

APU

UNIVERSITY BULLETIN

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DISCLOSURE: BULLETIN AS GUIDE

The *American Pathways University Bulletin*, or *APU Bulletin*, provides students with an abridgement of detailed information available in the *American Pathways University Academic Catalog*. The *Catalog* provides students with the best information available concerning the University and its programs at the time the *Catalog* was published. Because the University continually improves, and hence modifies, its curriculum and policies to meet the needs of students, the *Catalog* does not constitute a contract, but serves as a guide.

DISCLAIMER: THIS BULLETIN IS NOT THE ACADEMIC CATALOG OF THE UNIVERSITY

This Bulletin is a summary of the *American Pathways University Catalog*. For official University information, please consult the most recent edition of the *Catalog* where more detailed information may be found.

NOTICE OF NONDISCRIMINATORY POLICY

American Pathways University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

APU

UNIVERSITY PROFILE

MISSION

American Pathways University provides a program of undergraduate (A.A. and B.A.) higher education, primarily for Denver's diverse low-income urban and inner city learners who have been traditionally unreached and underserved by higher education, that is accessible, affordable, and designed to facilitate immediate and long-term changes in *thinking (cognitive)*, *doing (effective)*, and *being (affective and imperative)* as cornerstones for successful lives, financial self-reliance, and leadership for functional communities.

PURPOSES AND OBJECTIVES

1. Serve Denver's Inner City

All qualified students are welcome at American Pathways University. The location of the University and its primary service area are the inner city neighborhoods of Metropolitan Denver.

2. Educational Purposes: Thinking, Doing, Being

University provides an educational experience that promotes thinking, doing, and being.

- **Thinking** 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** 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, and community leadership.

- **Being** 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.

3. The Educational Purposes and the Curriculum

In the United States of America, in order to graduate from college with the Associate of Arts (A.A.) or the Baccalaureate degree (B.A./Bachelor of Arts or B.S./Bachelor of Science), colleges and universities generally require students to complete a course of study that includes *General Education* (often called the Core Curriculum), a specialized field of emphasis (called *The Academic Major*), and additional courses of the student's choice called *Electives*. To this model American Pathways University adds required courses in *Life Skills Development*. General education, life skills development, and the academic major are regarded essential to facilitating intellectual growth, ethical maturity, personal success, vocational accomplishment, financial self-reliance, and community leadership.

4. Teaching Objectives

The University's mission is predicated on understanding and serving students ages 18 to 65 and older. The learning process combines the teacher—serving as a source of information and director of learning (*pedagogy*) and the student—through classroom participation, collaboration, cooperation and team learning (*synergogy*), with the teacher serving as a learning facilitator (*andragogy*).

The University's mission is to serve students ages 18 to 65 and older by creating the best educational experience with the teacher serving simultaneously as the director of learning (*pedagogy*) and learning facilitator focused on individual student needs and goals (*andragogy*) and students taking the initiative in their learning through active classroom participation, collaboration, cooperation, and team learning (*synergogy*).

5. Authorization and Accreditation

The University is authorized by the State of Colorado to offer courses for credit and award college degrees, and is pursuing regional accreditation.

6. Community Service and Leadership Objective

American Pathways University serves as a nexus where the inner city and society at large can meet for mutually beneficial endeavors, including the sharing of culture, values, solutions, and resources.

7. Accessibility Objective

Access is achieved by programs and courses that are open to all students regardless of prior academic success and by individual education plans. Supplemental educational support and services, such as GED preparation, ESL, remedial, and tutorial programs, are available.

8. Affordability Objective

American Pathways University provides an affordable education through a scholarship program that covers up to 80% of tuition for all urban students.

VISION, VALUES, AND PRIORITIES

The University's vision, values, and organizational priorities guide the institution and facilitate its mission, purposes, and objectives.

University Vision

The vision of American Pathways University is to deliver an educational excellence of the character found in regionally accredited universities and colleges and to provide superb general education and academic majors that empower the low-income and diverse residents of Denver's inner city and other urbanites to achieve personal success, financial self-reliance, community development leadership, and long-term, observable changes in thinking, doing, and being

University Values

The core values of American Pathways University are embodied in The Apostles Creed, Christian liberal arts education, the American experience, and democratic institutions.

Organizational Priorities of the University

The University's organizational priorities support its mission and statements of goals, educational purposes, vision, and values of the University.

UNIVERSITY ETHICS

Personal character and personal and social ethics are essential to the American Pathways University ideal. University ethics are predicated on the belief that ethical decision-making and conduct are founded on the understanding that men and women are psycho-somatic-spiritual beings. The predicates of this understanding are (1) a realistic view of human weakness, potential and responsibility, (2) respect for life, human rights and social justice, and (3) divine providence and grace. The University holds that these values are innate to the human spirit and they are found in many ethical systems, the Judeo-Christian heritage, the American experience, and American democratic institutions. Ethics imbued with these core values is a pathway to personal regeneration and empowerment and to the regeneration, reform, and empowerment of the inner city.

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*.

ACADEMIC PROGRAMS AND SERVICES

Associate of Arts Degree (A.A.)

The A.A. can be completed in two years of study and includes study concentrations in business, human services, leadership, and practical theology

Bachelor of Arts Degree (B.A.)

The B.A. program, which requires the equivalent of four years of study, offers appropriate preparation for a variety of careers and is a prerequisite to admission to most graduate schools and seminaries.

Academic Programs Offered Through the B.A. Degree

- **General Education:** In order to achieve breadth of knowledge, all students pursuing a degree must complete the general education requirements.
- **Business Major:** with concentration options in management, entrepreneurship, or business computer applications.
- **Human Services Major:** with concentration options in addiction counseling or marriage and family counseling).
- **Organizational Leadership and Management Major:** with concentration options faith-based community leadership or public policy leadership.
- **Practical Theology Major:** with concentration options in ministry, biblical studies, theological studies, and rescue missions.
- **Minor in Practical Theology:** Earned by students who complete the requirements for a Major or a Minor in Practical Theology.
- **Lay Community Certificate:** Awarded to students completing courses offered through the faith-based urban community leadership program.

College Preparation Programs

Adult Literacy Program

Adult literacy programs are available through the University's Department of General Education and Adult Learning.

GED High School Equivalency Certificate Preparation Program

For students without a high school diploma who seek admission to the University, APU offers a program of study preparing them to take the GED. Students enroll in EDU 100 General Educational Development (0 credits) to prepare for the GED test.

ESL -- English as a Second Language

English as a Second Language (ESL) programs are available through the University. Contact the Office of the Provost for information.

Study Abroad Programs

The University offers study abroad academic programs in Romania and Central America.

Graduate Study Advising

American Pathways University *does not offer graduate studies or award degrees*. APU does facilitate, through academic advising and articulated arrangements, the entry of qualified students into urban-oriented graduate studies provided by other institutions.

APU

GENERAL INFORMATION

INSTITUTIONAL INFORMATION

Board of Directors

As an independent, nonprofit, self-perpetuating institution of higher education, American Pathways University is governed by an independent board of directors and administered through the University Center.

Authorization

The Colorado Commission on Higher Education (*CCHE*) has authorized American Pathways University to operate in Colorado as a private university under the Degree Authorization Act. American Pathways University is governed by an independent board of directors and administered through the University Center. The Colorado Commission on Higher Education is the state policy and coordinating board for Colorado's higher education system. The mission of the Commission is to provide access to high-quality, affordable education for all Colorado residents that is student-centered, quality driven and performance-based. American Pathways University is not a member of the *CCHE*.

Accreditation

American Pathways University is pursuing accreditation, but is not presently regionally or nationally accredited.

Nonprofit Corporation and Tax-Exempt Organization

American Pathways University is incorporated as a nonprofit corporation in the State of Colorado and is recognized as a tax-exempt 501(c) (3) organization by the Internal Revenue Service. Grants and contributions to the University are tax-exempt.

Financial Report of the University

University financial reports are available on request by prospective students, current students, alumni, and

the public at large. These financial documents may be obtained from the office of the President of the University or the Office of the Provost.

UNIVERSITY OPERATIONS

The University Center

American Pathways University maintains a University Center for administration and instruction in the inner city of Denver. The University greets the public and meets with students at the University Center.

Campus Without Boundaries

American Pathways University is a campus without boundaries. University activities and classes are held at various locations throughout the inner city of Denver. This provides for convenient access for residents of Denver's urban and inner city neighborhoods.

ACADEMIC AND STUDENT SERVICES

Orientation

All entering American Pathways University students are invited to participate in Orientation, a time of introduction to the University, its programs, faculty, administration, and staff, and other students.

Co-Curricular Activities

Co-curricular activities include lecture series, film festivals, and community action groups. These activities are designed to engage students in reflective discussions and intellectual engagements and in a variety of leadership challenges and opportunities that will benefit them in the near future and suggest to them how they can impact the world.

Counseling Services

The Office of the Provost facilitates strictly confidential personal counseling and family counseling, and serves as a referral resource to many community agencies, organizations and human services providers that may offer personal, financial, professional or other assistance.

Academic Advisement and Guidance Program

APU has a three-tiered integrated advising model that is administered by the Office of the Provost and the Academic Affairs Committee. The comprehensive model addresses student-advising needs from the first point of contact through graduation. This model includes basic skills assessment, general education (core curriculum) advising, referral to support services, declaration of academic major and major field advising, tutoring and peer mentor programs, service-learning opportunities, and community service activities. All APU students are assigned an advisor on admission. The adviser is a Department Director, a Program Coordinator, a faculty member, or a Counseling Services staff member.

Housing

American Pathways University is a commuter college. Most students live in the inner city within a few miles of University offices and classrooms and thus commute from home and work to attend the University. For students needing housing, American Pathways University will refer the students to the appropriate housing agency.

Campus Learning Centers

American Pathways University offers classes at several Learning Center facilities (all within a mile radius) that are provided by community-based service organizations, churches, and businesses.

Computer Instructional Labs

The computer labs, which have a dual platform configuration, are equipped with Apple Macintosh and PC hardware and software. This allows students to utilize the two personal computer systems prominent in the United States.

Learning Resource Center

The American Pathways University Learning Resource Center has periodicals and books directly related to degree programs.

Tutoring

One-on-one tutoring services are available through the Learning Resource Center.

Library Services and Resources

The statewide *Colorado Library Card System* allows all American Pathways University students direct access to the Denver Metropolitan area library system, the State of Colorado library services, and all public and private college libraries in Colorado. This system allows walk-in patrons to checkout materials free of charge from any participating library and provides for access to interlibrary borrowing privileges. These libraries include *The Denver Public Library*, *University of Colorado at Denver Library*, *Metropolitan State College Library*, *Community College of Denver Library* and eighteen other Denver-area libraries, including the private libraries of the University of Denver, Regis University, Colorado Christian University, Iliff Seminary, and Denver Seminary.

Available through these libraries are several computer search engines allowing students to locate items held by academic and public libraries throughout the state. Simply by utilizing the local library computer (or their home computer through the Internet) and the accompanying interlibrary borrowing system students have access within a few days of the request to any book or other materials of the nearly twenty million volumes.

Available through these libraries are several computer search engines allowing students to locate items held by academic and public libraries throughout the state simply by utilizing the local library computer (or their home computer through the Internet).

The staff of the *American Pathways University Director of Library Services* provides advice and assistance to individual students on the nuances of library research and resources and conducts periodic library orientation seminars for all students. The *APU NewsGram* and the University website keep students informed of all relevant University news and operations, including library news (e.g., services, orientation seminar dates, and the latest in library technology).

APU

ACADEMIC PROGRAMS

GENERAL ACADEMIC PROGRAMS

American Pathways University offers programs of General Education, Life Skills Development, the Associate of Arts and Bachelor of Arts degrees, academic majors, and certificate and non-degree programs.

GENERAL EDUCATION

General Education Core Curriculum Requirement (38 credits for the A.A. and 50 credits for the B.A.)

Consistent with the standards of accreditation and the best thinking of educational philosophy, theories and values, a General Education Core Curriculum is required of every student for graduation regardless of his or her area of formal technical, vocational or professional concentration. General education is intended to impart the breadth of common knowledge, intellectual concepts, and attitudes that every educated person should possess.

American Pathways University has adopted the general education requirements of the Colorado Commission on Higher Education (CCHE), utilized by the state's thirteen public universities, which requires a total of 35 academic credits. Colorado's B.A. general education requirement is organized into five categories: communication (6 credits), mathematics (3 credits), arts and humanities (9 credits), social and behavioral sciences (9 credits), and physical and life sciences (8 credits).

In order to accentuate the student's breadth of knowledge, American Pathways University's general education requires additional courses of study identified by University faculty in Speech, computing, philosophy, and social and behavioral sciences.

Consequently, at American Pathways University all students pursuing a degree must complete the American Pathways University General Education Core Curriculum requirements for the A. A. or B.A. in English, speech, history, literature, philosophy and ethics, sociology, psychology, economics, science, mathematics, the fine arts, political science, and computing.

LIFE SKILLS DEVELOPMENT

American Pathways University requires completion of courses in life skills development (3 credits) in planning, health, and success that result in personal strategies, methodologies, and responsibility.

ASSOCIATE OF ARTS (A.A.)

The Associate of Arts degree combines the General Education Core Curriculum courses, Life Skills Development courses, an optional professional concentration, and elective courses. The Associate of Arts prepares students for further study toward the baccalaureate degree and careers in a professional field (if a professional concentration is chosen). Generally, the associate degree can be completed in two years of study.

Associate of Arts Graduation Requirements

1. One year of residency with no fewer than 30 credits taken at American Pathways University.
2. Recommendation of the faculty.
3. No outstanding financial obligations to the University.
4. Completion of at least 60 semester credits of the Associate of Arts Academic Requirements, including the General Education courses for the A.A. (38 Credits), Life Skills Development courses (3 credits), a professional concentration (12 credits), and elective courses.
5. A cumulative grade point average (GPA) of 2.0 or higher.

A.A. Degree General Education Core Curriculum Requirement (38 Credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
COMMUNICATION (9 credits)	
• Introduction to Writing	
†ENG 101 English Composition I	3
• Intermediate Composition	
†ENG 102 English Composition II	3
• Oral Communication	
SPE 201 Public Speaking	3
MATHEMATICS (3 credits)	
†MAT 201 Mathematics for Liberal Arts	3
ARTS AND HUMANITIES (6 credits)	
• Ways of Thinking	
†PHL 201 Figures in Western Philosophy	3
†PHL 211 Introduction to Ethics and Society	3
SOCIAL AND BEHAVIOR SCIENCES (9 credits)	
• History	
†HIS 121 Survey of Western Civilization I	3
• Economics and Political Systems	
†ECO 201 Introduction to Economics or †POL 201 Introduction to Political Science	3
• Human Behavior and Social Systems	
†SOC 221 Introduction to Sociology or †PSY 221 General Psychology	3
PHYSICAL AND LIFE SCIENCES (8 credits)	
†PHY 201 Introduction to Astronomy	4
†GEO 211 Earth Systems Science	4
COMPUTING (3 credits)	
CAP 101 Basic Computing	3

†Indicates that this course corresponds to a state guaranteed general education transfer course.

A.A. Degree Life Skills Development Requirement (3 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
LFS 101 Strategic Life Planning	1
LFS 202 Health, Fitness and Community	1
LFS 303 Practices of Successful People	1

A.A. Degree Electives (19 credits)

To complete the 60 credits required, at least 19 credits (called electives) are determined by the student's personal choice. At least 12 of the electives must be in an area of study that specializes on a profession or occupation (i.e., business, human services, leadership and management, or theology and ministry).

A.A. General Education Learning Outcomes

The Associate's degree has a detailed statement of learning outcomes, that is, the information and skills that a student should possess upon successfully completing the general education requirements of the degree. These outcomes are stated in the American Pathways University Academic Catalog (available from the Office of the Provost or at the University's Website) and in course syllabi.

BACHELOR OF ARTS (B.A.)

The Bachelor of Arts prepares students for success in selected professions and for graduate-level study.

The B.A. requires a General Education Core Curriculum that features a broad range of studies in the arts and humanities, natural and social sciences, and religious studies. It requires specialization in a professional field (called the academic major) and completion of the Life Skills Development program.

The baccalaureate requires 120 college credits and generally can be completed in four years of study.

Bachelor of Arts Graduation Requirements

1. One year of residency with no fewer than 30 credits taken at American Pathways University.
2. Recommendation of the faculty.
3. Formal and timely application for graduation.
4. No outstanding financial obligations to the university.
5. A cumulative grade point average (GPA) of 2.0 or higher.
6. Completion of a minimum of 120 semester credits of the Bachelor of Arts Academic Requirements: the general education core curriculum, the life skills development curriculum, the major field (professional concentration), and electives.
 - General Education Requirement 50 credits
 - Life Skills Development 3 credits
 - Academic Major 39 credits
 - Remaining Credits 28 credits satisfied by electives, by transfer, by prior learning credit, or by a combination of these sources

B.A. Degree Majors

- **Business** (business core courses and concentrations in management, entrepreneurship, or business computer applications)
- **Human Services** (human services core courses and concentrations in addiction counseling or marriage and family counseling)

- **Organizational Leadership and Management** (leadership core courses and concentrations in faith-based community leadership or urban public policy leadership)
- **Practical Theology** (practical theology core courses and concentrations in ministry, biblical studies, or chaplaincy)

B.A. Degree Minors

A minor entails the completion of a minimum of 18-21 semester credits in the field of study. A student whose professional field yields a minimum of 18 college-equivalent credits in that field through the portfolio documentation process may make application to have those credits count toward an academic minor in that field. American Pathways University offers the *Minor in Practical Theology* for those who complete 18 designated credits.

B.A. General Education Core Learning Outcomes

The Bachelor's degree has a detailed statement of learning outcomes, that is, the information and skills that a student should possess upon successfully completing the general education requirements of the degree and the academic major selected for the B.A. degree. These outcomes are stated in the American Pathways University Academic Catalog (available from the Office of the Provost or at the University's Website) and in course syllabi.

Academic Major Learning Outcomes

Each major has a detailed statement of learning outcomes, that is, the information and skills that a student should possess upon successfully completing the major. These outcomes are stated in the American Pathways University Academic Catalog (available from the Office of the Provost or at the University's Website) and in course syllabi.

B.A. Degree General Education Core Curriculum Requirement (50 credits)

A General Education Core Curriculum is required of every student for graduation regardless of his or her area of formal technical, vocational or professional concentration. The General Education Core Curriculum includes courses in English, speech, history and civilization, literature, philosophy and ethics, sociology, economics, science (either from computing, mathematics, or physical or biological science), the fine arts, and political science and leadership.

Course No. and Course Title	Credits
COMMUNICATION (9 credits)	
• Introduction to Writing	
†ENG 101 English Composition I	3
• Intermediate Composition	
†ENG 102 English Composition II	3
• Oral Communication	
SPE 201 Public Speaking	3
MATHEMATICS (3 credits)	
†MAT 201 Mathematics for Liberal Arts	3
ARTS AND HUMANITIES (12 credits)	
• The Arts	
†MUS 201 Music Appreciation or FNA 208 Film Appreciation	3
• Literature and Humanities	
†LIT 201 Introduction to Literature	3
• Ways of Thinking	
†PHL 201 Figures in Western Philosophy	3
†PHL 211 Introduction to Ethics and Society	3

SOCIAL AND BEHAVIOR SCIENCES (15 credits)**•History**

†HIS 121 Survey of Western Civilization I	3
†HIS 221 American/US History To 1865 or †HIS 231 American/US History Since 1965	3

•Economics and Political Systems

†ECO 201 Introduction to Economics	3
†POL 201 Introduction to Political Science	3

•Human Behavior and Social Systems

†SOC 221 Introduction to Sociology or †PSY 221 General Psychology	3
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PHYSICAL AND LIFE SCIENCES (8 credits)

†PHY 201 Introduction to Astronomy	4
†GEO 211 Earth Systems Science	4

COMPUTING (3 credits)

CAP 101 Basic Computing	3
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†Indicates that this course corresponds to a state guaranteed general education transfer course.

B.A. Degree Life Skills Development Requirement (3 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
LFS 101 Strategic Life Planning	1
LFS 202 Health, Fitness and Community	1
LFS 303 Practices of Successful People	1

In addition to completion of the above courses, APU students are also required to perform and compare two supervised self-assessments, one at the beginning of matriculation and a second prior to graduation.

ACADEMIC MAJORS**BUSINESS MAJOR (39 credits)**

The Business Major provides excellent preparation for professional careers in business, especially those with their focus in urban and inner city contexts. Three concentrations are available in *management*, *business entrepreneurship*, and *business computer applications*. Students complete the general education requirements (50 credits), the life skills development requirement (3 credits), the business major core (24 credits), and the courses required for the concentration (15 credits).

Business Major Core Requirement (24 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
BCA 201 Computer Applications in Business	3
BUS 301 Group and Organizational Behavior	3
BUS 302 Leadership and Management	3
BUS 311 Interpersonal Relationships and Dynamics	3
BUS 342 Business Accounting	3
BUS 411 Systems Management	3
PHL 421 Critical Thinking	3
PHL 481 Personal and Social Ethics	3

Management Concentration (15 credits from the following courses)

<u>Course No. and Course Title</u>	<u>Credits</u>
BUS 321 Decision Making and Problem Solving	3
BUS 331 Human Resource Management	3
BUS 341 Financial Management	3
BUS 381 Project Management Basics	3
BUS 391 Project Management Scope	3
BUS 421 Management and Leadership Plan	3
BUS 441 Nonprofit Business Administration	3
BUS 450 Management Field Project	3
BUS 491 Advanced Project Management	3

Business Entrepreneurship Concentration (15 credits from the following courses)

<u>Course No. and Course Title</u>	<u>Credits</u>
BUS 371 Entrepreneurship	3
BUS 350 Business Incubator Laboratory I	3
BUS 361 Business Planning	3
BUS 401 Small Business Administration	3
BUS 411 Systems Management	3
BUS 451 Business Administration Field Experience	3
BUS 453 Business Incubator Laboratory II	3
BUS 491 Legal Issues in Business Planning	3

Business Computer Applications Concentration (15 credits from the following courses)

<u>Course No. and Course Title</u>	<u>Credits</u>
BCA 211 Internet and Business Computing	3
BCA 301 Basic Financial Computing	3
BCA 311 Intermediate Financial Computing	3
BCA 321 Basic Management Computing	3
BCA 331 Intermediate Management Computing	3
BCA 341 Basic Project Management Computing	3
BCA 350 Business Computer Applications Internship	3
BCA 361 Intermediate Project Management Computing	3

HUMAN SERVICES MAJOR (39 credits)

The Human Services Major addresses the areas of personal, familial, social, and community healing, restoration, and advancement. The major is useful preparation for personal growth, careers in counseling and social activism of particular relevance to the inner city, and for graduate studies. Candidates for the major are to complete the general education requirement (50 credits), the life skills development requirement (3 credits), the human services major core requirement (24 credits), and a concentration in either *addiction counseling* or *marriage and family counseling* (15 credits each).

The concentration in addiction counseling studies alcoholism, drug abuse, gambling, eating disorders, and violence addiction. Completion of the program prepares the student to take the NAADAC (NCAC II) examination, which is a prerequisite for licensure as an addiction counselor. HSE 301, HSE 321, HSE 351, HSE 411, HSE 431 are part of the requirements for Certified Addiction Counselor (CAC) by the Alcohol and Drug Abuse Division (ADAD), Department of Regulatory Agencies, State of Colorado.

The concentration in marriage and family counseling studies grief therapy, marital counseling, and marriage and family therapy. For persons holding a graduate degree, completion of these courses meets the academic requirements for the Colorado State licensing examination for marriage and family counseling.

Human Services Major Core Requirement (24 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
HSE 221 Group Counseling	3
HSE 301 Addiction Counseling	3
HSE 321 Client Records Management	3
HSE 331 Clinical Supervision	3
HSE 361 Family Counseling: Law and Ethics	3
HSE 371 Behavioral Research Methods	3
HSE 441 Personality Development Theory	2
HSE 442 Child and Adult Development	2
HSE 443 Human Development Psychopathology	2

Concentration in Addiction Counseling (15 credits from the following)

<u>Course No. and Course Title</u>	<u>Credits</u>
HSE 311 Advanced Addiction Counseling	3
HSE 341 Resistive Client	3
HSE 351 Pharmacology	3
HSE 401 Addiction Counseling Ethics	3
HSE 411 Differential Assessment	3
HSE 421 Substance Abuse Treatment Diversity	3
HSE 431 Infectious Disease Treatment	3

Concentration in Marriage and Family Counseling (15 credits from the following)

<u>Course No. and Course Title</u>	<u>Credits</u>
HSE 381 Family Systems I: Models	3
HSE 382 Family Systems II: Applications	3
HSE 383 Family Systems III: Play Therapy	3
HSE 391 Family Theory I: 1930-1950	3
HSE 392 Family Theory II: 1950-2000	3
HSE 393 Family Theory III: Issues	3
HSE 450 Marriage Therapy Practicum	3

ORGANIZATIONAL LEADERSHIP AND MANAGEMENT MAJOR (39 credits)

The Organizational Leadership and Management Major is designed for persons seeking to enhance their professional skills for leadership in an urban context. Students complete the *leadership major core* of 24 credits and select a concentration in *urban policy leadership* (15 credits) or *faith-based community leadership* (15 credits). The Major consists of 50 credits in general education, 3 credits in life skills development, 24 credits in the major's core requirement, and 15 credits from one of the concentrations.

Organizational Leadership and Management Major Core Requirement (24 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
PHL 321 Ethics in the Urban World	3
LDR 311 Organizational Systems and Change	3
LDR 321 Inner City: Context for Ministry	3
LDR 331 Community and Social Analysis	3
LDR 411 Building Indigenous Communities	3
LDR 441 Urban Leadership and Management	3
LDR 461 Urban Anthropology and Minorities	3
LDR 471 Urban World and Globalism	3

Urban Policy Leadership Concentration (15 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
LDR 341 Research and Urban Analysis	3
LDR 371 Demographics and Planning	3
LDR 481 Intercultural Communication	3
LDR 401 Local Government Politics and Policy	3
LDR 431 Community Economic Development	3

Faith-Based Community Leadership Concentration (15 credits from the following)

<u>Course No. and Course Title</u>	<u>Credits</u>
PHL 301 Faith-Based Community Foundations	3
LDR 341 Research and Urban Analysis	3
LDR 350 Faith-Based Leadership Project I	3
LDR 361 Faith-Based Communities and Renewal	3
LDR 421 Urban Life and Christian World View	3
LDR 450 Faith-Based Leadership Project II	3

PRACTICAL THEOLOGY MAJOR (39 credits)

The Practical Theology Major is designed for lay involvement and career paths in urban church and para-church ministries and for those seeking appropriate undergraduate preparation for graduate school or seminary. Four concentrations are available: *Ministry*, *Biblical Studies*, and *Chaplaincy*. Students complete the general education requirements (50 credits), the life skills development requirement (3 credits), the practical theology major core (24 credits), and courses required for the concentration (15 credits).

Practical Theology Major Core Requirement (24 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
THE 201 Faith and Work	3
THE 211 Spiritual Formation I	3
THE 261 Life of Christ I: Ethical Systems	3
THE 271 Life of Christ II: Nature of Man	3
THE 291 Introduction to the Bible	3
THE 321 Life of Christ III: Redemption	3
THE 331 Life of Christ IV: World Religion	3
THE 341 Devotional Theology	3

Concentration in Ministry (15 credits from the following)

<u>Course No. and Course Title</u>	<u>Credits</u>
THE 221 Spiritual Formation II	3
THE 231 Apologetics and Persuasion	3
THE 350 Oral Communication Practicum	3
THE 351 Theological Education by Extension	3
THE 371 Theological Concepts of Leadership	3
THE 381 Church Development	3
THE 481 Pastoral Care and Counseling	3

Concentration in Biblical Studies (15 credits from the following; THE 311 is required)

<u>Course No. and Course Title</u>	<u>Credits</u>
THE 311 Biblical Interpretation	3
THE 401 The Pentateuch	4
THE 411 Letters of Paul	5
THE 421 Prophets of Israel	3
THE 431 Wisdom Literature	3
THE 441 Biblical and Religious Topics	3

Concentration in Rescue Mission Chaplaincy (15 credits)

<u>Course No. and Course Title</u>	<u>Credits</u>
THE 392 Rescue Ministry	3
THE 393 Rescue Mission Chaplaincy	3
THE 431 Wisdom Literature	3
THE 450 Rescue Mission Chaplaincy	3
THE 481 Pastoral Care and Counseling	3

OTHER ACADEMIC PROGRAMS

MINORS AND SPECIALIZATIONS

B.A. Minor in Practical Theology (18 credits)

B.A. students majoring in business, human services, or leadership may wish to add a theology and ministry enhancement by completing the following theology courses for a minor in practical theology.

Course No. and Course Title	Credits
THE 211 Spiritual Formation I	3
THE 261 Life of Christ I: Ethical Systems	3
THE 271 Life of Christ II: Nature of Man	3
THE 321 Life of Christ III: Redemption	3
THE 331 Life of Christ IV: World Religion	3
THE 350 Oral Communication Practicum	3

A.A. Specializations (12 credits)

Students are encouraged to select an area of study that concentrates on a profession or occupation (e.g., business, human services, leadership, theology and ministry). If a professional concentration is chosen, a minimum of 12 credits is required to satisfy its requirements.

Specialization in Practical Theology and Ministry

To complete the specialization, students are to complete the following 12 credits. Students complete the 12 specialization credits and an additional 6 credits of approved practical theology credits are also awarded a Diploma in Practical Theology and Ministry by Mission to the Americas, a national agency

Course No. and Course Title	Credits
THE 301 Life of Christ I: Ethical Systems	3
THE 261 Life of Christ II: Nature of Man	3
THE 271 Life of Christ III: Redemption	3
THE 331 Life of Christ IV: World Religion	3

Other A.A. Specializations (12 credits)

A.A. students desiring a professional specialization should consult with the Director of the department of his/her interest or the Office of the Provost.

UNDERGRADUATE CERTIFICATE PROGRAMS

Lay Community Certificate Program (LCC)

This program is designed to give hands-on ministry skills to lay leadership in the community of the Church. The classes are short-term and affordable, with relevant practical ministry application. The LCC uses the andragogical methodology for the adult learner. A certificate of completion is awarded at the end of each course.

Inner-City Ministry Chaplaincy Certification Program

Students may receive Inner-City Ministry Chaplaincy Certification through Chaplaincy Certification Program (CCP) sponsored jointly by American Pathways University and the Center for Mission Studies of the Denver Rescue Mission by completing the following courses. The three courses also may be applied to completion of the Concentration in Rescue Mission Chaplaincy.

THE 392 Rescue Ministry	3
THE 393 Rescue Mission Chaplaincy	3
THE 450 Rescue Mission Chaplaincy Practicum	3

Diploma of Practical Theology

Awarded by a national agency, the Mission to the Americas, to students who complete the requirements for the Minor in Practical Theology.

COLLEGE PREPARATION PROGRAMS

Adult Literacy Program

Adult literacy programs available through the University's Department of General Education and Adult Learning.

ESL (English as Second Language)

ESL programs available through the University's Department of General Education and Adult Learning.

GED High School Equivalency Certificate Preparation Program

For students without a high school diploma who seek admission to the University, APU offers a program of study preparing them to take the GED. Students enroll EDU 100 General Educational Development (0 credits) to prepare for the GED test.

The General Education Development (GED) tests are a series of examinations that are designed to determine whether the person taking them has the literacy and computational skills equivalent to those of the upper-two thirds of the students currently graduating from high schools in the United States. The GED tests measure broad concepts and general knowledge, not how well the students remember details, precise definitions, or historical facts. Thus, the tests do not penalize candidates who lack recent academic or classroom experience or who have acquired their education informally.

STUDY ABROAD PROGRAMS

Central America

Academic credit (3-6 credits) is available through the Central America Field Studies (STA 201) course. For more information, see the Provost or the Study Abroad Program Director.

Romania

Issues of cultural adaptation are encountered in the context of a multicultural team working with gypsy orphans in Romania. Emphasis is on becoming a language and culture learner and identifying key cultural elements. Academic credit is awarded as STA 202 Cross-Cultural Adaptation (3 credits). For more information, see the Provost or the Study Abroad Program Director.

APU

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERS AND CREDITS

Course credits are denoted in parenthesis; e.g., (3) denotes 3 credits.

Generally, courses are numbered in the following manner:

- | | |
|---|---|
| • Courses numbered 100-200 | Reserved for freshman and sophomore* students |
| • Courses numbered 300-400 | Reserved to Junior and Senior students |
| • Courses numbered 250-255, 350-355, 450-455 | Denote practicum courses and internships |
| • Courses numbered sequentially (e.g., 351, 352, 353) | Denote a series of related courses (usually not required to be taken consecutively) |

*Sophomore students may enroll in a limited number of 300 level courses by permission of the Provost.

Course designations are denoted as follows:

•BCA ___ Business Computer Applications	•LFS ___ Life Skills
•BUS ___ Business	•LIT ___ Literature
•CAP ___ Computer Applications	•MAT ___ Mathematics
•ECO ___ Economics	•MUS ___ Music
•EDU ___ Education	•PHL ___ Philosophy
•ENG ___ English	•PHY ___ Astronomy
•FNA ___ Fine Arts	•POL ___ Political Science
•GEO ___ Geology	•PSY ___ Psychology
•HIS ___ History	•SOC ___ Sociology
•HSE ___ Human Services	•SPE ___ Speech
•HUM ___ Humanities	•STA ___ Study Abroad
•LAN ___ Language	•THE ___ Theology
•LDR ___ Leadership	

COURSE DESCRIPTIONS

Complete Course Descriptions

Complete and detailed course descriptions are found in the *Catalog*, available in print from the Office of the Provost and on-line on the University website. They are also included in the syllabus for each course.

BUSINESS COMPUTER APPLICATIONS (BCA)

BCA 101 Leadership, Entrepreneurism and Information Technology (5)

Development of skills in applied Information Technology: professional networking relationships, personal entrepreneurship, PMI project management, and strategic long-term planning and community service.

BCA 201 Computer Applications in Business (3)

Practical computer applications in business and management: word processing, spreadsheet and database management, desktop publishing, and communications (email, e-commerce, Internet and W. W.W.).

BCA 211 Internet and Business Computing (3)

Basic understanding of the internet and common uses in business: business research, marketing material creation, distribution techniques, and design and development of a web page.

BCA 301 Basic Financial Computing (3)

Understanding basic financial and accounting software: report generation, graphing and charting, payment schedule, and net present value and return on investment calculations.

BCA 311 Intermediate Financial Computing (3)

Use of accounting software in business applications: standard report generation and statistical presentation (graphing and charting) and building reports for financial analysis (modules use of mathematic formulas).

BCA 321 Basic Management Computing (3)

Basic understanding of the use of computers to make effective management decisions, including collection and presentation of data using Word, WordPerfect, Excel, Lotus 123, and PowerPoint.

BCA 331 Intermediate Management Computing (3)

Collection and maintenance of records necessary in the operation of a corporate department or small company: project in activity based costing demonstrating the use of the computer in decision-making.

BCA 341 Basic Project Management Computing (3)

The data gathering process of project management decisions and planning: project using MS Project, communication plans and HR plans using Word or WordPerfect, and data gathering, graphing, and reporting using Excel or Lotus 123.

BCA 350 Business Computing Internship I (3)

Internship in computing in a business environment—startup, small business, or corporate department.

BCA 361 Intermediate Project Management Computing (3)

Data gathering practicum using basic computing to keep a project management notebook: application to a home moving project—focus on timelines, budgets, communication plans, HR plans, risk management.

BUSINESS (BUS)

BUS 201 Business and Interpersonal Skills (3)

Business enterprise: customer expectations, time management, negotiating skills, workplace coaching, conflict resolution, listening & communication skills, problem solving, team leading, decision-making.

BUS 301 Group and Organizational Behavior (3)

How group behavior affects organizational effectiveness, decision-making, and group conflicts; strategies for efficient group and task management.

BUS 302 Leadership and Management (3)

Motivational theory related to individual and group functions; functional and dysfunctional leadership styles; synthesis of those functional styles that work best to create the ultimate style.

BUS 311 Interpersonal Relations and Dynamics (3)

Healthy work relationships, effective verbal and nonverbal communication and feedback, and conflict resolution.

BUS 321 Decision Making and Problem Solving (3)

Basic skills of evaluation and analysis, critical thinking, problem solving strategies, creativity, decision-making, and communication, with applications to business and management.

BUS 331 Human Resources Management (2)

HR planning, recruitment, and staffing; Federal employment guidelines & Colorado law, performance management & development, compensation & benefits, employee relations; tracking systems.

BUS 341 Financial Management (2)

Budgeting, financial planning, controlling financial performance, evaluating capital investments, and managing risk in capital budgeting.

BUS 342 Business Accounting (2)

Fundamentals of accounting for business: recording & communicating, issues of cost & short-term decisions, the expenditure cycle, the revenue cycle, the conversion cycle, the cash cycle.

BUS 350 Business Incubator Laboratory I (3)

Field experience in starting and running a small business: meetings with the Local Business Incubator and evaluation of essential requirements of a startup business by donation 12 hours of professional work.

BUS 361 Business Planning (3)

Preparation of a business plan, using market research and organizational science, for a start-up business or for an existing enterprise—use of software that evaluates financial competitive activity and social issues.

BUS 371 Entrepreneurship (3)

Entrepreneurial creation and expansion of the enterprise: organization, management, responsibility, resources, market research, stocks, innovation, and case studies of the great entrepreneurs of history.

BUS 381 Project Management Basics (3)

Basics of Project Management, utilizing the Project Management Body of Knowledge (detailed by the Project Management Institute); preparation for testing for “Certified Associate in Project Management.”

BUS 391 Project Management Scope (3)

Development of clear “scope statements” for discovery and documentation of agreements for executive management: project management, financial & risk planning, communication planning, HR planning.

BUS 401 Small Business Administration (3)

Characteristics and problems of a small business: how to establish & operate a small business and reflect Christian values in management structures.

BUS 411 Systems Management (3)

Evaluation of organizations using a systems model: analysis of solving organizational problems, with application to work-related issues and projects in business and community.

BUS 421 Management and Leadership Plan (3)

Using theories of management and leadership, research and organizational science, and observation to develop a management and leadership system for start-up businesses or for existing enterprises.

BUS 431 Small Business Administration (3)

Characteristics and problems of a small business; how to establish and operate a small business; how management structures can reflect Christian values.

BUS 441 Nonprofit Business Administration (3)

Fund raising & contributions; accounting & financial reporting; nonprofit sector policies and procedures; state and Federal employment guidelines; benefit regulations and compliances; tracking systems.

BUS 450 Management Field Project (3)

Field experience in a managerial situation in a small, mid-sized, or mega-business under the mentorship of practitioners in the field; 50 field experience hours are required.

BUS 451 Entrepreneurship Field Project (3)

Field experience in an entrepreneurial situation in a small, mid-sized or mega-business under the mentorship of practitioners in the field.

BUS 453 Business Incubator Laboratory II (3)

Starting and running a small business—a class project application to the Local Business Incubator for a startup business: business plan, risk assessment, legal review, financial review, and stakeholder review.

BUS 481 Social Responsibilities of Business (3)

Evaluation of the social responsibility doctrine that business must help solve major social problems of the community: equal opportunity, housing, ecology, urban development, workplace conditions, education.

BUS 491 Advanced Project Management (3)

Advanced analysis of scope, risk, cost, HR, communication, time, quality, procurement, integration management, professional responsibility: preparation for Project Management Professional certification.

COMPUTER APPLICATIONS (CAP)**CAP 101 Basic Computing (3)**

Basic computing concepts, processes, terminology, computer systems & hardware, software applications, and personal computing platforms for home, finance, business administration, and entrepreneurial careers.

CAP 201 Computer Applications in Business (3)

Practical applications in business and management: word processing, spreadsheet & database management, desktop publishing, communications (email, e-commerce, Internet and World Wide Web).

CAP 301 CAD Applications (3)

Using CAD (Computer-Aided Design) on the personal computer, with specialized state-of-the-art software in industrial design ranging from buildings to equipment.

CAP 311 Video Digitizing (3)

Converting pictures or drawings into digital code so that it can be reproduced on a computer screen including storing video images and displaying them fast enough to indicate movement.

CAP 321 Internet Connectivity Applications (3)

Introduction to the “Information Superhighway,” with a focus on internet connectivity, email, *ftp* (Internet File Transfer System Program), *telnet*, the World Wide Web, the USENET.

CAP 331 Website Design and Management (3)

Essentials of Website design and management.

CAP 341 Programming Applications (3)

Programming concepts and techniques, with applications for a variety of settings.

ECONOMICS (ECO)

†ECO 201 Introduction to Economics (3)

Supply & demand, consumer utility, production & costs, competition & monopoly, resource allocation, public goods, income distribution & economic regulation, urban economics, social responsibility & ethics.

EDUCATION (EDU)

EDU 100 General Educational Development (0)

Preparation for the General Education Development (GED) tests: a series of examinations that determine the equivalency of a candidate's literacy and computational skills in lieu of a High School diploma.

EDU 101 (0) ESL—English as a Second Language (0)

Development of English speaking and writing skills

EDU 103 Personal Empowerment and Growth (2)

Assistance in personal and economic growth and empowerment: career training, job searching, interviewing skills, labor market information, job acquisition strategies, workplace behavior expectations.

EDU 201 Life Learning and Portfolio (3)

Introduction to the philosophy of college-equivalent experiential prior learning (e.g., life learning) and mentored, guided development of the prior learning portfolio.

EDU 251, 252, 253 Cooperative Education I, II, III (3, 3, 3)

College-equivalent field work: professional assignment with a business, government agency, or nonprofit organization—earns 3 credits per 100 hours of work and a maximum of three field work assignments.

ENGLISH (ENG)

ENG 099 Developmental Writing Skills (3)

Basic grammar & writing skills: sentence, paragraph & essay structure. Does not count toward graduation.

†ENG 101 English Composition I (3)

Effective communication through writing, including English grammar, correct English usage, sentences, parts of speech, tense, punctuation and capitalization. Prerequisite: Meet placement criteria or ENG 099.

†ENG 102 English Composition II (3)

Sequential course to provide intensive consideration of essay development and to introduce procedures and techniques in preparing the referenced paper. Prerequisite: ENG 101.

FINE ARTS (FNA)

FNA 208 Film Appreciation (3)

Review of classic and contemporary film, with emphasis on understanding the structure and themes of film as the 20th Century's greatest contribution to the arts.

HISTORY AND CIVILIZATION (HIS)

†HIS 121 Survey Of Western Civilization (3)

Examines the origins of the institutions and beliefs of western civilization: traces their development by Greece & Rome and their preservation and enhancement in the early medieval period of European history.

HIS 131 Survey Of Western Civilization II (3)

The transition of European society from medieval times through the Renaissance to the modern era, noting the profound economic, social and political changes in cultural, political and intellectual revolutions.

†HIS 221 American/U.S. History To 1865 (3)

Survey of American history from its European beginnings to the Civil War, providing description and analysis of the major development of politics, economics, society, and foreign policy.

†HIS 231 American/U.S History Since 1865 (3)

Survey of American history from the Civil War to modern times: analysis of the development of politics, economics, society, & foreign policy and the people & forces that shaped the American experience.

HUMAN SERVICES (HSE)**HSE 221 Group Counseling (3)**

Aspects and dynamics of group facilitation: didactic & experiential learning opportunities; single growth, curative factors, group process & leadership styles—students learn & practice facilitation techniques.

HSE 301 Addiction Counseling (3)

Client-oriented, counselor-directed clinical practice: counselor-as-person, variables & therapeutic skills, crisis intervention & substance abuse patterns; Alcohol & Drug Abuse Division introductory course.

HSE 311 Advanced Addiction Counseling (3)

Advanced skills of confrontation & change clarification—continuation of Addiction Counseling (HSE 301).

HSE 321 Client Records Management (3)

Federal confidentiality regulations, state drug laws, drinking and driving counter measure programs, drug and alcohol psychopharmacology, and client records documentation; second ADAD required course.

HSE 331 Clinical Supervision (3)

Methods and techniques for clinical supervision; experiential training by which students learn and practice specific supervisory skills models and supervisory feedback techniques.

HSE 341 Resistive Client (3)

Therapeutic resistance, specific intervention skills, and opportunity for practice and feedback.

HSE 351 Pharmacology (3)

Physiological functioning of human anatomy, the impact of psychoactive substances on it, reasons people use chemicals to alter perception of the world, and classifications of controlled substances & other entities.

HSE 361 Family Counseling: Law and Ethics (2)

A review of the ethical codes of the State of Colorado and the American Association of Marriage and Family Therapist; contrasts between ethics and the law as related to Marriage and Play Therapy.

HSE 371 Behavioral Research Methods (2)

Statistical and other metric techniques used in describing and analyzing human behavior; techniques in structuring unstructured problems, methodology, and other quantitative approaches to analyzing problems.

HSE 381 Family Systems I: Models (3)

Family Life Cycle theory: the traditional life cycle concept relative to minorities not conforming to the cultural normative models; exploration of a variety changes in the lives of individuals and family systems.

HSE 382 Family Systems II: Applications (3)

Theories of Grief Therapy: the Milan Systemic, Haley's, & Palo Alto modes and techniques for implementing these models practiced through experiential role plays and video taping.

HSE 383 Family Systems III: Play Therapy (3)

Utilizing approaches in family systems; students are exposed to various methods, including "play among family members" and "learning to listen with one's eyes."

HSE 391 Family Theory I: 1930-1950 (3)

Genesis and history of Marriage and Family Therapy and its linkages with psychology, psychiatry, and pastoral counseling; review of the transition from prescriptive to collaborative approaches to intervention.

HSE 392 Family Theory II: 1950-2000 (3)

Continued exploration of a variety of intervention techniques introduced in Marriage and Family Theory I (HSE 391), including the application of at least ten models of therapeutic intervention.

HSE 393 Family Theory III: Issues (3)

Marriage and family theory application to the realities of females, racial minorities, and those who do not fit the economic and class status of the status quo; alternative theories are considered.

HSE 393 Family Theory III: Issues (3)

Ethical behavior by counselors and programs, with a focus on how to identify ethical dilemmas that arise in the addiction treatment process and resolve them in a productive way.

HSE 411 Differential Assessment (3)

Differential assessment and ADAD placement criteria: substance abuse & dependence, the alcoholic & non-alcoholic, and dual diagnosis clients using a multi-dimensional bio-psycho-social model.

HSE 421 Substance Abuse Treatment Diversity (3)

Student self-assessment of personal level of cultural awareness, sensitivity, and competency using one's own culture as the basis for understanding differences.

HSE 431 Infectious Disease Treatment (3)

Pre- and post-test counseling, risk assessment, risk reduction, HIV/AIDS facts & impact on the family system; meets the State of Colorado's ADAD Certified Addiction Counselor (CAC) training requirement.

HSE 441 Personality Development Theory (2)

Personality theories of development utilizing both psychological and psychotherapeutic perspectives.

HSE 442 Child and Adult Development (2)

Analysis of the interrelationship of human development life-cycle and family life-cycle; evaluation of topics, pioneers (e.g., Freud, Erickson, Piaget), and various developmental concepts applied to the family.

HSE 443 Human Development Psychopathology (2)

Theory and the clinical situation: opportunities for students to learn the realities of the profession from the experts and real life challenges to the congruence of human development concepts and their applications.

HSE 450 Marriage Therapy Practicum (2)

Internship with a clinical member of the American Association for Marriage and Family Therapist or other qualified clinician: client assessment, treatment planning, and application of marriage & family theories.

LANGUAGE (LAN)**LAN 121 Hebrew (2)**

Basic principles of Hebrew for reading and comprehension, including grammar and pronunciation.

LEADERSHIP (LDR)

LDR 311 Organizational Systems and Change (3)

How culture aids and hinders organizational effectiveness and leadership: planned change as a social process & a model to describe the stages of the process; the process of organizational formation & change.

LDR 321 Inner City: Context for Ministry (3)

Using systems thinking and models to explore how the city works—politically, economically, socially, and demographically.

LDR 331 Community and Social Analysis (3)

Community analysis and its relevance to social justice action; analytical approaches to problems and exploration of suggestions and questions they raise for community and faith-based leadership responses.

LDR 341 Research and Urban Analysis (3)

Application of principles and methods of social science research to urban issues and urban leadership: scientific inquiry; role of theory; conceptualization; observation, measurement, & presentation of data.

LDR 350 Faith-Based Leadership Project I (3)

An individual project that applies leadership concepts to faith-based organizations and community organizing.

LDR 361 Faith-Based Communities and Renewal (3)

Religious and democratic renewal for humane, spirit-grounded social change; exposure to persons of different generations, faith commitments, racial and ethnic groups, educational levels, and nationalities.

LDR 371 Demographics and Planning (3)

Analysis urbanization, problems, and opportunities for faith-based organizations: strategies for community planning, organizational theory, critical management theory, public policy issues related to urban ministry.

LDR 401 Local Government Politics and Policy (3)

Introduction to fundamental forces that shape local government policies (e.g., liberal-democratic tendencies & free market forces; policy formation values & resource allocation; thinking strategically).

LDR 411 Building Indigenous Communities (3)

The role of Faith-Based community organizing for revitalization and building communities from the inside out; strategies for locating assets, skills & capacities of residents, citizen, and local institutions.

LDR 421 Urban Life and Christian World View (3)

Christian theology and its relationship to social ministry and evangelism; exploration of the importance of a Christian worldview for contemporary urban life and “doing theology in ministry from the bottom up.”

LDR 431 Community Economic Development (3)

Community-based economic development for self-sufficient ministries and faith-based organizations; models, tools and methods to engage congregations in community development.

LDR 441 Urban Leadership and Management (3)

Qualities essential to personal leadership; exploration of ways to develop these qualities in one’s self & in others, including mentoring, discipling, apprenticeship, praxis relationship, and urban leadership models.

LDR 450 Faith-Based Leadership Project II (3)

A continuation of LDR 350.

LDR 461 Urban Anthropology and Minorities (3)

Cultural systems of cities and the linkages of cities to other population groups and a worldwide urban system; ethnographic research on the cultural systems, attitudes, & behaviors of U.S. domestic minorities.

LDR 471 Urban World and Globalism (3)

Introduction to urbanology: the ethos of the city, the international urbanization milieu, the social & scriptural role of faith-based organizations, and models of current ministry positions in urban settings.

LDR 481 Intercultural Communication (3)

Concepts, principles, and skills for improving communication between persons from different minority, racial, ethnic, and cultural backgrounds; emphasis is on public speaking and small group meeting formats.

LIFE SKILLS (LFS)**LFS 101 Strategic Life Planning (1)**

Examines current and future trends in order to develop a strategic plan, identify essential skills, and make decisions conducive to a successful life, financial self-reliance, and leadership in functional communities.

LFS 202 Health, Fitness and Community (1)

Examines the substance, dynamics, and inter-dependence of personal and public health issues vis-à-vis community development, urban renewal, and the environment.

LFS 303 Practices of Successful People (1)

Examines the foundations, paradigms, and disciplines necessary to succeed personally, vocationally, and as a member of a family and/or community in the 21st century.

LITERATURE (LIT)**†LIT 201 Introduction to Literature (3)**

Introduction to the three major literary genres: fiction, poetry, and drama: reading and textual analysis (interpretation) of the Bible, a modern short story, a contemporary novel, and a classical or modern drama.

LIT 209 Classic and Popular Literature (3)

Reading, analysis, and enjoyment of classic and popular literature: a classic novel, novella, & short story; a popular novel (romance, fantasy, science fiction, mystery, adventure); a Shakespearean & modern play.

LIT 311 Shakespeare (3)

A study of selected works of Shakespeare and a few of the adaptations to other media, including the films *Kiss Me Kate*, *West Side Story*, and *10 Things I Hate About You*.

MATHEMATICS (MAT)**†MAT 201 Mathematics for Liberal Arts (3)**

Mathematic skills required to understand and interpret quantitative information encountered in the news, social situations, & academic studies and to make quantitatively based decisions.

MUSIC (MUS)**†MUS 201 Music Appreciation (3)**

Music forms, terms, & compositions: e.g., Classical, Modern, Jazz, Gospel, Popular, Rock, Hip-Hop, Rap.

PHILOSOPHY (PHL)

†PHIL 201 Figures in Western Philosophy (3)

Figures studied will include three to five of the following: Plato, Aristotle, Jesus of Nazareth, Aquinas, Descartes, Hobbes, Leibniz, Berkeley, Hume, Kant, James, Nietzsche, Sartre.

†PHL 211 Introduction to Ethics and Society (3)

Analysis of traditional and contemporary problems in ethics & morality in context of social & political philosophy: unbridled materialism, narcissistic humanism, power & violence. HIS 121 is prerequisite.

PHL 231 Faith and Social Responsibility (3)

Relationship of church and community: a biblical approach to the poor & marginalized amid affluence, the development of a practical theology for urban ministry, and examples of faith-based social activism.

PHIL 241 Critical Reasoning (3)

Survey of the general principles of correct reasoning with emphasis on the role of language in the reasoning process. Major concern with induction and fallacy detection.

PHL 301 Faith-Based Community Foundations (3)

The ethical and biblical basis for doing faith-based community development; focus on what it means to be human and Christian and what the Bible says about faith-based organizations.

PHL 321 Ethics in the Urban World (3)

Ethical issues encountered as the church moves out into its community and guiding principles for faith-based organizations and individuals to make choices reflecting God's concern for justice and compassion.

PHL 421 Critical Thinking (3)

Critical thinking skills, including evaluation, analysis, problem solving strategies, creativity, decision-making, logic, and fallacies, with applications to business, management, church, media, and government.

PHL 481 Personal and Social Ethics (3)

Exploration of three dimensions of ethics (personal ethics, social ethics, professional practice) with applications to one's personal and professional life (business, church, community leadership).

PHYSICAL AND LIFE SCIENCE (PHY & GEO)

†PHY 201 Introduction to Astronomy (4)

A survey of modern observations of astronomy (e.g., the moon, planets, stars, and their formations) and the history & social implications of astronomy. Lab work gives a greater appreciation of the universe.

†GEO 211 Earth Systems Science (4)

Exploration of the solid earth, oceans and atmosphere as an integrated set of systems that act together to control climate, topography and other physical aspects of the natural environment, including lab work.

POLITICAL SCIENCE (POL)

†POL 201 Introduction to Political Science (3)

An introduction to the study of politics: American political ideals & system compared to other systems.

PSYCHOLOGY (PSY)

†PSY 221 General Psychology (3)

Overview of the field of psychology including learning, perception, motivation, emotion, heredity, personality, development, abnormal and psycho-therapy.

SOCIOLOGY (SOC)

SOC 151 New Life Sociology-- Phase I (2)

Life skills training: literacy & education; drug & alcohol addiction; spiritual life & growth dynamics; social service practice; job readiness & workplace acculturation; preventive physical & emotional health.

SOC 152 New Life Sociology-- Phase II (2)

Continuation of SOC 151.

†SOC 221 Introduction to Sociology (3)

Scientific study of patterns and processes of human social relations: the sociological method, socialization, cultures & subcultures, prejudices, stereotypes, racism & discrimination, urbanization & urbanology.

SOC 251 New Life Sociology--Phase III (1)

Continuation of SOC 152.

SOC 252 New Life Sociology--Phase IV (1)

Continuation of SOC 251.

SOC 253 New Life Sociology--Phase V (1)

Continuation of SOC 252.

SOC 350 Servant Corps Internship I (3-6)

Service learning program: social work, education, human & family services, child development, non-profit administration, personal growth, and rescue mission work amid a residential rehabilitation community.

SOC 351, Servant Corps Internship II (3-6)

Continuation of SOC 350.

SPEECH (SPE)

SPE 201 Public Speaking (3)

Preparation, techniques, delivery, and objectives of public oral communication in large and small groups.

STUDY ABROAD (STA)

STA 201 Central America Field Studies (3-6)

Field study in Central America.

STA 202 Cross-Cultural Adaptation (3)

Focus on cultural adaptation in the context of a multicultural team working with gypsy orphans in Romania; emphasis is on becoming a language- and culture-learner and identifying key cultural elements.

THEOLOGY AND MINISTRY (THE)

THE 201 Faith and Work (3)

Philosophical and practical evaluation of work in its occupational, vocational, and service applications as an endeavor of human spirituality.

THE 211 Spiritual Formation I (3)

Analysis of philosophical, foundational, and existential components and practices of human spirituality.

THE 221 Spiritual Formation II (3)

Analysis of the ministerial role and techniques of nurturing in others the application of the philosophical, foundational, and existential components and practices of human spirituality.

THE 231 Apologetics and Persuasion (3)

Evaluation of tools for evaluating, confirming, & applying truth claims; Analysis of classical apologetic presentations and defenses of Christian faith and truth claims compared to other philosophical systems.

THE 261 Life of Christ I: Ethical Systems (3)

Analysis of the Sermon on the Mount and the Kingdom of God as a seminal code of ethics compared to other systems of values and behavior. PHI 221 prerequisite.

THE 271 Life of Christ II: Nature of Man (3)

Analysis of the nature of man and the inherent conflict between personal freedom and integrity and the religious and political establishment. THE 261 prerequisite.

THE 291 Introduction to the Bible (3)

Biblical authorship, literature, themes, hermeneutics, culture, history, geography, and the importance of the Bible in human history and literature, legal and ethical systems, culture and religious life.

THE 311 Biblical Interpretation (3)

Literary analysis applied to biblical literature: lower & higher criticism; analysis of biblical literary genres; historic debates & current issues of biblical interpretation; resources for biblical research.

THE 321 Life of Christ III: Redemption (3)

The redemptive paradigm & expectations of Jesus compared with other transformational philosophies of such sources as Plato, Marx, and modern social analysis. THE 271 prerequisite.

THE 331 Life of Christ IV: World Religion (3)

Founders, organization, and agenda of the primitive Christian church that have led to the development of a world religion and the spiritual foundation of Western Civilization. THE 321 prerequisite.

THE 341 Devotional Theology (3)

Spirituality in common life experiences (rejection, relationships, self-confidence, life purpose, family life) and spiritual disciplines (meditation, prayer, fasting, simplicity, solitude, service, confession, worship).

THE 350 Oral Communication Practicum (3)

Preparation, techniques, delivery, and objectives of public oral communication in large and small groups, emphasizing the modalities of teaching and preaching.

THE 351 Theological Education By Extension (3)

Introduction to T.E.E., a proven andragogical method for the religious instruction of adults in America, Europe, and the Third World; evaluation of "learning" as "long-term change shown in appropriate ways."

THE 371 Theological Concepts of Leadership (3)

Analysis of the biblical leadership roles of prophet, priest, and king, the model of Jesus Christ, and First Century church leadership positions vis-à-vis the principles and practices of servant leadership.

THE 381 Church Development (3)

Analysis of five components of a start-up organization, group dynamics and leadership necessary for effective organization, organizational culture, and traditions related to long-term continuation and vitality.

THE 392 Rescue Ministry (3)

The history and philosophy of rescue mission ministry in the United States and England, with focus on pioneering and archetypical missions, including Pacific Garden in Chicago and Denver Rescue Mission.

THE 393 Rescue Mission Chaplaincy (3)

Supervised internship of the normal duties of rescue mission chaplaincy: the mission chapel & services, managing volunteers, addressing client material & spiritual needs, and public speaking.

THE 401 The Pentateuch (4)

Devotional and practical study of the first five books of the Jewish and Christian Bibles: creation narratives, revelation of God in redemption, giving of the Law, the divine plan for the ages in the Messiah.

THE 411 Letters of Paul (5)

The life and writings of St. Paul, a seminal mind and founder of modern civilization: Paul's missionary journeys and concomitant letters of Galatians, Thessalonians I & II, and Pastoral & Prison Epistles.

THE 421 Prophets of Israel (3)

Survey of the historical context and prophetic themes of the major and minor prophets of the Old Testament.

THE 431 Wisdom Literature (3)

Analysis of the interrelated worldviews of Proverbs, the Book of Job, and Ecclesiastes, with applications for modern life.

THE 441 Biblical and Religious Topics (3)

The Biblical themes of the Hebrew religious system, Jesus' Gospel of the Kingdom of God, and Paul's teaching on grace & the Body of Christ; Evaluation of historical and modern religious concepts.

THE 450 Rescue Mission Chaplaincy Practicum (3)

Chaplaincy skills and field experience in a chaplaincy role: case work & management, spiritual & material needs assessment, pastoral care & services.

THE 481 Pastoral Care and Counseling (3)

The "care of souls" practiced by the Christian church and the impact of psychology & psychotherapy; the role & techniques of a pastoral care giver in ministry & religious life to diagnose, heal, & nurture the soul.

APU

ADMISSION TO THE UNIVERSITY

GENERAL ADMISSION POLICY

Nondiscriminatory Policy

American Pathways University is an equal opportunity educational institution. The University does not discriminate on the basis of race, religion, national origin, gender, age, disability, creed, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

Inner City Denver Policy

American Pathways University gives precedence in admission to members of H.E.L.P. Consortium organizations and to residents of the inner city neighborhoods of Denver, Commerce City and Aurora.

Enrollment Cap Policy

While American Pathways University scrupulously adheres to its nondiscriminatory policy, it does have an enrollment cap for each academic term and academic year. Therefore, applicants who are otherwise qualified for admission may not be admitted for a particular term because the enrollment cap has been met. Such students will be placed on admission standby (that is, they may still apply and be given standby status but their subsequent admission is contingent on a sufficient number previously admitted students failing to actually enroll and thus opening enrollment space for them).

ADMISSION TO UNDERGRADUATE PROGRAMS

Applicants for admission to all American Pathways University programs are evaluated on the basis of potential for academic accomplishment, personal and professional goals, and character. Applicants should have a serious and dedicated purpose. Their personal and professional goals must be compatible with the mission of the University and the objectives of the program of study they select. While on campus and in

courses students must agree to abide by University standards and show consideration for others.

1. Complete an application for admission to the undergraduate programs of the University.
2. Return the application with a \$50 non-refundable application fee.
3. Provide the University with a copy of the high school transcript or a GED Equivalency Certificate.
4. Students with neither a high school diploma nor a GED Equivalency Certificate may enroll as Special Students as they work to complete the GED.

SPECIAL STUDENTS and SPECIAL ADMISSION

Special Students who wish to take courses without entering a degree program are classified as special students and need not meet regular entrance requirements. Those students are admitted at the discretion of the Admissions Committee. Application requires the completion of an abbreviated application form and the application fee is waived. Special Students wishing to transfer into a degree program must complete the regular application process and pay applicable fees.

ENROLLMENT

Confirmation of Intent to Enroll

After receiving admission notification, accepted students are asked to confirm their intent to enroll in American Pathways University. Confirmation is made by submitting a non-refundable tuition deposit of \$50. The tuition deposit, which is required of all entering and returning students, is applied to tuition upon enrollment. Students failing to enroll will be ineligible for refund or credit of any deposits.

Readmission

Students who have not registered for a course for more than twelve months may reapply by submitting a brief form updating their file. Those applying for readmission must meet all the standard entrance requirements. Students who have been dismissed for disciplinary reasons may be asked to meet certain counseling requirements for readmission. Students who have been dismissed for academic reasons may return with the permission and conditions set by the Academic Curriculum and Policy Committee.

APU

REGISTRATION, STUDENT CLASSIFICATION, CREDIT

SEMESTER SYSTEM

The University operates its academic terms on the semester system of 15 weeks. The unit of academic credit is the *semester credit*.

REGISTRATION

Registration for each term is held as announced. Students are expected to register for courses for each term.

ENROLLMENT POLICIES

Cancellation of Courses

The university may cancel courses for which fewer than five students enroll. In the event of a cancellation, students will be allowed to take alternate courses or Independent Studies to maintain normal progress toward graduation.

Student Load

A normal load is 12-18 credits each semester for full-time students. Students wishing to take over 18 credits in any one semester must have the approval of the student's Program Director and the Provost.

Classification of Students

Students are classified according to their educational objective, total credits earned, load, and progress.

For more detailed information, see the *Catalog*, available from the Provost and on the University Website.

Adding and Dropping Courses

Students may add or drop a course after registration at any time by completing a Drop/Add form from the Office of Director of Enrollment Management. A grade of “W” for withdrawal is entered on the student’s transcript. Students who withdraw prior to the ninth session will receive full tuition refund, less any institutional financial aid. Withdraws from the ninth week on receive no tuition refund.

Withdrawal from the University

Students contemplating withdrawal from the University should first contact the Provost. Should withdrawal be necessary, a student must submit a completed withdrawal form. An exit interview is also required. Students who withdraw officially will receive refunds according to the ninth week schedule (as delineated in Adding and Dropping Courses). Students who withdraw without completing the appropriate forms will remain liable for subsequent charges and unpaid accounts.

Executive Withdrawal from Courses and the University

For reasons deemed to be in the best interests of the University and the student, the Provost may grant a student executive withdrawal from the University or from specific courses, with tuition refunded, less any institutional financial aid. When a student has been granted executive withdrawal from a course, a grade of “W” is assigned.

COLLEGE CREDIT POLICIES

There are several ways to earn college credit at American Pathways University. Detailed statements of policy and procedure are found in the *Academic Catalog*. These are summarized below.

Completion of College Courses at American Pathways University

Transfer Credit from Other Accredited Institutions

Credits earned at other institutions and assigned at least a “C” on an official transcript are evaluated by American Pathways University academic staff and, as appropriate to the student’s degree plan, entered on the official transcript of American Pathways University. Prior learning or college-equivalent life learning credit certified by another college or university are not transferable. For more information, see Transfer Of Academic Credit To And From The University—Policies And Procedures.

Students with high school diplomas or college transcripts or the GED certificate in languages other than English must have their diploma or transcript translated into English and certified (e.g., notarized) before submitting a copy to the Registrar. Students from countries with a British system of education must present certified copies of one of the following documents: General Certificate of Education (G.C.E.)—Ordinary or Advanced Level, Caribbean Examinations results (CXE), or School Certificate. For more information on transfer of credit, see the section below titled “Transfer of Academic Credit To And From the University—Policies And Procedures.”

Prior Learning Credit: Credit by Examination, Evaluation, or College-Equivalent Life Learning

American Pathways University is committed to the educational philosophy that persons deserve academic credit for high quality college-equivalent, experiential Prior Learning conducted by non-collegiate organizations and through individual study. A maximum of 34 credits is allowable through Prior Learning, which may be demonstrated through one or a combination of the following ways. Note that the University does not accept as prior learning or college-equivalent life learning credit certified by another college or

university. Prior Learning Credits may be earned in the following ways.

- ***Credit by Examination***

Credit may be earned through demonstration of college-level learning in a wide range of academic disciplines on proficiency examinations offered by a number of testing services, including *CLEP*, *DANTES*, *TECEP*, and *RCE*

- ***Credit by Evaluation***

Students may receive credit for non-collegiate sponsored learning through the courses listed in the College Credit Recommendation Service (CREDIT) of the *American Council on Education (ACE)*, found in the *National Guide to Educational Credit for Training Programs* (also known as the “ACE Guide”), *National PONS*, found in the *College Credit Recommendations*, and *Military Credit* (including Basic Training), as delineated in the *Guide to the Evaluation of Educational Experiences in the Armed Services* provided by *ACE*.

- ***Credit by College-Equivalent Life Learning Certified by Portfolio Assessment***

Nearly any area of learning can be converted into college credit provided (1) the student petitions for the credit and can prove his/her expertise in the area, (2) it can be documented that the course is taught at a regionally-accredited college or at American Pathways University, and (3) the course can be applied to a degree program at American Pathways University. Note: the University does not accept for transfer prior learning or college-equivalent life learning credit certified by another college or university.

A faculty consultant helps the student identify possible areas in which he/she may earn credit and assists the student to develop a portfolio documenting the college-equivalent credit. Upon the positive assessment of the portfolio by an expert in the field and the recommendation of the reviewer of the learning documented in the portfolio, American Pathways University certifies or denies credit. The recommendation is final. A fee is assessed for each review, and an additional fee for each credit certified. *A Portfolio Assessment Guide* is available from the Office of the Provost. Generally, students seeking to demonstrate and validate college-equivalent Prior Learning credit through Portfolio preparation and assessment are required to enroll in and complete *EDU 201 Life Learning and Portfolio (3 credits)*. In assessing requested credit through the portfolio process, the University adheres to standards and procedures for evaluation recommended by the *American Council on Education (ACE)* and the *Counsel for the Advancement of Experiential Learning (CAEL)*.

- ***Independent and Directed Study***

Independent or directed studies are available to any student with junior or senior standing and with a grade point average of 3.0 or better. Enrollment in an independent or directed study requires the approval of the course instructor and the Department Director under whose responsibility the course falls.

Transfer Of Academic Credit To And From The University—Policies And Procedures

American Pathways University subscribes to the Colorado’s Statewide Guaranteed Transfer (GT) Program, also known as the *GT PATHWAYS* program. The state's guaranteed general education is organized into five categories: communication, mathematics, arts and humanities, social and behavioral sciences, and physical and life sciences. The state general education policy guarantees transfer of eleven (11) state approved general education courses limited to the number of semester credit hours allowed in each general education category (below). Students must earn a “C-” grade or better in each course. Approved courses in *GT PATHWAYS* are not based on course equivalencies but meet content and

competency criteria. American Pathways University accepts all courses listed in the *Colorado Guaranteed Transfer Program for General Education* guide either to meet an APU general education requirement or for elective credit provided they meet the standards stated in the next paragraph. Note that certain courses required to meet APU's general education requirement must be completed at APU—they are: *HIS 121 Survey of Western Civilization I*, *LIT 201 Introduction to Literature*, *PHL 211 Introduction to Ethics and Society*

Regular academic courses completed with grades of “C-” or better are generally accepted in transfer to American Pathways University. Courses with grades of “D+” or lower will not transfer. Courses accepted in transfer become part of the credit hours completed and are not used in grade point average (GPA) calculations. The American Pathways University GPA is based on work completed at American Pathways University only. Special approval is required in order to transfer credit for academic pass/fail, satisfactory/no credit courses, courses taken for credit only, or credits more than 10 years old and in order to apply such credits toward general education, major, auxiliary, or minor requirements.

Lower-division credits are freshman- and sophomore-level credits (courses numbered 100 and 200, respectively, at American Pathways University). Upper-division credits are junior- and senior-level credits (upper-division courses numbered 300 or 400, respectively). Lower- and upper-division designation is based on the transfer institution's lower- and upper-division designation. Course equivalency may be granted for a lower-division course from another college for an upper-division course at American Pathways University, but the course will not be given upper-division credit at American Pathways University. Credits earned at a two-year college cannot be used to meet American Pathways University's credit requirement in upper-division courses.

The maximum number of credits that may transfer to American Pathways University is 90. Within these 90 credits, the maximum number of credits that may transfer from an accredited community/junior college is 60. For academic program purposes, the catalog in effect for graduation requirements for a transfer student is the catalog in effect when the student transfers to American Pathways University. Previous catalogs may be used when specified by a particular articulation or transfer guide.

Transcript Requests from American Pathways University

Official transcripts will be mailed upon written request by the student. A fee of \$5 is charged for each transcript. Transcripts cannot be released until all accounts are paid in full.

APU

ACADEMIC STANDARDS

General Policy

The University expects students to maintain high academic standards of scholarship. Students should strive for academic excellence, collegiality, personal integrity, and responsible conduct.

Grading System

Description	Percent Grade	Letter Grade	Grade Points
•Work of exceptional quality	90-100	A	4
•Work of a commendable quality	80-89	B	3
•Work of an acceptable quality	70-79	C	2
•Work of passing quality	60-69	D	1
•Failing work, no credit given	0-59	F	0
•Withdrawn		W	--
•Audit		AU	--
•No Credit		NC	--
•Incomplete		I	--
•Audit		AU	--
•In-Progress		IP	--

Incomplete (I)

Incomplete (I) only given for the most extraordinary reasons, e.g., death in the immediate family, serious health crisis either for the student or in the immediate family, and employment or military transfer/assignment. Otherwise an F is assigned if the work is not completed by the deadline. For detailed information see the *Catalog*.

Audit (AU)

Students auditing a course are expected to meet the same attendance requirements as regular class members. Normally, auditing students are not required to complete assignments. By prior arrangement with the instructor, students may complete all requirements and change from audit to credit prior to the start of the ninth week of the semester with the appropriate tuition adjustment.

In Progress (IP)

Students who make satisfactory progress in an internship, field experience, or practicum, but do not complete the requirements by the end of the semester may, with the permission of the instructor, complete them the following semester. A grade of IP is assigned until the internship, field experience, or practicum is completed, at which time it is replaced by a letter grade. If the internship, field experience, or practicum is not completed by the end of the second semester, an F is assigned. Additional policies relevant to these categories are available from the Registrar or the student's Department Director or Program Director. Full tuition is charged the following semester for a course for which an IP has been given.

Repeat Privileges and No Credit (NC)

Students may repeat any course in which a D or F was earned. When the course is repeated with a grade of C or better, the D or F is replaced by NC, the new grade is entered on the transcript, and the cumulative grade point average is recalculated. The student must pay full tuition when repeating a course for credit.

Good Standing for Graduation

Students must have a cumulative grade point average of 2.0 (C average) in order to graduate. Furthermore, all fees and tuition must be paid in full prior to commencement.

APU

FINANCIAL INFORMATION

Tuition, fees, and other expenses are subject to change. All charges for tuition and fees are due in full at the beginning of a semester or course. Payment may be in cash, by check, or money order.

Tuition, Fees, Deposits

Tuition for 2004-2005		Payment Due Dates
Course Tuition Per Credit _____	\$100	15 days after APU billing
Prior Learning Certification Tuition Per Credit _____	50	15 days after APU billing
In-Progress Tuition Per Credit _____	\$100	15 days after APU billing
Audit Tuition Per Course Hour _____	\$ 10	15 days after APU billing
Fees for 2004-2005		
Application Fee _____	\$ 50	With Application Form
Reapplication Fee _____	50	With Reapplication Form
Course or Prior Learning Fee Per Credit _____	5	15 days after APU billing
Prior Learning Assessment Fee Per Credit _____	50	With Assessment request
Curriculum Fee Per Credit _____	50	15 days after APU billing
Student Activity Fee (per semester) _____	10	15 days after APU billing
Graduation Fee for Degree Students _____	20	15 days after APU billing
Transcript Fee (each copy) _____	5	With Transcript request
Deposits		
Registration Deposit (applied to APU bill) _____	\$ 50	With Registration Form

Refunds

Students contemplating withdrawal from the University or from specific courses should first contact the Office of Academic Affairs.

Students who withdraw in good standing will receive tuition refunds only when the proper forms have been completed and any outstanding financial obligations to the University have been met. Students who withdraw unofficially will receive no refunds. Tuition refunds will be made according to the following schedule.

During first half of course _____	100% Tuition Refund
During second half of course _____	No Tuition Refund

Fees are not refunded.

APU

FINANCIAL AID

FINANCIAL AID

The Financial Aid Office of American Pathways University helps students find additional resources to meet educational expenses. Grants, scholarships, and work-study are available from the University. Financial aid resources include American Pathways University scholarships, H.E.L.P. Consortium tuition grants, and curriculum fee credits. All general grants, scholarships, and work-study are based primarily on a student's financial need. The APU financial aid program can cover up to over 80% of tuition and fees.

UNIVERSITY SCHOLARSHIPS, GRANTS, AND WORK-STUDY

American Pathways University Scholarship Grant

All students in the University's service area and in need of financial aid are eligible to apply for a grant of up to 55% of the cost of tuition. Character, potential, dedication of purpose, academic achievement, and special abilities are considerations for awarding a tuition grant. Recipients must demonstrate progress toward completion of an academic program and must complete the term for which the grant is awarded.

The H.E.L.P. Consortium Tuition Grant

The H.E.L.P. Consortium consists of nonprofit social services organizations primarily serving the diverse ethnic populations of the inner city of Denver. Students affiliated with a H.E.L.P. Consortium organization are eligible for a H.E.L.P. Consortium tuition grant of up to over 80% of APU tuition.

Curriculum Cross-Registration Discount

Students receive a Curriculum Cross-Registration discount based on prior H.E.L.P. Consortium affiliation.

American Pathways University Center Work-Study (APUCWS)

Students performing voluntary community service with a University affiliated agency are eligible for a grant of up to 80% of the cost of tuition.

OTHER SCHOLARSHIP PROGRAMS

The University assists students to secure other scholarships and grants in order to fund 100% of the cost of their education at American Pathways University. Sources of such financial aid include employers, foundations, the State of Colorado, and the Federal Government.

QUALIFYING AND REMAINING ELIGIBLE FOR APU FINANCIAL AID

To qualify and remain eligible for financial aid, a student must meet the following requirements.

1. Residency in the service area of the University.
2. Affiliation with APU or the H.E.L.P. Consortium (personnel, clientele, volunteers).
3. Demonstration of financial need via Adjusted Gross Income (AGI) of IRS Form 1040.
4. Application for financial aid from American Pathways University and other sources.
5. Demonstration of continuing progress toward completion of an academic program.
6. Registration for and completion of course work during the term for which the grant was made.
7. Maintenance of the minimum cumulative grade point average (GPA).
8. Not in default on a student loan, owe repayment of a grant, or have unpaid bills to the University.

For detailed information see the *Catalog*, available from the Office of the Provost and on the University website.

APU

BOARD OF DIRECTORS OF AMERICAN PATHWAYS UNIVERSITY

- *Katrina Carpenter, M.A.*
Teacher, Boulder Valley Public Schools, Boulder, Colorado
- *Scott Dewey, B.A.*
Director, Mercy Ministries of Denver, Denver, Colorado
- *Bridget Forsmark, M.A.*
Campus Minister (Campus Ambassadors) to International Students
University of Colorado at Boulder, Boulder, Colorado
- *James R. Garcia, B.S.*
Pharmacist and Pharmacy Manager, Walgreens;
Preceptor, University of Colorado Health Sciences Center, Denver, Colorado
- *Derrick Keith Hudson, Ph.D. candidate*
Academic Director, Issachar Associates, Denver, Colorado
- *Lawrence D. Marlatt, M.Div., D.D.*
President, American Pathways University, Denver, Colorado
- *Brad Meuli, M.B.A.*
President, Denver Rescue Mission, Denver, Colorado
- *H. Malcolm Newton, Th.D.*
Vice President for Public Relations and Marketing, Inner City Computer Group, Denver, Colorado
- *James H. Parham, Jr., B.S.*
Manager and CEO, Denver Community Credit Union, Denver, Colorado

- *Kenneth E. Roberts*, M.Div.
Senior Minister, Anchor of Hope Church of Denver, Denver, Colorado
- *Michael Romero*, A.A.
Senior Minister, Bilingual Services, Riverside Baptist Church, Denver, Colorado
- *Stephen G. Smyth*, J.D.
Attorney and Partner, Schmitt, Schneck, Smyth & Herrod, P.C., Mesa, Arizona

APU

ADMINISTRATION AND SENIOR STAFF OF AMERICAN PATHWAYS UNIVERSITY

OFFICE OF THE PRESIDENT

Lawrence D. Marlatt, M.Div., D.D., President

Alicia V. Cuaron, Ed.D., Vice President for Institutional Advancement

Del Turner, B.A., Vice President for Institutional Management

Gene R. Marlatt, Ph.D., Provost and Vice President for Academic Affairs

OFFICE OF INSTITUTIONAL ADVANCEMENT

Alicia V. Cuaron, Ed.D., Vice President for Institutional Advancement

OFFICE OF INSTITUTIONAL MANAGEMENT

Del Turner, B.A., Vice President for Institutional Management

OFFICE OF THE PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS

Academic Affairs

Gene R. Marlatt, Ph.D., Provost and Vice President for Academic Affairs

Student Affairs

G. James Cessna, M.Div., Dean of Students

Admissions, Registration, Records

Kay Lunbeck, A.A., Director of Enrollment Management (Admissions, Registration, Records)

Library Services and Learning Resources

Jennie Rucker, M.A.L.S., Ed.D., Director of Library Services and Learning Resources

Academic Administrators

L. Bruce Pelon, Ph.D., Director, Department of General Education and Adult Learning
(General Education; Life Skills Development; College Preparation— GED, Adult Literacy, ESL)

Marjorie B. Lewis, Ph.D., Director, Department of Human Services
(*Major in Human Services*)

Robert W. Kois, M.B.A., Director, Department of Business Applications
(*Major in Business*)

Elaine M. Smith, M.A., Director, Department of Community Leadership and Development
(*Major in Leadership; Lay Community Certificate*)

Richard Kerns, M.Ed., Director, Department of Theology and Ministry
(*Major in Practical Theology; Minor in Practical Theology*)

APU

FACULTY

This is an alphabetical roster of personnel holding *regular faculty* (full-time appointment) and *adjunct faculty* (part-time appointment) at the University.

Faculty members are also listed by academic department in the *Catalog*, available from the Office of the Provost and on the University website.

The following list presents the faculty member's highest degree earned and title or rank. Detailed resumes on the faculty member's education, professional positions held, community service experience, and all academic degrees held is found in the faculty section of the *Academic Catalog*.

OFFICE OF THE PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS

- *Gene R. Marlatt*, Ph.D.
Provost and Vice President for Academic Affairs; Professor of History and Political Science
B.A., Wheaton College (history; political science); M.A., University of Denver (history; political science); Ph.D., University of Colorado (American economic history; American intellectual history; American diplomatic history; modern European history; Latin American history; America 1607-present)

REGULAR FACULTY

- *Harry Alderman, II*, Ph.D. Candidate
Associate Professor of Computer Information Systems
B.S., Metropolitan State College (statistics); M.A., University of Colorado (statistics); Ph.D., Candidate, University of Denver (computer science)
- *Sharon Brown Bailey*, Ph.D.
Assistant Professor in Educational Institutions and Behavior
B.A., Princeton University (anthropology); M.S.S. (social science); Ph.D., University of Colorado (public administration)
- *G. James Cessna*, M.Div.
Assistant Professor of Urban Ministry
B.A., University of Colorado at Boulder (applied mathematics); M.Div., Denver Seminary (biblical studies)

- *Alicia V. Cuaron*, Ed.D.
Professor of Economic Development
B.S., MA, University of Texas at El Paso (education); M.A., University of Texas at El Paso (education);
Ed. D., University of Northern Colorado (professional studies)
- *Scott A. DeMuro*, Ph.D.
Assistant Professor of Addiction Counseling
B.A., Western Michigan University (sociology); M.Ed., University of Arizona (counseling and guidance);
Ph.D., University of Denver (educational psychology)
- *Fred Dewey*, Ph.D.
Professor of Science
B.S., Colorado State University (chemistry); Ph.D., University of Colorado (organic chemistry)
- *Sharon F. Fleming*, M.Ed.
Associate Professor of Education
B.S., Colorado Christian University (human resource management); M.Ed., Colorado State University (adult
education)
- *Cap Hensley*, Ph.D.
Assistant Professor of Biblical Studies
B.A., George Fox College (history); M.A., Wheaton College (biblical studies); Ph.D., University of
Liverpool (ancient history/ancient Israel)
- *James M. Howard*, M.B.A.
Assistant Professor in Practical Theology
B.S., Regis University (economics, business administration); B.C.M., Colorado Christian University (Christian
ministries); M.B.A., Regis University (finance and accounting); Th.M., Dallas Theological Seminary (New
Testament Studies); Ph.D., Dallas Theological Seminary (New Testament Studies)
- *Jeffrey M. Johnsen*, D.Min. Candidate.
Associate Professor of Urban Studies
B.A., Colorado State University (history); M.A., University of Colorado (community development); D. Min.
Candidate, Carey Theological Seminary (transformational urban leadership)
- *Richard Kerns*, M.Ed.
Assistant Professor of Church Ministry
B.A., Colorado State University (Spanish); M.Ed., Colorado State University (educational administration);
M. A. studies, University of Wyoming (counseling)
- *Robert W. Kois*, M.B.A.
Assistant Professor of Business
B.A., University of Colorado at Boulder (business administration); M.B.A., University of Denver (business
administration)
- *Reo Leslie*, D.Min.
Assistant Professor in Marriage and Counseling Therapy and Behavior Counseling
B.S., Elmhurst College (geography and social science); M.Div., Garrett-Evangelical Theological Seminary
(theology); D.Min., Chicago Theological Seminary (pastoral care and counseling); M.S.T., McCormick
Theological Seminary (religion and culture); M.A., United States International University (international
relations); M.S.M., Salve Regina University (management); M.A., Naval War College (national security
and strategic studies); Ph.D. Candidate, Saybrook Graduate School (clinical psychology)

- *Marjorie B. Lewis, Ph.D.*
Professor of Human Services
B.A., University of Maryland (social psychology); M.A., South Eastern University (finance)
M. Ph., Carnegie-Mellon University (public policy analysis); M.A., Graduate Theological Union (religion and ethics); D. Min., United Theological Seminary (pastoral care, counseling, and homiletics); Ph.D., Carnegie-Mellon University (public policy analysis); Postdoctoral, University of California at Berkeley (religion and ethics)
- *Percy H. Lyle Jr., Ph.D.*
Assistant Professor of Human Services
B.A., University of Colorado (communications); M.A., Webster University (human resources management);
Ph.D., University of Denver (human communication)
- *Dorothy Barbara Marlatt, Ed.D.*
Professor of Education
B.A., Wheaton College (music; anthropology); M.A., University of Colorado (education); Ed.D. International Graduate School (curriculum and instruction; educational administration)
- *Lawrence D. Marlatt, D.D., M.Div.*
Associate Professor of Spiritual Formation; University President
B.A., Colorado State University (history); M.Div., Denver Seminary (theology)
- *Claire A. Miller, Ph.D.*
Assistant Professor of Pharmacology
B.A., Talladega College (chemistry); Ph.D., Meharry Medical College (pharmacology)
- *Jacques Ama Okonji, Ph.D.*
Assistant Professor of Rehabilitation Psychology
B.A., Utah State University (mass communication); M.S., University of Utah (counseling psychology);
Ph.D., University of Northern Colorado (rehabilitation psychology)
- *L. Bruce Pelon, Ph.D.*
Assistant Professor of Education
B.S., Colorado Christian University (organizational management); M.A., Colorado Christian University (curriculum and instruction); Ph.D., University of Wyoming (adult learning and technology)
- *Jennie Rucker, M.A.; Ed.D.*
Assistant Professor of Technical Education and English; Director of Library Services and Learning Resources
B.A., M.A., University of Denver (education; library science); Ed.D., University of Northern Colorado (education)
- *Edward P. Sbarbaro, Ph.D.*
Professor of Sociology
B.A., Rider College (sociology); M.A., Long Island University (sociology); Ph.D., University of Delaware (sociology)
- *Elaine M. Smith, M.A.*
Assistant Professor in Psychology
B.S., Mississippi State College (psychology); M.A., Denver Seminary (urban and intercultural ministry)
- *Henry C. Sims, Jr., M.A.*
Associate Professor of Education
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- *William M. Talboys, Ph.D.*
Professor of Management and Economics
B.S., University of Wisconsin (economics); M.B.A., University of Phoenix (management);
M.S., Regis University (economics); Ph.D., Colorado State University (educational administration)
- *George Tinker, Ph.D.*
Professor of Biblical Studies
B.A., New Mexico Highlands University (general studies); M.Div., Pacific Lutheran Theological
Seminary (theology); Ph.D., Graduate Theological Union (New Testament)
- *Scott A. Wenig, Ph.D.*
Professor of Applied Theology
B.S., University of Colorado at Denver (literature); M.Div., Denver Seminary (theology); Ph.D., University
of Colorado-Boulder (English history)
- *Vickie E. Wilson, Ph.D.*
Assistant Professor of Human Services and Public Administration
B.A., Beloit College (economics and business); M.S., Purdue University (management/finance); Ph.D.,
University of Colorado at Denver (public administration)

ADJUNCT FACULTY

- *Sheila D. Ards, Ph.D.*
Visiting Professor in Community Policy
B.A., University of Texas-Austin (public policy); M.S., Carnegie-Mellon University (public management and
policy); Ph.D., Carnegie-Mellon University (accounting)
- *Katia G. Campbell, Ph.D. Candidate*
Assistant Professor of Human Communications Studies
B.A., (human communications); M.A., University of Denver (human communications); Ph.D. Candidate,
University of Denver (human communications)
- *Karleen R. Dewey, M.A.*
Lecturer in Pastoral Counseling
B.S., Colorado State University (child development and family relationships); M.A., Colorado Christian
University (biblical counseling)
- *Carl F. Ellis, Jr., M.A.*
Visiting Lecturer in Theology and Anthropology
B.A., Hampton University (economics); M.A., Westminster Theological Seminary (theology)
- *Michael Green, M.S.W.*
Lecturer in Urban Policy
B.A., University of Oklahoma (sociology); M.S.W., University of Denver (social work)
- *Lon Gregg, Th.M.*
Lecturer in Ministerial Studies
B.A., Dartmouth College (English literature); Th. M., Dallas Seminary (Old Testament literature)
- *Hughlan Harris, M.Div.*
Lecturer in Economic Development and Pastoral Studies
B.A., Metropolitan State College (economics; sociology); M.Div., Iliff School of Theology (theology)

- *David Hollowell, M.A.*
Lecturer in Counseling
B.A., National University (human behavior); M.A., San Diego State University (counselor education);
M.T.S./M.A., Pacific Lutheran Theological Seminary (theology)
- *S. Bradley Hopkins, Th.M.*
Lecturer in Theology and New Testament
B.A., Moody Bible Institute (pastoral studies); Th. M., Dallas Theological Seminary (biblical studies)
- *Robert Huff, M.B.A.*
Professor of Computer Information Management
B.S., Arizona State University (mathematics/computer science); M.B.A., Shippensburg State College
(mathematics/computer science)
- *Michael Kromrey, M.S.W.*
Lecturer in Urban Policy
B.A., University of Michigan-Ann Arbor (social work); M.S.W., University of Denver (social work)
- *John Layne, M.A.*
Lecturer, Alcohol, Drug Rehabilitation Counseling, and Behavior Therapy
B.A., Regis University (psychology); M.A., Regis University (psychology)
- *Evelyn Leslie, Ph.D. Candidate*
Lecturer in Experiential/Play Therapy and Behavior Therapy
B.S., Chapman University (psychology); M. A., Regis University (psychology); Ph.D. Candidate, Saybrook
Graduate School (psychology)
- *Florence Lovato, M.Ed.*
Lecturer in Sociology
B.A., University of Colorado (Spanish education); M.Ed., Antioch University (education administration and
counseling)
- *Nyahuma Kamau Macharia, M.A.*
Lecturer in AOD Rehabilitation Counseling and Behavior Therapy
B.S., Metropolitan State College (human resources); M.A., Regis University (psychology)
- *Leonard McWilliams, Ph.D. Candidate*
Lecturer in Marriage and Family Counseling
B.A., University of Colorado at Denver (psychology); B.F.A., University of Colorado at Denver (creative
arts); M.A., University of Northern Colorado (agency counseling)
- *J. Kevin Marlatt, B.A.*
Lecturer in Computer Applications
B.A., University of Colorado (philosophy); M.A. studies, University of Denver (education)
- *Peter P. Menconi, M.S.*
Lecturer in Theology
B.S.D., D.D.S., University of Illinois (dental); M. S., George Williams College (theology)
- *Ann Michener, Ed.D. Candidate*
Lecturer in Education
B.S., Colorado Christian University (human resources); M.A., Colorado Christian University (curriculum and
instruction); Ed. D. Candidate, University of Wyoming (adult learning and technology)

- *Tameka L. Salis-Montgomery, M.P.A.*
Lecturer in English and Community Development
B.A., Spelman College (education); M.P.A., Columbia University (English)
- *Reginald A. Moore, M.A.*
Lecturer in Counseling
B.A., University of Kansas (chemistry); M.A., Colorado Christian University (counseling)
- *Jonnette Arnetta Newton, Ed.D.*
Assistant Professor of Urban Policy
B.S., Shippensburg University (education); M.A., California State University—Long Beach (educational administration); Ed.D., University of Southern California (urban education)
- *O. Donald Nichols, M.S.*
Lecturer in Information Systems Management
B.S., University of Houston (physics); M.S., University of Colorado (physics)
- *Arthur Porter, D.Min. Candidate*
Lecturer in Urban Pastoral Studies and Counseling
B.A., Colorado Christian University (human resources); M.Div., Interdenominational Theological (Old Testament); D.Min. Candidate, United Theological Seminary (psychology)
- *Eric K. D. Quick, D.Min*
Special Lecturer in Biblical Counseling
B.R.E., Friends International Christian University (religious education); M.A., Friends International Christian University (religious education); D.Min., Friends International Christian University (religious education)
- *Mark Siegrist, Th.M.*
Lecturer in Ministerial Studies
B.A., Evangel University (biblical studies); M.Div., Assemblies of God Theological Seminary (theology); M.A.B.M., Regent University School of Business (business management)

APU

CALENDAR

SCHOOL YEAR

- **Fall Semester:** Courses are scheduled from September to mid-December, with a Thanksgiving week break.
- **Spring Semester:** Courses are scheduled from mid-January to May, with a March spring break week.
- **Summer Semester:** Courses are scheduled from May to mid-August.

Specific dates for each semester are published annually. The course schedule is flexible: *Continuous weeks courses*—some courses last 15 continuous weeks (plus any semester break); and *Accelerated-compressed courses*—some courses are accelerated and compressed in less lengthy periods.

No student may register for more than 18 credits per semester except with the permission of the student's advisor, program director, and the Provost.

TYPICAL SCHEDULE—BACHELOR OF ARTS PROGRAM

Human Services Major—Addiction Counseling Concentration

This schedule permits a student entering the University as a freshman to complete all academic requirements, including the academic major, in four years if he or she enrolls for an average of 15 credits each semester. In fact, not every student enrolls as a freshman. Some students will transfer from another college or university. Such students will transfer college credit from that institution(s) to APU, and may be able to apply some or all of those credits to a degree at APU. Hence, the student's time taken to meet graduation requirements may be less than four years. Students have to complete their last 30 credits at APU. Note: LD means lower division (100-200) course recommended; UD means upper division (300-400) course recommended. For more details on this major, see the Human Services Major section. The schedule below lists *General Education* and *Life Skills* requirements, the *Human Services Major core requirement*, and the *addiction counseling concentration course requirements*.

Year	First Semester	Credits	Second Semester	Credits
1	ENG 201 English Composition	3	ENG 201 English Composition II	3
	CAP 101 Basic Computing	3	MAT 201 Mathematics for Liberal Arts	3
	HIS 121 Survey of Western Civilization I	3	PHL 221 Introduction to Ethics & Society	3
	FNA 208 Film Appreciation or MUS 201 Music Appreciation	3	SOC 221 Introduction to Sociology	3
	LFS 101 Future Trends and Strategic Life Planning	1	HIS 221 American History/US I or HIS 231 American History/US II	3
	Total Credits	13	Total Credits	15
	2	SPE 202 Public Speaking	3	ECO 201 Introduction to Economics
PHL 201 Figures in Western Philosophy		3	GEO 221 Earth Systems Science & Lab	4
PHY 201 Introduction to Astronomy & Lab		4	LIT 301 Introduction to Literature	3
POL 201 Introduction to Political Science		3	Lower or Upper Division Elective	3
Lower Division (100-200) Elective		3	LFS 303 Principles/Practices of Successful People	1
LFS 202 Health, Fitness and Community		1	Total Credits	14
Total Credits		17		
3	HSE 221 Group Counseling	3	HSE 301 Addiction Counseling	3
	HSE 321 Client Records Management	3	HSE 331 Clinical Supervision	3
	HSE 361 Jurisprudence: Legal/Ethical	3	HSE 371 Behavior Research Methods	3
	HSE 441 Human Development I	2	HSE 443 Human Development III	3
	HSE 442 Human Development II	2	HSE 351 Pharmacology	3
	HSE 341 Resistive Client	3	Total Credits	15
Total Credits	16			
4	HSE 311 Advanced Addiction Counseling	3	HSE 421 Diversity-Substance Abuse	3
	HSE 401 Ethics for Professional Counselors	3	HSE 431 Infectious Diseases	3
	HSE 411 Differential Assessment	3	Upper Division (300-400) Elective	3
	Lower or Upper Division Elective	3	Upper Division (300-400) Elective	3
	Lower or Upper Division Elective	3	Upper Division (300-400) Elective	3
	Total Credits	15	Total Credits	15

APU

STUDENT HANDBOOK

The Student Handbook is published as a separate document, available from the Office of the Provost, in the *Catalog*, and on the University website. It consists of the following policies and provisions (page numbers correspond to the pagination in the *Catalog*).

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