit Design	27-1027
Security Officer (Armed)	Security Officer	33-9032
	Armed Security Officer	33-9032
	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	COL101	Pathways College Success	0
	ANT 101	Survey of Physical Anthropology	3
	BIO 101	Introduction to Living Systems	3
	COM 101	Speech Communication	3
	ENG 101	Composition	3
	GEO 101	Introduction to Environmental Science	3
	HIS 101	United States History to 1877	3
	MAT 101	Patterns of Mathematical Thought	3
	PSY 101	Principles of Psychology	3
	ANT 201	Anthropology of Change	3
	POL 201	American Government: National, State, and Local	3
	ART 301	Art Appreciation	3
	BIO 301	Human Genetics	3
	GEO 301	One World: The Digital Planet	3
	PHI 301	Critical Thinking and Decision Making	3
	COM 401	Technology and Communication	3
PHI 401	Philosophies of War and Peace	3	
Business Administration Program	BUS 101	Introduction to Business	3
	BUS 102	Organizational Change	3
	BUS 111	Principles of Accounting I	3
	BUS 112	Principles of Accounting II	3
	BUS 131	Introduction to Entrepreneurship	3
	BUS 201	Personal Financial Management	3
	BUS 211	Principles of Macroeconomics	3
	BUS 212	Principles of Microeconomics	3
	BUS 221	Business Law	3
	BUS 222	Business Ethics	3
	BUS 232	Project Management	3
	BUS 241	Principles of Marketing	3
	BUS 301	Principles of Finance	3
	BUS 311	International Economics	3
	BUS 332	Strategic Management and Business Policy	3
	BUS 333	Disruptive Strategies in Business	3
	BUS 341	Consumer Behavior	3
	BUS 342	Marketing Research	3
	BUS 351	Human Resources Management	3
	BUS 352	Management for Organizations	3
BUS 401	Financial Institutions and Markets	3	
BUS 431	Organizational Development	3	
BUS 451	Group Behavior in Organizations	3	
BUS 480	Senior Seminar in Business	3	
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 72 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	COL101	Pathways College Success	0
	ANT 101	Survey of Physical Anthropology	3
	BIO 101	Introduction to Living Systems	3
	COM 101	Speech Communication	3
	ENG 101	Composition	3
	GEO 101	Introduction to Environmental Science	3
	HIS 101	United States History to 1877	3
	MAT 101	Patterns of Mathematical Thought	3
	PSY 101	Principles of Psychology	3
	ANT 201	Anthropology of Change	3
	POL 201	American Government: National, State, and Local	3
	ART 301	Art Appreciation	3
	BIO 301	Human Genetics	3
	GEO 301	One World: The Digital Planet	3
	PHI 301	Critical Thinking and Decision Making	3
	COM 401	Technology and Communication	3
PHI 401	Philosophies of War and Peace	3	
Liberal Studies Program	LIB 111	Introduction to Urban Studies	3
	LIB 112	Introduction to Multicultural and Gender Studies	3
	LIB 113	Introduction to Research Methods	3
	LIB 121	Literary Analysis	3
	LIB 141	Statistics	3
	LIB 142	Physics: The World Around You	3
	LIB 211	Social Inequality	3
	LIB 212	Contemporary Issues in the Social Sciences	3
	LIB 221	Reading and Writing in the Humanities	3
	LIB 222	Contemporary Short Stories	3
	LIB 231	Famous Trials in American History	3
	LIB 251	Music Appreciation	3
	LIB 261	Individual, Community, Creator	3
	LIB 321	Telling Stories: The Art and Craft of the Memoir	3
	LIB 322	Contemporary South Asian Literature	3
	LIB 323	Who Dunit?	3
	LIB 331	Revolutionary Lives	3
	LIB 341	Science Technology and the Literature of Culture	3
	LIB 351	The Art of Life	3
	LIB 411	Generational Differences in the Workforce	3
LIB 431	Vice, Crime, and American Law	3	
LIB 461	The Meaning of Life	3	
LIB 480	Senior Seminar in the Humanities	3	
LIB 499	Independent Study in the Humanities	3	
Total Credits			120

Non-Degree Certificate Programs

Pathways College has been approved by BPPE to offer 12 Certificate programs starting January 2020. 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.

CBGC10 Basic Guard Card (Powers to Arrest)

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

CCPA20 Construction Pre-Apprenticeship

Course Description:

This program consists of five (5) courses offered for CEU credit and is focused on knowledge and skills required to become a successful apprentice in the construction industry. Participants will be prepared with a solid foundation in order to join and complete a state recognized construction apprenticeship program by meeting performance expectations of employers.

The Construction Pre-Apprenticeship Certificate of completion program focuses on preparing entry level construction workers to understand safety regulations, recognize safety processes; utilize common equipment and tools used in construction and how to perform first aid and cardio-pulmonary resuscitation. Participants who complete the program will be trained to qualify for a second period apprentice positions. Participants who complete the certificate program will increase their ability to complete an apprenticeship program of choice by 75%.

Prerequisites: None

Length of course: 144 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:

The goals for this course include:

- An industry-recognized certificate or certification, A license recognized by the State involved or the Federal Government, Employment.
- Construction Apprenticeship Overview
- Hand Tools and Power Tools
- 10 Hour OSHA Construction Training
- Construction Equipment Training
- Heart Saver First Aid CPR (Adult)

Target Occupation(s):

Construction Helper, Laborer, Carpenter Laborer, General Construction Laborer, Landscape Laborer, Painting Laborer, Commercial Construction Laborer, Flooring and Tile Laborer, Roofing Laborer

CCAH90 Culinary Arts & Hospitality Academy

Course Description:

This sixteen-week certificate program provides hands-on culinary, baking, hospitality and service skills training for entry-level jobs in the foodservice and hotel industry. Based on the current and projected future needs in the foodservice industry, this curriculum is designed to encompass an in-depth introduction to culinary skills, dining room service, nutrition, sanitation standards, food history, high volume food production, personal wellness and job opportunities are available throughout the food and hospitality industry.

Prerequisites: None

Length of course: 408 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:

The goals for this course include:

- Describe and practice proper food safety, sanitation, and personal hygiene
- Identify, discuss and apply principles of recipe scaling, food costing, menu pricing, and POS systems in restaurant cost controls
- Identify and properly utilize professional bakery tools and equipment
- Identify professional tools, equipment, materials and ingredients in kitchen; demonstrate their preparation and service in a safe and proper manner.
- Identify and apply practices and principles for working in a professional restaurant kitchen, bakery/bakery dept. and dining room
- Gain an understanding of the job opportunities available in the food and hospitality industry
- Gain knowledge and understanding of what vital role nutrition plays in the kitchen, with the consumer and at home
- Discuss and apply principles of catering service for the quick service restaurant
- Apply principles of Front of House Staff properly
- Acquire skills necessary to take care of themselves through diet, exercise, home budgeting, and managing stress
- Acquire their Managers First Serve Safe Sanitation Certification and Food Handlers card

Target Occupation(s):

Culinary Administrative Assistant, Sous Chef, Food Production Worker, Pastry Sous Chef, Beverage Production Worker, Cafeteria Worker, Kitchen Supervisor, Food Service Worker, Prep Cook, Restaurant Worker, Food Expediter, Dining Room Worker, Catering Manager, Catering Worker, Event Manager, Personal Chef Assistant, Event and Catering Assistant, Bakery Worker

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.

CDS1-80 Design for Success I

Course Description:

Designing for Success Academy I course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Prerequisites: None

Length of course: 240 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:

The goals for this course include:

- Personal Empowerment – Personal Branding To learn life planning strategies and goal setting to build your personal brand and create personal self-efficiency habits for successful entry and retention in the working world.
- Personal Empowerment - Healthy Lifestyles and Living. To learn how to plan, prepare and sustain healthy choices in the areas of nutrition, drugs, alcohol, tobacco, sex and parenting.
- Workplace Effectiveness. To learn how to use key behaviors and skills to be an effective employee and team member in a workplace environment.
- Career Essentials. To equip participants with the necessary career preparation tools for presenting their personal brand and skill set to potential employers in the Fashion Apparel/Sewn Products Industry.
- Power Control (Technical Sewing Skills). To learn the parts and how to operate current industrial sewing machine equipment and techniques to complete garments in a variety of fabrics and cross training on multiple sewing functions. This will include the history of fashion/Apparel and Sewn Products as well as an introduction to textiles.

Target Occupation(s):

Sewing Machine Operator, Cutter, Spreader, Sample Maker, Pattern Maker, Buying Agent Assistant, Apparel Worker, Apparel Manufacture Worker, Pressers, Production Assistant, Quality Control Inspector, Fashion Administrative Assistant, Import Coordinator, Assistant Production Coordinator, Technical Assistant, Order Entry, Costing and Purchasing Assistant Retailer, Laundry and Dry Clearing Workers, Merchandise Displayer, Shoe or Leather Workers

CDS2-85 Design for Success II

Course Description:

Designing for Success Academy II course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Prerequisites: None

Length of course: 384 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:

The goals for this course include:

- Personal Empowerment – Personal Branding To learn life planning strategies and goal setting to build your personal brand and create personal self-efficiency habits for successful entry and retention in the working world.
- Personal Empowerment - Healthy Lifestyles and Living. To learn how to plan, prepare and sustain healthy choices in the areas of nutrition, drugs, alcohol, tobacco, sex and parenting.
- Workplace Effectiveness. To learn how to use key behaviors and skills to be an effective employee and team member in a workplace environment.
- Career Essentials. To equip participants with the necessary career preparation tools for presenting their personal brand and skill set to potential employers in the Fashion Apparel/Sewn Products Industry.
- Power Control (Technical Sewing Skills). To learn the parts and how to operate current industrial sewing machine equipment and techniques to complete garments in a variety of fabrics and cross training on multiple sewing functions. This will include the history of fashion/Apparel and Sewn Products as well as an introduction to textiles.

Target Occupation(s):

Sewing Machine Operator, Cutter, Spreader, Sample Maker, Pattern Maker, Buying Agent Assistant, Apparel Worker, Apparel Manufacture Worker, Pressers, Production Assistant, Quality Control Inspector, Fashion Administrative Assistant, Import Coordinator, Assistant Production Coordinator, Technical Assistant, Order Entry, Costing and Purchasing Assistant Retailer, Laundry and Dry Clearing Workers, Merchandise Displayer, Shoe or Leather Workers

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.

CPDV75 Product Development Academy

Art, Media, Technology

Course Description:

The objective is to give students first-hand experience that will prepare them for today's media enriched environment by providing them with a strong foundation of computer design and screen-printing technology skills. The course is project-based curriculum will allow students to apply design elements and principles to authentic projects such as logo design, screen printing, T-shirt and promotional design. Students will be able to view art from a historical and cultural perspective while exploring how the use of art, media and technology has evolved in to a platform central to effective marketing and communication. The students will gain crucial skills and problem-solving strategies specific to the arts, technology and media fields that will make them an effective professional for a sustainable career pathway.

Prerequisites: None

Length of course: 384 Hours Total

Program Delivery: On-ground and Hybrid

Program Goals:

The goals for this course include:

- To discuss the developments and individuals relating to the history of graphics and the design industry and explore emerging trends and technologies.
- To describe and demonstrate the procedures related to workplace and job-site safety, including personal protective equipment, machine safety, and material handling practices.
- To assist individuals with the transition from the training environment to the workplace environment.
- Examine the professional and ethical issues involved in the graphic design and screen-printing industries, as well as, the marketing industry.
- To provide students with hands-on comprehensive knowledge of screenprinting techniques and to extend their general knowledge of printmaking processes. Students will be encouraged to explore their artistic vision, personal imagery and content through the use of screen printing as a visually expressive medium.
- Students study elements and apply methods of silkscreen printing. Students create individual printable designs and work on paper and fabric surfaces to create multicolor screen-printed images. Techniques may include a variety of stencil making methods, direct approaches and photo-emulsion.
- Students will compile a portfolio of their works that demonstrate industry standards. Each portfolio will be put together throughout the course and will consist of projects and products completed during the course, a resume, personal statement and recommendation letters.
- To develop healthy lifestyles to build their personal brand, learn goal-setting, life/career planning strategies and personal self-efficiency habits for successful entry and retention in the working world and the community at large.

Target Occupation(s):

Graphic Designer, Digital Artist, Internet Marketer, Commercial & Industrial Design, Marketing Assistant, Marketing Analyst, Event Planner, Media Buyer, Production Assistant, Product Analyst, Digital Media Manager, Social Media Manager, Desktop Publisher, Illustrator, Set and Exhibit Design

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 Hybrid15-3347

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

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

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

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

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

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

ART301 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

COL101 Pathways College Success - 0 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

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

HI201 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

MAT 101 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

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: BUS 101 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: ACC 200 Principles of Accounting 1

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: BUS 112 Principles of Accounting 2

BUS 201 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: MAT 101 Patterns of Mathematical Thought

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2, BUS 101 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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2

BUS 332 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, Bus 221 Business Law

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: BUS 112 Principles of Accounting 2, BUS 241 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: BUS 112 Principles of Accounting 2, BUS 241 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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2, BUS 102 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: BUS 112 Principles of Accounting 2

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: BUS 112 Principles of Accounting 2, BUS 102 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: BUS 112 Principles of Accounting 2, BUS 352 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, BUS 112 Principles of Accounting 2, BUS 332 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: BUS 112 Principles of Accounting 2

Liberal Studies Course Descriptions (BALS)**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

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: MAT 101 Patterns of Mathematical Thought

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

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: ENG 101 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: HIS 201 United States History

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 Secular, to Jazz, the Blues, Rock and Roll Country, and Rap. Prerequisites: none

LIB261 Individual, Community, Creator - 3 Credits

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

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: ENG 101 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 Dunit? - 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

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: HIS 201 United States History

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

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

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

LIB431 Vice, Crime, and American Law - 3 Credits

An examination of the moral concept of “vice,” the history and evolution of what constitutes vice, and how vice has been treated in American criminal law. Topics include gambling, prostitution, pornography, drugs, hate speech, and so-called “blue” laws. Prerequisites: none

LIB461 The Meaning of Life - 3 Credits

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

LIB480 Senior Seminar in the Humanities - 3 Credits

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

LIB490 Internship - 3 Credits

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

LIB499 Independent Study in the Humanities - 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.

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 Coordinator will contact you once the required information/documentation is received. The Admissions Coordinator 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 Coordinator 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 5 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:

- Survey of Physical Anthropology
- Intro to Environmental Science
- Principles of Psychology
- Introduction to Business

- Introduction to Urban Studies

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 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 semester of classes (before completion of the students' first term of courses). Under no circumstances can a student begin a subsequent semester of study without the official transcripts in hand by Pathways College for the previous semester.

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 semester. 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 Coordinator 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
<ul style="list-style-type: none"> ▪ 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 <p>* 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</p>	<ul style="list-style-type: none"> ▪ 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. <p>* 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.</p>	<p>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</p> <ul style="list-style-type: none"> ▪ ANT101 Survey of Physical Anthropology ▪ GEO101 Intro to Environmental Science ▪ PSY101 Principles of Psychology ▪ BUS101 Introduction to Business ▪ LIB111 Introduction to Urban Studies <p>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.</p>

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)	Estimated Cost per Term***	Estimated Program Total*
BA Business Administration	153 Weeks	120	\$0.00	\$173 Per Credit	\$0.00 Per Year	\$1,038	\$20,760
BA Liberal Studies	153 Weeks	120	\$0.00	\$173 Per Credit	\$0.00 Per Year	\$1,038	\$20,760

*For first time students entering with no transfer credits.

** Tuition will be approximately \$6,480 Per Calendar Year

*** Term is defined as eight weeks while taking a maximum credit load of six credits ($\$540 \times 2 = \$1,080$)

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)	Estimated Cost per Term	Estimated Program Total
Basic Guard Card (Power to Arrest)	8 Hours	0	\$0.00	\$525	\$0.00 Per Year	N/A	\$525
Blueprint for Workplace Success	40 Hours	0	\$0.00	\$800	\$0.00 Per Year	N/A	\$800
Construction Pre-Apprenticeship	144 Hours	0	\$0.00	\$6,000	\$0.00 Per Year	N/A	\$6,000
Culinary Arts & Hospitality Academy	408 Hours	0	\$0.00	\$7,000	\$0.00 Per Year	N/A	\$7,000
Customer Service Academy	144 Hours	0	\$0.00	\$4,800	\$0.00 Per Year	N/A	\$4,800
Design for Success I	240 Hours	0	\$0.00	\$6,250	\$0.00 Per Year	N/A	\$6,250
Design for Success II	384 Hours	0	\$0.00	\$7,000	\$0.00 Per Year	N/A	\$7,000
Guest Service Gold	72 Hours	0	\$0.00	\$1,400	\$0.00 Per Year	N/A	\$1,400
Human Resources Academy	65 Hours	0	\$0.00	\$4,500	\$0.00 Per Year	N/A	\$4,500
Product Development Academy	384 Hours	0	\$0.00	\$7,000	\$0.00 Per Year	N/A	\$7,000
Security Officer (Armed)	62 Hours	0	\$0.00	\$2,050	\$0.00 Per Year	N/A	\$2,050
Security Officer (Unarmed)	44 Hours	0	\$0.00	\$1,400	\$0.00 Per Year	N/A	\$1,400

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.

Currently there are no articulation agreements in place at Pathways College.

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 be divided among the following activities:

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

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

Academic Integrity, Cheating, and Plagiarism

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

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

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

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

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

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

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

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

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

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 are 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 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, as well as, as participate in weekly discussions. If a student does not submit a posting to the graded assignment/discussion during the first two weeks of class and does not participate in a weekly discussion, the student is administratively dropped from the course for non-participation without incurring any course charges.

- a. Absences, regardless of the reason, do not exempt students from any academic requirements. The student is responsible for all 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 ENG326 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.
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 Warning, Academic Probation, and/or Academic Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact their Academic Advisor or Registrar's Office.

Metrics of SAP

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

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

Maximum Time Frame Example:

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

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 or Academic Dismissal
- IV. Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ROP and MTF.

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

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

I. Milestones and Evaluation Points for Satisfactory Academic Progress

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

1. During the first academic year (6 terms or three 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 be evaluated at the end of each academic year according to the table below (Evaluation Milestones for Degree Programs, Evaluated Each Term). This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, 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 (1 st time)
End of every Academic Year Thereafter	< 2.00 and/or 67%	Academic Warning (1 st time) 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 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. 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 to reenter their program or before the start of the trimester in which he/she wishes to return to the College. If a student wants to continue in the next 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 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 re-appeal as part of the readmission process and would remain on Academic Probation, and have an Academic 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 University does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the College Disability Accommodation Request Form to submit the request. The form must be submitted to the College Disability Compliance Officer. College faculty or staff who becomes aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the College Disability Compliance Officer. The College Disability Compliance Officer will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Officer is listed below with her contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

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

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 \$2,331.00 as of June 2019 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 curriculum writing, job interview techniques, and other career planning activities. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement and career services is available in our Student Support Services unit and in our website.

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.

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

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

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

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

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

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

Pathways College defines Directory Information to include:

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

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

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

Student Complaint/Grievance Procedures

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

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

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the grievance committee at Pathways College. The written statement should include the details of the student's issue, a summary of the conversations the students had while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

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

Any questions that a student may have that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, 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).

California State Student Tuition Recovery Fund

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

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

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

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

The State of California 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are 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 noncollecting 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.

Financial Aid and Loan Repayment Responsibility

Pathways College does not receive or administer federal and state financial aid funds.

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:

- 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
- Mercedes 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
- Drey Campbell, Ph.D.
Ph.D. in Education, Northwest Nazarene University; M.A. in Social Work, Northwest Nazarene University; B.S. in Psychology, College of Idaho
- 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
- Katlyn Grenier
M.A. in Art History, University of Memphis; B.A. in Art History, Arizona State University Magna Cum Laude
- 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
- Thomas Roka
M.A. in History, University of Toledo; B.A. in Sociology and History, University of Toledo
- 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
- Tim Short
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
- Lisa Sprenkle
M.S. in Economics, California Polytechnic State University Pomona; B.A. in Mathematics, California State University San Bernardino
- Julie Strom
M.A. in Anthropology, California State University Northridge; B.S. in Anthropology, University of California Los Angeles
- 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
- Deljah S. Dickson
Culinary/Baking and Pastry, Le Cordon Bleu College of Culinary Arts Chicago; Master Chocolatier, Valrhona France; Pralinarium courses Pastronomy Clubs, The Bread Guild; Gardening, Charcuterie, Writing and Television/Fil, Producing, Columbia College Chicago
- Margaret Easter, Psy.D.
Doctor of Psychology in Organizational Management & Consulting, Phillips Graduate University; Certified Instructor for Blueprint for Workplace Success

- Raul Guzman
Associates of Science in Construction Technology, El Camino College; Designated Subject Teaching Credential, Construction Trades, California State University Long Beach; Authorized OSHA Outreach Instructor, California State University Dominguez Hills
- 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
- Angela McAfee
B.A.A in Broadcasting, Minor in Media Design, Production & Technology, Central Michigan University; Certification in Event management Professional, The George Washington University; Certification in Etiquette and Protocol Expert; Certification in Facilitator of Outreach Programs, Department of Justice; Certification in Life & Holistic Wellness Coach, Spencer Institute
- Clotee McAfee
M.B.A. Entrepreneurial Program, Certification of Completion, University of California Los Angeles Anderson School of Business; A.A., Fashion Institute of Technology New York

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Pathways
College

**Addendum to
CATALOG 2020-2021**

Effective for the academic year July 1, 2020 – June 30, 2021

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

www.pathwayscollege.org

Published date May 1, 2021

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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. The 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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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	ANT 101	Survey of Physical Anthropology	3
	ANT 201	Anthropology of Change	3
	ART 201	Art Appreciation	3
	BIO 301	Human Genetics	3
	COL105	College Success and Critical Thinking	3
	COM 101	Speech Communication	3
	COM 401	Technology and Communication	3
	ENG 101	Composition	3
	GEO 101	Introduction to Environmental Science	3
	HIS 101	United States History to 1877	3
	HIS250	World History and Culture	3
	MAT 201	College Algebra	3
	PHI 301	Critical Thinking and Decision Making	3
	PHI 401	Philosophies of War and Peace	3
	POL 201	American Government: National, State, and Local	3
	PSY 101	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

Program courses continued on next page.

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	

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None.

BIO101 Introduction to Living Systems – 3 Credits

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

BIO301 Human Genetics – 3 Credits

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

COL105 College Success and Critical Thinking – 3 Credits

This course introduces students to online learning and helps them develop skills to succeed in an online academic environment and in college. Central topics include motivation, time management, study skills, utilizing resources, critical thinking, and career management. Prerequisite: None.

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. Prerequisite: None.

ENG101 Composition – 3 Credits

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

GEO101 Introduction to Environmental Science – 3 Credits

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

GEO301 One World: The Digital Planet – 3 Credits

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

HIS201 United States History from 1877 – 3 Credits

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

HIS250 World Histories and Cultures – 3 Credits

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

MAT 101 Patterns of Mathematical Thought – 3 Credits

An informal approach to mathematics designed to bring an appreciation and workable knowledge of the subject to non-majors. Prerequisite: None.

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None.

BUS112 Principles of Accounting II – 3 Credits

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

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. Prerequisite: None.

BUS 201 Personal Financial Management – 3 Credits

Broad coverage of personal financial decisions, including basic financial planning, tax issues, managing savings and other liquid accounts, buying a house, the use of credit, insurance, managing investments and saving for retirement. Prerequisite: 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. Prerequisite: BUS112 Principles of Accounting II

BUS212 Principles of Microeconomics – 3 Credits

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

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. Prerequisite: BUS112 Principles of Accounting II

BUS232 Project Management – 3 Credits

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

BUS241 Principles of Marketing – 3 Credits

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

BUS301 Principles of Finance – 3 Credits

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

BUS311 International Economics – 3 Credits

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

BUS331 Business Systems Analysis – 3 Credits

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

BUS 332 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. Prerequisites: BUS112 Principles of Accounting II, BUS221 Business Law

BUS333 Disruptive Strategies in Business – 3 Credits

In this course students will examine how innovation driven by emerging technologies is transforming the way we do business and disrupting well established industries. The driver for the current and imminent wave of disruption is the emergence of technological breakthroughs that can be leveraged by innovative entrepreneurs and forward-thinking

companies. For this reason, this course places itself at the intersection between business and technology and aims at strengthening the students' holistic understanding of the interplay between these two domains. Students will investigate the buzz surrounding some of the most hyped emerging technologies and examine their promise and shortcomings as disruptive forces in a number of relevant industries. Prerequisite: None.

BUS341 Consumer Behavior – 3 Credits

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

BUS431 Organizational Development – 3 Credits

The process of developing an organization's capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Developing and awareness of multiple ways that organizations change, manage change, in receiving and participating in change. Emphasis on multiple approaches and agile

responses to change in organizational environments. 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. Prerequisite: 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. Prerequisite: 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. 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. Prerequisite: None.

LIB131 Information Systems and Literacy – 3 Credits

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

Information literacy deals with content and communication: it encompasses authoring, information finding and organization, the research process, and information analysis, assessment and evaluation. The content can take many forms: text, images, video, computer simulations, 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. Prerequisite: 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. Prerequisite: MAT 201 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. Prerequisite: None.

LIB211 Social Inequality – 3 Credits

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

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. Prerequisite: None.

LIB221 Reading and Writing in the Humanities – 3 Credits

Analysis of various forms of academic and professional writing for the humanities. Modes and methods of argumentation, research methods, design of papers, stylistic clarity, and editing strategies are covered through analysis of works of fiction and non-fiction. Prerequisite: ENG 101 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. Prerequisite: 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. Prerequisite: HIS 201 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 Secular, to Jazz, the Blues, Rock and Roll, Country, and Rap. The course addresses the musical characteristics, instruments and theory of each period as well as the cultural and historical contexts. Connections are made to music from other cultures as well as contemporary musical styles. Prerequisite: 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 Secular, to Jazz, the Blues, Rock and Roll Country, and Rap. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: ENG 101 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. Prerequisite: None.

LIB323 Who Dunit? – 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. Prerequisite: 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. Prerequisite: HIS 201 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. Prerequisite: 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. Prerequisite: None.

LIB342 Human Geography – 3 Credits

Human geographers are concerned with the “who”, “what”, “where”, “why”, “when”, and “how” of humans their interrelationships and their relationship to the environment:

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

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

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. Prerequisite: 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. Prerequisite: None.

LIB360 Environmental Psychology – 3 Credits

Humans are influenced by the physical environment and their actions shape the environment in which they live. This course focuses on the interaction between the environment and human beings, examining how the physical features of the environment impact human cognition, behavior, and well-being, and how their actions in turn produce immediate and long-term consequences on the environment. This

course will also provide an overview of several pressing environmental challenges (e.g., climate change), and explore how these issues impact individual human beings, and what we can do to promote sustainability. Prerequisite: None.

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. Prerequisite: 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. Prerequisite: None.

LIB411 Generational Differences in the Workforce – 3 Credits

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

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. Prerequisite: 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. Prerequisite: HIST201 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. Prerequisite: 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. Prerequisite: 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

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.
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.