



# Course Catalog 2018-2019 Addendum

## **STATEMENT OF NON-DISCRIMINATION**

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

## **Rehabilitation Act and Americans with Disabilities Act (ADA)**

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

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

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

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



### **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.

### **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.

## **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

### **Updated Student Tuition Recovery Fund Language r. September 2017**

"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."

### Updated Admissions Information

- a. 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).

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

### Ability to Benefit Information

Pathways College does not currently accept Ability-to-Benefit (ATB) students.

### 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.

### 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.

### 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](http://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](http://www.pathwayscollege.org)). The date a student submits the withdrawal form will determine the percentage of the tuition refund.

Based on an eight week course cycle:

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

**Additional Notes:**

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

**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.