

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.:

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|-----------------------------------|--|
| • 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 Provost, the President, 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: a Christian Liberal Arts education paradigm; The Apostles Creed; the American experience; democratic institutions; 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 Provost/Vice President for Academic Affairs.

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 Provost 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 the Provost of the University.

ACADEMIC AND GRADUATION POLICIES

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, and seminal values.

Values

Students are required to investigate and integrate the core values of Judeo-Christian liberal arts education, the American experience, and democratic institutions.

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.
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 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 Provost 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.

LEARNING CENTERS AND CRIME RATES

Ammons Center

1380 Ammons St. Lakewood,
CO 80214

California Center

2501 California St. Denver,
CO80205

Champa Center

2544 Champa St. Denver, CO
80205

Downing Center

1600 Downing St. Denver, CO
80218

Excalibur Center

805 Excalibur Lafayette, CO
80026

Franklin Center

2227 Franklin St. Denver, CO
80205

Forty-Sixth Center

3501 46th Ave. Denver, CO
80216

High Center

2101 High St. Denver, CO
80205

Holly Center

3000 Holly St. Denver, CO
80207

King Center

3914 King St. Denver, CO
80202

Marion Center

1567/1530/1520 Marion
Denver, CO 80218

Park Center

1130 Park Ave. Denver, CO
80202

Shoshone Center

4760 Shoshone St. Denver, CO
80211

Smith Center

6090 Smith Rd. Denver, CO
80216

Washington Center

2530 Washington St. Denver,
CO 80205

Crime rates for these instructional sites may be obtained from by contacting the local police department for the following zip codes or from the Internet at www.neighborhoodscout.com/co/denver/crime/ or www.denvergov.org/denvermaps/report.asp?rpt=offes&me=3106976,1644364,3255209,1761837&ref=dghome.

80202 – 720-913-2677

80205 – 720-913-2677

80207 – 720-913-2677

80211 – 720-913-2677

80214 – 720-913-2677

80216 – 720-913-2677

80218 – 720-913-2677

80226 – 303-665-5571