

# *American Pathways University*

*Established 2001*



## **STUDENT HANDBOOK**

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2016-2017



*Introducing Students to the  
World of Ideas and Essential Knowledge  
Preparing Graduates for the  
World of Work*

## STUDENT HANDBOOK

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# INTRODUCTION

American Pathways University is indebted to the University of Colorado at Denver (UCD) because much of the following Code of Ethics, Disciplinary Policies and Procedures, and Student Rights comes (sometimes in paraphrase, sometimes verbatim) from UCD's academic catalog, which has won acclaim by accrediting associations for its comprehensiveness and quality. The definition of plagiarism is found in *The Random House Dictionary of the English Language*. It should be noted that most of the Code applies to faculty, staff, and visitors as well.

## UNIVERSITY PRINCIPLES OF ETHICS

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American Pathways University adheres to the following general principles of ethical behavior and behavioral standards.

- Participation in an academic community carries responsibilities as well as privileges. Registration is regarded as an agreement by the student to abide by University standards while on campus, in campus housing, and in the classroom as outlined in the Student Handbook.
- Students should practice careful stewardship of mind, time, abilities, funds, and opportunities.
- Practices disruptive or destructive to the University community, such as immoral, unethical, and illegal activities, are prohibited on the campus and during University-sponsored events. Students arrested or convicted for such illegal activities are subject to expulsion from the University.
- In all other matters of behavior and ethics, all members of the University community should always act in consideration of others, should use informed discretion, and should exercise personal restraint.
- In addition to overt behaviors, certain attitudes are inappropriate for our academic community. These include greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and prejudice and concomitant discrimination based on race, gender, or social status.

## CODE OF STUDENT AND UNIVERSITY CONDUCT

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### University Honor Code

As members of the American Pathways University, faculty, staff, administration, and students are expected to adhere to and maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic and related work at the University. This commitment is the essence of the University Honor Code.

### General Principles and Specific Applications

General principles of ethics such as those found in the "University Principles of Ethics" require specific statements of expected behavior known as law and regulations. The University has adopted a Code of Student Conduct to give guidelines and expectations by which to apply those principles and expedite adherence to the Honor Code. Of prudent necessity, students failing to adhere to these regulations when on campus are subject to disciplinary action by the University, the most extreme of which is expulsion. Violation of public law can result in punitive action by the Federal, state, or municipal authorities as well.

## University Standards and Criminal Violations

All members of the American Pathways University community, students, staff, and faculty are held responsible for upholding civil and criminal laws, as well as University standards. Enrollment does not confer either immunity or special consideration with reference to civil and criminal laws. Disciplinary action by the University will not be subject to challenge or postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court. In addition, the University reserves the right to pursue disciplinary action if a student violates a standard and withdraws from the University before administrative action is final.

### General Standards of Conduct for Which Action May be Taken If A Violation Occurs

- A. All persons (staff, students, visitors) on University property are required, for reasonable cause, to identify themselves when requested by those officials acting in the performance of their duties—whether they are University staff or police officers.
- B. Acting through its administrative offices, APU reserves the right to exclude those posing a danger to University personnel or property and those who interfere with its function as an educational institution.
- C. Behaviors delineated below will not be tolerated because they threaten the safety of individuals and violate the basic purpose of the University and the personal rights and freedoms of its members.
  1. *Intentional obstruction, disruption, or interference* with teaching, research, disciplinary proceedings, or other University activities, including public services and administrative functions or authorized activities on APU premises.
  2. *Willful obstruction or interference* with the freedom of movement of students, school officials, employees, and invited guests to all facilities of APU.
  3. *Physical abuse* of any person on property owned or controlled by APU or at functions sponsored or supervised by the University, or conduct that threatens or endangers the health or safety of any such person.
  4. *Verbal or physical harassment* and/or hazing in all forms, which includes, but is not limited to, striking, laying of hands upon, threatening with violence, or offering to do bodily harm to another person with intent to punish or injure; or other treatment of a tyrannical, abusive, insulting, or humiliating nature. This includes, but is not limited to, demeaning behavior of an ethnic, sexist, or racist nature, unwanted sexual advances, or intimidations. This also includes the use of abusive language of an ethnic, sexist, or racist nature and to all forms of obscene (obscenities) and profane (profanity) speech whether of a harassing nature or not. *APU is an obscenity-profanity free campus:* Whatever profane or obscene language students, staff, or faculty use off campus, such language is not to be used on campus.
  5. *Prohibited entry or use* of APU property for illegal purposes or purposes detrimental to the University.
  6. *Theft or damage* to University property or the private property of students, University officials, employees, and invited guests. This includes the possession of known stolen property.
  7. *Forgery, falsification, alteration, or use of University documents, records, or instruments of identification and fraud* (including computer fraud), with intent to gain any unentitled advantage.
  8. *Possession of firearms, explosives, or other dangerous weapons or materials* within or upon the grounds, buildings, or any other facilities of the University. Weapons may include, but are not limited to, firearms, explosives, BB guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, or switchblades. A harmless instrument designed to look like a firearm, explosive, or dangerous weapon that is used by a person is expressly included within the meaning of the terms firearms, explosives, or dangerous weapons. (This policy does not apply to any police officer while on duty authorized by the University or private police employed by the University.)
  9. *Illegal Drugs:* Sale, distribution, use, possession, or manufacture of illegal drugs within, or on the grounds, buildings, or any other facilities of APU.
  10. *Physical restriction, coercion, or harassment of any person and significant theft:* damage; theft; sale/manufacture of illegal drugs (includes the possession of a sufficient quantity with intent to sell); unauthorized possession of University property; or forgery, falsification, alteration or use of University documents, records, or instruments of identification to gain any unentitled advantage.
  11. *Classroom Conduct.* Students are expected to conduct themselves appropriately in classroom situations. If disruptive behavior occurs in a classroom, an instructor has the authority to ask the disruptive student to leave the classroom. Should such disorderly or disruptive conduct persist, the instructor should report the matter to Academic Affairs's office. The appropriate Academic Department Director or the Vice President for Academic Affairs may dismiss a student from a particular class for disruptive behavior,

while a student discipline committee may recommend to the President to withdraw, suspend, permanently expel, and/or permanently exclude the student from the campus. Appeal questions concerning disruptive behavior should be directed to the Vice President for Academic Affairs when withdrawal from a class is involved.

12. *Use of University Facilities: Proper Use, Inappropriate Use, Peaceful and Orderly Assembly.* Campus regulations are designed to prevent interference with University functions and activities.
  - a. Members of the APU community (students, staff, faculty) using University facilities are expected to do so in an effective, efficient, appropriate, ethical and legal manner. Use of these facilities depends on mutual respect and cooperation to ensure that all members of the community have equal access, privileges, privacy, and protection from interference and harassment. Violations of this policy are subject to discipline.
  - b. Nothing in the Code of Conduct shall be construed to prevent peaceful and orderly assembly for voicing of concerns or grievances. The University is dedicated to the pursuit of knowledge through a free exchange of ideas, and this shall be a cardinal principle in the determination of whether or not a proposed use of APU facilities is appropriate.
  - c. Except where otherwise specifically authorized, or when members of the public are invited, the use of APU facilities shall be limited to faculty, staff, and students of the APU campus, and to organizations having chapters, local groups, or other recognized University-connected representation among faculty, staff, or students.

## Academic Integrity and Dishonesty

The University expects students as well as faculty and staff to adhere to the highest forms of academic integrity and avoid academic dishonesty. *Academic Dishonesty* is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Questions regarding academic integrity and dishonesty should be directed to the Academic Affairs's office or to the Director of the academic major in which the student is enrolled.

Examples of academic dishonesty include, but are not limited to, the following instances.

### A. *Plagiarism*

The most common example of academic dishonesty is plagiarism, which is the "appropriation or imitation of the language, ideas, and thoughts of another author's writing or speeches (e.g., the lectures of a professor), and representing them as one's original work." Plagiarism may be intended or inadvertent, but it is plagiarism nonetheless and thus subject to disciplinary action usually in the form of a grade penalty or failure of a course. If plagiarism is intentional, it is meant to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements, and thus academic dishonesty.

The incorporation of another person's work into one's own account requires appropriate identification and acknowledgement, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted: (1) word-for-word copying of another person's ideas or words; (2) the mosaic (the interspersing of one's own words here and there while, in essence, copying another's work; (3) the paraphrase—the rewriting of another's work, yet still using their fundamental idea or theory without attribution; (4) fabrication—inventing or counterfeiting sources; (5) submission of another's work as one's own; (6) neglecting quotation marks on material that is otherwise acknowledged. Note that acknowledgement is not necessary when the material is common knowledge.

### B. *Cheating*

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are: (1) copying the answers to a test given by another student or copying from another student's paper; (2) receiving unauthorized assistance from another during an academic exercise or in the submission of academic material; (3) using a calculator when its use has been disallowed; (4) collaborating with another student or students during an academic exercise without the consent of the instructor.

C. *Fabrication or falsification*

Fabrication is inventing or counterfeiting information such as creating results not obtained in a study or laboratory experiment; falsification is the deliberate changing of results to suit one's needs in an experiment or other academic exercise.

D. *Multiple Submission*

Multiple Submission is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

E. *Misuse of Academic Materials*

Misuse of academic materials, includes the following: stealing or destroying library or reference materials or computer programs; stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's consent; receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor; illegitimate possession, disposition, or use of examinations or answer keys to examinations; unauthorized alteration, forgery, or falsification of academic records; unauthorized sale or purchase of examinations, papers, or assignments.

F. *Complicity*

Complicity is deliberate involvement in academic dishonesty and knowingly contributing to acts of academic dishonesty.

## **Inclusiveness and Non-Discrimination**

American Pathways University is committed to enhancing the inclusiveness of its work force and its students. Inclusiveness among students, faculty, staff, and administration is essential to educational excellence and to accomplishing APU's urban mission. Inclusiveness among faculty, staff, and administrators provides role models and mentors for students, who will become leaders in society, and ensures that a broad array of experiences will shape teaching, research, service, and decision-making at APU.

As expressions of APU's inclusiveness principle, the following policies prevail.

- A. APU does not discriminate on the basis of race, color, national origin, age, disability, creed, religion, sex, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities.
- B. APU seeks to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.
- C. APU complies with all local, state, and Federal laws and regulations related to education, employment, and contracting.

## **Disability Accommodations**

American Pathways University seeks to provide reasonable accommodation and access for persons with disabilities. Any person requiring such accommodation in order to access programs and services of the University should make a timely request for such accommodation from the individual or office responsible for providing the program or service. For further information, contact the Office of Academic Affairs.

# **POLICIES AND PROCEDURES FOR DISCIPLINARY REVIEW AND ACTION**

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## **University Procedures in Cases of Suspected Academic Dishonesty**

As a general rule, all school and college procedures contain the following requirements and provisions.

- A. Faculty, staff, or students may submit charges of academic dishonesty against students. A student who has evidence that another student is guilty of academic dishonesty should inform, in writing, the instructor or the Director of the academic department of the charge.
- B. A faculty member who has evidence that a student is guilty of academic dishonesty should confront the student with the evidence. In cases of academic dishonesty, the faculty member has the authority to reprimand the student appropriately, which can include the issuance of a failing grade. If it is decided to issue a failing grade because of academic dishonesty, the faculty member shall submit a written report to the Director of the academic department within five (5) working days. The report shall include the time, place, the nature of the offense(s), and the name(s) of the accusers, witnesses (if any), and any other additional relevant information. If the faculty member believes that his/her reprimand is an insufficient sanction for a particular case of academic dishonesty, the faculty member may recommend that further actions be taken.
- C. When the faculty member has recommended further action in a case of academic dishonesty, the Vice President for Academic Affairs or a designated committee shall schedule a disciplinary hearing as soon as expedient. The student(s) accused of academic dishonesty shall be notified in writing of the specific charge(s). The student(s) also have the right to have a representative present for advice, and to be present during the proceedings. The student(s) must notify the Vice President for Academic Affairs five (5) working days before the hearing of the intent to have legal counsel present at the hearing.
- D. The Vice President for Academic Affairs or the designated committee may take any of the following actions:
  - 1. Probation—place the student(s) on disciplinary probation for a specified period of time;
  - 2. Suspension—suspend registration at APU for a specified period of time;
  - 3. Expulsion—no opportunity to return to APU or the academic major in which the infraction occurred; or
  - 4. Take no further action against the accused student(s).
- E. A record of the action taken shall be kept in the committee's confidential file and a copy sent to Academic Affairs.
- F. In all cases, the student(s) shall be notified of the Chief Academic Officer's or the committee's decision within seven (7) working days.
- G. If a student wishes to appeal a case, the student should request the procedures for doing so from the Dean of Students or Director of his or her academic major.

## **University Procedures in Cases of Harassment**

### *Principles*

Harassment of any kind violates the principles of justice, a positive learning-working-living environment, and civil law to which American Pathways University is committed. Although all forms of harassment are prohibited, the University specifically will not condone sexual harassment or related retaliation of or by any employee or student.

## Sexual Harassment Policy

Sexual Harassment and related retaliation are expressly prohibited.

- A. For the purposes of this policy Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  1. Submission to such conduct is made either *explicitly or implicitly a term or condition* of an individual's employment, living conditions, and/or educational evaluation;
  2. Submission to or rejection of such conduct by an individual is used as *the basis for tangible employment or educational decisions* affecting such individual; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an *intimidating, hostile, or offensive working or educational environment*. Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" or "offensive" must be based on all the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.
- B. Examples of policy violations include: a professor offers a higher grade to a student if the student submits to the professor's sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; and repeated and unwelcome physical touching or severe and pervasive comments of a sexual nature that create an intimidating and offensive work or classroom environment.
- C. *Retaliation* means adverse actions against individuals because they have, in good faith, reported instances of sexual harassment. Examples include: an employee who makes a report under this policy about a supervisor's behavior is given an unsatisfactory performance review by that supervisor that is inconsistent with the employee's actual performance; a student is notified of a report under this policy made by another student and subsequently sends threatening messages to the student who made the report.
- D. Making false complaints or providing false information is prohibited. It is a violation of this policy for anyone to make an intentionally false accusation of sexual harassment or related retaliation, or of any harassment, or to provide intentionally false information regarding a complaint.
- E. Individuals who violate this policy will be disciplined or subjected to corrective action, including termination of employment or expulsion of the student from the University.
- F. **Obligation to Report**
  1. In order to take appropriate corrective action, the University must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that he or she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to a campus sexual harassment officer.
  2. *Supervisor's Obligation To Report.* Any supervisor who experiences, witnesses, or receives a written or oral report or complaint of sexual harassment or related retaliation shall report it to a campus sexual harassment officer. However, this policy does not obligate a supervisor to reporting responsibilities, whose profession and/or university responsibilities require the supervisor to keep certain communications confidential (e.g., a professional counselor, a minister, an ombudsperson). Supervisory positions that qualify under this exception are delineated by the University.
- G. **Procedures**
  1. Reports or complaints under this policy will be addressed and resolved as promptly as practicable after the complaint or report is made. It is the responsibility of the sexual harassment officer(s) to determine the most appropriate means for addressing the report or complaint. Options include: (a) investigating the report or complaint in accordance with paragraph three (below); (b) with the agreement of the parties, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation); or (c) determining that the facts of the complaint are a violation of this policy—the campus sexual harassment officer(s) may designate another individual (either from within the University, including an administrator, or from outside the University) to conduct the investigation or to manage an alternative dispute resolution process.
  2. All reports or complaints shall be made as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable



delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report.

3. If an investigation is conducted, the alleged victim and the respondent shall have the right to: (a) at the commencement of the investigation, receive written notice of the report or complaint, including a statement of the allegations; (b) present relevant information to the investigator(s); and (c) receive, at the conclusion of the investigation, a copy of the investigator's report (to the extent permitted by law).
4. At the conclusion of an investigation, the investigator shall prepare a written report that shall include a statement of factual findings, and a determination of whether this policy has been violated. The report shall be presented for review to the person or committee designated by the President or the CAO.
5. The reviewing person or committee may consult with the investigator and the parties, request that further investigation be done by the same or another investigator, or request that the entire investigation be conducted again by another investigator. The reviewing person or committee may not, however, conduct its own investigation or hearing. Once the reviewing person or committee has completed its review, and to the extent permitted by law, the report(s) shall be sent to the campus sexual harassment officer(s), the alleged victim, and the respondent. If the CAO is the respondent or victim, then the report shall be sent to the President. If the President is the respondent or victim, the report shall be sent to the Board of Directors.
6. If a policy violation is found, the report(s) shall be sent to the disciplinary authority for the individual found to have violated the policy, and the disciplinary authority must initiate formal action against that individual. The disciplinary authority may have access to the records of the investigation.
7. When formal action is initiated against an individual found to have violated the policy, the sexual harassment officer shall ensure that the victim is appropriately advised of the resolution of that action.
8. A report of the action taken against the individual for violation of this policy shall be retained permanently in the individual's personnel file or student educational file. Other investigation records shall be maintained for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.
9. All records of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.
10. *Complaints Involving Two Or More Campuses.* American Pathways University has "consortia" agreements with several institutions of higher education. In cases where an alleged policy violation involves one of the consortia institutions, the institution having disciplinary authority over the respondent shall handle the complaint. The institution responsible for the investigation may request the involvement or cooperation of any other affected institution and should advise appropriate officials of the affected institution of the progress and results of the investigation.
11. *Complaints By And Against University Employees Arising In An Affiliated Entity.* University employees and students sometime work or study at the work site or program of another organization affiliated with the University. When a policy violation is alleged by or against a University employee or student in those circumstances and contexts, the complaint shall be expedited as provided in the affiliation agreement between the University and the other entity. In the absence of an affiliation or consortia agreement or a provision addressing the issue, the University may, at its discretion, choose to: (a) conduct its own investigation; (b) conduct a joint investigation with the affiliated entity; (c) defer to the findings of an investigation by the affiliated entity where the University has reviewed the investigation process and is satisfied that it was fairly conducted; or (d) use the investigation and findings of the affiliated entity as a basis for further investigation.
12. *No Limitation on Existing Authority.* No provision of this policy will be construed as a limitation on the authority of a disciplinary authority under applicable policies and procedures to initiate disciplinary action. If an individual is disciplined for conduct that also violates this policy, the conduct and the discipline imposed shall be reported to a campus sexual harassment officer. If the investigation is conducted under this policy and no violation is found, this fact does not prevent discipline of the alleged perpetrator for unprofessional conduct under other applicable policies and procedures.
13. *Information and Education.* The President's office shall provide an annual report documenting: (a) the number of reports or complaints of policy violations; (b) the categories (i.e., student, employee, or other) and genders of the parties involved; (c) the number of policy violations found; and (d) examples of sanctions imposed for policy violations.

## **Amorous Relationships Involving Evaluative Authority**

An amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated. Hence, in cases of spouses working in the same department, or engaged couples, or boyfriend-girlfriend relationships, neither individual in the relationship may have direct evaluative authority over the other.

## **Drugs and Alcohol Policy**

### *Principle*

American Pathways University is committed to providing a drug-free educational environment and drug-free workplace. This policy statement is designed to ensure that the University complies with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These Acts require the University, as a participant in upholding the public law, to take measures to combat the abuse of drugs and alcohol. Furthermore, for those institutions whose students receive Federal financial aid, the continuation of such aid for students is based on compliance with these statutes and their regulations.

### *Policy*

American Pathways University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance (illicit drugs of any kind or amount) and the abuse of alcohol by students and employees on University property or as part of any of its activities. This prohibition covers any individual's actions that are part of any University activity, including those while on University property or in the conduct of University business away from campus.

## **Ethical Use of Computing at American Pathways University**

### *Policy*

Computing resources are defined as facilities, equipment, systems, and personnel. Use of these resources includes World Wide Web pages, listservs, email, application software, and any other electronic communication. Those who use APU computing resources are to do so in an effective, efficient, appropriate, ethical and legal manner. Use of these facilities depends on mutual respect and cooperation to ensure that all members of the community have equal access, privileges, privacy, and protection from interference and harassment. Furthermore, APU computing facilities shall be used in a manner consistent with the instruction, research, and administrative objectives of the academic community in general and with the purpose for which such use of resources and facilities is intended. All activities inconsistent (e.g., games, harassment, extortion, pornography) with these objectives are considered to be inappropriate and may jeopardize continued use of APU's computing resources. Furthermore, APU's computing resources are for the use of authorized individuals only and for use only in a manner consistent with each individual's authority. The University's computing resources may not be used in any manner inconsistent with an individual's authority, prohibited by licenses, contracts, University policies, or local, state, and Federal law. No one may grant permission for inappropriate use of computing resources, nor does the ability to perform inappropriate actions constitute permission to do so.

### *User Agreement*

Each computer user of APU computing resources is responsible for knowing and complying with all applicable laws, policies, and procedures. APU reserves the right to monitor, record, and store computing activities of anyone using computing resources. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity, computing system personnel may provide the evidence obtained from monitoring to appropriate University and civic authorities.

- A. Each user agrees to make appropriate use of computing resources including, but not limited to, the following:
  - 1. Respecting the approved purposes of computing resources, facilities, and equipment (approved purposes are: scholarly research, academic, administrative, and APU sponsored services);
  - 2. Respecting the approved purposes of computer accounts;
  - 3. Respecting the dignity and privacy of other users;
  - 4. Respecting the integrity of the systems;
  - 5. Respecting the resource controls of the systems and managing use of disk space appropriately;
  - 6. Respecting the privileges associated with having network connectivity;
  - 7. Respecting the copyright protection of licensed software and documentation; and
  - 8. Following all American Pathways University policies and local, state, and Federal laws.
- B. Each user agrees to refrain from inappropriate uses of computing resources, including but not limited to, the following:
  - 1. Using another individual's computer account or password;
  - 2. Inappropriate, unethical, or illegal use of another individual's computer;
  - 3. Using computing resources, facilities, and equipment for personal commercial gain;
  - 4. Intentionally seeking information on, obtaining copies of, modifying or tampering with files, tapes, passwords, or any type of data belonging to other users, unless specifically authorized to do so by those other users;
  - 5. Using resources to develop or execute programs that could harass other users, damage or alter the systems or software components, or disrupt APU activities;
  - 6. Violating any University network-related policy;
  - 7. Altering or avoiding accounting for the use of computing resources, controlled or otherwise;
  - 8. Making excessive use of resources, controlled or otherwise;
  - 9. Misrepresenting oneself or others through email or other electronic communication;
  - 10. Using, duplicating, or distributing licensed software and documentation without express written permission of the original copyright owner;
  - 11. Using unauthorized copies of licensed software;
  - 12. Abusing, harassing, intimidating, threatening, stalking, or discriminating against others through the use of computing resources;
  - 13. Sending obscene, abusive, harassing, or threatening messages to any other individual; and
  - 14. Engaging in vandalism or mischief that incapacitates, compromises, or destroys APU resources.

## World Wide Web Policy

Access to the World Wide Web (WWW) and the ability to create web pages on APU computing systems are privileges provided to members of the APU community.

- A. APU users must conduct their activities in a courteous and professional manner.
- B. Appropriate use policies for APU accounts also apply to individual home pages and to departmental web pages.
- C. Appropriate individual use for home pages includes: (1) presenting personal non-commercial information (resumes, family, etc.); (2) experimenting with available Web technologies and authoring tools; (3) publishing and disseminating academic work; (4) linking to cultural, scientific, or historical sites; (5) and posting announcements, news bulletins, and other general information.
- D. Inappropriate uses for individual home pages include, but are not limited to: (1) use of copyright materials in any form without the expressed written permission of the original copyright owner; (2) personal and commercial uses that could result in a financial benefit for the page owner and associates; (3) use of audio, images (e.g., photographs, paintings, or derivatives thereof), videos, or movies of individuals without their express written consent; (4) use of any personal information that is not public record pertaining to other individuals without their express written permission; (5) use of any images or data that are abusive, obscene and pornographic, profane, harassing, threatening, or discriminatory; (6) sexually harassing; (7) creation of hyperlink texts to abusive, obscene and pornographic, profane, harassing, threatening, or discriminatory material; (8) use of materials whose nature or volume compromise the ability of the system to serve other users' documents and web pages; (9) any use that constitutes academic dishonesty; and (10) any use of individual home pages to engage in illegal activity.
- E. Appropriate use policies for APU students also apply to departmental Web pages. All departmental Web pages are expected to adhere to the APU Authoring Standards. Departmental pages are encouraged for disseminating general departmental information (goals, office hours, point of contact, etc.), highlighting departmental programs or activities, and introducing faculty or staff and hyper-linking to their personal pages.

- F. Inappropriate departmental uses include, but are not limited to: (1) use of copyrighted materials in any form without the express written permission of the original copyright owner; (2) personal and commercial uses that could result in a financial benefit for the page owner and associates; (3) use of audio, images (e.g., photographs, paintings, or derivatives thereof), videos, or movies of individuals without their express written consent; (4) use of any personal information that is not public record pertaining to other individuals without their express written permission; (5) use of any images or data that are abusive, obscene and pornographic, profane, harassing, threatening, or discriminatory; (6) sexually harassing; (7) creation of hyperlink texts to abusive, obscene and pornographic, profane, harassing, threatening, or discriminatory material; (8) use of materials whose nature or volume compromise the ability of the system to serve other users' documents and web pages; or (9) any use that constitutes academic dishonesty; and (10) any use of individual home pages to engage in illegal activity.

### **University Procedures in Cases of Disciplinary Action on WWW Policy Violations**

- A. APU appoints a Webmaster to manage the APU Web site, set policies for and oversee the use of electronic communication at APU, and handle violations of APU Computing Policies.
- B. *Reporting.* Anyone who becomes aware of inappropriate, unethical, or illegal use of American Pathways University computing resources, inappropriate content of individual home page, or any inappropriate electronic communication shall notify the APU Webmaster.
- C. *Child Pornography.* Any material that appears to contain child pornography will be immediately referred to the Denver Police Department, and will also be subject to the procedures that follow.
- D. The APU Webmaster will notify the user who is alleged to have violated APU's computing policies of the nature of the alleged violation and will provide the user with a copy of APU computing policies.
- E. *Suspension of Computing Privileges During Investigation.* During the investigation of an alleged policy violation, a user's computing and network access may be suspended. APU reserves the right to examine a user's recorded and stored information in the course of investigating an alleged policy violation.
- F. *Procedures.*
  - 1. The APU Webmaster will review the material alleged to be in violation of policy. If the Webmaster believes that the material is in violation, the Webmaster will request that the user remove the offending material.
  - 2. If the alleged violator fails or refuses to comply with the Webmaster's request, the Webmaster may refer the matter to The Office of Vice President for Academic Affairs for action.
  - 3. If the alleged violator disagrees with the Webmaster, the user may file a written petition requesting that the CAO review the case.
  - 4. The CAO shall appoint a three-person committee of the faculty and staff to review the case.
  - 5. After consulting with the alleged violator and with the Webmaster, the committee will determine if a policy violation has occurred and, if a policy violation has occurred, what action should be taken to remedy the policy violation.
- G. Consequences of policy violations may result in disciplinary action, including but not limited to suspension of access to the University's WWW, suspension of email privileges, suspension of computing privileges, suspension or expulsion from the University, suspension or termination of employment, imposition of fines, and referral for legal action. The review committee is charged with making these recommendations.

# STUDENT RIGHTS AND DUE PROCESS

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## Academic Freedom for Students

APU is a non-sectarian institution and has no limitations on individual freedom of speech. Responsible and civil promulgation and discussion of ideas, truth, and religious and political dialogue, in the view of the University, are hallmarks of higher education and necessary for freedom of speech.

### *Faculty Must Respect Student Academic Freedom and Freedom of Speech*

The faculty member is entitled to freedom in the classroom in discussing his/her subject. The faculty member is, however, responsible for the maintenance of appropriate standards of scholarship and teaching ability. It is not the function of a faculty member in a democracy to indoctrinate his/her students with ready-made conclusions on controversial subjects. The faculty member is expected to train students to think for themselves, and to provide them access to those materials that they need if they are to think intelligently. Hence, in giving instruction upon controversial matters, the faculty member is expected to be of a fair and judicial mind, and to set forth justly... the divergent opinions of other investigators. No faculty member may claim as a right the privilege of discussing in the classroom controversial topics outside his/her own field of study. The faculty member is normally bound not to take advantage of his/her position by introducing into the classroom provocative discussions of irrelevant subjects not within the field of his/her study. (Adopted from the Penn State University *Academic Freedom for Students* policy)

### *Students and Faculty Must Respect An Appropriate Environment for Academic Freedom*

The University encourages free speech within an atmosphere, decorum, and comity that facilitates and is consistent with higher education. Such counterproductive behaviors as vulgarities and hate speech are discouraged as unbecoming of an educated person and a love of learning, as well as incompatible with a setting and atmosphere conducive to respectful collegial inquiry, discussion, learning, and contemplation.

## Privacy Rights of Students

### *Notice of Privacy Rights of Students*

The Family Education Rights and Privacy Act of 1974 (FERPA), with which the University intends to comply fully, is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the University to comply with the Act. The University's "Institutional Policy Concerning Privacy Rights of Students" explains in detail the procedures to be used by the University for compliance with the provisions of the Act. Copies of the policy and a list of all records maintained on students by the University are available from the Office of Academic Affairs.

### *Notice of Directory Information*

The University designates the following categories of student information as public or "Directory Information." Such information that may be disclosed by the institution for any purpose, at its discretion, includes: the student's name, telephone number, dates of attendance, and class (e.g., freshman); previous institution(s) attended, major and minor fields of study, awards, honors, degrees conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under the Family Education Rights and Privacy Act of 1974. To withhold disclosure, written notice must be received by the Academic Vice President prior to September 15 for students entering in the fall semester and prior to February 15 for students entering in the spring semester. Forms requesting the withholding of "Directory Information" are available from Office of Academic Affairs. The University assumes that failure on the part of any student to request specifically the withholding of categories of "Directory Information" indicates individual approval for disclosure.

## Student Life Policies and Procedures

When any of the Standards of Conduct delineated in the Code of Student Conduct is violated, the student may be referred to the appropriate University officer (Vice President for Academic Affairs (CAO), Academic Department Director, Dean of Students, or Webmaster). Any person may refer a student or student group suspected of violating this Code to the appropriate official. Persons making such referrals will be asked to provide information pertinent to the case. The appropriate official shall make a determination as to the seriousness of the case. This will be done in most situations by asking the student(s) involved in the case to come in for an interview to determine what actions, if any, will be taken by the University. Students will be notified in writing of the results of such administrative reviews.

Designated University officials have the authority to:

1. Dismiss the case;
2. Take no further action other than talking with the accused student(s);
3. Issue a University warning (a statement that a student's behavior has been inappropriate, and any further violation of University rules will result in stronger disciplinary action);
4. Place the student on *disciplinary probation* (a violation of the terms of which could result in a suspension or expulsion from the University);
5. Refer cases to the Student Disciplinary Committee when the above sanctions are determined to be inadequate; and
6. Take other actions, including but not limited to counseling, ensuring the violator(s) provide(s) compensation for theft or damage, and/or placing stops on registration.

## Student Discipline Committee Policies and Procedures

- A. Disciplinary proceedings are conducted as administrative proceedings and not as judicial proceedings. This is because American Pathways University is not a part of the judicial branch of local, state, or Federal government. The University has authority only to promulgate and enforce internal rules of behavior that shall be administered in a fair and impartial manner in harmony with its educational objectives and purposes, and its administrative nature.
- B. As part of the administrative nature of the Student Discipline Committee's procedures, fundamental rules of fairness and equity shall be followed.
- C. The committee is composed of students, faculty and staff and charged with making the decision whether or not students charged with violations of the Code of Student Conduct may continue to attend the American Pathways University.
- D. Students must be notified in writing of the disciplinary action taken within five (5) days.
- E. Student Discipline Committee has the authority to:
  1. Dismiss the case;
  2. Take no action other than talking with the accused student;
  3. Issue a University warning (a statement that a student's behavior has been inappropriate, and that further violation of University rules will result in stronger disciplinary action);
  4. *Place the student on disciplinary probation* (a violation of the terms of which could result in suspension or expulsion from the University);
  5. *Recommend suspension* of a student from the University for disciplinary reasons (suspension may be for various lengths of time ranging from one semester to an indefinite period of time; after the period of disciplinary suspension has expired, a student may apply in writing to have the notation on his/her record removed);
  6. *Recommend expulsion* of a student from the University (notation on the student's record will be kept permanently; when the student is suspended or expelled for disciplinary reasons, an additional sanction may include being excluded from the University campus); and
  7. Take other actions, including but not limited to counseling, ensuring the violator(s) provide(s) compensation for theft or damage, and/or placing stops on registration.

## Appeal and Review Procedures

A student has the right to appeal a disciplinary decision by submitting a request for a review of the recommendation of suspension or expulsion by the Student Discipline Committee or University official within seven (7) working days to the Office of Academic Affairs. Except for the sanctions of *summary suspension*, the sanctions of suspension or expulsion for disciplinary reasons shall be effective only after administrative review by the Vice President for Academic Affairs has been exhausted or waived by the student. The Chief Academic Officer's decision shall be in writing to the student(s), with a copy to the Student Discipline Committee.

## Summary Suspension

Summary suspension is a suspension from the University that begins immediately upon notice from the appropriate University official without a formal hearing by the Student Discipline Committee. Summary suspension may also include a physical exclusion from the campus if deemed necessary. A hearing before the Student Discipline Committee is subsequently scheduled in an expedient and expeditious manner (usually within seven calendar days) to determine the disposition of the case.

The President, the Chief Academic Officer, or the Dean of Student Life have the authority to suspend summarily any student when in their opinion(s) such suspension is necessary to: (a) maintain order on campus; (b) preserve the orderly functioning of the University; (c) stop interference in any manner with the public or private rights of citizens on the American Pathways University campus; (d) stop actions that are threatening to the health or safety of any person; or (e) stop actions that are destroying or damaging property of the American Pathways University campus, its students, faculty, staff, or guests.

## Permanent Record Notations

While disciplinary proceedings are pending or contemplated, a temporary hold may be placed on the student's academic record. It will not be released until all actions and appeal procedures have been completed or finalized by the University. Only in those cases where suspension, deferred suspension, or permanent expulsion results from disciplinary action will notations be placed on the academic records.

## Release of Disciplinary Information

Access to any student's academic transcript or disciplinary file shall be governed by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Only the student charged or those University officials having a legitimate educational interest in disciplinary information may have access to the files. All other inquiries (including but not limited to employees, governmental agencies, news media, family, friends or Denver Police) must have a written release from the student to gain access to University disciplinary files.

The University will extend every effort to respect the privacy of the student. However, where the identity of the student has been publicly disclosed in the news media, APU reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of the disciplinary action.

## Refund Policy after Disciplinary Action

Submission of registration materials obligates the student to pay the assessed tuition and fees for that term. If a student is suspended or expelled from the University, the amount of tuition will be refunded the same as when a student voluntarily withdraws from a semester. The official date applicable for tuition refund purposes will be the date of the Student Discipline Committee's action, or the date of summary suspension.

## Redress of Student Grievances and Complaints

In addition to the rights of due process afforded to them, students also have the right to address issues that affect their comfort and their academic progress.

### 1. General Academic Issues

Academic complaints are tracked by the Academic Department Directors and by the Vice President for Academic Affairs (CAO).

The following are the academic departments and the corresponding responsible directors.

Academic Department	Responsible Director
<b>General Education</b>	
Department of General Education and Adult Learning (for General Education, College Preparation / GED courses, Study Abroad Programs)	Director of Department of General Education and Adult Learning
<b>School of Allied Health</b>	
Department of Human Services (for Human Services Major courses and faculty)	Director of Department of Human Services
<b>School of Business</b>	
Department of Business Applications (for Business Major courses and faculty)	Director of Department of Business Applications
<b>School of Management</b>	
Department of Management and Leadership (for Management and Leadership Major courses and faculty)	Director of Department of Leadership and Community Development
<b>School of Practical Theology</b>	
Department of Ministry and Theology (for Practical Theology Major and Minor courses and faculty)	Director of Department of Theology and Ministry
<b>Graduate School</b>	
Department of Master of Arts in Professional Studies	Director of Department of Graduate Professional Studies

### 2. Grade Appeal Policy

**Stage 1:** A student who wishes to contest a grade that he or she believes has been unjustly awarded must first contact the instructor of the course and ask for a review and adjustment of the grade. This step may be waived only in the event that the instructor is no longer employed by the University.

**Stage 2:** If the instructor is unwilling to reconsider and adjust the grade, and the student desires to pursue the matter further, the student may appeal to the appropriate Director of the Department (see chart in previous section). This stage of the appeals process must be made before the end of the semester following the one in which the grade was assigned.

**Stage 3:** If the student is denied redress in Stage 2, the student may appeal in writing (setting forth the alleged facts of the case) to the Vice President for Academic Affairs (CAO), who may deal with the case directly or refer it to the Academic Curriculum and Policies Committee, which will consider the case and render a decision. With receipt of a written complaint, a file is opened regarding the matter. Decision options are: (1) to deny the appeal and uphold the instructor's academic judgment; or (2) ask the instructor to reconsider the case with the recommendation that a grade change be effected.

**Stage 4:** If the student is denied redress in Stage 3, and wishes to pursue the matter, a written appeal may be made to the President, whose decision is final.



### 3. *Student Services Complaints and Concerns*

Student complaints, as are all complaints, are processed according to the preceding four-stage example. The first two stages deal with **informal complaints** and are resolved through mediation without a complaint file; the last two stages constitute **formal written complaints**, at which point a file is opened and a formal resolution process is initiated.

Student services complaints include all non-academic matters (e.g., the condition of facilities, financial aid, tuition, refunds, and University public relations, and general student discipline and the Code of Conduct).

The University officer responsible for the first stage of addressing these matters is the Dean of Students. The Dean of Students will address the concern directly or work with other officials and offices to address the concern.

Specifically, the Dean of Students will address directly policy issues relating to the Code of Conduct and all other policies in the *Student Handbook* (but not discipline issues, where the procedures and appeal processes described in the *Student Handbook* shall be followed).

In cases involving facilities, financial aid, tuition, refunds, and University public relations, the Dean of Students will act as ombudsman to facilitate understanding and, if possible, redress where redress is merited. In doing this, the Dean of Students shall serve as an “honest broker” between the student(s) and the appropriate administrative officer, viz.:

- |                                   |  |
|-----------------------------------|--|
| • Public Relations Complaints     | Vice President for Institutional Advancement |
| • Financial Aid, Tuition, Refunds | Vice President for Institutional Management  |
| • Facilities                      | Vice President for Institutional Management  |

The student should not address policy issues with these administrators until first checking with the Dean of Students, except in the case of direct processing matters (e.g., clerical mistakes, such as an error in calculating the scholarship grant), the student should discuss the issue directly with the appropriate administrative department.

### 4. *Meet the Dean of Students*

The Dean of Students is the students’ advocate and ombudsman. The Dean is concerned for student services, activities, and comfort. He or she provides counseling in the psycho-somatic-spiritual areas of student life.

Position Title:

Dean of Students.

Objective:

To further the mission of the University by (1) supervising, coordinating, and administering the University programs and services that are organizationally entitled student services and (2) working with the President, the Vice President for Academic Affairs, and faculty to ensure the optimal integration of these programs and services with all components of the University.

Qualifications:

1. Education. B.A. required (M.A. or higher preferred) in Student Personnel Administration, Counseling, or other closely related areas (e.g., education in nonprofit service organizations servicing college students or ministerial service agencies, including urban/suburban churches) and other specific education suitable for the responsibilities of the position.

2. Experience. Experience in the areas of education, human relations, counseling, networking, management, planning, and research.

3. Administration. Demonstrated ability to develop and coordinate personnel, programs, and endeavor to achieve specific goals and ability to balance competing priorities. Demonstrated ability to work with others and within a multiple-staff environment, as well as being a self-starter. Demonstrated ability to work with superiors and subordinates.

4. Collaboration and Initiative. Demonstrated ability to work with others and within a teamwork setting, as well as being a self-starter.

5. Specific Skills. Strong counseling and human relations skills, communication and promotion skills, writing and organizational skills, management, research and planning skills, and vision, eye for opportunities and strategic thinking skills.

6. Sensitivity. Awareness, knowledge, and appreciation of the people and cultures of the urban and inner city environment.

7. Agreement. Commitment to the mission, educational purposes and objectives, and to the values of the University expressed in the University Catalog, Student and Faculty Handbooks and University auxiliary organizations (including: the American experience; democratic institutions; free enterprise; human weakness, potential and responsibility; respect for life, human rights and social justice; and divine prolegomena, providence and grace).

Accountability:

The Dean of Students is responsible to the Vice President for Academic Affairs (CAO).

Responsibilities:

1. Overall responsibility for Student Services and for student activities, association, governance, organizations, co-curricular programming, discipline, orientation, and spiritual development.
2. Responsible to inform and advise the CAO and the President on all matters concerning students, student-life, and the staff of Student Services.
3. Specific responsibilities regarding students and student life:
  - a. Serve as the students' advocate and ombudsman;
  - b. Counseling in the areas of psycho-somatic-spiritual development and discipline; and
  - c. Advisement in the area of financial institutional, state, and Federal aid programs;
4. Specific responsibilities regarding Student Services:
  - a. Chief liaison for all communications between Student Services and the University;
  - b. Development and management of the Student Services budget; and
  - c. Represent Student Services within the American Pathways University community.
5. Performance of related activities as assigned by Vice President for Academic Affairs (CAO).

## ACADEMIC AND GRADUATION POLICIES

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### Academic Standards

The University expects students to maintain high academic standards of scholarship. Students should strive for academic excellence, collegiality, personal integrity, and responsible conduct. Academic achievement and excellence is facilitated by attendance (no more than two absences in a course are allowed without penalty and compensatory requirements for the missed sessions must be completed), completion of assignments and examinations, and a minimum of two hours of out-of-class study per week for each hour of classroom or direct faculty instruction per week.

### Class Attendance and Academic Assessment

#### *Class Attendance Philosophy*

How does class or seminar attendance affect a student's learning and course grade? Since APU courses incorporate a Socratic method in a seminar/discussion format, attendance is important for three reasons:

- (1) It allows a student to fulfill the **collegial responsibility** each student has to his fellow students in the course—a student's participation in class discussion enriches everyone;
- (2) It affords the attendee the **cognitive opportunities** of review, clarification, correction, enrichment, and additional course information—all of which a student is academically accountable for to successfully complete a course; and
- (3) It affords students exposure to the **challenging crucible** of critical thinking to their prior body of knowledge, assumptions, conclusions, and worldviews—a student is expected to demonstrate relevant growth in these areas as a result, which can only be measured by a professor's observation in the classroom or seminar setting.

#### *Class Attendance Policy*

Class attendance is expected at a minimum 90% of the meeting time of a course. Absenteeism and/or tardiness\* in excess of 10% will adversely affect a student's course grade and ability to successfully complete course requirements. (\*Note: a student is tardy ten minutes after the start time of the class.) For example, more than 4 class-hour absence

for a 13-week course (or over 10% absenteeism and/or tardiness) measurably affects a student's collegial participation, academic performance, and personal growth in the course.

## **Competencies and Values**

### ***Introduction***

Graduates of American Pathways University are expected to demonstrate certain competencies and values. Each student will graduate with a portfolio of competencies and values that form a foundation for a successful life, self-reliance, and community leadership. It is the responsibility of the student to develop and demonstrate such competencies as part of satisfying graduation requirements.

### ***Competencies***

Among the competencies required for graduation are critical thinking, a major field of study, seminal values, and the skills and competencies of their profession or career choice.

### ***Values***

Students are required to investigate and integrate the core values of the Western Intellectual Tradition, including Judeo-Christian worldviews, critical thinking, scientific method, the American experience, democratic institutions, free enterprise, and professional ethics.

## **Graduation**

### ***Graduation Requirements***

To receive a degree and a diploma from American Pathways University a student must ...

1. Complete all academic requirements with at least a 2.0 GPA (A.A., B.A.) and 3.0 GPA (M.A.)
2. Pay all tuition, fees, and other financial obligations at APU.
3. Have on file: Application, HS diploma and/or certified transcripts, income documents for financial aid.

### ***Commencement Exercises***

To march in commencement exercises of American Pathways University a student must ...

1. Have completed all three Graduation Requirements, or under special circumstances ...
2. Have completed 2 of the 3 Graduation Requirements, with the third as follows:
  - A. Incomplete academic requirements (when account is paid up and file is complete):
    - Can and must be completed during the next term at APU.
    - Pre-commencement advance payment of tuition & fees.
  - B. Unpaid account balance (when academic requirements and file are complete):
    - Must be paid in full within 60 days after the date of commencement.
    - Must submit a payment plan, including income source and amount.
    - Option unavailable to students having aged-accounts older than one academic term.
  - C. Incomplete personal file (when academic requirements are complete and account is paid up):
    - Must be completed within 30 days after the date of commencement.
    - Must demonstrate proof of initiating the process of gathering required documents.

### ***Graduation Application***

To be considered by the CAO and Faculty for recommendation for graduation a student must ...

1. Submit an Application for Graduation form 90 days before commencement.
2. Complete personal file 60 days before commencement.
3. Pay outstanding account balance 30 days before commencement.
4. Complete academic requirements 15 days before commencement.

# STUDENT GOOD STANDING POLICIES

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Student Good Standing involves various expectations along the continuum of a student's association with the University. These involve, but are not limited to, the student's application, entrance & placement, matriculation, financial accounts, financial aid, academic, graduation, and personal deportment. A student is in good standing if the minimum expectations are maintained. A student may be placed on probation when the minimum standards are not met and appeals or remedial activities are pending. A student may be disciplined, suspended, or expelled for substantial or persistent substandard performance.

A student is in good standing according to the following criteria:

- Satisfactory progress toward program completion within a 150% time frame of a full-time schedule
- Academic and Graduation: Associate and Baccalaureate 2.0 GPA; Master's 3.0 GPA
- Code of Conduct: No pending or proven violations
- Financial Accounts: No delinquent payments or account balances
- Other Categories: Matriculation, Financial Aid, and Course Enrollment
  - Matriculation: Applicants must score at least 70% on the entrance and placement assessment
  - Financial Aid: Qualified students must apply for financial aid and provide proof of income
  - Course Enrollment: Students must register for courses prior to enrollment (attendance)

## University Honor Code

Please refer to the following sections in this Handbook: (1) "General Principles and Specific Application"; (2) "University Standards and Criminal Violations"; (3) "General Standards of Conduct for Which Actions May Be Taken if a Violation Occurs"; (4) "Harassment"; (5) "Drugs and Alcohol"; (6) "Ethical Use of Computing."

## Academic Good Standing

Please refer to the following sections in this Handbook: (1) "Academic Integrity and Dishonesty"; (2) "Academic Standards"; (3) "Class Attendance and Academic Assessment"; (4) "Competencies and Values."

## Graduation Good Standing

A student must make satisfactory progress toward completing the requirements of the major and program pathway of his/her Enrollment Agreement within 150% of a full-time schedule. Please refer to the preceding section in this Handbook: "Graduation Requirements."

## Deportment Good Standing

Please refer to the following section in this Handbook: (1) "University Principles of Ethics and Conduct"; (2) Student Life Policies and Procedures."

## Classroom Comportment Good Standing

Please refer to the Course Syllabus for the following: (1) "Student Responsibilities to Learn"; (2) "Assignments and Writing Expectations"; (3) Classroom Ethics: The Socratic Ethics.

## Financial Good Standing

### *Financial Accounts Good Standing*

Student outstanding account balances must be paid up at the beginning of each term. A student may apply for a University approved payment plan and if approved by the University and payments are current, a student may register for courses while having an outstanding balance. A student may not carry more than twelve differed tuition transcript credits from term to term.

### *Financial Aid Good Standing*

Please refer to the Financial Aid section of the Academic Catalog for the following information concerning APU's institutional scholarship program: (1) "Application for Financial Aid"; (2) "Eligibility for Financial Aid."

## Matriculation Good Standing

Please contact the Office of Enrollment Management for the following: (1) “Application Good Standing”; (2) “Entrance and Placement Good Standing.”

## Course Enrollment Good Standing

Please contact the Office of Enrollment Management for the following: (1) “Confirmation of Intent to Enroll”; (2) “Readmission”; (3) “Course Enrollment.” Enrollment good standing is determined by the following:

- (3.a) A student must register for a course before attending classes.
- (3.b) A student must enroll in a course by attending the first class session.
- (3.c) A student must complete a course or withdraw before the drop course deadline.
- (3.d) A student must pay tuition and fees regardless of course performance.
- (3.e) Dropout students, after the passage of two terms, must re-apply to the University before resuming classes.

# STUDENT LIFE AND DEPARTMENT

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## 1. Educational Philosophy

A balanced and consequential higher educational experience introduces students to the world of ideas and prepares graduates for the world of work.

- General education courses of **the world of ideas** are designed to introduce students to foundational information, critical thinking, and problem solving skills.

- Major field vocational pathways of **the world of work** are designed to prepare students with skills and competencies that give graduates access to careers and continued study.

A consequential educational experience equips and empowers thinking, doing, and being. **It is the responsibility of the student to learn, which means the student’s learning goal should be an observable long-term change that shows in appropriate ways of thinking, doing, and being.**

- **Thinking** (cognitive) consists of knowledge acquisition, cultural literacy, and critical thinking skills. Students also learn the information of a field of study, social ethics, and leadership principles (and skills) applicable to successful careers and functional communities.

- **Doing** (effective) consists of responsible leadership in the community and personal success in pursuit of career paths and application of decision-making and problem solving skills. Students learn how to use their competence in fields of study in the market place and the community so that they acquire marketable skills conducive to financial responsibility, self-reliance, & community leadership.

- **Being** (affective and imperative) consists of personal growth and responsibility, character and confidence, personal skills necessary for successful, empowered lives, integrity in decision-making, and values including responsibility; respect for the sanctity of life and human rights and commitment to civic and social justice.

## 2. Student Responsibilities

Students are expected to **attend class**. Absences require make-up assignments. Unexcused absences will affect the student’s academic achievement and the professor’s assessment of the student’s performance.

Students are expected to (1) **read textbooks** and supplemental reading as assigned, (2) complete all assignments when due and (3) come prepared to participate in didactic information and praxis considerations.

**Writing assignments** must conform to college-level expectations of source citation, English standards found in APU’s *Citation and Writing Style Handbook*, and the rubric of the assignment by which it is to be written and will be graded. Papers that do not meet these minimum expectations will be returned

without a grade for improvement.

Students must be willing to **consider the course content** with the professor and their peers in the spirit of open-mindedness and consideration for the thoughts and contribution of others while articulating their own thoughts and experiences.

### 3. Classroom Decorum

Students are to take responsibility for the **success of classmates** by respectfully listening and responding to their comments and questions. Students should attend class prepared to make substantial and insightful contributions to the class topic and peer discussions and dialogue.

Students are expected (1) to **maintain appropriate attention**, civility, decorum, and attire in the classroom that is conducive to the goals of higher education at the University and respectful of the rights of others to learn and (2) to **cooperate with the professor's leadership** to maintain appropriate classroom order, civility and decorum.

Class attendance and participation must be to acquire essential knowledge and develop vocational skills in a **learning environment** that encourages dialogue and examination of all perspectives and discrete methodologies appropriate to the discipline and content of the course. Political agendas and ideological propaganda are inconsistent with these goals.

Students must **avoid dominating conversations or demeaning colleagues** during class sessions and discussions by seeking to further develop the skills of effective communication, collaboration, and courtesy.

## THE CAMPUS AND CRIME RATES

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The University's campus consists of administrative and advisement centers and instructional sites located in urban Denver that provide convenient accessibility by students to educational programs. Instructional sites are equipped with audio/visual instructional aids and internet connectivity. No program can be completed at any one site and no classroom site is scheduled for more than 50% of any program. Below is a directory of these sites.

**Ammons Instructional Site**  
1380 Ammons St.  
Lakewood, CO 80214

**APU Administrative Center**  
**Franklin Instructional Site**  
2227 Franklin St.  
Denver, CO 80205

**Park Instructional Site**  
1130 West Park Ave.  
Denver, CO 80202

**California Instructional Site**  
2501 California St.  
Denver, CO 80205

**High Instructional Site**  
2101 High St.  
Denver, CO 80205

**Smith Advisement Services Center and Instructional Site**  
6090/6100 Smith Rd.  
Denver, CO 80216

**Champa Instructional Site**  
2544 Champa St.  
Denver, CO 80205

**Marion Instructional Site**  
1520/1530/1567 Marion St.  
Denver, CO 80218

**Washington Advisement Services Center and Instructional Site**  
2530 Washington St.  
Denver, CO 80205

Crime rates for these instructional sites may be obtained by contacting the local police department at the following phone number for the Learning Center zip code or from the Internet at [www.neighborhoodscout.com/co/denver/crime/](http://www.neighborhoodscout.com/co/denver/crime/) or [www.denvergov.org/denvermaps/report.asp?rpt=offes&me=3106976,1644364,3255209,1761837&ref=dghome](http://www.denvergov.org/denvermaps/report.asp?rpt=offes&me=3106976,1644364,3255209,1761837&ref=dghome).

<b>ZIP Code</b>	<b>Phone Number</b>	<b>ZIP Code</b>	<b>Phone Number</b>
80202	720-913-2677	80216	720-913-2677
80205	720-913-2677	80218	720-913-2677
80207	720-913-2677	80020	303-438-6440
80211	720-913-2677	80026	303-665-5571
80214	720-913-2677		



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