



**PRESIDIO**  
GRADUATE SCHOOL

# Student Handbook

2020-2021



### Locations and Addresses

Administrative Offices	Place of Instruction
1202 Ralston Avenue, Suite 300 San Francisco CA 94129 Phone: 415.561.6555	Oakstop 1721 Broadway Oakland, CA 94612

If you are a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review Presidio Graduate School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Presidio Graduate School is a private, non-profit institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, #100 Alameda, CA 94501, (510) 748-9001.

Presidio Graduate School is approved to operate by the California Bureau for Private Post-Secondary Education (BPPE). Our BPPE School Code is 32801911. "Approval to operate" means compliance with minimum standards and does not imply any endorsement or recommendation by the State or the Bureau. Any questions regarding this Handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, website: [www.bppe.ca.gov](http://www.bppe.ca.gov), phone(s): (916) 431-6959, (888) 370-7589, fax: (916) 263-1897. Presidio Graduate School does not discriminate on the basis of race, color, national origin, sex or handicap in educational programs.

A student or any member of the public may file a complaint about this institution with BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on BPPE web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

The transferability of credits earned at Presidio Graduate School is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Presidio Graduate School will be accepted at the receiving institution.

Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Presidio Graduate School to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Presidio Graduate School will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Presidio Graduate School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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# Community and Purpose

Chapter One

## OVERVIEW

Presidio Graduate School's (PGS) signature innovation is the integration of sustainability into every course in our curriculum. But PGS also fundamentally believes that we cannot effectively teach sustainable management principles and practices without modeling them in our academic culture, strategic partnerships, program delivery and practice, and administration. The three pillars of our curriculum—sustainable systems thinking, business/public administration fundamentals, and sustainable leadership—cultivate the nimbleness of mind, pragmatism and disciplined reflection on experience that equip our students to be successful leaders and change agents in business and policy.

In addition to scholarship, PGS emphasizes experiential learning by having students take theory and apply it in diverse practical settings outside the classroom, then reflect on their experiences. PGS considers applied theory—“praxis”—to be a demonstration of our mission, as well as a standard for the academic excellence exhibited by students and faculty.

The PGS community is committed to academic rigor in teaching and learning, while continuing to improve our performance and increase contribution as sustainability leaders, educators and practitioners. We understand that innovation—to adapt to the unexpected and thrive indefinitely through challenges—is at the core of sustainability, and therefore, must be the cornerstone for the design, development and delivery of PGS's educational programs.

## MISSION

Presidio Graduate School (PGS) educates and inspires a new generation of skilled, visionary and enterprising leaders to transform business and public policy and create a more just, prosperous and sustainable world.

## VISION

By nurturing innate leadership skills in diverse peoples with varying skills and interests, and fostering a supportive network among them, we will activate thousands of professionals across the globe and develop them into leaders who will design, lead, influence, and evolve prosperous enterprises for a sustainable future.

## VALUES

These values are infused in everything we do in and out of the classroom.

## COMMUNITY

Students at PGS educate one another, in the classroom and beyond. They challenge each other's assumptions, broaden each other's range of experience and teach each other to see the world from varied perspectives. This vibrant lifelong network guides alumni through their careers and beyond.

## INNOVATION

PGS fosters an innovative and driven spirit. Ongoing engagement with key industry leaders as faculty, Experts in Residence, and guest lecturers provides fresh perspectives on leveraging innovation for the common good and prepares learners to design and lead pioneering enterprises, businesses, and organizations.

## INTEGRITY

Creating a better world requires the utmost integrity, courage, and honesty. This is ingrained in our academics, operations, and relationships with students, alumni, faculty, accreditors, board members and the broader community.

## SOCIAL JUSTICE

Our community is inclusive. We collectively work in pursuit of social justice and the common good. We embrace all forms of diversity in our learners, staff, faculty, and Board of Directors. Our student-led Diversity & Social Justice Committee continually drives us toward further inclusion.

## **SUSTAINABILITY**

PGS is deeply committed to ecological and social sustainability, which infuses our pedagogy, curriculum, and community. We prepare our learners to advance sustainability in businesses and organizations. As a leader in higher education, we seek to influence other universities to integrate sustainability into their program design.

## **PERSONAL DEVELOPMENT**

While at PGS, learners experience a parallel journey of transformational leadership development and personal growth. Students understand theory, develop skills, and gain the personal mastery needed to be instruments of the change they wish to see in the world.

## **OUR HISTORY**

In 2003, PGS was a pioneer in the field of sustainable management education with an initial class of 22 MBA students, a handful of faculty, and a vision that integrated systems thinking and sustainability with pragmatic business skills. The school's initial driving forces were Richard M. Gray and Steven Swig. PGS's programs met with early success, as graduates from these early classes founded companies including Conscious Company Magazine, TriplePundit, EOS Climate, and EcoHome Improvement.

In 2009, PGS offered its first MPA in Sustainable Management as an expression of the need for systems level, intersectoral problem solving that reaches public administration to remedy our most pressing sustainability challenges. In 2011, in response to student interest, PGS began offering a MBA/MPA Dual Degree. That year, PGS also started its center for professional education, PresidioPRO, for professionals seeking new skills.

Until 2014, PGS programs were accredited in partnership with Alliant International University. In October 2014, the Western Association of Schools and Colleges granted PGS independent accreditation.

In 2016, Presidio Graduate School acquired Pinchot University (previously Bainbridge Graduate School/BGI). Starting in 2002, Bainbridge Graduate Institute (BGI) offered the nation's first MBA in Sustainable Business with the focus of developing business solutions for the world's most pressing challenges. Since then, more than 1,600 change agents from both schools have created a networked community like no other, with an 82% job placement within three months of graduation.

In 2018, PGS joined a partnership with Amity University to expand its innovative curriculum to more students. Amity University is one of Asia's leading non-profit private education groups and has a strong commitment to excellence in education, social justice, and environmental responsibility.

In 2019, the Seattle and San Francisco campuses were consolidated to a single location in San Francisco, bringing together the entire student body.

PGS has built an accomplished team of faculty and staff, an outstanding board of directors, and a reputation for being at the forefront of the sustainability education field.

The best indication of our history—who we are and what we've done—is embodied in our 1,800+ alumni, and what they have gone on to do. Our uniquely equipped alumni are leading the sustainability movement in business, government, non-profit, and non-government organizations around the world.

## **INTEGRATION OF SUSTAINABILITY**

All of the work done at PGS centers around its mission to create a more sustainable world. Central to all courses is the incorporation of sustainability theories, principles, practices, and applications. PGS courses are uncompromising in this regard, even though such integration may be difficult or the state of knowledge may be incomplete, because we believe it is essential to meeting the social, economic, and ecological challenges of the next century.

## INSTITUTIONAL LEARNING OUTCOMES

Our Institutional Learning Outcomes (ILOs) serve as a guidepost for our community. They inform all Program Learning Outcomes (PLOs) and course learning outcomes. As a result of their program of study at Presidio Graduate School, students will embody and demonstrate mastery of the following.

1. The principles and practices of sustainable management, including their role in helping evolve private, public, and non-profit institutions for a just, prosperous and sustainable future, and the ability to skillfully apply systems thinking, critical thinking and other sustainability frameworks and tools in real-world settings.
2. The principles and practices of sustainable leadership, including application of multidisciplinary approaches to, and ethical decision-making in, problem-solving and leading teams and institutions, and the effective use of collaboration and stakeholder engagement tools and methods to achieve organizational change.
3. The fundamentals of business and public administration, including quantitative, qualitative, and evaluative models for addressing and solving complex, enduring, and emerging problems of society, enterprise, and the global environment.

## ACCREDITATION

In October 2014, PGS became accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), a regional accrediting body recognized by the U.S. Department of Education. WSCUC may be reached at 985 Atlantic Avenue, #100 Alameda, CA 94501, (510)748-9001.

## GOVERNANCE STRUCTURE

Presidio Graduate School's Board of Directors exemplifies and supports the school's mission and vision. Members bring a wealth of insight and expertise in overseeing the overall impact, strategic direction, and governance of the institution. The Board delegates day-to-day management responsibility to the President.

## SCHOOL LEADERSHIP

### President

The President is responsible for setting the overall institutional direction, ensuring the ongoing viability and development of the institution, the development of beneficial external affiliations with businesses and educational, non-profit, and government organizations, and expanding the role and reputation of PGS. The President plays a central role in fundraising and developing the resources necessary to support PGS's mission, and serves as the chief spokesperson of PGS, representing PGS at ceremonies and public events and interpreting the roles and mission of PGS as appropriate. In consultation with the Vice President of Operations, the President presents a proposed annual budget to the Board of Directors for their approval.

### Provost

The Provost is PGS's chief academic officer and provides academic leadership and administrative oversight of PGS academic programs and faculty. The Provost works collaboratively with the program directors, faculty, staff, and administration to further PGS's mission and vision.

The Provost is responsible for academic planning, developing and implementing academic policies, overseeing the recruitment, evaluation and development of all faculty, developing the in-service training schedule for faculty, and developing and enhancing high quality programs through ongoing review and assessment. S/he also is charged with ensuring that the curriculum is in compliance with licensing and accreditation requirements and overseeing the academic budget. The Provost reports directly to the President and performs the duties of the President when s/he is unavailable.

### Vice President of Operations and Chief Financial Officer

The Vice President of Operations and Chief Financial Officer (CFO) is responsible for the management and oversight of all aspects of financial management at Presidio Graduate School with oversight of accounting and financial controls, risk management, strategic sourcing, tax compliance, payroll coordination and long range financial planning, and student business services.

The Vice President of Operations and CFO is also responsible for facilities management, human resources, and information technology.

## **STUDENT GOVERNANCE**

Students are a primary stakeholder and an important voice in the PGS community. Students are encouraged to contact the administrative staff with new ideas, concerns and questions at any time. In addition, students have two important channels of communication:

### **Student Representatives**

Students elect representatives or “reps” from the current student body to act as liaisons between the student body and the administrative staff. Student representatives are responsible for synthesizing feedback from students and providing the administration with an overall perspective on the most pressing issues or concerns among the students. Students may contact reps to ask questions, provide feedback or seek solutions to problems. If students have problems with a representative, they are encouraged to contact the Director of Student Experience. Student reps meet regularly among themselves and with the administrative staff to discuss student issues or concerns and to receive feedback on how these issues are being addressed. These meetings comprise agenda items from key stakeholder groups, including faculty, staff and the student body. Notes from the meetings are posted to the entire community via the PGS Network.

All student representatives may be contacted at one email: [studentreps@presidio.edu](mailto:studentreps@presidio.edu).

### **Student Surveys**

At the end of each term, PGS conducts course surveys. These surveys provide an important and valuable tool for students to provide feedback directly to faculty and administrative staff. The surveys provide a detailed course evaluation, which asks questions about course content, pedagogy, pre- and post-knowledge and skills, workload, instructional quality and other topics.

The results of these surveys are shared with faculty and administration and form the basis for course revisions, faculty hiring and faculty mentoring. Issues that show up in multiple courses become the basis for systemic improvements.

## **BOARD OF DIRECTORS**

Presidio Graduate School's Board of Directors exemplifies and supports PGS's mission and vision. The PGS Board is responsible for PGS's overall mission impact, strategic direction and finances. They bring a wealth of insight and expertise to its responsibilities.

### **OFFICERS**

Dr. Aseem Chauhan, Chair  
Suzanne Farver, JD, First Vice-Chair  
Gurinder Singh, PhD, Second Vice-Chair  
Malcolm S. Walter, Secretary  
Aashish Bindra, Treasurer

### **MEMBERS**

Pankaj Bhargava, MD, MBA  
Saskia Feast, PhD, MBA  
Warren Fox, PhD  
Tanu Jindal, PhD  
Steven Wolfe Pereira, MBA  
Sabrina Watkins, MBA

## FACULTY ACADEMY

Presidio Graduate School's elite community of world-class faculty is composed of scholar-practitioners, with subject matter expertise in subjects ranging from ecological economics and clean technology to social entrepreneurship and urban sustainability. They are at the forefront of scholarship, teaching and practice in the field of sustainable management. Together with our guest lectures and academic advisors, PGS faculty offer our students an extraordinary resource for developing their skills and knowledge.

The Faculty Academy of Presidio Graduate School comprises distinguished faculty and practitioners from around the world. They share a passion for and expertise in leadership, personal development and environmentally and socially responsible business, grounded solidly in their respective disciplines. In the 2020-2021 school year, the Faculty Academy consists of academics with extensive teaching and/or business experience and practitioners with extensive business experience.

## FACULTY COUNCIL

Faculty Council (FC) advises the Provost and the Directors of Academic Excellence, Instructional Design and Online Learning, and Academic Administration on all academic matters to build Presidio Graduate School into the world's best graduate program for sustainability by providing timely and thoughtful feedback and insights to the academic leadership.

The members of the Faculty Council include the adjunct faculty on a rotating basis. The current members of the Council include:

**Dariush Rafinejad, PhD**  
**Provost**

PhD, University of California, Berkeley  
MSc., University of California, Berkeley

**Khalid Kadir, PhD**  
**Academic Excellence Director and Adjunct Professor**

PhD, University of California, Berkeley  
MSE, University of California, Berkeley  
BSE, University of California, Berkeley

**Donna LaSala**  
**Adjunct Professor**

MPA, University of San Francisco  
BS, Cornell University

**Dwight Collins, PhD**  
**Adjunct Professor**

PhD, Cornell University  
MS, Cornell University  
BS, Cornell University

**Erin Burns, PhD**  
**Adjunct Professor**

PhD, University of Georgia  
MS, University of Georgia  
BS, James Madison University

**Elizabeth Burke**  
**Adjunct Professor**

MS, Antioch University, Seattle  
BS, Illinois State University

## Adjunct Faculty, 2020-2021

### ELIZABETH BURKE

*Accounting*

MS, Antioch University, Seattle  
BS, Illinois State University

### ERIN BURNS, PhD

*Research Methods and Policy Evaluation*

PhD, University of Georgia  
MS, University of Georgia  
BS, James Madison University

### DWIGHT COLLINS, PhD

*Operations*

PhD, Cornell University  
MS, Cornell University  
BS, Cornell University

### TALA DAYA, PhD

*Sustainable Energy Systems; Operations*

PhD, University of California, Berkeley  
MEng, University of California, Berkeley  
BS, Northeastern University

### MARTINA DOLESHAL

*Innovation*

MBA, Presidio Graduate School  
MS, University of Chemistry and Technology in Prague

### ELIZABETH DOTY

*Leadership*

MBA, Harvard University  
BA, University of California, Berkeley

### CATHERINE DUARTE

*Research Methods and Policy Evaluation*

MSc, Harvard University  
BA, Boston College

### VANESSA FRY

*Market Failures and the Regulatory Environment*

MBA, Presidio Graduate School  
BA, Wittenberg University

### DENNIS GAWLIK

*Operations and Supply Chain Management*

MS, The Pennsylvania State University  
BA, Northwestern University

### CONSTANTIN GURDGIEV, PhD

*Finance*

PhD, Trinity College  
MA, Johns Hopkins University  
BA, University of California, Los Angeles

### SUSAN HOPP

*Systems, Sustainability, and Social Justice*

MBA/MPA, Presidio Graduate School  
BA, Michigan State University

### JIMMY JIA

*Sustainable Energy*

MBA, University of Oxford  
MS, Massachusetts Institute of Technology  
BS, Massachusetts Institute of Technology

### KHALID KADIR, PhD

*Data Analytics*

*Economy and Society: Governance and Business*  
PhD, University of California, Berkeley  
MSE, University of California, Berkeley  
BSE, University of California, Berkeley

### PATRICIA KAO

*Finance*

MBA, Massachusetts Institute of Technology  
BA, University of California, Berkeley

### DONNA LASALA

*Multisector Solutions*

MPA, University of San Francisco  
BS, Cornell University

### CARRIE MAULTSBY-LUTE

*Engagement: Connecting Brands and Customers*

MBA, Mills College  
BA, University of California, Berkeley

### MEGAN MORRICE

*Finance*

MBA, Presidio Graduate School  
BA, University of Southern California

### JEREMY NELSON

*Planning, Policy, & Sustainable Economic Development*

MA, University of California, Los Angeles  
BA, Reed College

### WILHEMINA PARKER

*Civic Leadership*

MA, John F. Kennedy University  
BS, University of Phoenix

### TIFFANI PATTON

*Engagement: Connecting Brands and Customers*

MBA/MPA, Presidio Graduate School  
BA, University of California, Santa Cruz

### EMA PHELPS

*The Fundamentals and Future of Public Administration*

MBA/MPA, Presidio Graduate School  
BA, San Francisco State University

### ANDREA PREBYS-WILLIAMS

*Civic Leadership*

MBA/MPA, Presidio Graduate School  
BA, Linfield College

### NANCY SOUTHERN, EdD

*Leadership*

EdD, University of San Francisco  
MBA, St. Mary's College  
BA, Sonoma State University

### JORGE TABORGA, PhD

*Leadership*

PhD, Saybrook University  
MS, Texas A&M University  
BS, Texas A&M University

**Adjunct Faculty, 2020-2021  
(continued)**

**DOUG WALTON, PhD**

*Leadership*

PhD, Saybrook University

MLA, Harvard University

MA, Saybrook University

BS, University of San Francisco

**KRISTIN YORK**

*Systems, Sustainability, and Social Justice*

*Planning, Policy, & Sustainable Economic Development*

BS, University of San Francisco

# Academic Programs

Chapter Two

## OVERVIEW

Presidio Graduate School (PGS) programs are designed to produce successful leaders, managers, entrepreneurs and social innovators who create value for themselves and others by contributing to the health of ecosystems and communities. Underlying all PGS programs is a focus on core values: community, innovation, integrity, social justice, sustainability and transformational leadership.

## APPROACH TO TEACHING AND LEARNING

### LEARNING FROM INTERACTIVE EXPERIENCE AND REFLECTION

The first principle of the PGS approach to teaching and learning states that learning is an interactive experience that depends in large measure on the learner's active participation—intellectually, physically, intuitively and ethically. PGS believes that goal-directed action, mutually agreed upon, is more motivating and more potent than random or scattered action. The same is true of self-directed action, as opposed to authority-directed action.

It follows, then, that a positive, transformative education cannot be “delivered” to the student. It is, instead, an experience of co-creation by the student and mentors, a stream of encounters, interactions and feedback, some carefully designed, leading to true adventures. In this model, the faculty creates and holds the space for learning, and invites students to participate in breakthrough learning experiences.

Therefore, PGS believes that inquiry—the process of disciplined reflection and experience—is far more effective and lasting than learning from experience alone (inductive reasoning) or reflection in the abstract (deductive reasoning). It is this continuous, testing movement between experience and assumptions, which leads to genuine understanding, education, and authentic, effective action. Potent questioning, seeking root cause understanding, and pursuing rigorous inquiry leavened by reflection and humility, create the conditions necessary for the PGS educational model to succeed.

### SYSTEMS THINKING AND PRACTICE

The second principle—systems thinking and practice—involves looking at issues or problems as a whole and designing solutions and practices that take into account the interrelationships among human, organizational and ecological systems. This systems perspective has often been omitted from, and even discouraged by the highly specialized, discipline-centered model of higher education we have known for the past 150 years. In the words of the 1999 State of the World Report, education has increasingly taught “disconnection.”

While this model has given the western world a high state of technological advancement, its narrow focus has operated on the principle of separation and specialization. The result of this approach is that yesterday's solutions have become today's problems. But the earth tells us that it operates—in both the personal, social and natural spheres—on the principle of integration and wholeness. Each part of each system is related to every other part, and all systems are related, in turn, to one another. Our aim is to teach students to see and seek to understand the entire complex system, and then to identify lucrative and effective points to intervene in the system to bring about phase shifts that will transform the system toward sustainability.

So the need is not so much for specialists who can isolate issues as it is for “connectionalists” who can think creatively about the way that things, numbers, and people relate to one another. Jerome Bruner of Harvard University has defined creativity as “the capacity to make unexpected connections.” The ability to recognize and articulate those connections in tangible, narrative language leads to action. These are the principal capacities for which future leaders must be prepared.

### INTEGRATION AND COMMUNICATION OF KNOWLEDGE

The two principles described above, in combination, lead to the third principle, which is a management practice based on the integration and communication of knowledge. Since we learn from, The PGS MBA and MPA curriculum culminates in courses that emphasize active participation and seeing interconnections. These courses require students to draw on all their prior studies and engage the marketplace and/or public policy realm to demonstrate their mastery of the program's core competencies.

## OUR LEARNING COMMUNITY

Presidio Graduate School students are a diverse and highly interactive community of adult learners committed to changing the world. Our learning community shapes the academic experience, and provides a framework for lifelong learning among the alumni and the extended PGS community.

## FACULTY

Presidio Graduate School's faculty academy includes both distinguished academics and practitioners. Grounded by decades of expertise in their respective disciplines, faculty share our passion for advancing organizations through environmental and social responsibility.

## LEARNING MODALITIES

Presidio Graduate School's MBA, MPA, Dual Degree, and Certificate programs currently utilize several learning modalities. Individual courses vary relative to directed instruction, lab and practicum. Directed instruction can include a combination of:

- faculty lecture and presentation, both in-person and online
- faculty-moderated analysis/discussion
- faculty-led exercises with debrief
- guest speakers and panels of experts
- case studies
- simulations
- online conferences
- threaded online discussions
- individual advising

Lab and practicum include team-related work and collaboration to address assigned structured problems beyond individual time spent in class preparation and assignment completion. Practicum also includes internships, service learning and experiential learning.

## CREDIT HOUR DEFINITION

Presidio Graduate School uses the semester system and awards semester credits for all programs.

Every semester credit hour requires a minimum of 15 hours of instructional time plus 30 hours of student time. For example, a 4-semester-credit course will consist of 60 hours of synchronous and/or asynchronous instructional time (face-to-face and/or online) plus approximately 120 hours of student time (readings, written assignments, group activities). The student's total approximate time-commitment for a 4-semester-credit course is 180 hours over the 15- to 17-week semester. For the individual student, this may vary depending on the individual student's learning style, experience and background.

PGS uses this credit hour definition as its guideline for all program and course formats, including in-person and hybrid.

## DISTANCE LEARNING: ONLINE DELIVERY

### ONLINE LEARNING COMMUNITY

Presidio Graduate School's Learning Management System (LMS) is the virtual hub of our learning community. It provides a place for discourse between class sessions and for informal interaction among students and faculty. The LMS also includes a virtual library, giving students access to both required reading and a range of journal databases, subject matter resource pages and other research tools. In addition to these resources, the LMS includes a number of features that support program administration such as the Student Resources Portal which provides information on Career Development, Experiential Learning, Financial Aid, Registrar, and IT Support.

### ONLINE VIRTUAL CLASSROOM

PGS's virtual classroom allows groups to hold real-time meetings with audio and web sharing. This includes a shared whiteboard, slide show sharing, application sharing and the ability to work directly on a classmate's computer. In 2020-2021, PGS uses the Zoom platform for the online virtual classroom.

### DISTANCE LEARNING ORIENTATION

Students entering PGS programs receive training on the LMS, Zoom, and use of the library. Entering students receive an email with sign-up instructions after they have enrolled. In addition, individual assistance is provided through IT support.

## EQUIPMENT REQUIREMENTS AND RECOMMENDATIONS

### LAPTOP

PGS requires that all students have a computer with high-speed internet access. Wireless internet access is available in all PGS classrooms. General recommendations for a laptop are Mac or PC with wireless capabilities, recent operating system and Microsoft Office (including Word, Excel, and PowerPoint).

### HEADSETS

Headsets (earbuds at a minimum) are necessary for participation in online class sessions. There are a wide variety of physical options to consider, including in-ear, over-the-ear and around the neck styles. It is a good idea to find the style that is comfortable and in the appropriate price range first, then go online and consider the wired and wireless options as well as noise canceling and connection style.

## LIBRARY AND INFORMATION SERVICES

The PGS Library is a vital part of the PGS community of students, faculty and staff. Its purpose is to provide access to the world of knowledge and information. The PGS Library is available on Canvas, our Learning Management System (LMS). Our online library is available to PGS students and faculty wherever they are.

The PGS Library licenses full-text databases that provide students and faculty with access to scholarly work in the field of business, as well as archives of the leading newspapers in the country.

Open access databases in the online library include business, market, statistics, general reference, justice, legal, government, census, small business, e-commerce, resources for women and minority entrepreneurs, business plans, company information, social, health, diversity and career-related resources. PGS has also developed a rich inventory of business and sustainability-related websites and resources, which are continually updated in the online library.

Students are provided with access to reference services, including help on locating, retrieving and evaluating relevant information, critically assessing information from mass media and understanding information in a larger systems context.

## FACILITIES

### ADMINISTRATIVE OFFICES

#### San Francisco, CA

Presidio Graduate School's (PGS) main administrative offices are located in the Presidio of San Francisco at 1202 Ralston Avenue, Suite 300, San Francisco, California 94129. The administrative offices house staff offices, meeting space, and student study space.

### BAY AREA LEARNING SITE

#### 1721 Broadway, Oakland, CA 94612

PGS's MBA, MPA, Dual Degree and Certificate in-person classes are held during monthly 4-day residencies at Oakstop, 1721 Broadway, Oakland, CA 94612, located in downtown Oakland.

The entrance to 1721 Broadway is near the corner of Broadway and 17<sup>th</sup> Street, very close to the 19<sup>th</sup> Street BART station. The location offers easy access by public transportation. For information on parking locations, please contact Student Affairs.

## HOUSING

### SAN FRANCISCO BAY AREA

Presidio Graduate School does not own or control any housing facilities or dormitories for students in the San Francisco Bay Area. Please note that it is not the responsibility of Presidio Graduate School to assist with finding or providing housing to students while they are enrolled in its degree or non-degree programs.

#### Accommodations during Bay Area Residencies

Students traveling to the Bay Area for monthly residencies are responsible for finding and paying for their own accommodations while at residency.

Resources for finding reasonable accommodations include: Hostelbookers.com, Airbnb.com, and name your price services such as Hotwire.com or Priceline.com.

### **Housing Accommodations**

PGS students who live in the San Francisco Bay Area find rentals on Craigslist.org and other classified apartment listing services. Estimated costs for Bay Area housing accommodations can range anywhere from \$1000 - \$4000 a month, depending on size, location and whether accommodations are shared.

Please also see “Estimated Cost of Attendance” on pages 48-49, which is used to determine financial aid eligibility. PGS includes \$1400/month estimated housing costs for the 10 months during which students are attending class.

## **TRANSPORTATION**

### **SAN FRANCISCO BAY AREA**

Transportation costs vary according to the student’s proximity to public transportation and if the student owns a vehicle. Parking near 1721 Broadway during residencies can be expensive. Please note that it is not the responsibility of Presidio Graduate School to find or provide transportation assistance to students. Most students opt for public transportation or carpooling to residencies.

Please also see “Estimated Cost of Attendance” on pages 48-49, which is used to determine financial aid eligibility. PGS includes \$400/month estimated transportation costs while degree students are enrolled. This estimate covers public transportation as well as longer distance travel to and from residencies.

### **Carpooling and Public Transportation**

In keeping with PGS’s commitment to sustainable practices, PGS encourages students to carpool or take public transportation as much as possible to residencies. It is up to students to self-organize for rideshares. For up-to-date transit information, please visit [www.511.org](http://www.511.org). Bay Area public transportation includes:

- **Bay Area Rapid Transit (BART):** 1721 Broadway is located close to the 19<sup>th</sup> Street BART station in Oakland.
- **AC Transit:** AC Transit has multiple bus routes that service downtown Oakland near Oakstop. Please see [AC Transit](#) for details.
- **Golden Gate Ferry:** From the North Bay, this ferry operator takes you from both Larkspur and Sausalito to the SF Ferry Building. From there you can walk to BART (Embarcadero station) and take BART to 19<sup>th</sup> Street in Oakland.
- **Golden Gate Transit:** Several Golden Gate Transit provides regional bus service between San Francisco and Marin and Sonoma counties. Several bus routes serve downtown San Francisco on weekdays, with reduced service on weekends. From downtown San Francisco you can take BART to 19<sup>th</sup> Street in Oakland.

## **DEGREE AND CERTIFICATE PROGRAMS**

Presidio Graduate School challenges and prepares students to use business and public policy as a solution to the social, environmental and economic problems of our time. PGS’s objective is to develop successful leaders ready for positions within for-profit, non-profit and public sector organizations.

In 2020-2021, degree programs at Presidio Graduate include:

- MBA in Sustainable Solutions
- MPA in Sustainable Solutions
- MBA/MPA Dual Degree in Sustainable Solutions

In 2020-2021, graduate-level certificate programs at Presidio Graduate School include:

- Certificate in Sustainable Management
- Certificate in Sustainable Energy Management

## **MBA IN SUSTAINABLE SOLUTIONS**

PGS's Master of Business Administration (MBA) in Sustainable Solutions is unique in the field of higher education. While individual courses on business ethics and environmental management now exist, few MBA programs engage faculty and students alike in the process of integrating—at all levels—social and environmental values with the application of practical business skills.

PGS's MBA in Sustainable Solutions is designed to prepare professionals with the competencies and courage to position current and future organizations—private, public or non-profit—to be leaders in the practice of sustainable management. With a pedagogical emphasis on experience, reflection and application students learn in a collaborative team environment and benefit from faculty expertise and feedback. Students learn to lead organizations to be socially and environmentally responsible—and financially successful through creative presentations, simulations and real-time project-based learning.

### **PROGRAM FRAMEWORK**

PGS defines Sustainable Solutions as the ability to direct the course of a company, community or country in ways that restore and enhance all forms of capital—human, natural and financial—to generate stakeholder value and contribute to the well-being of current and future generations.

PGS's MBA programs connect management theory and practice with social responsibility, ecological awareness, systems thinking and leadership within an integrated framework of sustainable management. Thus, sustainable management is the unifying concept that weaves the core elements of the program together in ways that help students make connections, promote innovation, and create transformative solutions. The explicit objective of the MBA is to develop the management skills and competencies necessary to address global issues through business opportunities that create sustainable value and transform our economic system.

### **PROGRAM LENGTH**

Full-time students register for four courses (15 credits) per semester for the first three semesters and two courses (8 credits) in the fourth semester. Full-time students typically complete the MBA program in two academic years. Part-time students register for two courses (7 or 8 credits) per semester over seven semesters and typically complete the MBA program in 3.5 academic years.

### **COURSE SCHEDULING AND DELIVERY**

PGS uses the semester calendar. In 2020-2021, students in the MBA in Sustainable Solutions program attend class during the fall and spring semesters. A typical semester consists of monthly 4-day residencies (5 per semester) plus thrice-weekly online distance-learning or in-person evening class sessions.

### **PROGRAM FORMAT**

The MBA in Sustainable Solutions is a 53-credit semester-based curriculum, with 11 required courses and three elective courses. In 2020-2021, the program is offered in a hybrid format designed for working professionals and adult learners. PGS's program format combines the effectiveness of face-to-face learning with the convenience, efficiency, and flexibility of distance learning.

Students and faculty meet five times per semester for 4-day residencies. On-site learning during residencies is combined with interactive distance learning, including required synchronous online class sessions, conference calls, readings, team-oriented assignments and projects with real companies. Distance learning between residencies is delivered using technologies including the Canvas-based Learning Management System and the webinar platform, Zoom.

This low-residency program design allows students from across the United States to participate in the program while continuing to live and work in their current place of residence.

### **PROGRAM LEARNING OUTCOMES**

The MBA in Sustainable Solutions program is designed to enhance achievement of Presidio Graduate School's mission largely through the integration of sustainability into every course. Our pedagogy rests on four principles: emphasis on change and one's place in promoting it; emphasis on applied learning, with a close relationship to practitioners in the field; emphasis on systems thinking and social justice; emphasis on creating a continuous learning community.

The program learning outcomes for the MBA program are organized around three proficiencies:

- Sustainable Systems
- Sustainable Leadership
- Business and Management Foundations

#### **Program Outcome: Sustainable Systems**

An understanding of sustainability is based on a foundational competence in basic principles of ecology and systems thinking. MBA in Sustainable Solutions graduates are able to integrate systemic and sustainable frameworks into business strategy through competence in systems thinking, sustainability literacy, ethics and social justice. PGS MBA graduates are proficient in:

- **Systems Thinking:** Applying whole systems thinking to develop business strategies for sustainable solutions;
- **Sustainability Literacy:** Integrating sustainability principles, frameworks and tools to business activities, strategies and models; and
- **Ethics and Social Justice:** Modeling highly ethical behavior and a social justice orientation to affect sustainability across a broad spectrum of stakeholders.

#### **Program Outcome: Sustainable Leadership**

The transformation toward a sustainable economy will require leadership and the human skills to create and navigate change across multiple social systems. PGS MBA in Sustainable Solutions graduates engender positive change—from the self, to the team, to the organization and ultimately the system—through competence in relationship management, organizational change, adaptability, resilience and efficacy. PGS MBA graduates are proficient in:

- **Efficacy, Resilience and Adaptability:** Adjusting to changing situations and obstacles while promoting productivity and sustainability through a variety of contexts, including relationships, teams and organizations;
- **Relationship Management:** Encouraging and influencing relationships that promote sustainability across multiple stakeholders and roles and within the global, social, political, ethical and cultural context of business;
- **Organizational Change:** Identifying levers of cultural and structural change in an organization in support of sustainability;
- **Organizations, Institutions and Policy:** Applying systems thinking principles or tools to design and plan public policy or management models that connect organizations, institutions and policy;
- **Engagement and Collaboration:** Applying tools, techniques or behaviors for effectively convening stakeholders to solve complex cross-sectoral problems.

#### **Program Outcome: Business and Management Foundations**

Recognizing and transforming today's global issues into innovative business opportunities requires a level of acumen in the foundational disciplines of business and management. PGS MBA in Sustainable Solutions graduates understand and integrate business fundamentals to design, develop and manage sustainable businesses toward the common good. MBA in Sustainable Solutions graduates demonstrate business and management acumen by building competencies in economics, innovation, capital management, critical thinking and Information and Communication Technology (ICT). PGS MBA graduates are proficient in:

- **Economics:** Analyzing market behavior and interpreting the allocation of resources while recognizing the limitations of existing economic models;
- **Innovation:** Integrating sustainability principles into the design, commercialization, marketing, and production of products and services;
- **Capital Management:** Interpreting the financial conditions of an enterprise and evaluating the use of financial capital to optimize value for all stakeholders, taking into account ethics and other forms of capital, specifically social and natural capital;
- **Critical Thinking:** Conceptualizing, applying, analyzing, synthesizing and/or evaluating the nature of information and knowledge through observation, experience, reflection, reasoning and communication, in ways that guide belief and action;
- **Information and Communication Technology (ICT):** Using and critically assessing available and new ICT to achieve ethical and sustainable management outcomes and public administration.

Note that public sector professional fundamentals are deeply integrated into the MBA in Sustainable Solutions degree, as each course addresses appropriate intersectoral issues. This integration reflects PGS's

perspective that society's sustainability challenges cannot be solved at scale without the strategic cooperation of both public and private sectors, and that managers and social entrepreneurs must be educated to make this relationship productive and high-performing.

### DEGREE REQUIREMENTS AND SUGGESTED COURSE SEQUENCES

All courses listed below are required, for a total of 53 credits. Students must pass all courses and maintain a minimum GPA of 3.0 in order to earn the MBA in Sustainable Solutions degree. Students may enroll in the MBA in Sustainable Solutions program in either the Fall or Spring semester.

**PLEASE NOTE:** *Course sequences, especially for part-time students, are subject to change.*

Full-time MBA in Sustainable Solutions – Fall or Spring Start		
<b>SEMESTER 1</b>		<b>Credits</b>
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 1 Credits		15
<b>SEMESTER 2</b>		<b>Credits</b>
SUST6120	Economy and Society: Governance and Business	4
SUST6200	Engagement: Connecting Brands and Customers	4
SUST6220	Operations and Supply Chain Management	4
LDR6200	Leadership and Team Performance	3
Total Semester 2 Credits		15
<b>SEMESTER 3</b>		<b>Credits</b>
SUST6230	Strategy	4
SUST6240	Financial Systems	4
Elective	Elective Course 1*	4
LDR6300	Organizational Leadership	3
Total Semester 3 Credits		15
<b>SEMESTER 4</b>		<b>Credits</b>
Elective	Elective Course 2*	4
Elective	Elective Course 3*	4
Total Semester 4 Credits		8
<b>TOTAL PROGRAM CREDITS</b>		<b>53</b>

\* *Elective course offerings will be determined closer to the term in which they will be offered.*

**PLEASE NOTE:** Course sequences, especially for part-time students, are subject to change.

Part-time MBA in Sustainable Solutions –Fall Start		
<b>SEMESTER 1</b>		<b>Credits</b>
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
Total Semester 1 Credits		8
<b>SEMESTER 2</b>		<b>Credits</b>
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 2 Credits		7
<b>SEMESTER 3</b>		<b>Credits</b>
SUST6120	Economy and Society: Governance and Business	4
SUST6200	Engagement: Connecting Brands and Customers	4
Total Semester 3 Credits		8
<b>SEMESTER 4</b>		<b>Credits</b>
SUST6220	Operations and Supply Chain Management	4
LDR6200	Leadership and Team Performance	3
Total Semester 4 Credits		7
<b>SEMESTER 5</b>		<b>Credits</b>
SUST6230	Strategy	4
SUST6240	Financial Systems	4
Total Semester 5 Credits		8
<b>SEMESTER 6</b>		<b>Credits</b>
Elective	Elective Course 1*	4
LDR6300	Organizational Leadership	3
Total Semester 6 Credits		7
<b>SEMESTER 7</b>		<b>Credits</b>
Elective	Elective Course 2*	4
Elective	Elective Course 3*	4
Total Semester 7 Credits		8
<b>TOTAL PROGRAM CREDITS</b>		<b>53</b>

\* Elective course offerings will be determined closer to the term in which they will be offered.

**PLEASE NOTE:** Course sequences, especially for part-time students, are subject to change.

Part-time MBA in Sustainable Solutions – Spring Start		
<b>SEMESTER 1</b>		<b>Credits</b>
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 1 Credits		7
<b>SEMESTER 2</b>		<b>Credits</b>
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
Total Semester 2 Credits		8
<b>SEMESTER 3</b>		<b>Credits</b>
SUST6220	Operations and Supply Chain Management	4
LDR6200	Leadership and Team Performance	3
Total Semester 3 Credits		7
<b>SEMESTER 4</b>		<b>Credits</b>
SUST6120	Economy and Society: Governance and Business	4
SUST6200	Engagement: Connecting Brands and Customers	4
Total Semester 4 Credits		8
<b>SEMESTER 5</b>		<b>Credits</b>
Elective	Elective Course 1*	4
LDR6300	Organizational Leadership	3
Total Semester 5 Credits		7
<b>SEMESTER 6</b>		<b>Credits</b>
SUST6230	Strategy	4
SUST6240	Financial Systems	4
Total Semester 6 Credits		8
<b>SEMESTER 7</b>		<b>Credits</b>
Elective	Elective Course 2*	4
Elective	Elective Course 3*	4
Total Semester 7 Credits		8
<b>TOTAL PROGRAM CREDITS</b>		<b>5</b>

\* Elective course offerings will be determined closer to the term in which they will be offered.

## EXPLANATION OF COURSE NUMBERING SYSTEM

Presidio Graduate School's graduate-level courses are numbered 6000-9999. Graduate level courses are open to holders of a baccalaureate degree who have met PGS's admission requirements. Courses are subject to prerequisites or other requirements as stated in the course descriptions.

Courses in the MBA in Sustainable Solutions program are designated by 3- and 4-letter codes as follows:

LDR	Leadership
MSS	Multisector Solutions
SUST	Sustainable Solutions

## COURSE DESCRIPTIONS: MBA in Sustainable Solutions

### MBA, MPA, and Dual Degree: Exploration

#### **SUST6100: Systems, Sustainability, and Social Justice** (4 credits)

This first term course helps students understand the context within which business and government operate and what is unsustainable about our practices, policies and mental models. The context includes understanding current events and trends in public policy, the myriad of complex social, environmental and economic issues facing society as well as some of the historical context of all of this. Students apply all of these concepts to a particular issue of their choice and do a deep study of that issue and the system within which it resides. As part of this process students develop and apply research methods, data analysis, stakeholder engagement strategies, systems thinking and presentation skills.

#### **SUST6110: Accounting** (4 credits)

The principles and tools of accounting are fundamental to understanding the financial reporting that leaders, investors and stakeholders rely on to make decisions. This course explores the challenges and structure of traditional, GAAP, accounting through translating day to day business operations and more complex exchanges to accounting transactions and then to the financial statements that tell the organization's economic story. But what is being counted and what is left out of this counting? What are social justice and environmental implications of what is not being counted? Accounting information is used by decision makers within the organization, as well as by external decision makers. We will work with frameworks to extract useful information, analyze performance and align organizational resources. To envision change, we will assess quantitative and qualitative aspects of the benefits and costs of engaging initiatives. Through case study analysis and discussions, we will frame issues and ground decisions with financial particulars and risks within the organization's context.

#### **SUST6120: Economy and Society: Governance and Business** (4 credits)

In order to change the world, we must first understand how it functions. With that in mind, this course begins by introducing students to the dominant political economic frameworks that have shaped and govern our world today. We will learn about the history of economic growth in the 20th and 21st centuries, including how it was made possible as well as the social and environmental costs of this growth. Looking forward, we will consider the many alternative frameworks, both old and new, that promise to create a more socially just, sustainable world. Moving from the macro to the micro, and stemming from a belief that sustainable change must be intersectoral, we will then investigate how governments, through law, policy, and regulation, shape social and economic space in an attempt to balance the needs of individuals with society at large. Finally, we will consider how socially just, sustainable solutions might engage with the political economic systems of today and tomorrow. To that end, we will explore the various organizational forms currently available and assess their strengths and weaknesses in bringing about social, environmental, and economic change.

#### **SUST6140: Data Analytics** (4 credits)

We live in a world overwhelmed with data. How can we find the data we need, and how might we best make use of the data we have? This course challenges students to discover, evaluate, analyze, and utilize data to promote social justice and sustainability. We will learn where and how to find valuable data, how to perform basic statistical analyses on that data, and how to critically analyze the data and statistics we encounter and create. Data is in part powerful because of its ability to help us tell stories. To that end, in this course we will learn how to use quantitative data to create compelling narratives and tell the stories we need to bring about the changes we want to see in the world.

## **MBA and Dual Degree: Business Skill-Building**

### **SUST6200: Engagement: Connecting Brands and Customers (4 credits)**

The purpose of this course is to introduce a framework for marketing sustainable ideas and products. It provides a survey of trends and an overview of concepts and techniques as they relate to understanding customer value, developing marketing opportunities, creating marketing strategies, communicating with stakeholders, and tactical marketing programs—all within the context of sustainable management. Students will be challenged to critically analyze marketing strategies, plans, and decisions for a sustainable business. Most importantly, students will gain the mindset of a marketer—an ability to inquire into the real needs of the individual and society, create sustainable value, and to build programs for relevant, meaningful engagement. *NOTE: This course has an Experiential Learning component.*

### **SUST6220: Operations and Supply Chain Management (4 credits)**

This course provides an overview of strategic, tactical, and operational decision making environments in service and manufacturing companies. Major topics are process analysis, supply chain management, quality management, service systems management, and operations strategy. These areas are explored through lectures, case studies, assigned readings, and class discussions. The course utilizes concepts of probability, statistics, and optimization commonly applied in operations management tools. It includes a special focus on companies implementing sustainability initiatives in their operations and introduces the new field of Industrial Ecology, which deals with tools and processes for sustainable operations management. *NOTE: This course has an Experiential Learning component. Prerequisites: SUST6110; SUST6140*

### **SUST6130: Strategy (4 credits)**

This course presents cutting-edge ideas on how strategy is evolving and the implications for socially- and environmentally-engaged management. Through considering classical approaches to strategy (such as resource-based views of the firm that capture capability logic), modern approaches (such as hyper-competition and high-velocity perspectives that embody guerrilla logic), and emerging approaches (such as eco-systemic and chaos theory-based views that incorporate a complexity logic), the course covers traditional, mainstream, and progressive perspectives on strategic management. As a whole, it provides conceptual tools and practical methodologies for catalyzing organizational transformation based on a strategic, systemic, and sustainable appreciation of change. The knowledge, skills, and attitudes developed throughout the course focus on consideration of the emerging trends and new areas of opportunity to be taken into account in developing strategies and designing processes and structures in sustainable organizations of the 21st century.

### **SUST6240: Financial Systems (4 credits)**

This course covers elements of managerial finance, capital markets, and how both investors and investees organize for strong, resilient enterprises and portfolios. Financial fundamentals include cash flows, accounting ratios, liquidity, rates of return relative to risk, and net present value - and how all of them are linked to value creation and risk reduction by investments in human, social and environmental capitals. Investing fundamentals include investment policy, investment process, efficient frontiers, asset classes, and how to construct portfolios to realize impact and profit potential. With Financial Systems, students can build skills and competency to more effectively manage capital internally at an organization, and externally as an investment manager. *Prerequisites: SUST6110; SUST6140*

## **MBA, MPA, and Dual Degree: Leadership**

### **LDR6100: Personal Development and Communication (3 credits)**

This is the first of three courses exploring leadership through individual capacities for leading complex change and transformation for self, communities and organizations. Learners assess their own values, skills and preferences using a strength-based approach. This assessment is then leveraged to analyze communication capabilities and learning edges critical for collaboration and influencing effective and sustainable change. Theory and reflective practices in learning teams prepare learners for future engagements in communities and organizations. This course does not have an experiential learning component. This is a foundational course addressing core competencies in support of the leadership programmatic outcomes. In this course, we take a strengths-based approach to fostering personal leadership (efficacy, resilience, adaptability) and communication (listening, collaborating, speaking, writing) competencies that are essential for social justice and sustainability working within human systems. Course materials are drawn primarily from the humanistic, emotional intelligence, positive psychology and living systems traditions.

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**LDR6200: Leadership and Team Performance** (3 credits)

This course builds upon the strengths-based approach to development, introduced in LDR6100. Students continue to build self-awareness of their leadership strengths, identify roadblocks and expand their personal effectiveness through assessment, discussion, feedback and practice in a reflective, supportive environment. They will develop the capacity to create a team charter, manage conflict and engage in high performance team leadership. The focus is on developing capacity for being authentic, strength's-based leaders in a team environment and change agents of sustainability in business organizations and society. *Prerequisite: LDR6100*

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**LDR6300: Organizational Leadership** (3 credits)

Human systems in the organizational environment influence the way people behave, the options available for action, the relationships that form, the learning that is possible and in many cases, the meaning that people apply to their work. Systems shape the flow of information, the rewards, the strategic development process, budgeting, hiring, power and other elements of organizations. The purpose of this course is to enhance students' understanding of organizational systems, public or private, and the impact of those systems on management action. *Prerequisites: LDR6100 and LDR6200*

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**MBA: ELECTIVE COURSES: Civic Leadership and Social Justice \*****MSS6200: Civic Leadership, Diversity, and Systems Thinking** (4 credits)

This course applies systems-thinking rubrics to community engagement and civic leadership. Students complete a minimum of twelve immersive civic experiences, including a self-selected portfolio of experiential learning (EL) activities that require direct civic engagement, systems analysis, evaluative research, and structured inquiry with intentional consideration of power, privilege, and the Common Good. Students engage in significant inter-residency fieldwork with local, national, and international organizations, with emphasis on cultural competency, allyship, practitioner teamwork, facilitative leadership, and sustainability as a function of environmental, economic, and social justice. *Prerequisites: SUST6100 and LDR6100*

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**MSS6240: Research Methods and Policy Evaluation** (4 credits)

This course focuses on the use of social science research methods, ethics, and evaluation theories to assess public/non-profit outcomes. Students will use quantitative and qualitative research methods and program evaluation tools to answer important organizational questions related to process, resources, outputs, and outcomes; several research evaluation tools will be introduced. Students will also investigate best practices in research ethics, protections, and confidentiality. Finally, students will learn to apply (and possibly modify) assessment tools used in sustainable development.

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**MBA: ELECTIVE COURSES: Energy, Climate, and Social Responsibility \*****ECS6300: Energy Systems for Sustainability** (4 credits)

This course explores energy technologies and systems in a framework of enduring social and environmental stewardship on a global scale. The course explores alternate energy generation technologies, consumption patterns, and energy efficiency. The emphasis will be on renewable energy generation, energy storage, microgrids, and emerging system operations including demand management. On the consumption side we focus on buildings and the transportation sector.

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**ECS6340: Climate and Social Responsibility** (4 credits)

This course prepares the students to assume the responsibilities of a sustainability and climate leader within corporations and the government. We discuss the root causes of global climate change, its consequences, and the imperative corporate responsibility. We explore technological, economic and public policy strategies for global warming mitigation, and strategies for adaptation through resilience and risk management. Students will learn the standard and emerging metrics for assessment, monitoring, and disclosure of corporate climate action plan.

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**MBA: ELECTIVE COURSE: Innovation****INN6300: New Ventures and Product Innovation – Entrepreneurship** (4 credits)

The emphasis in this course is to provide students with the capacity to create a value proposition for a new product or service based on a systems view of market and impact opportunities that enable them to design, plan, and launch a product or service. The course will equip students with a methodology for the creation of sustainable products/services with a compelling market value case for a new enterprise or an existing organization. The course provides students with the opportunity to build on and integrate previous knowledge of operational strategies, marketing, financial systems, and sustainability principles as well as new learning modules such as design thinking, product development and innovation, business model design, and entrepreneurship.

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## **MBA: ELECTIVE COURSES: Public-Private Partnerships and Policy \***

### **MSS6300/FIN6340: Multisector Strategic Partnerships and Financial Solutions (4 credits)**

Financial, environmental, and social sustainability requires interdependent public, nonprofit, and private solutions. Building effective collaboration requires leaders to understand the distinct institutional systems, mission imperatives, and contracting structures of each sector. This course provides an overview of successful and innovative governance, financing, implementation, and evaluation tools used for partnerships across government, civil society, and business. Students will apply their learning to propose a strategic and implementable multisector solution to a current challenge with measurable results.

### **MSS6320: Planning, Policy, and Sustainable Economic Development (4 credits)**

The systemic aspects of economics and policy driving sustainable development are the focus of this course. Students will understand the interdependence of community groups and the theoretical and practical perspectives useful for community planning, development, coalition building, environmental politics, local government leadership, and sustainable development. Throughout the semester, students are exposed to literature from economic development, policy design, sustainable development, and land use and transportation planning to deepen their theoretical knowledge. This course also covers master planning, strategic planning, sustainable development, policy process and evaluation, civic education and leadership, and citizen participation in government. It explores global issues in urban and rural contexts.

## **MBA: ELECTIVE COURSES: Sustainable Finance \***

### **FIN6320: Capital Structures and Technology for Impactful Financial Markets (4 credits)**

Sustainable solutions can be financed by traditional and innovative capital structures, whether a business, civil society NGO, or government. Technological innovations, new platforms, and online communities empower organizations seeking capital to connect with a wider reach of investors, at lower cost, and customized engagement. This course focuses on the building blocks of financing – known as the “capital stack”—to fund the operations, expansion, and impact of entities across the business, social, and government sectors; and the technologies that enable new securities (e.g. social impact bond), structures, and sources of capital. Students will learn how to think and act like a chief financial officer to issue securities (equity, debt, convertible, revenue-based securities) and evaluate sample “term sheets.” In addition, students will learn about tech-enabled innovations (e.g. crowd-funding, crypto-currencies, blockchain) in financial systems, processes, products, and providers. *Prerequisite SUST6240*

### **MSS6300/FIN6340: Multisector Strategic Partnerships and Financial Solutions (4 credits)**

Financial, environmental, and social sustainability requires interdependent public, nonprofit, and private solutions. Building effective collaboration requires leaders to understand the distinct institutional systems, mission imperatives, and contracting structures of each sector. This course provides an overview of successful and innovative governance, financing, implementation, and evaluation tools used for partnerships across government, civil society, and business. Students will apply their learning to propose a strategic and implementable multisector solution to a current challenge with measurable results.

*\* Please note that this is a sample list of elective courses which have been offered in past terms. Exact elective course offerings will be determined closer to the term in which they will be offered.*

## **MPA IN SUSTAINABLE SOLUTIONS**

PGS's Master of Public Administration (MPA) in Sustainable Solutions is unique in the field of higher education. While individual courses on business ethics and environmental management now exist, few MPA programs engage faculty and students alike in the process of integrating—at all levels—social and environmental values with the application of practical business skills.

PGS's MPA in Sustainable Solutions is designed to prepare professionals with the competencies and courage to position current and future organizations—private, public or non-profit—to be leaders in the practice of sustainable management. With a pedagogical emphasis on experience, reflection and application students learn in a collaborative team environment and benefit from faculty expertise and feedback. Students learn to lead organizations to be socially and environmentally responsible—and financially successful through creative presentations, simulations and real-time project-based learning.

### **PROGRAM FRAMEWORK**

PGS defines Sustainable Solutions as the ability to direct the course of a company, community or country in ways that restore and enhance all forms of capital—human, natural, and financial—to generate stakeholder value and contribute to the well-being of current and future generations.

PGS's MPA programs connect management theory and practice with social responsibility, ecological awareness, systems thinking and leadership within an integrated framework of sustainable management. Sustainable management is, therefore, the unifying concept that weaves the core elements of the program together in ways that help students make connections, promote innovation, and create transformative solutions. The explicit objective of the MPA is to develop the management skills and competencies necessary to address global issues through business opportunities that create sustainable value and transform our economic system.

### **PROGRAM LENGTH**

Full-time students register for four courses (15 credits) per semester and typically complete the MPA program in three semesters (16 months). Part-time students register for two courses (7 or 8 credits) per semester over six semesters and typically complete the MPA program in three academic years.

### **COURSE SCHEDULING AND DELIVERY**

PGS uses the semester calendar. In 2020-2021, students in the MPA in Sustainable Solutions program attend class during the fall and spring semesters. A typical semester consists of monthly 4-day residencies (5 per semester) plus twice-weekly online distance-learning or in-person evening class sessions.

### **PROGRAM FORMAT**

The MPA in Sustainable Solutions is a 45-credit semester-based curriculum, with twelve required courses. The program is offered in a hybrid format designed for working professionals and adult learners. PGS's program format combines the effectiveness of face-to-face learning with the convenience, efficiency, and flexibility of distance learning.

Students and faculty meet five times per semester for 4-day residencies. On-site learning during residencies is combined with interactive distance learning, including required synchronous online class sessions, conference calls, readings, team-oriented assignments and projects with real companies. Distance learning between residencies is delivered using technologies including the Canvas-based Learning Management System and the webinar platform, Zoom.

This low-residency program design allows students from across the United States to participate in the program while continuing to live and work in their current place of residence.

### **PROGRAM LEARNING OUTCOMES**

The MPA in Sustainable Solutions program is designed to enhance achievement of Presidio Graduate School's mission largely through the integration of sustainability into every course, as well as to more effectively achieve our pedagogical orientation. Our pedagogy rests on four principles:

1. Understanding change and one's place in promoting it;
2. Experiential learning with close relationship to practitioners in the field;
3. Applying systems solutions for social change; and
4. Creating a continuous learning community.

These principles guide instructional enhancements throughout three institution-wide proficiencies: Sustainable Systems, Sustainable Leadership, and Public/Business (Multisector) Administration. As global trends highlight the importance of public-private partnerships, a multisector lens in each course fosters inter-sectoral awareness and shared frameworks across MPA and MBA disciplines to enhance learning outcomes. This integration reflects the PGS perspective that society's sustainability challenges cannot be solved without strategic cooperation of the public and private sectors; managers and social entrepreneurs must be educated to make this relationship productive and high-performing.

The program learning outcomes for the proposed MPA in Sustainable Solutions are organized around these three proficiencies:

- Sustainable Systems
- Sustainable Leadership
- Public/Business (Multisector) Administration

#### **Program Outcome: Sustainable Systems**

An understanding of sustainability is based on a foundational competence in basic principles of ecology and systems thinking. Presidio Graduate School (PGS) MPA in Sustainable Solutions graduates are proficient in the principles and practices of sustainable management, including their role in helping evolve private, public, and nonprofit institutions for a just, prosperous and sustainable future, and the ability to skillfully apply systems thinking, critical thinking and other sustainability frameworks and tools in real-world settings. PGS MPA graduates are able to:

- **Social, Economic, and Ecological Systems:** Understand the interdependence of social, economic, and ecological problems and the interdependence of business, government and civil society, and the possibility of integrated solutions;
- **Organizations, Institutions, and Policy:** Conceptualize interconnections between larger systems; apply systems thinking principles and tools to design and plan public policy and administrative models; and
- **Policy Modeling:** Apply systems thinking principles and tools to design public policy.

#### **Program Outcome: Sustainable Leadership**

PGS MBA in Sustainable Solutions graduates are proficient in the principles and practices of sustainable leadership, including application of multidisciplinary approaches to and ethical decision-making in problem solving and leading teams and institutions, and the effective use of collaboration and stakeholder engagement tools and methods to achieve organizational change. PGS MPA graduates are able to:

- **Insight, Creativity, and Leading for the Long-Term:** Practice creativity, self-assessment, and ethical decision-making, and to forge shared commitments to resilient solutions that focus on long-term systemic strategies and outcomes; and
- **Engagement and Collaboration:** Convene, include, and understand and respect diverse stakeholder perspectives in decision-making to mobilize, motivate, and achieve collective action on complex problems.

#### **Program Outcome: Foundations of Public Administration**

PGS MBA in Sustainable Solutions graduates are proficient in the fundamentals of business and public administration, including quantitative, qualitative, and evaluative models for addressing and solving complex, enduring, and emerging problems of society, enterprise, and the global environment. PGS MPA graduates are able to:

- **Sustainable Management:** Understand sustainability and its application in a pragmatic, historical and global context, and manage public finance and budgets sustainably;
- **Ecological and Social Issues:** Interpret and prioritize ecological and social issues that have an impact on the public good;
- **Frameworks:** Apply principles and frameworks of sustainable management and performance measurement to orient and guide policy making and public administration; and
- **Information and Communication Technology:** Use and critically assess available and new Information and Communication Technologies (ICT) to achieve ethical and sustainable management outcomes and public administration.

## MPA DEGREE REQUIREMENTS AND RECOMMENDED COURSE SEQUENCE

All courses listed below are required, for a total of 45 credits. Students must pass all courses and maintain a minimum GPA of 3.0 in order to earn the MPA in Sustainable Solutions degree. Students may enroll in the MPA in Sustainable Solutions program in Fall or Spring semester.

**PLEASE NOTE:** Course sequences, especially for part-time students, are subject to change.

Full-time MPA in Sustainable Solutions – Fall Start		
SEMESTER 1 (Fall)		Credits
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 1 Credits		15
SEMESTER 2 (Spring)		Credits
SUST6120	Economy and Society: Governance and Business	4
MSS6220	Market Failures and the Regulatory Environment	4
MSS6240	Research Methods and Policy Evaluation	4
LDR6200	Leadership and Team Performance	3
Total Semester 2 Credits		15
SEMESTER 3 (Fall)		Credits
MSS6200	Civic Leadership, Diversity, and Systems Thinking	4
MSS6300	Multisector Strategic Partnerships and Financial Solutions	4
MSS6320	Planning, Policy, and Sustainable Economic Development	4
MSS6360	The Future and Fundamentals of Public Administration	3
Total Semester 3 Credits		15
<b>TOTAL PROGRAM CREDITS</b>		<b>45</b>

**PLEASE NOTE:** Course sequences, especially for part-time students, are subject to change.

Part-time MPA in Sustainable Solutions –Fall Start		
<b>SEMESTER 1 (Fall)</b>		<b>Credits</b>
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
Total Semester 1 Credits		8
<b>SEMESTER 2 (Spring)</b>		<b>Credits</b>
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 2 Credits		7
<b>SEMESTER 3 (Fall)</b>		<b>Credits</b>
SUST6120	Economy and Society: Governance and Business	4
LDR6200	Leadership and Team Performance	3
Total Semester 3 Credits		7
<b>SEMESTER 4 (Spring)</b>		<b>Credits</b>
MSS6200	Civic Leadership, Diversity, and Systems Thinking	4
MSS6240	Research Methods and Policy Evaluation	4
Total Semester 4 Credits		8
<b>SEMESTER 5 (Fall)</b>		<b>Credits</b>
MSS6220	Market Failures and the Regulatory Environment	4
MSS6320	Planning, Policy, and Sustainable Economic Development	4
Total Semester 5 Credits		8
<b>SEMESTER 6 (Spring)</b>		<b>Credits</b>
MSS6300	Multisector Strategic Partnerships and Financial Solutions	4
MSS6360	The Future and Fundamentals of Public Administration	3
Total Semester 6 Credits		7
<b>TOTAL PROGRAM CREDITS</b>		<b>45</b>

### EXPLANATION OF COURSE NUMBERING SYSTEM – MPA PROGRAM

Presidio Graduate School's graduate-level courses are numbered 6000-9999. Graduate level courses are open to holders of a baccalaureate degree who have met PGS's admission requirements. Courses are subject to prerequisites or other requirements as stated in the course descriptions.

Courses in the MPA in Sustainable Solutions program are designated by 3- and 4-letter codes as follows:

LDR	Leadership
MSS	Multisector Solutions
SUST	Sustainable Solutions

## COURSE DESCRIPTIONS – MPA in Sustainable Solutions

### MBA, MPA, and Dual Degree: Exploration (16 credits)

#### **SUST6100: Systems, Sustainability, and Social Justice** (4 credits)

This first term course helps students understand the context within which business and government operate and what is unsustainable about our practices, policies and mental models. The context includes understanding current events and trends in public policy, the myriad of complex social, environmental and economic issues facing society as well as some of the historical context of all of this. Students apply all of these concepts to a particular issue of their choice and do a deep study of that issue and the system within which it resides. As part of this process students develop and apply research methods, data analysis, stakeholder engagement strategies, systems thinking and presentation skills.

#### **SUST6110: Accounting** (4 credits)

The principles and tools of accounting are fundamental to understanding the financial reporting that leaders, investors and stakeholders rely on to make decisions. This course explores the challenges and structure of traditional, GAAP, accounting through translating day to day business operations and more complex exchanges to accounting transactions and then to the financial statements that tell the organization's economic story. But what is being counted and what is left out of this counting? What are social justice and environmental implications of what is not being counted? Accounting information is used by decision makers within the organization, as well as by external decision makers. We will work with frameworks to extract useful information, analyze performance and align organizational resources. To envision change, we will assess quantitative and qualitative aspects of the benefits and costs of engaging initiatives. Through case study analysis and discussions, we will frame issues and ground decisions with financial particulars and risks within the organization's context.

#### **SUST6120: Economy and Society: Governance and Business** (4 credits)

In order to change the world, we must first understand how it functions. With that in mind, this course begins by introducing students to the dominant political economic frameworks that have shaped and govern our world today. We will learn about the history of economic growth in the 20th and 21st centuries, including how it was made possible as well as the social and environmental costs of this growth. Looking forward, we will consider the many alternative frameworks, both old and new, that promise to create a more socially just, sustainable world. Moving from the macro to the micro, and stemming from a belief that sustainable change must be intersectoral, we will then investigate how governments, through law, policy, and regulation, shape social and economic space in an attempt to balance the needs of individuals with society at large. Finally, we will consider how socially just, sustainable solutions might engage with the political economic systems of today and tomorrow. To that end, we will explore the various organizational forms currently available and assess their strengths and weaknesses in bringing about social, environmental, and economic change.

#### **SUST6140: Data Analytics** (4 credits)

We live in a world overwhelmed with data. How can we find the data we need, and how might we best make use of the data we have? This course challenges students to discover, evaluate, analyze, and utilize data to promote social justice and sustainability. We will learn where and how to find valuable data, how to perform basic statistical analyses on that data, and how to critically analyze the data and statistics we encounter and create. Data is in part powerful because of its ability to help us tell stories. To that end, in this course we will learn how to use quantitative data to create compelling narratives and tell the stories we need to bring about the changes we want to see in the world.

### MPA: Public Administration Skill-building (12 credits)

#### **MSS6200: Civic Leadership, Diversity, and Systems Thinking** (4 credits)

This course applies systems-thinking rubrics to community engagement and civic leadership. Students complete a minimum of twelve immersive civic experiences, including a self-selected portfolio of experiential learning (EL) activities that require direct civic engagement, systems analysis, evaluative research, and structured inquiry with intentional consideration of power, privilege, and the Common Good. Students engage in significant inter-residency fieldwork with local, national, and international organizations, with emphasis on cultural competency, allyship, practitioner teamwork, facilitative leadership, and sustainability as a function of environmental, economic, and social justice. *Prerequisites: SUST6100; LDR6100*

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**MSS6220: Market Failures and the Regulatory Environment** (4 credits)

This course will examine market failure as a framework for defining and articulating sustainability challenges. Students will receive a survey of the American regulatory system and its complementary balancing role in curing or preventing market failure. Specific areas of regulation to be examined will include fiduciary, corporate formation, securities, environmental, antitrust, torts, intellectual property and contract law. Based on this understanding of interdependent market and regulatory environments, students will practice and enhance their ability to innovate new solutions to complex and seemingly intractable problems--i.e. be social entrepreneurs. Students will consider the pros and cons of delivering their solutions through business, governmental, civil societal, or hybrid organizations. Students will be able to articulate financing mechanisms--public, private, or otherwise--for their proposed solutions.

**MSS6240: Research Methods and Policy Evaluation** (4 credits)

This course focuses on the use of social science research methods, ethics, and evaluation theories to assess public/non-profit outcomes. Students will use quantitative and qualitative research methods and program evaluation tools to answer important organizational questions related to process, resources, outputs, and outcomes; several research evaluation tools will be introduced. Students will also investigate best practices in research ethics, protections, and confidentiality. Finally, students will learn to apply (and possibly modify) assessment tools used in sustainable development.

**MPA: Implementation (11 credits)****MSS6300/FIN6340: Multisector Strategic Partnerships and Financial Solutions** (4 credits)

Financial, environmental, and social sustainability requires interdependent public, nonprofit, and private solutions. Building effective collaboration requires leaders to understand the distinct institutional systems, mission imperatives, and contracting structures of each sector. This course provides an overview of successful and innovative governance, financing, implementation, and evaluation tools used for partnerships across government, civil society, and business. Students will apply their learning to propose a strategic and implementable multisector solution to a current challenge with measurable results.

**MSS6320: Planning, Policy, and Sustainable Economic Development** (4 credits)

The systemic aspects of economics and policy driving sustainable development are the focus of this course. Students will understand the interdependence of community groups and the theoretical and practical perspectives useful for community planning, development, coalition building, environmental politics, local government leadership, and sustainable development. Throughout the semester, students are exposed to literature from economic development, policy design, sustainable development, and land use and transportation planning to deepen their theoretical knowledge. This course also covers master planning, strategic planning, sustainable development, policy process and evaluation, civic education and leadership, and citizen participation in government. It explores global issues in urban and rural contexts.

**MSS6360: The Fundamentals and Future of Public Administration** (3 credits)

This course is a master's level seminar delivered as a small group educational opportunity to engage in critical thinking, discussion, and exploration of theory, practice, and policy while immersed in an accredited field practicum experience. Throughout the course, students have an opportunity to integrate the academic knowledge and values taught in foundation courses with their field placement experiences. Also, the seminar provides a forum for learning and building practical skills through interaction, self-reflection, role-play, case discussion, and other experiential exercises.

**MPA: Leadership (6 credits)****LDR6100: Personal Development and Communication** (3 credits)

This is the first of three courses exploring leadership through individual capacities for leading complex change and transformation for self, communities and organizations. Learners assess their own values, skills and preferences using a strength-based approach. This assessment is then leveraged to analyze communication capabilities and learning edges critical for collaboration and influencing effective and sustainable change. Theory and reflective practices in learning teams prepare learners for future engagements in communities and organizations. This course does not have an experiential learning component. This is a foundational course addressing core competencies in support of the leadership programmatic outcomes. In this course, we take a strengths-based approach to fostering personal leadership (efficacy, resilience, adaptability) and communication (listening, collaborating, speaking, writing) competencies that are essential for social justice and sustainability working within human systems. Course materials are drawn primarily from the humanistic, emotional intelligence, positive psychology and living systems traditions.

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**LDR6200: Leadership and Team Performance** (3 credits)

This course builds upon the strengths-based approach to development, introduced in LDR6100. Students continue to build self-awareness of their leadership strengths, identify roadblocks and expand their personal effectiveness through assessment, discussion, feedback and practice in a reflective, supportive environment. They will develop the capacity to create a team charter, manage conflict and engage in high performance team leadership. The focus is on developing capacity for being authentic, strength's-based leaders in a team environment and change agents of sustainability in business organizations and society.  
*Prerequisite LDR6100.*

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## **MBA/MPA Dual Degree in Sustainable Solutions**

The MBA/MPA Dual Degree in Sustainable Solutions (Dual Degree) is a natural product of PGS's intersectoral approach to sustainable management. Our Dual Degree graduates emerge with the ability to both manage integrated bottom lines and to convene coordinated action in the public interest. With the skills and self-knowledge to thrive in the most challenging, dynamic, and complex organizational systems.

PGS Dual Degree graduates can competently examine the array of potential solutions offered by each sector, and pragmatically choose the right sustainability solutions without sector-based confirmation bias. Dual Degree students follow a carefully designed 2-year, 60-credit course of study, covering the required courses in the MBA and MPA programs. The Dual Degree culminates in an integrative capstone project that demonstrates skills attained in both programs. Dual Degree students are required to meet with an academic advisor to map their program of study.

### **PROGRAM LENGTH**

Full-time students register for four courses (15 credits) per semester and typically complete the Dual Degree program in five semesters. Part-time students register for two courses (7 or 8 credits) per semester over nine semesters and typically complete the Dual Degree program in four years.

### **PROGRAM FORMAT**

The Dual MBA/MPA in Sustainable Solutions is a 68-credit semester-based curriculum, with 18 required courses. In 2020-2021, the program is offered in a hybrid format designed for working professionals and adult learners. PGS's program format combines the effectiveness of face-to-face learning with the convenience, efficiency, and flexibility of distance learning.

Students and faculty meet five times per semester for 4-day residencies. On-site learning during residencies is combined with interactive distance learning, including required synchronous online class sessions, conference calls, readings, team-oriented assignments and projects with real companies. Distance learning between residencies is delivered using technologies including the Canvas-based Learning Management System and the webinar platform, Zoom.

This low-residency program design allows students from across the United States to participate in the program while continuing to live and work in their current place of residence.

### **PROGRAM LEARNING OUTCOMES**

Program Learning Outcomes for the Dual MBA/MPA in Sustainable Solutions program are the combined Program Learning Outcomes of the MBA in Sustainable Solutions (pages 15-17 of this Handbook) and the MPA in Sustainable Solutions (pages 24-25 of this Handbook).

## DUAL MBA/MPA DEGREE REQUIREMENTS AND RECOMMENDED COURSE SEQUENCE

All courses listed below are required, for a total of 68 credits. Students must pass all courses and maintain a minimum GPA of 3.0 in order to earn the MBA/MPA Dual Degree. Students may enroll in the MBA/MPA Dual Degree program in Fall or Spring semester.

**PLEASE NOTE:** Course sequences, especially for part-time students, are subject to change.

Full-time MBA/MPA Dual Degree – Fall or Spring Start		
TERM 1 (Fall)		Credits
SUST6100	Systems, Sustainability, and Social Justice	4
SUST6110	Accounting	4
SUST6140	Data Analytics	4
LDR6100	Personal Development and Communication	3
Total Semester 1 Credits		15
TERM 2 (Spring)		Credits
SUST6120	Economy and Society: Governance and Business	4
SUST6200	Engagement: Connecting Brands and Customers	4
SUST6220	Operations and Supply Chain Management	4
LDR6200	Leadership and Team Performance	3
Total Semester 2 Credits		15
TERM 3 (Fall)		Credits
MSS6200	Civic Leadership, Diversity, and Systems Thinking	4
MSS6220	Market Failures and the Regulatory Environment	4
MSS6240	Research Methods and Policy Evaluation	4
LDR6300	Organizational Leadership	3
Total Semester 3 Credits		15
TERM 4 (Spring)		Credits
MSS6320	Planning, Policy, and Sustainable Economic Development	4
MSS6360	The Fundamentals and Future of Public Administration	3
SUST6230	Strategy	3
SUST6240	Financial Systems	4
Total Semester 4 Credits		15
TERM 5 (Fall)		Credits
MSS6300	Multisector Strategic Partnerships and Financial Solutions	4
Elective*	Elective*	4
Total Semester 5 Credits		8
<b>TOTAL PROGRAM CREDITS</b>		<b>68</b>

\* Elective course offerings will be determined closer to the term in which they will be offered.

## COURSE DESCRIPTIONS –MBA/MPA Dual Degree

### MBA, MPA, and Dual Degree: Exploration

#### **SUST6100: Systems, Sustainability, and Social Justice** (4 credits)

This first term course helps students understand the context within which business and government operate and what is unsustainable about our practices, policies and mental models. The context includes understanding current events and trends in public policy, the myriad of complex social, environmental and economic issues facing society as well as some of the historical context of all of this. Students apply all of these concepts to a particular issue of their choice and do a deep study of that issue and the system within which it resides. As part of this process students develop and apply research methods, data analysis, stakeholder engagement strategies, systems thinking and presentation skills.

#### **SUST6110: Accounting** (4 credits)

The principles and tools of accounting are fundamental to understanding the financial reporting that leaders, investors and stakeholders rely on to make decisions. This course explores the challenges and structure of traditional, GAAP, accounting through translating day to day business operations and more complex exchanges to accounting transactions and then to the financial statements that tell the organization's economic story. But what is being counted and what is left out of this counting? What are social justice and environmental implications of what is not being counted? Accounting information is used by decision makers within the organization, as well as by external decision makers. We will work with frameworks to extract useful information, analyze performance and align organizational resources. To envision change, we will assess quantitative and qualitative aspects of the benefits and costs of engaging initiatives. Through case study analysis and discussions, we will frame issues and ground decisions with financial particulars and risks within the organization's context.

#### **SUST6120: Economy and Society: Governance and Business** (4 credits)

In order to change the world, we must first understand how it functions. With that in mind, this course begins by introducing students to the dominant political economic frameworks that have shaped and govern our world today. We will learn about the history of economic growth in the 20th and 21st centuries, including how it was made possible as well as the social and environmental costs of this growth. Looking forward, we will consider the many alternative frameworks, both old and new, that promise to create a more socially just, sustainable world. Moving from the macro to the micro, and stemming from a belief that sustainable change must be intersectoral, we will then investigate how governments, through law, policy, and regulation, shape social and economic space in an attempt to balance the needs of individuals with society at large. Finally, we will consider how socially just, sustainable solutions might engage with the political economic systems of today and tomorrow. To that end, we will explore the various organizational forms currently available and assess their strengths and weaknesses in bringing about social, environmental, and economic change.

#### **SUST6140: Data Analytics** (4 credits)

We live in a world overwhelmed with data. How can we find the data we need, and how might we best make use of the data we have? This course challenges students to discover, evaluate, analyze, and utilize data to promote social justice and sustainability. We will learn where and how to find valuable data, how to perform basic statistical analyses on that data, and how to critically analyze the data and statistics we encounter and create. Data is in part powerful because of its ability to help us tell stories. To that end, in this course we will learn how to use quantitative data to create compelling narratives and tell the stories we need to bring about the changes we want to see in the world.

### MBA and Dual Degree: Business Skill-Building

#### **SUST6200: Engagement: Connecting Brands and Customers** (4 credits)

The purpose of this course is to introduce a framework for marketing sustainable ideas and products. It provides a survey of trends and an overview of concepts and techniques as they relate to understanding customer value, developing marketing opportunities, creating marketing strategies, communicating with stakeholders, and tactical marketing programs—all within the context of sustainable management. Students will be challenged to critically analyze marketing strategies, plans, and decisions for a sustainable business. Most importantly, students will gain the mindset of a marketer—an ability to inquire into the real needs of the individual and society, create sustainable value, and to build programs for relevant, meaningful engagement. *NOTE: SUST6200 has an Experiential Learning component.*

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**SUST6220: Operations and Supply Chain Management** (4 credits)

This course provides an overview of strategic, tactical, and operational decision making environments in service and manufacturing companies. Major topics are process analysis, supply chain management, quality management, service systems management, and operations strategy. These areas are explored through lectures, case studies, assigned readings, and class discussions. The course utilizes concepts of probability, statistics, and optimization commonly applied in operations management tools. It includes a special focus on companies implementing sustainability initiatives in their operations and introduces the new field of Industrial Ecology, which deals with tools and processes for sustainable operations management. *NOTE: SUST6220 has an Experiential Learning component. Prerequisites: SUST6110; SUST6140*

**SUST6130: Strategy** (4 credits)

This course presents cutting-edge ideas on how strategy is evolving and the implications for socially- and environmentally-engaged management. Through considering classical approaches to strategy (such as resource-based views of the firm that capture capability logic), modern approaches (such as hyper-competition and high-velocity perspectives that embody guerrilla logic), and emerging approaches (such as eco-systemic and chaos theory-based views that incorporate a complexity logic), the course covers traditional, mainstream, and progressive perspectives on strategic management. As a whole, it provides conceptual tools and practical methodologies for catalyzing organizational transformation based on a strategic, systemic, and sustainable appreciation of change. The knowledge, skills, and attitudes developed throughout the course focus on consideration of the emerging trends and new areas of opportunity to be taken into account in developing strategies and designing processes and structures in sustainable organizations of the 21st century.

**SUST6240: Financial Systems** (4 credits)

This course covers elements of managerial finance, capital markets, and how both investors and investees organize for strong, resilient enterprises and portfolios. Financial fundamentals include cash flows, accounting ratios, liquidity, rates of return relative to risk, and net present value - and how all of them are linked to value creation and risk reduction by investments in human, social and environmental capitals. Investing fundamentals include investment policy, investment process, efficient frontiers, asset classes, and how to construct portfolios to realize impact and profit potential. With Financial Systems, students can build skills and competency to more effectively manage capital internally at an organization, and externally as an investment manager. *Prerequisites: SUST6110; SUST6140*

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**MPA: Public Administration Skill-building****MSS6200: Civic Leadership, Diversity, and Systems Thinking** (4 credits)

This course applies systems-thinking rubrics to community engagement and civic leadership. Students complete a minimum of twelve immersive civic experiences, including a self-selected portfolio of experiential learning (EL) activities that require direct civic engagement, systems analysis, evaluative research, and structured inquiry with intentional consideration of power, privilege, and the Common Good. Students engage in significant inter-residency fieldwork with local, national, and international organizations, with emphasis on cultural competency, allyship, practitioner teamwork, facilitative leadership, and sustainability as a function of environmental, economic, and social justice. *Prerequisites: SUST6100; LDR6100*

**MSS6220: Market Failures and the Regulatory Environment** (4 credits)

This course will examine market failure as a framework for defining and articulating sustainability challenges. Students will receive a survey of the American regulatory system and its complementary balancing role in curing or preventing market failure. Specific areas of regulation to be examined will include fiduciary, corporate formation, securities, environmental, antitrust, torts, intellectual property and contract law. Based on this understanding of interdependent market and regulatory environments, students will practice and enhance their ability to innovate new solutions to complex and seemingly intractable problems--i.e. be social entrepreneurs. Students will consider the pros and cons of delivering their solutions through business, governmental, civil societal, or hybrid organizations. Students will be able to articulate financing mechanisms, public, private, or otherwise, for their proposed solutions.

**MSS6240: Research Methods and Policy Evaluation** (4 credits)

This course focuses on the use of social science research methods, ethics, and evaluation theories to assess public/non-profit outcomes. Students will use quantitative and qualitative research methods and program evaluation tools to answer important organizational questions related to process, resources, outputs, and outcomes; several research evaluation tools will be introduced. Students will also investigate best practices in research ethics, protections, and confidentiality. Finally, students will learn to apply (and possibly modify) assessment tools used in sustainable development.

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## Dual MBA/MPA: Implementation

### **MSS6300/FIN6340: Multisector Strategic Partnerships and Financial Solutions** (4 credits)

Financial, environmental, and social sustainability requires interdependent public, nonprofit, and private solutions. Building effective collaboration requires leaders to understand the distinct institutional systems, mission imperatives, and contracting structures of each sector. This course provides an overview of successful and innovative governance, financing, implementation, and evaluation tools used for partnerships across government, civil society, and business. Students will apply their learning to propose a strategic and implementable multisector solution to a current challenge with measurable results.

### **MSS6320: Planning, Policy, and Sustainable Economic Development** (4 credits)

The systemic aspects of economics and policy driving sustainable development are the focus of this course. Students will understand the interdependence of community groups and the theoretical and practical perspectives useful for community planning, development, coalition building, environmental politics, local government leadership, and sustainable development. Throughout the semester, students are exposed to literature from economic development, policy design, sustainable development, and land use and transportation planning to deepen their theoretical knowledge. This course also covers master planning, strategic planning, sustainable development, policy process and evaluation, civic education and leadership, and citizen participation in government. It explores global issues in urban and rural contexts.

### **MSS6360: The Fundamentals and Future of Public Administration** (3 credits)

This course is a master's level seminar delivered as a small group educational opportunity to engage in critical thinking, discussion, and exploration of theory, practice, and policy while immersed in an accredited field practicum experience. Throughout the course, students have an opportunity to integrate the academic knowledge and values taught in foundation courses with their field placement experiences. Also, the seminar provides a forum for learning and building practical skills through interaction, self-reflection, role-play, case discussion, and other experiential exercises.

## MBA, MPA, and Dual Degree: Leadership

### **LDR6100: Personal Development and Communication** (3 credits)

This is the first of three courses exploring leadership through individual capacities for leading complex change and transformation for self, communities and organizations. Learners assess their own values, skills and preferences using a strength-based approach. This assessment is then leveraged to analyze communication capabilities and learning edges critical for collaboration and influencing effective and sustainable change. Theory and reflective practices in learning teams prepare learners for future engagements in communities and organizations. This course does not have an experiential learning component. This is a foundational course addressing core competencies in support of the leadership programmatic outcomes. In this course, we take a strengths-based approach to fostering personal leadership (efficacy, resilience, adaptability) and communication (listening, collaborating, speaking, writing) competencies that are essential for social justice and sustainability working within human systems. Course materials are drawn primarily from the humanistic, emotional intelligence, positive psychology and living systems traditions.

### **LDR6200: Leadership and Team Performance** (3 credits)

This course builds upon the strengths-based approach to development, introduced in LDR6100. Students continue to build self-awareness of their leadership strengths, identify roadblocks and expand their personal effectiveness through assessment, discussion, feedback and practice in a reflective, supportive environment. They will develop the capacity to create a team charter, manage conflict and engage in high performance team leadership. The focus is on developing capacity for being authentic, strength's-based leaders in a team environment and change agents of sustainability in business organizations and society.  
*Prerequisite LDR6100*

### **LDR6300: Organizational Leadership** (3 credits)

Human systems in the organizational environment influence the way people behave, the options available for action, the relationships that form, the learning that is possible and in many cases, the meaning that people apply to their work. Systems shape the flow of information, the rewards, the strategic development process, budgeting, hiring, power and other elements of organizations. The purpose of this course is to enhance students' understanding of organizational systems, public or private, and the impact of those systems on management action. *Prerequisites: LDR6100; LDR6200*

## EXPERIENTIAL LEARNING (EL)

### MBA/DUAL EXPERIENTIAL LEARNING PROGRAM

PGS MBA programs provides an opportunity for students to learn and demonstrate sustainable business practices through practical experience. Using this “living case” methodology, students are able to gain experience in the workplace and learn how to apply the skills learned through the program. Teams of 3-5 students are paired with an organization and are challenged to apply both traditional management concepts and metrics, such as profitability and ROI calculation, as well as to integrate sustainability metrics that examine social and natural capital with partnering organizations. EL projects are embedded in the following courses:

- SUST6200: Engagement: Connecting Brands and Customers
- SUST6220: Operations and Supply Chain Management

A company, nonprofit or government organization that acts as a project sponsor is on a path toward being more sustainable in all aspects of providing its products and services. They provide the time of key staff members to guide student teams and make available internal organizational data as needed to maximize the business value of the project. The culmination of an EL project includes the creation of a sustainable business plan and student presentation to their class at the end of the semester.

The co-equal goal for the program is professional and career development for our students. The program helps students gain greater practical experience in areas they may wish to focus on after graduation. In addition, there is the opportunity to hone skills (e.g. communication with stakeholders, problem solving, inspiring and motivating others) that will be needed for bringing about transformational change.

### MPA/DUAL EXPERIENTIAL LEARNING PROGRAM

The MPA program promotes an Experiential Learning environment that encourages students to translate theory to practice, to develop skills critical to communicating with community stakeholders, to build professional experience by applying knowledge in government and non-profit organizations, and to master sustainable development planning by learning through collaboration with educational and community experts. The MPA program integrates Experiential Learning in several courses, including:

- MSS6200: Civic Leadership, Diversity, and Systems Thinking
- MSS6220: Market Failures and the Regulatory Environment
- MSS6240: Research Methods and Policy Evaluation

## GRADUATE CERTIFICATE PROGRAMS

Presidio Graduate School challenges and prepares students to use business and public policy as a solution to the social, environmental and economic problems of our time. PGS's objective is to develop successful leaders ready for positions within for-profit, nonprofit and public sector organizations.

Graduate-level certificate programs include:

- Certificate in Sustainable Management
- Cleantech Certificate in Sustainable Energy Management

### CERTIFICATE IN SUSTAINABLE MANAGEMENT

PGS's Certificate in Sustainable Management Program, offered in the hybrid format, provides an opportunity for working professionals to become familiar with the language and tools of sustainable management and systems thinking. It enables students who may be already schooled in tools of conventional business management, especially if they already have an MBA, to come up to speed quickly in their familiarity with the language and tools of sustainability. Students can choose between three tracks allowing them to focus on a specific skill set or competency:

- Sustainable Operations
- Sustainable Marketing and Product Development
- Sustainable Leadership

#### Sustainable Operations

The Sustainable Operations track requires completion of the three courses listed below for a total of 12 credits. *SUST6220: Operations and Supply Chain Management* explores the use of sustainability practices and analysis tools in optimizing the delivery of products and services, and demonstrates how principles of industrial ecology and life cycle assessment can be applied in the design of sustainable supply chains. Two

particular areas of emphasis are networks of production and end of life remanufacturing. In this course, students engage with a team of 3-5 students in an Experiential Learning project in which they work within a company or nonprofit to develop a sustainable operations plan for the organization.

Required courses (12 credits) include:

1. SUST6100: Systems, Sustainability, and Social Justice (4 credits)
2. SUST6140: Data Analytics (4 credits)
3. SUST6220: Operations and Supply Chain Management (4 credits)

Students typically complete the Sustainable Operations track in two to three semesters, depending on preferred courseload in Semester 1. Note that SUST6100 and SUST6140 must be completed as prerequisites to SUST6220.

### **Sustainable Marketing and Product Development**

The Sustainable Marketing and Product Development Track requires completion of the three courses listed below for a total of 11 credits. Students will learn to define the functional practice of marketing and product development as a system and discover how to construct strategies and actions that produce outcomes that align with sustainable values. They will also critically analyze strategies, tactics, and decisions to understand the implications of sustainability in product design and marketing. Students are encouraged to assume an innovation mindset and develop the ability to understand and serve individual and social needs. Finally, it examines how sustainable products and marketing practices contribute to building a competitive advantage and generating new opportunities.

Required courses (11 credits) include:

1. LDR6100: Personal Development and Communication (3 credits)
2. SUST6200: Engagement: Connecting Brands and Customers (4 credits)
3. INN6300: New Ventures and Product Innovation -- Entrepreneurship (4 credits)

### **Sustainable Leadership**

Sustainable Leadership requires completion of the three courses within the Leadership curriculum for a total of 9 credits. Students may opt to also take *SUST6100: Systems, Sustainability, and Social Justice*, for an additional 4 credits. The program therefore can be completed in 9-13 credits.

Required courses (9 credits) which must be taken in sequence are:

1. LDR6100: Personal Development and Communication (3 credits)
2. LDR6200: Leadership and Team Performance (3 credits)
3. LDR6300: Organizational Leadership (3 credits)

Students typically complete the Sustainable Leadership track in three semesters. LDR6100, LDR6200, and LDR6300 must be taken sequentially. Optional course SUST6100 can be taken concurrently with LDR6100.

### **CLEANTECH CERTIFICATE IN SUSTAINABLE ENERGY MANAGEMENT**

The Cleantech Certificate in Sustainable Energy Management explores energy technologies within a framework of social and environmental stewardship on a global scale. Students will work in teams to learn about current energy technology trends and relevant economic and environmental issues. They will learn about and apply appropriate management tools for developing sustainable energy systems including economic and policy analysis, planning, and evaluation.

Required Courses (12 credits):

1. SUST6100: Systems, Sustainability, and Social Justice (4 credits)
2. ECS6300: Energy Systems for Sustainability (4 credits)
3. ECS6340: Climate and Social Responsibility (4 credits)

Students will be able to:

- Demonstrate specific vocational knowledge in the rapidly evolving field of sustainable energy management.

- Occupy professional positions that the energy industry critically needs and is beginning to offer.
- Apply whole systems thinking to orient strategies toward sustainable management solutions
- Understand the interdependencies of social, economic and ecological problems and those of business, government and civil society, as well as how to develop integrated solutions.

Students typically complete the Cleantech Certificate in Sustainable Energy Management on one to three semesters, depending on preferred courseload.

## COURSE SEQUENCES AND SCHEDULES

***Students should take MBA or MPA courses in the recommended order; many courses have prerequisites.***

Should students wish to take courses out of the recommended order, courses that require prerequisites must be completed first and the request must be approved by the Provost and faculty with notification to the Registrar. Students who choose to take courses out of the recommended order do so with the understanding that PGS may not be able to offer all courses when students need to take them and their graduation date may be delayed. If taken out of order, students are responsible for ensuring that all required courses are successfully completed before graduating from the program.

Detailed course sequences by program and cohort are available from the Registrar. Course schedules by term are published on the PGS website.

## COURSE PREREQUISITES

Course prerequisites are listed in the course descriptions. Please also note that courses should be taken in order, according to the published Course Sequences. Only in extenuating circumstances pre-approved by faculty and/or Provost will students be allowed to take courses out of order.

## COURSE CONTENT

Syllabi, course outlines and lesson plans for courses in Presidio Graduate School programs are subject to change at the discretion of faculty. Students should not construe syllabi, et al., used in prior terms as an unalterable commitment of the instructor or of PGS.

Variations in the learning needs of students, inherent uncertainty in predicting exactly how material for a course should be covered, and an ambiguity in determining the most effective means of evaluating students, dictates that a design for instruction may need to be adjusted. Therefore, in order to be pedagogically responsible, PGS allows that reading assignments, written assignments, examinations, daily topics, and the means and weights involved in faculty evaluation of students can change as needed after instruction has begun.

Faculty are encouraged to be as faithful as possible to published syllabi or lesson plans. However, if altering these is judged to be necessary and appropriate, faculty may do so but are requested to share with their students in a timely manner how the course syllabi or lesson plans have changed.

## NOTICE REGARDING TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

The transferability of credits you earn at Presidio Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Presidio Graduate School's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Presidio Graduate School to determine if your credits or degree/certificate will transfer.

## NON-MATRICULATED STUDENT OPPORTUNITIES

Non-matriculated students may be eligible to enroll in certain courses within PGS programs, with Registrar, Provost, and faculty approval. Non-matriculated students must meet PGS Admissions requirements.

# Tuition, Fees, and Financial Aid

Chapter Three

## TUITION & FEES 2020-2021

Presidio Graduate School is committed to helping students navigate the process of applying for federal financial aid and alternative loans. Information regarding tuition, fees, expenses, and the financial aid process are available in this section and at [presidio.edu](http://presidio.edu). PGS strives to keep student costs affordable and may adjust tuition and fees without notice.

Expenses for books, readings, parking, and other costs are not included in tuition. In addition, students may have additional expenses around and during residencies throughout the course of their studies. Students are responsible for finding lodging during residencies. Expenses for lodging, meals, and transportation are not covered by tuition and are the responsibility of the student.

2020-2021 Tuition & Fee Details	
Tuition (all programs)	Tuition per Credit
MBA, MPA and Dual MBA/MPA programs	\$1255 per semester credit
Cleantech Certificate in Sustainable Energy Management	\$1255 per semester credit
Certificate in Sustainable Management	\$1255 per semester credit
Additional Fees (all programs)	Cost per Semester
New Student Fee (first semester only)	\$100 one-time fee
Comprehensive Fee (per semester) *	\$300 per semester

\*Comprehensive Fee covers: technology acquisition, upgrading, and/or maintenance; technology costs used for academic and student support activities; providing student access to copyrighted material used in all academic programs; onsite learning material costs and student support activities; record-keeping costs.

## INCIDENTAL FEES 2020-2021

Incidental Fees	Cost
Late Tuition Payment Fee	\$110
Deferred Payment Plan Fee (per term)	\$200 per term
Late Registration Fee	\$110
Graduation Fee – degree students	\$95
Graduation Fee – certificate students	\$45
Official Transcript Fee	\$10
Official Transcript Fee - RUSH	\$50
Diploma Reprinting Fee	\$55
Student ID Card Replacement Fee	\$15
Student Tuition Recovery Fund (CA students)	\$0.00 per \$1000
Returned Check Fee (for insufficient funds)	\$40
Alumni Course Audit	\$250 per credit

## ANNUAL AND TOTAL CHARGES – DEGREE PROGRAMS

PLEASE NOTE: The estimated charges below are based on 2020-2021 tuition and fees. PGS may raise tuition and fees in future academic years.

<b>MBA in Sustainable Solutions</b>	
<b>FULL-TIME: 30 credits in Year One; 23 credits in Year Two = 53 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 37,650 (30 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year One*</b>	<b>\$ 38,350</b>
<b>Year Two Charges</b>	
Total tuition for Year Two*	\$ 28,865 (23 credits x \$1255/credit)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year Two*</b>	<b>\$ 29,465</b>
<b>PROGRAM TOTAL</b>	
Total tuition for degree program*	\$ 66,515 (53 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 1,200 (4 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree*</b>	<b>\$ 67,815*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	
<b>PART-TIME: 15 credits/year over 3.5 years = 53 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 18,825 (15 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year One*</b>	<b>\$ 19,525</b>
<b>PROGRAM TOTAL*</b>	
Total tuition for degree program*	\$ 66,515 (53 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 2,100 (7 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree *</b>	<b>\$ 68,715*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	
<b>MPA in Sustainable Solutions</b>	
<b>FULL-TIME: 30 credits/year over 1.5 years = 45 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 37,650 (30 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year One*</b>	<b>\$ 38,350</b>
<b>Year Two Charges</b>	
Total tuition for Year Two*	\$ 18,825 (15 credits x \$1255/credit)
Comprehensive fees*	\$ 300 (1 semester x \$300 per semester)
<b>TOTAL Estimated Charges, Year Two*</b>	<b>\$ 19,125</b>
<b>PROGRAM TOTAL</b>	
Total tuition for degree program*	\$ 56,475 (45 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 900 (3 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree*</b>	<b>\$ 57,475*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	

<b>MPA in Sustainable Solutions (continued)</b>	
<b>PART-TIME: 15 credits/year over three years = 45 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 18,825 (15 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year One*</b>	<b>\$ 19,525</b>
<b>PROGRAM TOTAL</b>	
Total tuition for degree program*	\$ 56,475 (45 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 1,800 (6 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree*</b>	<b>\$ 58,375*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	
<b>Dual MBA/MPA in Sustainable Solutions</b>	
<b>FULL-TIME: 30 credits in Year One; 30 credits in Year Two; 8 credits in Year Three = 68 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 37,650 (30 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, Year One*</b>	<b>\$ 38,350</b>
<b>PROGRAM TOTAL</b>	
Total tuition for degree program*	\$ 85,340 (68 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 1,500 (5 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree*</b>	<b>\$ 86,940*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	
<b>PART-TIME: 15 credits/year over 4.5 (9 semesters) = 68 credits total</b>	
<b>Year One Charges</b>	
Total tuition for Year One*	\$ 18,825 (15 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Comprehensive fees*	\$ 600 (2 semesters x \$300 per semester)
<b>TOTAL Estimated Charges, 2020-2021</b>	<b>\$ 19,525</b>
<b>PROGRAM TOTAL</b>	
Total tuition for degree program *	\$ 85,340 (68 credits x \$1255/credit)
New student fee	\$ 100 (new students only; one-time fee in first term)
Total comprehensive fees*	\$ 2,700 (9 semesters x \$300 per semester)
<b>TOTAL Estimated Charges for Degree *</b>	<b>\$ 88,140*</b>
<i>* Estimate based on 2020-2021 tuition/fees. Please note that PGS may raise tuition/fees in future academic years.</i>	

## TUITION AND FEES PAYMENT

Tuition and fees for Presidio Graduate School are billed and due in July for the fall semester, and in December for the spring semester. Please see the Academic Calendar or the table below for specific dates for each semester. All checks should be made payable Presidio Graduate School.

Full tuition/fees are due by the published due date for each term. This option incurs no additional fees. Please also see “Tuition Deferments” below for further options. Please work with the Financial Aid Office if you are applying for federal financial aid. Due dates are shown on the Academic Calendar (page 100), and are as follows:

TERM	TUITION/FEES DUE DATE
Fall Semester 2020	July 29, 2020
Spring Semester 2021	December 18, 2020

Please note that course fees (other than tuition) for some summer courses may have special due dates, to be disclosed when the course is arranged.

## BILLING AND STUDENT ACCOUNTS CONTACT

Students should contact PGS Student Business Services with any questions related to billing or student accounts at 415.655.8918 or [sbs@presidio.edu](mailto:sbs@presidio.edu).

## PAYMENT OPTIONS

Tuition payments can be made via credit card, ACH, wire or by mailing a check to:

Presidio Graduate School  
1202 Ralston Avenue, Suite 300  
San Francisco, CA 94129

To pay by credit or debit card, please pay via Populi.

## TUITION REIMBURSEMENTS

Students whose employers help cover tuition costs must submit Third Party Tuition Billing forms to [sbs@presidio.edu](mailto:sbs@presidio.edu). If a student is applying for scholarships or tuition reimbursement, he/she may need proof of enrollment or documentation of grades by a certain date. Students should make such requests by contacting the Registrar at the beginning of the semester so that records may be sent out in a timely manner.

## LATE REGISTRATION

Any class that is added after the tuition deadline must be paid in full upon receipt of the invoice.

## LATE PAYMENT AND DE-REGISTRATION

A late payment fee will be assessed for payments received after the due dates listed above and on the Academic Calendar. Refer to the Incidental Fee Schedule for further information.

Students who fail to pay their tuition or make payment arrangement with the Finance Office by the Add/Drop deadline may be de-registered.

No student may register for a subsequent term or be issued a diploma until all outstanding tuition and fees are paid in full. Non-payment of tuition or fees may result in referral of the delinquent account to an independent collection agency. If an account is turned over to an independent collection agency, the student will be responsible for all attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount past due.

## TUITION DEFERMENTS

Tuition deferments may occur under the following circumstances:

## OUTSTANDING FINANCIAL AID

A student who has applied for Federal Direct Loans or any other loan in order to pay tuition must apply for a deferment agreement by the tuition deadline if the financial aid proceeds have not arrived by the tuition

payment due date. An interim payment may be required. When PGS receives the funds, they are credited to the student's tuition account. Any excess credit balance on the student's account will be refunded based on the established timeframe, legal, and processing requirements.

The PGS Finance Office must approve deferment agreements or tuition adjustments not covered by current policy. The Finance Office must approve all deferment agreements in writing. Students who defaulted on a previous agreement must reapply to the Finance Office to be considered for an extension. In most cases, students who previously defaulted on an extension agreement will not be reapproved.

## **DEFERRED PAYMENT PLANS**

To establish a deferred monthly payment plan, students must contact Student Business Services at least one week prior to the tuition due date. A late fee will be assessed if the first payment is not received by the tuition due date.

A Deferred Payment Plan must be completed by the student and approved by the Finance Office in order to be valid. The payment schedule must reflect the most expeditious rate of payment possible, but never longer than the end of the current term. A \$200 Deferred Payment Plan fee will be assessed. If students opt for a recurring automatic payment plan, this fee may be waived.

Repeated late payments will nullify the agreement and all outstanding tuition immediately becomes payable in full. If financial problems arise, students should contact PGS Student Business Services immediately at [sbs@presidio.edu](mailto:sbs@presidio.edu). Defaulted payment plans from prior semesters may cause a student to become ineligible for future Deferred Payment Plans. Past due balances and tuition due from prior semesters may also disqualify students from future payment plans. Students who apply for a payment plan must have a source of funding for making the payments prior to agreeing to a payment plan. Unemployment, under-employment, ineligibility for financial aid, and loss of third party payers should be considered prior to making the determination to sign a payment plan. It is the student's responsibility to carefully determine whether or not they are able to meet the conditions of the agreement. Failure to complete the Deferred Payment Plan agreement can result in de-registration. Therefore, it is imperative that the student be able to complete their payment agreement.

## **MISCELLANEOUS FEES AND FINANCE CHARGES**

Charges on a student account such as late registration are due and payable immediately. The account becomes subject to late fee assessment, after 30 days. If any such charge is in dispute, a student should advise PGS Student Business Services ([sbs@presidio.edu](mailto:sbs@presidio.edu)) within 30 days, or the charge will be considered accurate and payable in full. Any financial disputes must be addressed in writing within one year of the charge or they will be considered accurate and payable in full.

## **COMPREHENSIVE FEE**

The Comprehensive Fee is a per-semester fee that covers technology acquisition, upgrading, and/or maintenance; technology costs used for academic and student support activities; providing student access to copyrighted material used in all academic programs; onsite learning material costs and student support activities; record-keeping costs.

## **CANCELLATION AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

A student may cancel an Enrollment Agreement or withdraw from Presidio Graduate School at any time. The student has the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has a right to a full (100%) refund of all tuition paid less the non-refundable fees if the student cancels during this time period.

If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the period charged, but before completion of 60% of the period charged, the amount charged for tuition (less non-refundable fees) for the completed portion of the course(s) shall not exceed the prorated portion of the total tuition charged. This portion is arrived at by multiplying the total tuition charged for the period by the ratio of the number of days attended to the total number of days in the period. No refund is made after 60% of the attendance period.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies Registrar in writing of the student's withdrawal.
2. PGS terminates the student's enrollment for failure to abide by the rules and regulations of PGS; absences in excess of maximum set forth by PGS.
3. Failure to return from a leave of absence.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the days in the term), multiplied by the number of days scheduled to attend, prior to withdrawal. Students who have had an outstanding debt for 120 days or longer will be sent to an outside collection agency, at the discretion of PGS. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect your unpaid account balance will be added to your student account balance.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If Presidio Graduate School cancels or discontinues a course or program, it will refund all charges and fees associated with the course or program. The notice of cancellation shall be in writing, and is effective upon Presidio Graduate School's receipt of the cancellation notice. The notice will be accepted in person, by mail to Presidio Graduate School mailing address (1202 Ralston St, Suite 300, San Francisco, CA 94129) or via email to registrar@presidio.edu. A student must complete the following steps in order to cancel their enrollment agreement, withdraw from the institution and obtain a refund:

1. Submit written notice to the Registrar to officially withdraw from course(s).
2. Complete an Add/Drop Form with the Registrar. The registrar will post announcements containing deadlines for add/drop regularly. For students receiving state or federal financial aid, refunds are not always made directly to the student. The official withdrawal date used for refund purposes is the date the student submits the Add/Drop form to the Registrar.
3. If a credit balance occurs on a student account, PGS has 45 days in which to return the excess credit balance to the student. An example of how a credit balance may occur is as follows:

Example: A student completes 30 days of 125 days (17 week semester) and paid \$5020 for a course (less non-refundable fees), the pro rata refund to the student would be \$3,420.00 based on the calculation set forth below.

$$\begin{aligned} \$5020 \text{ (tuition charged)} \div 125 \text{ days} \times 95 \text{ days remaining} &= \\ \$3,815.20 \text{ (actual refund amount)} & \end{aligned}$$

If the student ceases to attend Presidio Graduate School after completing 60% of the period charged (example: 75 days), the student will be charged 100% of the tuition and charges applicable for all courses in the payment/academic period.

Students who withdraw from PGS and are recipients of student loans will have their costs and eligible loans prorated according to Title IV guidelines. PGS's tuition and refund policy begins on the first day of the term.

Please note that the Student Tuition Recovery Fund (STRF) non-refundable fee is zero. Please see below for more information on the STRF.

## PAST DUE ACCOUNTS

Students are obligated for tuition and fees for each period of enrollment. Any student who is delinquent in payments due to PGS is subject to exclusion from school privileges including, but not limited to, receiving grade reports or diplomas, and participation in commencement ceremonies. Students whose accounts are past due are subject to dismissal and/or referred to a collection agency at the discretion of PGS.

## THIRD PARTY OR SPECIAL BILLING

Special billing is available to students whose employers or other outside agencies pay their tuition, fees and expenses directly to Presidio Graduate School (PGS) regardless of the earned grade. Students whose company or agency reimburses them directly are NOT eligible for special billing. Refunds of third party or special billing will be issued after the funds have been received by PGS. No refunds will be advanced to students until the funds are received, applied, and a credit balance, if any, occurs. At times, permission must be received by a third party if a refund is a result of a third party payment.

## STUDENT TUITION RECOVERY FUND (CALIFORNIA STUDENTS)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## FINANCIAL AID OVERVIEW

Presidio Graduate School (PGS) participates with federal, state and private agencies to make financial aid programs available to students. However, the primary responsibility for financing their PGS education rests upon the student.

Financial assistance (financial aid) awarded through PGS may consist of a combination of institutional scholarships and grants, state aid programs, loans and/ or part-time work-study opportunities for those who qualify. These forms of financial aid are explained later in this section.

Please direct all financial aid questions to: <a href="mailto:finaid@presidio.edu">finaid@presidio.edu</a>	Submit all written correspondence and financial aid materials to: Presidio Graduate School ATTN: Financial Aid 1202 Ralston Avenue, Suite 300 San Francisco, CA 94129
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## TYPES OF FINANCIAL ASSISTANCE

### INSTITUTIONAL GRANTS

Institutional grants are financial awards that do not have to be repaid. They are based on need, meaning that whether or not a student qualifies will be determined by their Estimated Family Contribution (EFC).

### SCHOLARSHIPS

Scholarships funds are provided by PGS and a variety of supportive donors and community partners. The scholarship selection process at PGS awards applicants with strong community engagement skills and desire to become a leading change agent for a better future. Scholarship funds are applied to tuition only and do not apply towards non-tuition related expenses. Scholarship recipients must maintain Satisfactory Academic Progress (SAP) and a minimum of part-time enrollment while receiving awards.

#### Basic Eligibility Requirements

- Students must be actively enrolled in a PGS degree program.
- Students must maintain Satisfactory Academic Progress (see SAP requirements in this chapter).
- Students cannot be receiving financial aid from another institution.
- Students cannot be receiving full tuition reimbursement. If a student is eligible to receive partial corporate tuition reimbursement, they may still apply, but the award, if any, may be reduced proportionately.

#### Notification and Acceptance

PGS will notify students of scholarship awards for the Fall 2020 term by April 15, 2020 for Priority Applications and by June 15, 2020 for Regular Applications. Priority Applicants must notify PGS of their decision to accept their offer of enrollment no later than May 18, 2020. Regular Applicants must notify PGS by July 5, 2020. If scholarship recipients do not accept their offer of enrollment or decide to defer their start term, the scholarship funds will be revoked and the recipient will need to reapply for the future start term.

### LOANS

A loan is financial aid that must be repaid to the lending institution. Eligibility, interest rates, payment deferment periods (if any) and loan amounts vary by the type of loan the student obtains. Loans are available in several forms, as briefly explained below.

If the student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

## **Federal (Title IV) Loans**

- Federal Unsubsidized Direct Loan: This is a fixed rate loan, administered by the federal government, and is not based on need. PGS must certify the student's eligibility for the amount borrowed. Payments may be deferred while the student is enrolled; however, interest accrues on the loan during that time.
- Federal Grad PLUS: This loan is for students in the MBA, MPA, and Dual Degree programs who need additional funds and who meet Federal eligibility requirements. The interest rate is fixed, and interest accrues while the student is in school. There are credit requirements for this loan.

The loans described above are subject to borrowing limits.

## **MILITARY EDUCATION BENEFITS**

PGS will gladly accept VA education benefits, including but not limited to the Post 9/11 GI Bill®. The federal Department of Veterans Affairs website is the best source for information about all VA Educational Benefits Programs. Please contact Divya Srinivasan at [dsrinivasan@presidio.edu](mailto:dsrinivasan@presidio.edu) for more information.

### **Information for students Using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33)**

A student using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, Presidio Graduate School will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); or
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
- A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.
- Notice of admission into one of the offered programs at Presidio Graduate School.

For more information regarding this policy, contact your School Certifying Official, at [va@presidio.edu](mailto:va@presidio.edu) or 415 655 8918.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## **ESTIMATED COST OF ATTENDANCE (COA) BUDGET**

The cost of attendance (COA) budget, also referred to as the cost of education, is an estimate of the total amount of money it will cost a student to attend school per academic year. In addition to helping a student project total education costs, the cost of attendance budget is also used to determine the maximum amount of financial aid a student is allowed to receive for a particular period of enrollment. PGS calculates the COA budget using rules established by the US Department of Education. The COA budget includes tuition and fees, books and supplies, loan fees, an allowance for food, housing and transportation, as well as miscellaneous or personal expenses. Extraneous costs not directly related to the completion of a student's course of study, such as car payments and cell phone bills, are not included.

The COA budget varies, depending on the program of study and the length of enrollment. The table below shows a listing of estimated COA budgets per academic year by program. These are effective in the 2020-2021 academic year and are subject to change.

DEGREE PROGRAMS	COA	Tuition	Lodging	Books & Supplies	Fees	Living Expenses	Personal Expenses	Transportation
MBA, MPA or Dual Degree, Full-Time: Fall 2020 and Spring 2021 combined	\$64,450	\$37,650 <sup>1</sup>		\$1,600	\$700 <sup>3</sup>	\$16,000	4,500	\$4,000
MBA, MPA or Dual Degree, Part-time: Fall 2020 and Spring 2021 combined	\$46,080	\$20,080 <sup>2</sup>		\$800	\$700 <sup>3</sup>	\$16,000	\$4,500	\$4,000

<sup>1</sup> COA based on tuition for 15 credits per semester/30 credits total over 2 semester/9-month enrollment

<sup>2</sup> COA based on tuition for 8 credits per semester /16 credits total over 2 semester/9-month enrollment

<sup>3</sup> Includes one-time New Student Fee of \$100 charged in first semester only.

## APPLYING FOR FINANCIAL ASSISTANCE

Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Applying for financial aid is a detailed process that requires careful completion of forms, attention to deadlines and quick response if additional information is required.

PLEASE NOTE: Aid cannot be calculated until the financial aid application packet is complete. It is the student's responsibility to check that the application has been received in its entirety. Students receiving financial aid are responsible for reading and understanding the policies below. Financial aid policies and procedures are subject to change and may change without notice. Current information is published on the website at presidio.edu.

The Free Application for Federal Student Aid (FAFSA) helps to determine the amount of assistance for which a student is eligible. The FAFSA is used to collect personal and financial information which is used to calculate financial need and determine eligibility for financial aid. This analysis takes into account factors such as income, assets, number of family members in the household and the number of family members enrolled in college.

All students who wish to be considered for financial aid assistance must establish financial aid eligibility on an annual basis. The financial aid year varies between programs as listed below. Determining financial aid eligibility includes completing the application process as outlined below and meeting the Satisfactory Academic Progress (SAP) standards outlined on pages 52-54. Students must be enrolled at least half-time to be eligible for most types of financial aid.

## ELIGIBILITY

A PGS student is eligible for financial aid if he or she:

- Is a US citizen, or eligible non-citizen;
- Signs a statement on the FAFSA certifying federal student aid will be used only for educational purposes;
- Is not in default on a federal student loan or has made satisfactory repayment arrangements;
- Does not owe money back on a federal student grant or has made satisfactory repayment arrangements;
- Has not borrowed in excess of the maximum allowed for federal loans;
- Has not been convicted for a drug offense that occurred while enrolled in school and receiving federal student aid;
- Is registered with Selective Service (males at least 18 years old);
- Has a valid social security number;
- Is enrolled at least half-time per term and maintain satisfactory academic progress in an eligible degree or certificate program at a school participating in federal financial aid programs;
- Is making Satisfactory Academic Progress (SAP – see pages 52-54 for SAP policy).

Financial aid eligibility for need-based aid is determined using the following formula:

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{Expected Family Contribution} \\ & = \text{Financial Need} \end{aligned}$$

Financial need is the difference between what a family is expected to contribute toward the cost of the education and the actual cost of the education. For example, if the cost of education is \$20,000 per year including both tuition and living expenses in the local area, and the family is expected to contribute \$5,000, then the student's need is \$15,000. The aid students receive from all sources of aid (including non-need based aid) may not exceed their cost of attendance.

## HALF-TIME STATUS

Students must be enrolled at least half-time in order to be eligible for federal financial aid. PGS defines full-time as 6 credits and half-time as 3 credits. Students must be enrolled in at least 3 credits to be eligible for federal financial aid.

## STEPS TO APPLY

Students seeking financial aid must complete these steps to initiate and complete the financial aid application process:

1. Determine Financial Aid Eligibility. See “Eligibility” above for details.
2. Obtain a PIN from the US Department of Education. A PIN is necessary to electronically sign your FAFSA online. If you do not have one or have forgotten your PIN, go to [www.pin.ed.gov](http://www.pin.ed.gov) to obtain one before starting the FAFSA online.
3. Complete the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need to have your Federal Tax information handy to complete the FAFSA. Presidio Graduate School's Federal School Code is 042355.

## WHAT HAPPENS NEXT?

The Department of Education processes the student's FAFSA and sends the student a Student Aid Report (SAR). The Department of Education sends PGS a copy of the data called an Institutional Student Information Report (ISIR). The PGS Financial Aid Office uses the ISIR and Institutional Financial Aid Application to construct the student's financial aid package.

After the PGS Financial Aid Office receives the results of the student's FAFSA, a budget will be created for the student based upon the information submitted in the financial aid application. The student will be awarded an aid package based upon the qualifications that fit the student and the student's budget and resources.

PGS will send the student's financial aid award letter to the email address listed on the student's record.

The student must review and accept or decline the aid/award.

If Federal Subsidized and/or Unsubsidized Direct Loans are part of the financial aid package, a loan entrance interview will be necessary. The student must also complete the Direct Loan Master Promissory Note and return it to the lender in order to receive Direct Loan funds.

If the financial aid award is not sufficient to cover a student's educational expenses, the student must pay the difference in full by the payment deadline or sign up for a monthly payment plan. Students who have applied for financial aid and have been awarded aid are not required to make a payment by the payment deadline provided their aid is sufficient to cover their tuition charges and all required paperwork has been completed and received.

Students who do not have FAFSA confirmation and have not submitted all other requested financial aid documentation are required to make an initial payment of at least 33 percent by the payment deadline to secure their place in class. Upon receipt of a student's financial aid funds, any credit balance on the account will be stipended to the student within 14 days.

## FINANCIAL AID REFUND POLICY

All student financial aid credits will be stipended to students not more than 14 days after the:

- Date on which the funds causing the overage are applied to the account;
- First day of classes for the enrollment period for which the funds are intended; or
- Date the student requests the funds or rescinds permission for Presidio Graduate School to retain the funds<sup>1</sup>

<sup>1</sup> Federal Student Aid funds are awarded to students to pay current year charges. If the student gives written permission, Presidio Graduate School may hold funds on their account. Students may rescind this permission at any time. Any remaining balance on Federal Student Aid loan funds must be returned to students by the end of the loan period and any other remaining Federal Student Aid program funds must be returned by the end of the last payment period in the award year for which they were awarded. Students receiving federal financial aid who withdraw or drop below half-time will have any credit balance on their accounts returned to their lenders or to the appropriate financial aid program.

## FINANCIAL AID REFUND REDISTRIBUTION POLICY

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Grad PLUS
3. Other federal, state, private or institutional aid programs, if required by the program
4. Students

PGS will return unearned aid within 30 days of the date if:

- The student officially withdraws
- The student is dismissed, or
- The institution determines the student's withdrawal date, in the case of an unofficial withdrawal.

## RETURN TO TITLE IV: FINANCIAL AID WITHDRAWAL & REFUND POLICY

Return of Title IV Funds is a federally mandated policy that applies only to students who receive federal financial aid and who withdraw, drop out, are dismissed, or take a Leave of Absence prior to completing 60% of a term. The Return of Title IV Funds policy does not apply to students who reduce their units and remain enrolled. Return of Title IV Funds will be used to determine how much aid, if any, must be returned to Title IV programs. The Title IV funds considered in the policy are the Federal Direct Unsubsidized Stafford Loan, and the Federal Direct Graduate PLUS Loan. The policy does not apply to the Federal Work-Study program.

The Return of Title IV funds calculation identifies two types of federal aid, earned and unearned. The earned aid is based on a percentage calculated by dividing the number of days the student completed by the number of days in the payment period. A student who remains enrolled beyond the 60% point earns all disbursed (received) and disbursable aid. Disbursable aid includes aid received and the aid that could have been (but was not) disbursed as of the withdrawal date. If earned aid exceeds disbursed aid, a post-withdrawal disbursement may be made. Presidio Graduate School will first credit post-withdrawal disbursement not credited to school charges. Within 30 days of determination that the student withdrew, the student will be provided with a written notification of any post-withdrawal funds that are available to the student. No post-withdrawal disbursement will be made if the student does not respond within 14 days of the notification date.

Unearned aid is any disbursed aid that exceeds the amount of Title IV aid the student earned. The unearned aid amount is to be returned to the U.S Department of Education, a responsibility shared by Presidio Graduate School and the student. This may create a balance owed on a student's tuition billing account. The student is responsible to pay the amount owing on their billing account.

This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1964, as amended. The formula is prescribed in Section 484(b).

Any recipient of Title IV federal student financial aid, who withdraws or does not complete the term, must complete a clearance process, including a financial aid exit interview for students who have received educational loan assistance. The clearance and exit interview will explain students' rights and responsibilities as they pertain to tuition refunds, financial aid refunds and return of Title IV funds and educational loans.

New student deposits become tuition paid as of the first day of class and will be treated accordingly in any refund calculations.

Any refund calculated must be returned first to the Title IV programs. Refunds are allocated in the following order:

1. Federal Direct Unsubsidized Loan Program
2. Federal Direct Plus Loan Program
3. Any other Title IV program
4. Other federal, state, private, or institutional student financial aid programs

## FEDERAL REFUND REQUIREMENTS VS. STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, Presidio Graduate School is required by the State of California to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, Presidio Graduate School and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to PGS.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All PGS students must meet Satisfactory Academic Progress (SAP) requirements, based on federal and institutional requirements. Students receiving institutional and/or federal financial aid must maintain SAP in order to remain eligible for financial aid. SAP is assessed at the end of each term, following grade submission. Assessment of SAP by term is based on the standards detailed below, depending on the student's program.

It is important to note that all credits that a student attempts are used to determine SAP status, no matter how long ago the courses were taken. This includes transfer credits and repeated courses. For example, if a student receives a grade of F or NC (No Credit) for a four-credit course and subsequently repeats the course, all eight credits will be considered in SAP calculation.

For students who change programs, SAP status will be determined based on credits attempted and grades earned that count towards the student's new program. For students who have completed one program and then enroll in another program in order to earn an addition credential (e.g., who have completed a Certificate and then enroll in an MBA program), SAP status will be determined based on credits attempted and grades earned that count towards the student's new program.

Courses dropped before the add/drop deadline will not be used to determine SAP status. See the Academic Calendar on page 100 for add/drop deadlines.

**PLEASE NOTE:** SAP reviews for purposes of determining financial aid eligibility should not be confused with Student Retention and Success Committee reviews conducted by PGS's academic programs.

## SAP REQUIREMENTS

SAP is assessed at the end of each semester, following grade submission. Students who do not meet any one of the standards will receive a letter from the Financial Aid Department placing them on "Warning" status for purposes of financial aid eligibility. These students may continue to receive aid for one term, and have until the end of that term to meet the SAP eligibility standards. If, after the one term of Warning status, these students have not met the standards of Satisfactory Academic Progress, they will be ineligible for federal financial aid for future semesters.

Students have the right to appeal financial aid suspension. The Financial Aid Office will consider appeals based on extenuating circumstances that prevented the student from successfully completing his/her last term of attendance. Some appeals may require that the student meet certain standards each term to remain eligible for financial aid. See below for "Steps to Complete an SAP Appeal."

Students in PGS programs which use the letter-grade/GPA policy detailed on pages 73-75 must meet the following academic standards in order to maintain SAP:

- **Cumulative Minimum Grade Point Average:** Students must maintain a minimum cumulative grade point average (CGPA) of 3.0 at the end of each term. Presidio uses a 4.0 grading scale, and grades are measured and GPA calculated at the end of each term. Withdrawals are not included in the GPA, and in the case of retakes, only the highest grade is included in the GPA calculation.
- **Cumulative Credit Completion Rate:** Cumulative credit completion rates are calculated after the end of each academic term, once grades are final. Students must complete a minimum cumulative percentage of all credit hours attempted in order to maintain satisfactory academic progress, as follows:
  - **First term of enrollment:** Students must complete a minimum of 42% of credit hours attempted in their first term of enrollment.
  - **Subsequent terms of enrollment:** Students must subsequently maintain a minimum cumulative credit completion rate of 70% starting in their second term of enrollment.

Credits associated with grades of A, B, C, D, F, CR, NC, Incompletes, Withdrawals, and Hardship Withdrawals are all included in the student's completion rate calculation. In addition, if a student retakes a course, all credits attempted are included in the cumulative completion rate, whereas only the highest grade is included in the cumulative GPA (CGPA) calculation. Credits excluded from the cumulative completion rate include transfer credits and audited courses.

Grade	Credits Attempted	Credits Completed	Calculated in CGPA	Counted in Completion Rate
A through C-	Yes	Yes	Yes	Yes
D+ through F	Yes	No	Yes	Yes
I – incomplete	Yes	No	Yes	Yes
WD – withdrawal	Yes	No	No	Yes
HW – hardship withdrawal	Yes	No	No	Yes
AU – audit	No	No	No	No

- **Maximum Time Frame (MTF):** Students must complete their educational program within 1.5 times (150%) the standard program. The following Maximum Time Frames (MTF) apply:
  - Full-time or part-time MBA in Sustainable Solutions degree: 80 credits
  - Full-time or part-time MPA in Sustainable Solutions degree: 67 credits;
  - Full-time or part-time Dual MBA/MPA in Sustainable Solutions degree: 102 credits

## SAP REQUIREMENTS SUMMARY TABLE

Program	Cumulative GPA	Minimum Cumulative Credit Completion Rate	Maximum Time Frame (150%)
MBA Sustainable Solutions, full-time	3.0	42% first term only 70% subsequent terms	80 credits
MBA Sustainable Solutions, part-time	3.0	42% first term only 70% subsequent terms	80 credits
MPA Sustainable Solutions, full-time	3.0	42% first term only 70% subsequent terms	67 credits
MPA Sustainable Solutions, part-time	3.0	42% first term only 70% subsequent terms	67 credits
Dual MBA/MPA Sustainable Solutions, full-time	3.0	42% first term only 70% subsequent terms	102 credits
Dual MBA/MPA Sustainable Solutions, part-time	3.0	42% first term only 70% subsequent terms	102 credits

## STUDENTS NOT MEETING SAP STANDARDS

If a student is unable to meet the SAP standards detailed above, the consequences are as follows:

WARNING	
<b>Situation</b>	A student has not successfully met SAP requirements at the end of the term. See above for SAP requirements by program.
<b>Action</b>	The student will be placed on Warning for one term, allowing the chance to improve academic standing. The student will receive a formal letter and be notified of the Warning on their @presidio email address. The student will be advised through the Student Retention and Success process and provided assistance in order to improve their CGPA and/or increase their completion rate. <i>The student is eligible for financial aid when on Warning.</i>
<b>Reinstatement</b>	If the student successfully meets SAP requirements in the term during which they are on Warning, the Warning status will subsequently be removed. If the student again fails to meet SAP requirements, the student will be placed on Suspension (see below).
SUSPENSION	
<b>Situation</b>	The student does not meet SAP requirements in the term during which they are on Warning.
<b>Action</b>	The student is placed on Suspension. The student will receive a formal letter and be notified of the Suspension via their @presidio email address. The student will be advised through the Student Retention and Success process and provided assistance in order to improve their CGPA and/or increase their completion rate. <i>The student is not eligible for financial aid while on suspension.</i>
<b>Reinstatement</b>	If the student successfully meets SAP requirements in the term during which they are on Suspension, the Suspension status will be removed and the student becomes eligible for financial aid in the following term. SAP APPEAL: Students on Suspension may file an appeal to be placed on Probation. See below re: appeals.

PROBATION	
<b>Situation</b>	The student on Suspension has submitted an SAP Appeal and the appeal has been granted by the Financial Aid Office.
<b>Action</b>	The student will be placed on Probation for one term. The student will be advised through the Student Retention and Success process and provided assistance in order to improve their CGPA and/or increase their completion rate. <i>The student is eligible to receive financial aid while on Probation.</i>
<b>Reinstatement</b>	If the student successfully meets SAP requirements in the term during which they are on Probation, the Probation status will subsequently be removed. If the student fails to meet SAP requirements while on Probation, they will again be placed on Suspension and have the right to appeal the Suspension.
ACADEMIC DISMISSAL	
<b>Situation</b>	The student fails to resolve the Suspension within one year.
<b>Action</b>	The student is no longer considered an enrolled student.
<b>Reinstatement</b>	The student must reapply for admission if they wish to continue the degree program.

## SAP APPEALS

As above, if a student is placed on Suspension and is consequently not eligible for financial aid, the student has the right to appeal the suspension. The Financial Aid Office will consider appeals based on extenuating circumstances that prevented the student from successfully completing his/her last term of attendance. If the SAP appeal is granted, the student will be placed on Probation for one term. If the SAP appeal is denied, the student must successfully meet SAP requirements in the term during which they are on Suspension and must pay for tuition and fees without the benefit of financial aid. Once the student has met SAP requirements for one term, the student may re-submit the appeal to be considered by the Financial Aid Office.

### Steps to Complete an SAP Appeal

Students wishing to appeal a Suspension must complete an SAP Appeal, as follows:

1. Complete the Satisfactory Academic Progress Appeal form, available from the Financial Aid Office.
2. Provide a written explanation of the extenuating circumstance(s) that occurred during the prior term of attendance that prevented successful completion of all classes.
3. Provide supporting documentation. The Financial Aid SAP Committee will only review the materials that the student provides. It is the student's responsibility to thoroughly document the appeal. Appeals submitted without supporting documentation will take longer to review or will be denied.

The student will receive written notification of the decision from the Financial Aid SAP Committee via the student's @presidio email address. If the student's appeal is denied, the student may appeal that decision by contacting the Provost.

Please note that, if a student is waiting for a decision regarding an appeal and tuition and fees are due, the student must pay tuition and fees. Please see Payment Options on page 43 for more information.

## REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT AND EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status.

During this time, the student is not eligible to receive financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the business office in order to continue.

Students on extended enrollment status remain in probationary status and will have their progress evaluated at the completion of each term by the Provost and the Registrar. Students on extended enrollment who do not make improvement may be dismissed from PGS. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. If the Provost determines that the student has the academic ability and desire to successfully continue in the program, the student will meet with the Financial Aid Office to determine eligibility for Title IV aid. Reinstated students will be placed on probation for one term after reestablishing satisfactory progress.

# Admissions and Enrollment

Chapter Four

*Presidio Graduate School's admissions policy aligns with our mission. Our goal is to select a diverse group of students who have the highest potential to create sustainable change. We place emphasis on applicants' academic and professional credentials as well as their personal commitment to creating sustainable change. We encourage applicants with a wide range of ideas and backgrounds from every sector—public, private, and nonprofit.*

## OVERVIEW

In keeping with our academic philosophy, Presidio Graduate School takes a “total systems” approach to the admissions process. Each component of an applicant's admissions application is equally as important. We evaluate quantitative skills from both professional background and academic studies to determine quantitative proficiency. We weigh these components with more qualitative elements such as teamwork, self-motivation, career goals, and sustainability values to determine if a candidate is prepared for our programs and is a good fit with our culture. We take the time and effort necessary to achieve this goal by getting to know the candidate throughout the entire admissions process.

Successful applicants should demonstrate the following qualities in their application materials:

- Proven history of self-motivation and direction
- Experience collaborating in teams and managing projects
- Strong written and oral communication skills
- Facility with numbers and quantitative analysis
- Effective use of business software and internet technology
- Aspiration to bring greater ethics and sustainability values into business leadership

Applicants without significant experience in the above areas who are otherwise excellent candidates for the program may be encouraged to prepare for the program by gaining more work experience or taking additional classes. It takes support, skill, and passion to live in the tension between the current reality of business, non-profit organizations, and government, and the vision for a more sustainable future. Therefore, it takes patience, wisdom and a sense of humor to complete a program that is both idealistic and practical at the same time.

## NON-DISCRIMINATION POLICY

Presidio Graduate School is non-discriminatory in its admissions, accepting qualified applicants regardless of age, gender, religion, marital status, disabilities, sexual orientation, or national or ethnic origin.

## BACHELOR OR UNDERGRADUATE DEGREE

Applicants must have completed a bachelor's degree (no specific major required) from an accredited academic institution for admission to Presidio Graduate School. Applicants must demonstrate previous exposure to quantitative concepts and disciplines through coursework and/or professional experience. PGS offers instruction only in English for all its programs and courses.

## GPA REQUIREMENT

Presidio Graduate School requires applicants to have a cumulative undergraduate grade point average (GPA) of 2.75 or higher on a 4.0 scale. Applicants who do not meet this GPA requirement may still be considered for admittance by submitting the GPA Exemption Form. This form allows applicants to provide a statement of exception and submit additional material that documents their ability to perform at a graduate level in an intensive academic environment.

## APPLICATION DEADLINES

<p><b>FALL Term (August start) Application Deadlines*</b></p> <ul style="list-style-type: none"> <li>● <b>Early Admit:</b> January 30</li> <li>● <b>Standard Admit:</b> March 15</li> <li>● <b>Final Admit:</b> June 1</li> </ul>	<p><b>SPRING Term (January start) Application Deadlines*</b></p> <ul style="list-style-type: none"> <li>● <b>Standard Admit:</b> August 15</li> <li>● <b>Final Admit:</b> December 1</li> </ul>
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*\* These dates are approximate and subject to change. Please visit the application requirements page on [presidio.edu](http://presidio.edu) for the most up to date deadlines.*

PGS recommends applying early. Scholarships may not be available for applicants submitting after the standard admit deadline. Applicants pursuing a certificate are not eligible for PGS scholarships. Newly admitted full-time students have first priority for all scholarships over part-time students and returning students. For more information on scholarships and financial aid, please visit the [presidio.edu](http://presidio.edu) website financial aid pages.

## FEES AND DEPOSIT

The application fee for all PGS programs is \$90. This application fee is non-refundable. An admitted applicant must submit a new student enrollment deposit to hold their place in the class. The \$150 non-refundable deposit is due two weeks after the date of the letter of acceptance. If a response is not received by the specified date, the applicant's place may be offered to another applicant. A student who decides not to accept an offer of admission from PGS should notify PGS in writing as soon as possible so that PGS can open this place for another applicant.

## ENROLLMENT AGREEMENT

In accordance with the Bureau for Private Postsecondary Education, all students are required to sign an enrollment agreement before they are eligible to matriculate at Presidio Graduate School. The Director of Admissions will provide an enrollment agreement to all students upon acceptance into any program.

## PROGRAM APPLICATION

Application instructions and forms may be found online at [presidio.edu](http://presidio.edu). The application process requirements include:

1. **Completed Online Application Form.** This online form includes five sections: My Profile, Academic Background, Documents, Additional Information, and Submit.
2. **Application fee** of \$90. Payable through the application form.
3. **Personal essay.** This essay is uploaded directly into the online application form and includes three prompts related to: Values, Teamwork, and Time Management. Total maximum word count is 1500.
  - **Values:** Sustainability is a broad term that spans across a variety of industries. In your specific area of interest, current or future, briefly describe an idea or project you would like to pursue while at PGS and/or how you intend to contribute to solutions to the biggest challenges facing our society.
  - **Teamwork:** Describe a specific activity, business, or organization in which you were directly involved as a leader, collaborator, or activist. What challenges did you face, how did you resolve them, what did the experience reveal as strengths and where did you discover opportunities for improvement?
  - **Time Management:** Commitment to a graduate program at PGS requires sacrifices, support, and self-motivation. Please share your plan for balancing school, work, and personal commitments while enrolled in the program.
4. **Current** résumé or Curriculum Vitae (CV)
5. **Official transcripts.** Applicants must submit an official transcript from the institution where their bachelor's degree was conferred. For any courses taken at other institutions for which a degree was not conferred, PGS requires official or unofficial transcript records to be submitted. Academic records include community college, summer sessions, extension courses and transfer units. For a transcript to be considered official, it must be sent directly from the institution(s) to PGS via electronic transfer or official sealed envelope via mail. If an applicant has completed graduate-level coursework, applicants must submit official transcript(s).
6. **GPA Exemption Form** (if applicable). Presidio Graduate School requires that applicants have a cumulative undergraduate grade point average (GPA) of 2.75 or higher on a 4.0 scale. Applicants who meet all other requirements must submit the GPA Exemption Form if their undergraduate cumulative GPA is below 2.75. This form allows applicants to provide a statement of exemption and submit additional material that would document their ability to perform in an intensive academic environment.
7. **Foreign transcripts.** For applicants with a bachelor's degree awarded at an institution outside of the United States, please refer to the Foreign Transcripts section below.
8. **Optional supporting documents.** Applicants have the option to include additional documents to support and strengthen their application. These documents can be uploaded directly through the online application form and may include, but are not limited to: GRE or GMAT test scores, professional and academic letters of recommendation, certifications, and writing samples.

## TRANSCRIPT INSTRUCTIONS

To obtain official transcripts, the applicant will need to contact the registrar's office of the institution where their bachelor's degree was awarded to request an official transcript to be directly mailed or sent electronically to Presidio Graduate School.

Official transcripts must document:	<ul style="list-style-type: none"><li>• satisfactory completion of an undergraduate degree</li><li>• courses completed</li><li>• grades and/or GPA</li></ul>
Official transcripts must be:	<ul style="list-style-type: none"><li>• Issued and embossed by each school's registrar</li><li>• Sealed by each of the issuing schools (opened/tampered envelopes not acceptable)</li><li>• Sent directly from the issuing school to Presidio Graduate School: electronically to <a href="mailto:admissions@presidio.edu">admissions@presidio.edu</a> or by mail to: Presidio Graduate School Attn: Admissions 1202 Ralston Ave. Suite 300 San Francisco, CA 94129</li></ul>

Transcripts received with opened envelopes or having evidence of tampering or transcripts coming from any source other than directly from the school are not official and considered unofficial transcripts. Transcripts labeled as "issued to student" or "copy" are not official and considered unofficial transcripts.

## FOREIGN TRANSCRIPTS

Degrees and Studies Outside the United States		
	Official Transcripts Required	Evaluation Required
Undergraduate Degree	Yes	Yes
Non-Degree coursework	No	No
Study Abroad Programs	No	No

## UNDERGRADUATE DEGREE TRANSCRIPTS

If an applicant received an undergraduate degree from a school outside of the U.S., PGS requires that the transcript(s) be evaluated by a foreign education credential evaluation service agency such as World Education Services ([wes.org](http://wes.org)) or the Foundation for International Services ([fis-web.com](http://fis-web.com)). If the transcripts are not in English, an official translation is required. Applicants should send the evaluation directly to the PGS Admissions Department via email or mail and include the following:

- Degree equivalency to a 4-year bachelor's degree from an accredited U.S. university
- U.S. semester credit and grade equivalent for each course and cumulative GPA on a 4.0 scale

Some schools outside the U.S. do not issue official transcripts as defined in Transcript Instructions above. If the school's policy differs from PGS's policy, the applicant will document the deviation and provide degree credentials to PGS as issued by the school. The applicant must exercise due diligence to request official transcripts from the school and provide any necessary documentation.

Official transcripts and/or foreign academic credentials (degree) will need to be evaluated by an approved agency recognized by the National Association of Credential Evaluation Services (NACES: [naces.org](http://naces.org)) such as Foundation for International Services (FIS: [fis-web.com/](http://fis-web.com/)) or World Education Services (WES: [wes.org/](http://wes.org/)) to determine the degree equivalent within the U.S. educational system. The applicant will need to pay for and provide this evaluation. Please contact the Admissions Department for more information.

## NON-DEGREE COURSEWORK

If an applicant did coursework at a school outside of the U.S. (including Canada) which did not result in a degree, PGS requires the applicant to provide these unofficial or official transcripts. PGS does not require evaluation of non-degree coursework.

## STUDY ABROAD PROGRAMS

If an applicant completed coursework through a Study Abroad Program offered by a school in the U.S., transcripts for the study abroad credits are not required as these credits are considered institutional credits (credits issued by a U.S. school). Courses should be included on the applicant's undergraduate transcripts with grades in U.S. equivalencies. PGS does not require evaluation of non-degree coursework.

## ENGLISH LANGUAGE PROFICIENCY

All applicants whose bachelor's degree was not completed in English may be required to provide evidence of English proficiency by taking the Test of English as a Foreign Language (TOEFL) or The International English Language Testing System Exam (IELTS).

- Minimum TOEFL iBT Total Score Requirement: 90. Minimum TOEFL PBT Total Score Requirement: 600.
- Minimum IELTS band score: 7.
- TOEFL and IELTS scores are valid for two years from the test date.
- Presidio Graduate School institution code is 7306.

International applicants with extensive work experience or previous study in the U.S. may be eligible for a waiver and may request to have the English Language Proficiency Requirement waived.

## INTERNATIONAL STUDENTS

The U.S. government allows many foreign nationals to enroll in academic programs such as those offered by PGS if admitted to the U.S. for purposes other than solely for education. U.S. citizens, lawful permanent residents, temporary residents, asylees, refugees, and certain nonimmigrants (such as those in E-1, E-2, E-3, H, J-2, L, TD or TN status) are encouraged to apply.

PGS does not make any representation as to admissibility to the U.S. or eligibility to attend PGS programs for non-immigrants. It is the student's responsibility to resolve these issues.

PGS is currently seeking certification to admit students on F-1 visas and is not able to admit international students until the certification is approved.

## ADMISSIONS APPEAL POLICY

Presidio Graduate School's application review process involves the careful consideration of each application. PGS takes the time and effort necessary to get to know the applicant throughout the entire admissions process.

If an applicant has not received admission to PGS, they may submit an appeal to their admissions decision within 90 days of receiving their decision if they believe their academic or personal circumstances could not be considered adequately through the normal admissions review process or that an error occurred in that review. Additionally, they may submit an appeal if there is new, significant and/or compelling information that was not previously provided at the point of application.

## SUBMITTING AN ADMISSIONS APPEAL

The applicant should submit a letter to [admissions@presidio.edu](mailto:admissions@presidio.edu) requesting that PGS reconsider their application. The letter must state the applicant's name, the program and term they applied for, and reasons for appealing the initial decision. This letter should contain any new information to be considered by the appeals committee, and why. The letter should not simply repeat information that was presented in the application. This new, significant and/or compelling information can be related to the applicant's academic performance; professional experience; extracurricular activities; or a description of the extenuating circumstances.

If the basis for the appeal is additional coursework taken since the application was submitted, the applicant should provide a transcript showing completion of the coursework.

The applicant may also include an additional letter of recommendation from someone who can speak to the nature of the appeal.

## ADMISSIONS APPEAL REVIEW AND FINAL DECISION

The Admissions Appeals Committee will review the admissions decision appeal to determine if the new information provided by the applicant warrants a different admissions decision.

For each appeal, the Admissions Appeals Committee makes a recommendation to the Vice President of Enrollment and Student Affairs, who may accept or reject the committee's recommendation, or ask the committee for additional information or analysis. The Vice President of Enrollment and Student Affairs' decision is final.

Notice of the outcome of the appeal will be delivered to the applicant via email and displayed on their student portal home page.

PGS will not discuss appeals with any individual other than the applicant, unless that applicant has agreed in writing to such discussion.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT PRESIDIO GRADUATE SCHOOL**

The transferability of credits you earn at Presidio Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Presidio Graduate School's San Francisco or prior Seattle programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Presidio Graduate School to determine if your credits or degree/certificate will transfer.

# Student Services

Chapter Five

## STUDENT ADVISING

The objectives of student advising are to support the students to:

- Navigate Presidio Graduate School (PGS) curriculum, ensuring progress toward graduation including selection of elective courses;
- Address academic issues, including learning challenges;
- Plan for post-graduation and career, in collaboration with the Career Development team;
- Manage personal challenges impacting their academic experience;
- Facilitate understanding of PGS policies and point to salient resources; and
- Engage in their intellectual trajectory.

The advisor is also responsible for communicating and escalating student issues such as policy and ethical incidences (e.g., harassment) to the Provost and the Enrollment and Student Affairs office.

The Enrollment and Student Affairs office assigns student advisors at the start of the student's program.

## CAREER DEVELOPMENT

### OVERVIEW

PGS's Career Services program provides students with the resources needed to build successful, impactful, and meaningful careers in sustainability and social justice. Students have access to a variety of resources including career coaching, networking events, skill-building webinars, and job/internship postings. There are also abundant opportunities to participate in student leadership roles and clubs as well as initiatives that match your particular mission to extend your academic learning into real-world experiences. In this section you will find the services and support we offer our students and alumni.

### CAREER COACHING

Career coaching appointments are designed to assist students in identifying their skills, interests, and values as they relate to career objectives and employment choices. Current MBA, MPA, Dual Degree and Certificate program students can sign up for 1-on-1 career coaching sessions to discuss a range of career related issues including job search strategies, interviewing and networking tips, cover letter and resume writing, and negotiating an offer.

### CAREER WEBINARS

Workshops help facilitate career exploration and skill building in an interactive and engaging way. Our career development workshops are especially tailored to the needs and interests of PGS students with a focus on careers in sustainability. Topics include refining your focus, leveraging your network, and developing a targeted job search strategy.

### CAREER DEVELOPMENT FORUM

The Career Development Forum on the PGS Learning Management System (LMS) provides information and updates regarding career-related events, webinars and additional resources to support students as they explore and map their career plans.

### PGS JOBS BOARD

New listings for full and part-time positions, internships, and other opportunities can be found on the PGS Jobs Board at <https://groups.google.com/forum/#!forum/pgs-career-development>.

### PROFESSIONAL MEMBERSHIPS

All current PGS students receive a complimentary membership to Net Impact (MBA) or to the American Society of Public Administration/ASPA (MPA) for the duration of their enrollment in the program.

Net Impact is a professional network of thousands of MBAs and professionals committed to leveraging business to create a better world. Net Impact chapters are located in over fifty countries and at top business schools around the country. Student volunteers act as PGS's Chapter Leaders each academic year to help coordinate and execute Net Impact events for PGS students and to coordinate student attendance to the annual Net Impact conference.

ASPA has “been the nation’s most respected society representing all forums in the public service arena” and is made up of “advocates for greater effectiveness in government—agents of goodwill and professionalism – publishers of democratic journalism at its very best—purveyors of progressive theory and practice and providers of global citizenship.” The membership includes regular webinars, book talks, and newsletters with public administration articles and resources. Students are encouraged to attend the ASPA annual conference and engage with their local chapter.

## ACCESSIBILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans With Disabilities Act (ADA) of 1990 and the implementing regulations in 29 CFR part 1630 (1992), Presidio Graduate School is committed to providing students with disabilities full access to its programs, events, and facilities. The Office of Student Experience oversees the coordination of services for students with disabilities. To benefit from the protection of ADA and Section 504 of the Rehabilitation Act, students must self-disclose a disability to the Office of Student Experience and request an accommodation. The School requires the student to provide the Office of Student Experience medical documentation that verifies the existence of the disability, the student’s current condition, and need for an accommodation. Documentation must be submitted from the student’s treating medical provider and must have been issued within 3-years of the student’s request. A member of the Office of Student Experience will confer directly with the student requesting accommodations. A student’s disability has no bearing whatsoever on a student’s acceptance or non-acceptance to any of Presidio Graduate School’s degree programs. Potential or current students with a disability seeking an accommodation may also contact the Office of Student Experience, which will provide answers to common questions about disability services or the accommodations process and is responsive to all situations. Presidio Graduate School has an obligation to maintain confidentiality regarding a student’s disability. Any information collected is solely for the student’s benefit. It is maintained separately from the student’s university record and housed within secure files with access limited to staff with a legitimate academic interest. An accommodated student will be informed as to what information is being provided to the faculty or staff regarding the request. Except where permitted by applicable law, disability information will not be shared with non- Presidio Graduate School employees without the student’s express written permission.

## RECORDS AND PRIVACY

PGS will maintain confidential records related to the disability within PGS’s Office of Student Experience relating to academic adjustments and accommodations based upon the student’s disability. The records will include documentation submitted to verify the disability, documentation requests for reasonable accommodations, and correspondence with the Director of Student Experience. Information will only be released on a need to know basis such as clarify accommodation requests or in the case of grievances. The records are subject to FERPA/HIPAA rules and regulations.

## STUDENT GOVERNANCE

PGS students are a primary stakeholder and an important voice in the PGS community. Students are encouraged to contact the administrative staff with new ideas, concerns and questions at any time.

In addition, students elect Student Representatives (“reps”) from the current student body to act as liaisons between the student body and the administrative staff. Student reps are responsible for synthesizing feedback from students and providing the administration with an overall perspective on the most pressing issues or concerns among the students. Student Reps create semester-long projects based on student body needs and feedback, working with student groups and the administration toward continual improvement of the community and school. All Student Reps may be contacted at [student.reps@presidio.edu](mailto:student.reps@presidio.edu).

Students may contact reps to ask questions, provide feedback or seek solutions to problems. If students have problems with a Student Rep, they are encouraged to contact the Director of Student Experience. Student Reps meet regularly among themselves and three times per semester with the administrative staff to share the status of ongoing projects, to discuss student issues or concerns and to receive feedback on how these issues are being addressed. These monthly meetings comprise agenda items from key stakeholder groups, including faculty, staff, and the student body.

## **STUDENT ACTIVITIES**

Presidio Graduate School (PGS) offers a variety of co-created student activity programs. A number of these extracurricular activities, which are the result of student-led initiatives, reflect PGS's mission as a socially responsible business and public administration school. PGS Administration supports these activities.

## **STUDENT CLUBS**

PGS encourages students to self-organize into interest-based clubs to facilitate the development of specific priorities and interests. All clubs are technically sub-groups of the Net Impact PGS student chapter. The Director of Student Experience approves clubs. Once a club is approved, the Student Experience team provides a certain level of oversight through a minimal amount of funding for any club events. In some instances, the administration will co-sponsor a larger-scale event with a club.

Student Experience staff is available to provide guidance to the clubs in establishing their goals and planning events. The Student Experience team helps to coordinate the transition of student leadership as club leaders graduate. If no students are interested in continuing as club leadership, the student club may go dormant, but may continue to engage on the community portal. Each spring the clubs are expected to report a summary of their activity and events to the Student Experience team.

# Policies

Chapter Six

## STANDARDS OF ENGAGEMENT

By accepting Presidio Graduate School's offer of admission and when registering for courses, students agree to abide by the policies and procedures of Presidio Graduate School.

Graduate students are expected to act with professional competence and demeanor at all times, and to meet and uphold the ethical standards of the professional world. Presidio Graduate School reserves the right to define professional competence and demeanor and advocates the following community-wide Standards of Engagement:

1. We commit to act with and practice high standards of professionalism and leadership.
2. We commit to act with scholastic honesty and academic integrity.
3. We take action to produce fulfillment of our shared commitment to learning for the sake of producing a world that is sustainable and socially just.
4. We take responsibility for situations of breakdown, dissatisfaction, and disagreement and view them as opportunities for leadership, and we act to: initiate the missing conversations; have people's concerns listened to; and produce resolution.
5. We hold ourselves and other members of the PGS community to standards of interaction that are: respectful and promote dignity; collaborative and cooperative; attentive to, and honoring of, our roles.
6. We commit to address situations in which there is disconnection from our shared care and commitment as a community, including those that involve: gossip, bad moods, and assessments made without grounding.
7. We recognize the difference between making promises and having expectations, and when expectations are unfulfilled we move to make requests, offers and proposals that produce shared promises.

## ACADEMIC & REGISTRATION POLICIES

### UPDATING STUDENT CONTACT INFORMATION

If student contact information changes, they are required to notify the Registrar's Office. In addition, students are responsible for updating their personal contact information in Populi, the Presidio Graduate School (PGS) Student Information System.

### ATTENDANCE

Attendance policies are in accordance with the course format. In all cases, attendance is mandatory and students must make every effort possible to inform faculty prior to missing a class session. It is up to the student (not the instructor) to take responsibility for making up any missed class lectures or materials. Students may ask other class members if they are willing to share notes, slides or assignment details for the day(s) missed. Faculty are required to include an attendance policy in their syllabus.

Please also see "Religious Holidays" below.

#### Attendance Policy

Attendance at monthly residencies is required. Any student who misses more than one residency class session per term will not qualify to pass the course. Exceptions can only be made in extenuating circumstances. In the case where a student must miss part or all of a residency, the student must inform course faculty prior to the absence. It is up to the student (not faculty) to take responsibility for making up any missed class lectures or materials. Students may ask other class members if they are willing to share notes, slides or assignment details for the day(s) missed. Faculty are required to include an attendance policy in their syllabus.

Students in Experiential Learning courses are required to attend the first residency.

PGS courses also include required online evening class sessions. Students who miss more than three online class sessions per term may not be eligible to pass the course. Exceptions can only be made in extenuating circumstances. It is up to the student (not faculty) to take responsibility for making up any missed class lectures or materials delivered during online class sessions. Students may ask other class members if they are willing to share notes, slides or assignment details for the day(s) missed. Faculty are required to include an attendance make-up policy in their syllabus.

A student who stops attending or participating in a course without following the official drop or withdrawal procedure may be subject to Administrative Withdrawal. If the student does not submit drop or withdrawal paperwork to the Registrar's office within the timeframe for tuition refunds, the student may not be eligible for any refund of tuition or fees.

### **Religious Holidays**

PGS respects and embraces the cultural diversity throughout the entire learning community and does sincerely regret when a conflict occurs with the residencies. For all students, faculty, and staff who wish to observe holy days that are relevant to their spiritual practice (and that coincide with residencies), PGS will make the appropriate accommodations. For students, please contact the faculty member who teaches the course to make specific arrangements.

## **PARTICIPATION POLICY**

In addition to class attendance, student participation will be assessed through student interactions within Canvas-based course pages. Interactions are, for example, submission of assignments or contributions to online discussions. Students who do not regularly participate in the course page could miss significant learning opportunities which could impact their final grade (see course syllabi for expectations and accompanying grading rubric).

A student who stops attending or participating in a course without following the official drop or withdrawal procedure period may be subject to administrative withdrawal. The Registrar will consult with the student's advisor and course faculty prior to administratively withdrawing the student from the course. If the student does not submit drop paperwork to the Registrar's office within the timeframe for tuition refunds, the student may not be eligible for any refund of tuition or fees.

## **ADDING/DROPPING COURSES**

Adding a course after the term begins is subject to space availability and faculty permission.

Students who wish to add or drop courses must notify the PGS Registrar ([registrar@presidio.edu](mailto:registrar@presidio.edu)). To add or drop a course, students must complete the Add/Drop Form within the add/drop period (see the Academic Calendar on page 100 for specific dates) and submit it to the Registrar to be processed.

Students with financial aid must confer with the Financial Aid office ([finaid@presidio.edu](mailto:finaid@presidio.edu)) before dropping courses.

A student who stops attending or participating in a course without following the official drop or withdrawal procedure period may be subject to administrative withdrawal. The Registrar will consult with the student's advisor and course faculty prior to administratively withdrawing the student from the course. If the student does not submit drop paperwork to the Registrar's office within the timeframe for tuition refunds, the student may not be eligible for any refund of tuition or fees.

If a student drops a course on or before the add/drop date, no record of the course will appear on the student's transcript. If a student drops a course after the add/drop date, a "WD" will appear on the student's transcript. See Refund Policy on pages 69-70 for details.

## **WITHDRAWAL FROM COURSE**

Withdrawal deadlines are specified in the Academic Calendar as published in this handbook, on the Student Resources Portal, and at [presidio.edu](http://presidio.edu). If a student withdraws from a course following the add/drop date and before the withdrawal deadline for the term, a "WD" will appear on the transcript. To withdraw from a course, the student must submit a Withdrawal Request Form to the Registrar.

Students are also responsible for contacting the Financial Aid office regarding the status of their accounts and financial aid eligibility due to the course withdrawal. Clearance from Financial Aid must be obtained prior to withdrawal.

Due to privacy requirements, students are responsible for communicating to their teammates and classmates regarding their withdrawal from a course.

Withdrawal deadlines are published on the Academic Calendar (page 100).

See the Refund Policy on pages 69-70 for details on tuition refunds for withdrawn courses.

## **WITHDRAWAL FROM PRESIDIO GRADUATE SCHOOL**

Institutional withdrawals may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance and/or course participation.

Students withdrawing from PGS must inform the Registrar ([registrar@presidio.edu](mailto:registrar@presidio.edu)) and are required to participate in an exit interview with the Provost, the Vice President of Academic Administration, or their advisor.

Students who receive financial aid and wish to withdraw must also contact the Financial Aid office ([finaid@presidio.edu](mailto:finaid@presidio.edu)). Students will be responsible for completing a Withdrawal Form and submitting it to the Registrar as well as contacting the Financial Aid office regarding the status of their accounts. Clearance from Financial Aid must be obtained prior to withdrawal.

Students withdrawing from all courses will be subject to the Refund Policy on pages 69-70. If the withdrawal occurs after the Add/Drop deadline for the term and before the withdrawal deadline, a grade of "WD" for each course will be entered into the student's permanent record. To withdraw in good standing, students must meet all obligations to Presidio Graduate School.

Due to privacy requirements, students are responsible for communicating to their teammates, classmates and the community regarding their departure.

After the withdrawal has been processed, the student's individual Presidio Network and PGS email account access privileges will be closed after 30 days. Therefore, it is recommended that students manage this change in access accordingly.

In the event that the student needs to fully withdraw from the term but intends to return to the program, see the Leave of Absence policy below.

### **HARDSHIP WITHDRAWAL**

Students may petition their advisor, the Vice President of Academic Administration and the Registrar in writing for a Hardship Withdrawal if they are unable to complete a course due to physical or mental debilitation or unusual or extenuating circumstances beyond their control which prevented them from dropping the course by the Add/Drop or Withdrawal deadline.

Notices must be filed promptly after the occurrence of the event that gave rise to the need to withdraw from a course, preferably prior to the end of the term. Only in rare circumstances will notices be accepted after the close of the term in which the withdrawal is being petitioned. Students who have completed the requirements for the course are generally not eligible for a Hardship Withdrawal. The student must submit the Hardship Withdrawal form to the Registrar, along with supporting documentation. The Registrar reserves the right to verify the authenticity and details of the documentation.

In the case of a Hardship Withdrawal, the student will receive a grade of "HW" standard Withdrawal policy will apply. Once the course is retaken, the grade for the retaken course will replace the HW.

Tuition credits or refunds related to a Hardship Withdrawal are handled on a case-by-case basis. Refer to the Refund Policy on pages 69-70 and the Academic Calendar on page 100 for specific deadlines.

In the event that the student needs to fully withdraw from the term but intends to return to the program, the Leave of Absence policy will apply (see below).

### **ADMINISTRATIVE WITHDRAWAL (COURSE)**

A student who stops attending or participating in a course without following the official drop or withdrawal procedure period may be subject to administrative withdrawal. The Registrar will consult with the student's advisor and course faculty prior to administratively withdrawing the student from the course. If the student does not submit drop paperwork to the Registrar's office within the timeframe for tuition refunds, the student may not be eligible for any refund of tuition or fees.

### **ADMINISTRATIVE WITHDRAWAL (INSTITUTIONAL)**

Students who do not register for courses or request an official Leave of Absence (LOA) by the start of the term may be administratively withdrawn from PGS and must request reinstatement if they are ready to continue their studies.

If a student exceeds the approved period for an official LOA and does not contact the Registrar to request an extension of the LOA by the first residency of the semester immediately following the end of the LOA, the student will be administratively withdrawn from PGS. The student must then reapply to the program and will be considered for readmission as a new applicant.

## **LEAVE OF ABSENCE**

A student may request a Leave of Absence (LOA) by contacting the Registrar and completing the Leave of Absence Request form. PGS is committed to working with students who have health, financial, and/or personal difficulties that are generally beyond the control of the student. However, an LOA is not automatically granted. Students requesting an LOA must be in good academic and administrative standing or have been granted a waiver of these requirements due to extenuating circumstances. An LOA will be reviewed and approved by the Vice President of Academic Administration and the Registrar. An LOA may be granted for a specified period of time and not more than one academic semester.

Students may contact the Registrar to request a LOA extension for an additional semester. If a student exceeds the approved period for an official LOA and does not contact the Registrar to request an extension of the LOA by the first residency of the semester immediately following the end of the LOA, the student will be administratively withdrawn. The student must then reapply to the program and will be considered for readmission as a new applicant.

If an LOA is requested after registration has occurred, the student is responsible for dropping their classes and paying applicable fees. When a student is granted a Leave of Absence after the beginning of the term, courses in which the student was enrolled after the Add/Drop deadline will appear on the student's transcript as "WD."

When taking an LOA, the student forfeits all scholarship support that may have been awarded by Presidio Graduate School. When they return from an LOA, they will have to re-apply for scholarship support, and may not receive a scholarship award.

Students must be aware that there are consequences if they have obtained financial aid and subsequently request an LOA. Students requesting an LOA must therefore demonstrate that they have contacted the Financial Aid office to understand their responsibilities and how an LOA may affect loan deferment.

An LOA does not change the maximum timeframe for program completion. See "Timeframe for Program Completion" below.

Students retain access to their PGS email and to Populi while on LOA.

### **Mandatory Leave of Absence**

A student is recommended for Mandatory Leave of Absence in circumstances in which the academic work or professional development, in the opinion of the Provost and/or Vice President of Academic Administration, requires serious remediation that necessitates withdrawal from PGS and a required leave of absence in order to complete the necessary remediation.

Students must be aware that there are consequences if they have obtained financial aid and subsequently are on Leave of Absence (LOA). Students on LOA must therefore demonstrate that they have contacted the Financial Aid office to understand their responsibilities and how an LOA may affect loan deferment.

See also "Registration Holds" below.

## **CANCELLATION AND REFUND POLICY**

### **Student's Right to Cancel**

A student may cancel an Enrollment Agreement or withdraw from Presidio Graduate School at any time. The student has the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The student has a right to a full (100%) refund of all tuition paid less the non-refundable fees if the student cancels during this time period.

If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the period charged, but before completion of 60% of the period charged, the amount charged for tuition (less non-refundable fees) for the completed portion of the course(s) shall not exceed the prorated portion of the total tuition charged. This portion is arrived at by multiplying the total tuition charged for the period by the ratio of the number of days attended to the total number of days in the period. No refund is made after 60% of the attendance period.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies, in writing, the PGS Registrar of the student's withdrawal.
2. PGS terminates the student's enrollment for failure to abide by the rules and regulations of PGS; absences in excess of maximum set forth by PGS.
3. Failure to return from a leave of absence.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the days in the term), multiplied by the number of days scheduled to attend, prior to withdrawal. Students who have had an outstanding debt for 120 days or longer will be sent to an outside collection agency, at the discretion of PGS. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect the unpaid account balance will be added to the student account balance.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The student's notice of cancellation of their Enrollment Agreement shall be in writing, and is effective upon Presidio Graduate School's receipt of the cancellation notice. The notice will be accepted in person, by mail to Presidio Graduate School mailing address (1202 Ralston St, Suite 300, San Francisco, CA 94129) or via email to [registrar@presidio.edu](mailto:registrar@presidio.edu). A student must complete the following steps in order to cancel their enrollment agreement, withdraw from the institution and obtain a refund:

1. Submit written notice to the Registrar to officially withdraw from course(s).
2. Complete an Add/Drop Form with the Registrar. The registrar will post announcements containing deadlines for add/drop regularly. For students receiving state or federal financial aid, refunds are not always made directly to the student. The official withdrawal date used for refund purposes is the date the student submits the Add/Drop form to the Registrar.
3. If a credit balance occurs on a student account, PGS has 45 days in which to return the excess credit balance to the student.

Example: A student completes 30 days of 125 days (17 week semester) and paid \$5020 for a course (less non-refundable fees), the pro rata refund to the student would be \$3,420.00 based on the calculation set forth below. An example of how a credit balance may occur is as follows:

$$\begin{aligned} \$5020 \text{ (tuition charged)} \div 125 \text{ days} \times 95 \text{ days remaining} &= \\ \$3,815.20 \text{ (actual refund amount)} \end{aligned}$$

If the student ceases to attend Presidio Graduate School after completing 60% of the period charged (75 days), the student will be charged 100% of the tuition and charges applicable for all courses in the payment/academic period.

Any student who withdraws from PGS and is a recipient of student loans will have his or her costs and eligible loans prorated according to Title IV guidelines. PGS's tuition and refund policy will always begin on the first day of the term.

If Presidio Graduate School cancels or discontinues a course or program, it will refund all charges and fees associated with the course or program.

## **TIMEFRAME FOR PROGRAM COMPLETION**

The standard timeframe for completing the MBA in Sustainable Solutions program is two years (four semesters) for full-time students (four courses per semester) and 3.5 years (7 semesters) for part-time students (two courses per semester).

The standard timeframe for completing the MPA in Sustainable Solutions program is 1.5 years (three semesters) for full-time students (four courses per semester) and three years (six semesters) for part-time students (two courses per semester).

All MBA and MPA students are expected to complete their program of study within five years. Extension of the time for program completion beyond five years must be approved by the Provost in consultation with the Registrar, and students will be required to submit updated application materials.

The standard timeframe for completing the Dual Degree program is 2.5 years (five semesters) for full-time students (four courses per semester) and 4.5 years (9 semesters) for part-time students (two courses per semester). All Dual degree students are expected to complete their program of study within seven years. Extension of the time for program completion beyond seven years must be approved by the Provost in consultation with the Registrar, and students will be required to submit updated application materials.

The standard timeframe for completing PGS Certificate programs is 1.5 years. All Certificate students are expected to complete their program of study within 2.5 years. Extension of the time for program completion beyond 2.5 years must be approved by the Provost in consultation with the Registrar, and students will be required to submit updated application materials.

## **CHANGE OF PROGRAM AND PROGRAM TRANSFER**

Students may be eligible to change from one degree program to another (MBA, MPA or Dual Degree), with approval of the Provost and Registrar. Note that all courses may not transfer into the new degree program.

## **FACULTY CHANGE POLICY**

PGS makes every effort to retain course faculty as announced during the registration period. Although not optimal, course faculty may be changed when necessary without advance notice to students.

## **PROGRAM OR COURSE CANCELLATION**

Occasionally it is necessary to cancel a program or course when registration for the course is not sufficient to create the desired learning environment. When a program or course is cancelled, registered students will be notified by PGS and offered assistance in selecting an alternate program or course. In the event that an alternate program or course is not selected, all tuition paid for the course will be refunded.

## **TRANSFER CREDIT, WAIVER, AND SUBSTITUTION POLICY**

### **General Standard**

PGS degree programs are intended as a unique and integrated experience. Therefore, acceptance of transfer credit from other institutions is rare. When requesting transfer credit, students must provide clear evidence that the standards set forth below have been met.

### **Credits Eligible for Consideration**

PGS will consider the transfer of academic credits only for equivalent graduate-level courses from institutions accredited by agencies recognized by the United States Department of Education or, in the case of international institutions, by an agency that is recognized by its national government or equivalent. Such credits must have been earned within 3 years prior to the student's first term at PGS with the equivalent of a grade of B or higher.

A maximum of 8 semester credits of graduate coursework will be accepted into PGS degree programs.

Undergraduate-level courses and work experience cannot be transferred in place of PGS courses.

As of May 5, 2020, Presidio Graduate School has not entered into an articulation or transfer agreement with any other college or university.

### **Standards for Evaluating Transfer Credits**

The Provost and the Registrar in consultation with the student's advisor shall review each request for transfer credit application and decide whether to approve the requested transfer. In making this decision, the Provost shall consult with the faculty member who teaches the course for which transfer credit is requested to substitute, and any other person who may be helpful in making the decision.

The Provost and Registrar shall approve transfer credit if:

- The breadth and depth of transfer credit curricular content is comparable or exceeds that of the PGS curriculum, at the topic and concept level;
- The quality or rigor of the transfer credit is at least equivalent to that of PGS;
- The depth and integration of sustainability into the credit requested for transfer is at least equivalent to those in the corresponding PGS course;
- The PGS course for which transfer credit is requested does not include an Experiential Learning (EL) project\*; and
- Approving the transfer credit does not jeopardize the academic integrity of the PGS degree program(s) or institution.

\* If the PGS course for which transfer credit is requested includes an EL project, but the credits requested to transfer do not include an EL component, transfer credit may be granted if the student also completes an EL or equivalent client-related project under the supervision of a faculty member.

### **Transfer Credit Limit**

A maximum of 8 semester credits of graduate coursework will be accepted into PGS degree programs.

### **Transfer Credit and Grade Point Average**

Transfer credits are not included in and do not impact the student's PGS cumulative grade point average.

### **Exceptions**

It is within the Provost's discretion to make an exception to these transfer standards. In such cases, the Provost will document the reasoning for the exception and include this in the student's record.

### **Transfer Credit Application Procedure**

A student seeking transfer credit or an applicant seeking pre-approval for transfer credit must contact the Registrar via email ([registrar@presidio.edu](mailto:registrar@presidio.edu)) to request a Transfer Credit Request form.

In the transfer credit request application, the student must provide the following:

1. One official, sealed transcript evidencing the transfer credit. The transcript must be sent directly from the institution(s) attended to PGS. Transcripts issued to a student will not be considered official. If the transcript was provided to PGS during the admissions process, the student shall notify PGS that PGS already has the relevant transcript on file.
2. A completed Transfer Credit Request form, available from the Registrar ([registrar@presidio.edu](mailto:registrar@presidio.edu)).
3. Course description and syllabus associated with the transfer credits from the academic institution where the course was completed.
4. A paper, project or other work product deliverable evidencing the sustainability dimensions of the transfer credit course material.

PGS will notify the student of the decision regarding transfer credit within 30 days of application.

### **Credit Transfer Between Programs**

Transfer of credits between MBA and MPA programs is subject to approval by the Provost and Registrar.

Credits earned in prior PGS programs may be transferable to current programs. Transfer of credits from prior programs is subject to approval by the Provost and Registrar.

### **Certificate Credit Transfer to Degree Programs**

Credits earned in PGS Certificate programs are conditionally applicable to PGS degree programs (MBA, MPA and Dual Degree). Please note that Certificate students can transfer to PGS degree programs without an additional admissions process, as they go through the same application/admissions process. Certificate students wishing to transfer to a degree program should contact the Registrar ([registrar@presidio.edu](mailto:registrar@presidio.edu)).

The Registrar will provide a Change of Program Request form as well as an Enrollment Agreement for the degree program.

### **Ineligible for Transfer Credit**

Credits earned for a program for which a degree was earned are not automatically eligible for transfer credit. In rare circumstances, students may request to use these to satisfy PGS requirements, and additional electives or Independent Study may be taken to fulfill the required number of credits for the MBA, MPA or Dual Degree. See “Waiver of Required Course(s) - Prior Academic Learning” below for further details.

Presidio Graduate School does not award credit for non-academic learning, life experience, or professional experience. In rare circumstances, students may request to use these to satisfy PGS program requirements, and additional electives or Independent Study must be taken to fulfill the required number of credits for the MBA, MPA or Dual Degree.

### **Waiver of Required Course(s) - Prior Academic Learning**

Because of the integration of sustainability into every course and the integration of curriculum, it is important to recognize that PGS programs are unique and course waivers are rare.

As above, courses taken as part of a program for which a degree was awarded are not eligible for transfer credit. However, those courses may in some circumstances be used to satisfy program requirements. Additional electives or Independent Study must be taken to fulfill the required number of credits for MBA, MPA or Dual Degree.

To apply for a waiver of required courses based on prior academic learning at another institution, a student must complete a Request for Waiver of Required Course(s) Due to Prior Academic Learning form, submit a copy of the syllabus for the prior course and an official transcript from the institution that shows credit for the course. The waiver request form is available from the Registrar ([registrar@presidio.edu](mailto:registrar@presidio.edu)). The waiver request must be approved by the Provost and the Registrar before the required course waiver is granted and included on the student’s transcript.

### ***Notice Concerning Transferability of Credits and Credentials Earned at Presidio Graduate School***

The transferability of credits you earn at Presidio Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Presidio Graduate School’s San Francisco or prior Seattle programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Presidio Graduate School to determine if your credits or degree/certificate will transfer.

### **DISTRIBUTION OF BOOK LISTS AND CURRICULUM**

Course book lists including all required texts and pre-readings are communicated to current students at least four weeks prior to the start of the term.

Students can request past versions of syllabi or reading lists. However, PGS does not guarantee the curriculum will remain unchanged for the following semester, as faculty are engaged in an ongoing revision and update of the curriculum to reflect the dynamic and evolving nature of the field of sustainable management.

### **AUDIT POLICY**

Auditing PGS courses is allowed in rare circumstances and subject to approval by the Provost or Vice President of Academic Administration as well as course faculty. Audit fees may apply.

### **GRADES**

Presidio Graduate School (PGS) uses the A through F letter-grade/GPA-based grading system. In some circumstances, for-credit courses may be offered on the Credit/No Credit Grading System.

## Grade Reporting

Instructors report a grade for credit when all requirements for the course have been completed. The Registrar must receive grades from instructors no later than the date published in the Academic Calendar. After a grade has been reported to the Registrar, the grade will not be changed unless a written grade change and an acceptable reason for the change are submitted to the Registrar by the instructor with prior approval from the Provost.

Grades are posted in Populi, PGS's Student Information System. Course grades will be available to students within five days following the faculty grade submission deadline on the Academic Calendar.

Throughout the term and especially prior to grade submission following the end of the term, if a student has questions about their performance and grade in a class, the student should speak directly with faculty before grades are posted. Once grades are officially recorded, a change of grade becomes a serious appeal process that involves faculty members, the student's advisor, the Vice President of Academic Administration, the Provost, and the Registrar. Please see the Grade Appeal Process below for details.

Students should consult with their faculty on grades throughout the term.

## Letter Grades, Quality Points and Grade-Point Average (GPA) System

For each credit in which the student is enrolled, the student receives grades and quality points as follows:

Grade	Minimum %	Quality Points	Definition
A	95%	4.0	<b>Exemplary performance.</b> The student has demonstrated a level of high quality work that exceeds the formal requirements showing a clear indication of initiative and mastery of the subject.
A-	90%	3.7	
B+	87%	3.3	<b>Proficient performance.</b> The student has demonstrated a level of good quality work that meets the formal requirements showing initiative, comprehension and clear ability to handle ideas.
B	84%	3.0	
B-	80%	2.7	
C+	77%	2.3	<b>Minimum performance.</b> Student has demonstrated a level of work that meets the minimum requirements and demonstrates comprehension of the subject with a reasonable ability to handle ideas. <b>NOTE: C- is the minimum passing grade.</b>
C	74%	2.0	
C-	70%	1.7	
D+	67%	1.3	<b>Below average performance/no credit awarded.</b> Student has demonstrated a level work below expectation and provides inadequate demonstration of comprehension of the subject and ability to handle ideas. Minimum requirements have not been met. These grades are not passing grades.
D	64%	1.0	
D-	60%	0.7	
F	0%	0.0	<b>Failure.</b> Student has not met the minimum requirements.

A student's grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of credits attempted. Some transfer credits are not counted in calculating a student's GPA on the transcript. All PGS credits counted toward a degree are used in calculating the cumulative GPA. In the case of course retakes, the higher grade is included in calculating the cumulative GPA.

## Credit/No Credit Grading System

In some circumstances, courses may be offered on the Credit/No Credit Grading System, as follows:

Grade	Minimum %	Quality Points	Definition
CR	70%	0.0 <i>not counted towards GPA</i>	<b>Credit.</b> CR denotes successful completion of a course. Credit is awarded but the CR grade is not factored into the student's cumulative GPA.
NC	0%	0.0 <i>not counted towards GPA</i>	<b>No Credit.</b> NC indicates that a student did not satisfactorily complete required coursework. The NC grade is not factored into the student's cumulative GPA.

## Non-Credit Grades

Non-credit grades shown on transcripts which are not counted in a student's GPA include:

Grade	Quality Points	Definition
IP	0.0 <i>not counted towards GPA</i>	<b>In Progress.</b> Course is currently in progress. Marking used on transcripts produced during a current semester.
I	0.0 <i>not counted towards GPA</i>	<b>Incomplete.</b> Given only in extenuating circumstances. Work must be complete by the end of the succeeding term in which the Incomplete was granted. See Incomplete Grade Policy below for full details.
W	0.0 <i>not counted towards GPA</i>	<b>Withdrawal.</b> Grade given to students who withdraw from a course after the add/drop deadline. See Withdrawal Policies above for further details. See Academic Calendar for add/drop dates.
HW	0.0 <i>not counted towards GPA</i>	<b>Hardship Withdrawal.</b> Granted in rare circumstances. See Hardship Withdrawal Policy above for further details.
AU	0.0 <i>not counted towards GPA</i>	<b>Audit.</b> Non-credit enrollment in a specific course. See Audit Policy above for further details.

## Grades Required for Graduation

Students in all PGS programs must maintain a cumulative 3.0 GPA. It is the responsibility of the student to monitor his or her academic progress while at PGS. For more information on grade requirements, please see the Satisfactory Academic Progress (SAP) policy in Chapter 3. If a student requires academic assistance, they should contact their advisor for academic advising services.

## INCOMPLETE GRADE POLICY

Students may request an Incomplete grade for a course when illness, family tragedy, or similar difficulty makes it impossible for them to complete course requirements on time. Students may request an Incomplete grade from course faculty if the student has completed at least 60% of the course assignments by the end of the term and have a passing grade at the time of the Incomplete grade request. The Incomplete request must also be approved by the student's advisor.

To document an Incomplete request, the student must submit a Request for an Incomplete Grade (available from the Registrar) to faculty for review before the end of the term. This allows time for documenting requirements before the grade submission deadline. When approved by the student, faculty, and advisor, the form must be submitted to the Registrar. If the student neglects to submit an Incomplete request before the grade deadline, the student's grade will be recorded as it stands as of the grade deadline. The grade may be changed to an Incomplete upon receipt of the approved request.

Incomplete work must be finished no later than the end of the succeeding term. The Incomplete grade converts to F or No Credit if the faculty does not submit an alternate grade by the grade submission due date for the succeeding term.

Students with two or more Incomplete courses will be put on Registration Hold and will not be able to register for the subsequent term (see Registration Holds below).

If a student requests an Incomplete in a term in which they are on SAP Warning or Probation, they will be placed on Registration Hold and must complete outstanding coursework before registering for a subsequent term (see Registration Holds below).

## GRADE APPEALS PROCESS

In general, grades represent the faculty member's professional judgment of a student's performance in a course, and, as such, are final. However, students have the right to ask their faculty for an explanation of any grade received. Grade appeals can be made only in instances where procedural issues or biased, arbitrary, or capricious grading are in question, specifically:

1. An obvious error in calculation;
2. The course faculty has applied more exacting standards to the particular student;
3. The grade was given on some other basis than performance in the course; or
4. The grade represents a substantial departure from the faculty's announced standards.

Appeals must be filed within six weeks of PGS's notification of the final grade. Students needing assistance at any step in appealing or filing a complaint may contact their advisor or the Vice President of Academic Administration. Students are encouraged to talk to their course faculty before beginning this process to attempt to resolve the matter informally.

Grade appeals will be reviewed in the following manner:

**Step 1:** A written petition will be submitted by the student to the course faculty. This petition should contain the nature of the problem, relevant information that supports the appeal and the remedy sought. The student should retain a copy for their records. Within two weeks, the faculty will respond to the student in writing. If the student is not satisfied with the response provided by the faculty, they may proceed to Step 2.

**Step 2:** A written petition will be submitted by the student to the Vice President of Academic Administration with a copy to the faculty member(s), no later than two weeks after receiving the faculty's response in Step 1. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with faculty (including the original written petition and faculty's response), relevant information that supports the appeal, and the remedy sought. The student should retain a copy for their records. The student, faculty member(s), student's advisor, and Vice President of Academic Administration may meet to discuss the complaint. Within two weeks, the Vice President of Academic Administration will respond to the student in writing with a copy to the faculty member(s) for the class. Generally, the Vice President of Academic Administration makes the final decision; however, in unusual cases, the student may proceed to Step 3.

**Step 3:** The written petition and all supporting documentation are submitted to the Provost. The Provost may make a final determination or may convene a Grades Appeals Committee, which shall serve in an advisory capacity to the Provost. The manner and appointment and number of members on the Grade Appeals Committee shall be determined within PGS. The Provost shall appoint the chairperson of the Grade Appeals Committee, and the committee shall have the right to all relevant instructor records. Within two weeks, the chairperson of the Grade Appeals Committee will make a recommendation to the Provost, who will respond to the student in writing of the decision reached, with a copy to the Registrar for the student record. This decision is final.

Note: If at any step a PGS representative fails to review and/or respond within the time limits provided, the student may proceed to the next step. If the student fails to respond within the time limits provided, the appeal shall be deemed to have been withdrawn.

## **COURSE RETAKES/REPEATS**

Students have the option to repeat courses which they have failed. In the case of required courses, students must retake failed courses in order to fulfill degree requirements. Students may also repeat courses for which they have already received a low passing grade if they need to raise their cumulative GPA to 3.0 in order to fulfill degree requirements.

Please note the following:

- A course may be repeated only twice.
- All attempts will be recorded on the student's transcript.
- Credit for the course will be given only once.
- The highest grade will count toward the GPA

Students seeking an exemption from the maximum number of course repeat policy must submit a request to the Vice President of Academic Administration and Registrar, and must demonstrate a compelling need for the exception. Any request must be approved by the Vice President of Academic Administration.

In situations where an original course is no longer offered and no active direct equivalent exists, students may seek the permission of their academic advisor and the Registrar to substitute a different course which covers comparable material at a similar level.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All PGS students must meet Satisfactory Academic Progress (SAP) requirements, based on federal and institutional requirements. Please see SAP policies as detailed in Chapter Three on pages 52-54.

## **REGISTRATION HOLDS**

Registration Holds prevent students from registering for courses. A Registration Hold is placed on a student's record if the student has not met a particular enrollment requirement or if a student has two or more Incomplete courses on their current record (see Incomplete Policy).

Students are notified individually if there is a hold on their records. A hold is not removed until the student resolves the problem by fulfilling the academic requirements.

See also "Mandatory Leave of Absence" policy above.

## **FINANCIAL HOLDS**

Financial Holds prevent students from registering and prevent the release of a student's grades or diploma. A Financial Hold is placed on a student's record if the student has an outstanding financial obligation to Presidio Graduate School.

Students are notified individually if there is a hold on their student record. A hold is not removed until the student resolves the problem by satisfying the financial obligation.

## **REGISTRATION PROCEDURES**

All Presidio Graduate School (PGS) students are responsible for understanding current PGS course offerings, tuition and fees, deadlines, and academic policies.

For incoming new students, final registration for PGS courses requires completion of the Enrollment Agreement and payment of tuition and fees by the tuition deadline.

Students in the MBA, MPA, Dual Degree and Certificate programs will self-register in Populi. Registration dates are available in the Calendars section of the handbook, on the website at [presidio.edu](http://presidio.edu) and on the Student Resource Portal. Please note that a late fee may be assessed if registration is received after the registration deadline. Please see [presidio.edu](http://presidio.edu) for a complete listing of fees.

Students are given registration priority in this order:

- Continuing MBA, MPA, and Dual Degree students
- New MBA, MPA, and Dual Degree students
- Eligible Certificate students (must meet MBA admission requirements)
- Matriculated auditors
- Alumni
- Eligible non-matriculated auditors

Updates to PGS course offerings, deadlines and academic policies are posted in the Student Handbook as published on the Student Resources Portal.

The Registrar will send registration reminders each term.

## **CHANGE OF DEGREE PROGRAM**

Students wishing to change programs must receive approval from the Vice President of Academic Administration in consultation with their advisor and the Registrar. If the Vice President of Academic Administration approves the student's request, the student will complete a Change of Program form and file it with the Registrar's office.

The maximum timeframe for a student who changes from one degree program to another is adjusted by subtracting the earned course credits that are common to both degree programs from the total credits in the new degree program and multiplying that number by 1.5. The Registrar will evaluate a student's academic progress and transfer all relevant courses. All transferred courses will be counted in the completion rate and used in computing the cumulative GPA. Students must be transferred into the new degree program by the end of the add/drop period of the term applicable. Students may request a change of degree program no more than twice during their enrollment at PGS.

## **DEFINITION OF FULL-TIME AND PART-TIME STUDENTS**

PGS defines a full-time semester-based student as one who is registered for 6 or more credits and a half-time student as one who is registered for 3 to 5 credits.

PLEASE NOTE: Full-time students in the MBA, MPA, and Dual Degree programs typically take four courses per semester for a total of 15 credits per semester. Part-time students typically take 2 courses (7 or 8 credits) per semester. Part-time students must complete a year of part-time status before changing to full-time. A full-time student may change to part-time in any semester.

### **Change of Status**

Please note that changing program status from full-time to part-time or  $\frac{3}{4}$ -time may extend the graduation date, as there is no guarantee that required classes will be available outside of the standard two or four classes per semester schedule. Students should work with their advisor to map out their specific degree completion plan.

Requests for changes in Program Status must be approved by the student's advisor and Registrar prior to the add/drop deadline.

## **CANCELLATION OF REGISTRATION**

PGS reserves the right to cancel the registration of any student who does not comply with PGS rules, regulations, or policies.

## **IDENTIFICATION (ID) CARDS**

All registered students receive a student number and student ID card. ID cards are free and must be validated for each year of enrollment. ID cards are issued shortly after the beginning of the term in which a student is first enrolled. Students must provide a digital high resolution headshot to the Registrar. ID cards are produced once per term. A \$15 fee will be assessed for a replacement ID card.

## **GRADUATION**

The awarding of degrees is not an automatic process. All students are required to apply for graduation one term prior to their anticipated graduation date. The Registrar will distribute the graduation application to students. A non-refundable graduation fee of \$95 will be charged to all degree students. A non-refundable graduation fee of \$45 will be charged to all certificate students.

All MBA, MPA, Dual Degree, and Certificate candidates who wish to graduate must:

1. Submit an online graduation application to the Registrar by the deadline;
2. Complete all degree or certificate requirements;
3. Maintain a minimum GPA of 3.0; and
4. Achieve all credit requirements for their program.

If degree requirements are not completed on time, a graduation application for the subsequent term must be submitted to the Registrar.

As per the "Timeframe for Program Completion" policy above, all MBA and MPA students are expected to complete their program of study within five years. Extension of the time to degree completion beyond five years must be approved by the Provost in consultation with the Registrar. Students will be required to submit updated application materials.

The standard timeframe for completing the Dual MBA/MPA program for full-time students is 2.5 two years (five semesters) and 4.5 years (nine semesters) for part-time students. All Dual MBA/MPA students are expected to complete their program of study within seven five years. Extension of the time to degree completion beyond five years must be approved by the Provost in consultation with the Registrar, and students may be required to submit updated application materials.

The standard timeframe for completing PGS Certificate programs is one year. All Certificate students are expected to complete their program of study within two years. Extension of the time to degree completion beyond two years must be approved by the Provost in consultation with the Registrar and students may be required to submit updated application materials.

Any student who fails to complete degree or certificate requirements within these timeframes must reapply for admission and meet degree or certificate requirements as outlined in the latest Student Handbook.

## COMMENCEMENT EXERCISES

Commencement is held once per academic year following the Spring semester. Students who have completed their degree requirements in the previous 12 months may participate in the ceremony. MBA, MPA, and Dual Degree students may participate if they will have completed at least 90% of the required credits as of the semester after which the ceremony is held. Students may only participate once. Participation in Commencement does not guarantee graduation or the granting of a degree.

PGS board members, faculty, continuing students, graduates and guests are invited to Commencement. Degree candidates must appear in appropriate regalia at Commencement.

## DIPLOMAS AND CERTIFICATES

A student may elect to receive, at the discretion of Presidio Graduate School, a degree or certificate using current requirements or the requirements in place at the time of the student's initial enrollment.

Diplomas and certificates are mailed to the address listed on the graduation application 6-8 weeks following the posting of final grades as long as there are no holds on the graduate's account. Diplomas include degree title, student name and date of issuance.

## TEACH-OUT POLICY

In the event that Presidio Graduate School must close, sufficient faculty will be retained and resources maintained to teach the final cohorts of students through degree completion. The following efforts will be undertaken:

### Pre-Closure Activities

- Review all possible options at the time;
- Announce impending closure to all stakeholders upon Board decision to close institution; and
- Stop recruiting and enrolling new students.

### Internal Teach-Out Option

To implement an internal teach-out plan, PGS will undertake the following efforts:

- Implement a gradual teach-out by continuing to teach already enrolled students so that they can complete their programs;
- Provide a teach-out educational program that meets acceptable quality standards as previously accredited and continues to be reasonably similar in content, structure, and scheduling, and that meets all obligations to its existing students;
- Continue to operate with minimal disruption to current students, enabling them to complete their programs at a location that meets similar standards to the current;
- Provide student services, including financial aid and student records, until the last student graduates;
- Seek funding to enable PGS operations through the teach-out period.

### External Teach-Out Option

- For students preferring to transfer to other institutions, PGS will establish arrangements with other universities to accept PGS credits, to ensure the least disruption possible to students' degree completion plans.

### Post-Closure Activities

- In the event of closure of the institution, PGS will establish procedures for the pro-rata refund of all monies paid.

Upon closure, student transcripts and records will be transferred to the designated Custodian of Records.

## STUDENT RECORDS AND PRIVACY

### NOTIFICATION OF STUDENTS' FERPA RIGHTS

Presidio Graduate School (PGS) education records are defined as records that are directly related to a student and maintained by PGS or by a party acting for PGS. Education records are not: sole possession records, law enforcement unit records, employment records, medical records or post-attendance records.

The Family Education Rights and Privacy Act (FERPA) is a federal law that facilitates students' access to their education records and protects the privacy of student education records. FERPA covers currently enrolled students only, not auditors, applicants, graduates or students who have withdrawn. PGS is required by law to notify all students of their rights, as outlined below. Please refer to the Student Life Portal and to the PGS website at [presidio.edu](http://presidio.edu) for updates to Student Records and Privacy notices.

Under FERPA, PGS students have:

- 1. The right to inspect and review their education records within 45 days of the day PGS receives a written request for access.**

A student should submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time/place the records may be inspected. A student record includes any document maintained by PGS that is directly related to the student.

- 2. The right to request amendment of education records that the student believes are inaccurate, misleading or otherwise in violation of privacy rights under FERPA.**

A student who wishes to ask PGS to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If PGS decides not to amend the record as requested, PGS will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

PGS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if they need to review an education record in order to fulfill professional responsibilities for PGS.

School officials include: persons employed by PGS in an administrative, supervisory, academic, research or support position (including law enforcement personnel and health staff); persons or companies with whom PGS has contracted as its agent(s) to provide a service instead of using school employees or officials (e.g., attorney, auditor or collection agent); contractors, volunteers or others performing institutional functions; persons on the Board of Trustees; accreditation review team members; or students serving on official committees, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

If PGS determines that there is an "articulable and significant threat" to the health or safety of a student or others, PGS may disclose information from educational records to "any person whose knowledge of the situation is necessary to protect" the health or safety of the student or others.

If the student is under 21 at the time of the disclosure, FERPA allows disclosure to parents if the student has violated any Federal, State or local law, or any PGS rule or policy, governing the use or possession of alcohol or a controlled substance.

Upon request, PGS discloses education records without consent to officials of another school in which a student seeks or intends to enroll. NOTE: PGS will make a reasonable attempt to notify the student of the records requested.

Additionally, PGS will, in limited circumstances, disclose education records without prior consent when the education record is deemed “directory information. Please see “Release of Directory Information” below for further details.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PGS to comply with FERPA requirements.**

The name and address of the government office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

## **RELEASE OF DIRECTORY INFORMATION**

Presidio Graduate School takes student privacy seriously and, in order to build a strong community, adheres to a strict sense of privacy. Students wishing to authorize the release of confidential records to a third party should contact the Registrar.

**Directory information** is information that is generally not considered harmful or an invasion of privacy if released.

As above, FERPA requires that PGS, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, PGS may disclose appropriately designated “directory information” to outside organizations without written consent, unless the student has advised PGS to the contrary in accordance with PGS procedures. Each year, the Registrar notifies students about their option to block the release of directory information to a third party. Student responses and decisions about release of information are maintained by the Registrar.

**Directory information includes:**

- student name
- identification number (NOT social security number)
- address
- phone number
- email address
- dates of attendance
- major
- degrees received
- enrollment status
- last school attended
- photo
- video image
- written testimonials

PGS does not give or sell ANY directory information that would in any way compromise personal privacy, personal security or the integrity of the community. As a general rule, PGS does not give out directory information to a person who is not a PGS administrator, employee, faculty, student, or alum without the student's prior approval.

## **TRANSCRIPTS**

A transcript is a complete record of a student's academic achievement. In accordance with FERPA, official transcripts are issued only upon the written request of the student. Unofficial transcripts are provided free of charge and are available from the Registrar and in Populi, the PGS Student Information System (SIS). Requests for official transcripts may be emailed or mailed to the Registrar. The Transcript Request Form is available from the Registrar. Transcript requests are processed within 3-10 business days via first class mail or can be rushed in one business day plus overnight shipping. Fees for these services are on page 40.

The graduation date indicated on transcripts and diplomas reflects the term when all work was completed, rather than the date of the commencement exercise.

## THE ONLINE LEARNING COMMUNITY AND PRIVACY

PGS's Learning Management System (LMS) exists for students to communicate with faculty, staff and other students. It is a key component of the PGS experience and facilitates learning during the time between classes. PGS's use of this technology allows student names and email addresses to be visible on the LMS. Since the LMS is a secure website, this will not increase the risk of identity theft or spamming for anyone in the program. Students concerned about visibility of names or log-ins should contact the Registrar.

The LMS also allows students to maintain their own directory information and determine the degree to which they choose to share it. This information is maintained by the student and not by the administration. PGS asks that each member of the community respect the privacy of others and not use any directory information without permission.

## TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

Record Category	Location	Custodian
Admission Records	Admissions Office for applicants Registrar's Office for admitted students	Admissions Director or Registrar
Cumulative Academic Records (current students)	Registrar's Office	Registrar
Cumulative Academic Program Records (former students)	Registrar's Office	Registrar
Transcripts & Supporting Documentation	Registrar's Office	Registrar
Disciplinary Records	Vice President of Enrollment and Student Affairs Office	Vice President of Enrollment and Student Affairs
Financial Aid Records	Financial Aid Office	Financial Aid Administrator
Financial Records	Student Business Services	Chief Financial Officer
Records for Students with Disabilities	Accessibility Services	Director of Student Experience

## INSTITUTIONAL POLICIES AND STATEMENTS

### EMERGENCY OPERATIONS

In the event of inclement weather or other emergency conditions, Presidio Graduate School (PGS) will comply with all local and regional emergency plans, keeping the safety of the community and orderly operations as the highest priorities. Students, faculty and staff should assume that PGS schedules, as published, shall remain in effect unless updates are communicated.

The San Francisco main phone number is 415.561.6555. Responsible emergency practice requires us to keep this line free as much as possible, so such calls should be brief and few during emergency situations. Please keep in mind that the line may also be needed for outgoing emergency calls.

### DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Presidio Graduate School is dedicated to maintaining a healthy community. In order to meet this end and to comply with the Drug-Free Schools and Communities Act of 1989, Presidio Graduate School strictly prohibits the unlawful manufacture, distribution, dispensing, possession, use, sale, purchase, transfer, consumption, or being under the influence of a controlled substance on Presidio Graduate School property or as part of any PGS- sponsored activity. PGS also prohibits the abuse of prescription drugs as well as the illegal use, purchase, sale or attempted sale of prescription drugs. The use of alcoholic beverages during scheduled class time, including meals and breaks, is prohibited. Note that alcohol consumption may be permitted when authorized by the President, Vice President of Enrollment and Student Affairs, or Provost for approved PGS functions. However, being under the influence of alcohol at any PGS function is prohibited.

Using or being under the influence of unauthorized drugs while attending Presidio Graduate School approved functions is also prohibited. Violation of this policy will constitute grounds for disciplinary actions. **This includes marijuana, which is illegal under federal law.**

PGS will impose appropriate sanctions on students and employees, consistent with local state and federal laws, up to or including dismissal from enrollment or termination of employment, as well as referral for prosecution for contravention of this policy. Each incident will be reviewed on a case-by-case basis and disciplinary actions will be applied as appropriate.

To understand more fully the health risks associated with drug and alcohol abuse, and to research treatment options in your area, please contact a local treatment facility or refer to The Center for Substance Abuse Treatment and Referral Hotline (1-800-662-HELP).

### CODE OF STUDENT ACADEMIC CONDUCT

Presidio Graduate School is committed to principles of scholastic honesty. Its members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community. These include adherence to behavioral norms that foster an atmosphere of trust, sustain a spirit of community and enhance the educational experience. Upon admission to PGS, students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner that fosters trustworthiness, reflects pride in themselves and PGS and supports the highest ethics and moral values of the PGS community.

This Code of Student Academic Conduct is established to lend greater definition and meaning to the principles of scholastic honesty and integrity and to outline standards that will guide the actions of the academic community. Any student who violates the Student Academic Code of Conduct will be subject to sanctions up to and including dismissal from PGS. A student accused of a violation is guaranteed an impartial hearing and the right to an appeal. Procedures and guidelines for the hearings and the appeals are described in this section. Students must also be in compliance with the Standards of Engagement on page 66 of this Handbook, and with the Code of Student Conduct on pages 88-89.

#### Students

As it is with other members of the academic community, each student's conduct is expected to be in accordance with the standards of PGS. Students bear the responsibility not only for their own academic integrity, but also for bringing instances of suspected violations of the Academic Code of Conduct to the attention of proper School authorities.

## Faculty and Administration

Faculty, teaching assistants and administration are obligated to PGS and to the students they teach and serve to uphold the ethical standards. They must deal fully and fairly with instances of academic misconduct. Any evidence that a faculty member has intentionally acted in a manner not consistent with this policy (including failure to report instances of suspected misconduct) will be subject to a referral to the Provost and/or the Vice President of Academic Administration for appropriate action.

## Acts of Academic Misconduct

The Academic Code of Conduct prohibits certain acts of academic misconduct by students enrolled at Presidio Graduate School. Other School policies and procedures may also apply. Depending on the circumstances, the acts of academic misconduct described below may be considered as either a violation or an infraction.

Students who engage in conduct that disrupts the orderly functioning of PGS may be subject to probation or dismissal from the program as set forth in the Academic Code of Conduct and Standards of Engagement.

## Violations

The following acts are examples of academic violations:

1. **Examination Behavior.** Any intentional giving or use of external assistance during an examination without the express permission of the faculty member giving the examination.
2. **Fabrication.** Any falsification or invention of data, citation or other authority in an academic activity.
3. **Plagiarism.** PGS has identified plagiarism as an especially serious act of misconduct, which deserves particular procedures in addition to our general academic code of conduct. Plagiarism is any passing off of another's ideas, words, or work as one's own. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. Any work found to be plagiarized will receive a grade of zero. If plagiarism is suspected, the following process shall apply:
  - a. **Report to Academic Administration:** When a faculty member suspects a student of plagiarism they must report it to the Vice President of Academic Administration and Provost.
  - b. **Meeting and Determination:** The accused student must meet with Academic Administration to discuss the infraction.
  - c. **Multiple infractions:** Any student found guilty of plagiarism by Academic Administration on more than one occasion will be expelled from the program.
  - d. **Group Work:** When working in groups students are responsible for all collective work. If a portion of group work is suspected to be plagiarized all members of the group share equal responsibility.
4. **Unauthorized Collaboration.** Collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted.
5. **Theft of Resource Materials.** Any unauthorized taking of resource material such as course materials, library materials, computer software or media equipment.
6. **Previously Submitted Work.** Presenting work prepared for and submitted to another course.
7. **Unauthorized Access.** Any unauthorized access to any person's files or computer account.
8. **Alteration or Misuse of School Documents.** Any alteration or misuse of School documents, including acts of forgery and/or furnishing false information.
9. **Violations Defined by Faculty Member.** Any other intentional violation of rules or policies established by a course faculty member.
10. **Assisting other Students in Acts of Academic Misconduct.**

## *Infractions*

The following acts are examples of academic infractions. Students found to have committed these acts are subject to sanctions described, as applicable, for infractions in the Sanctions section.

1. Any unintentional act that, if it were intentional, would be a serious violation.
2. Any serious violation of the rules or policies established for a course or academic exercise.

**Note:** Under certain exceptional circumstances involving serious violations listed above which pose a threat to the health and safety of the PGS community, disciplinary procedures administered by the President and/or Vice President of Enrollment and Student Affairs may replace the procedures outlined below. These include circumstances in which a matter has been referred by the Provost.

## **Process and Procedures**

The following process and procedures apply to suspected instances and allegations of academic misconduct. Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases in which there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

## *Violation Determination Phase*

1. **Investigation.** When a faculty member directly observes or otherwise determines (based on other evidence) that an act of misconduct may have been committed by a student, it is the responsibility of that faculty member to undertake as thorough and reasonable an investigation as possible under the circumstances.
2. **Communication with the Student of Potential Violation.** If this investigation suggests to the faculty member that there may have been misconduct, the faculty member must promptly contact the student suspected of the misconduct in order to provide an opportunity for the student to discuss the matter directly with the faculty member. The faculty member may call upon the Provost and/or Vice President of Academic Administration to be involved in a discussion with the student. Following this contact between the faculty member and the student, the faculty member must determine whether no action of misconduct has occurred, an infraction has occurred, or a serious violation has occurred.
3. **Report to the Provost and Vice President of Academic Administration.** In all cases in which an act of misconduct has been determined by the faculty member to have occurred, the faculty member shall report this determination to the Provost and Vice President of Academic Administration in a timely manner so that they may determine appropriate action under the terms of this policy. The faculty member shall include in the report to the Provost and Vice President of Academic Administration the following: a description of suspected misconduct (including the date, time and circumstances); a summary of the investigation conducted; the finding and to whether the act of misconduct should be considered as an infraction or a serious violation; and a recommendation as to the sanction to be imposed. Pending a final determination, the faculty member gives a grade of Incomplete if the semester ends before the matter is resolved.
4. **Determination by the Provost.** After making a review and recommendation, the Provost shall notify the student in writing (personal delivery or delivery requiring a signature) within 10 business days from receipt of the report whether the circumstances warrant preliminarily the imposition of a sanction or that a sanction is determined to be unnecessary or inappropriate under the circumstances. If a sanction is determined preliminarily to be necessary and appropriate under the circumstances, the notice to the student must include specific allegations of misconduct, the sanction proposed to be imposed, a copy of the report by the faculty member and the recommendation of the Provost. The student must be informed that he or she has 10 business days from receipt of the notice to (1) respond in writing to the allegations and report, or (2) to request in writing a meeting with the Provost. After considering the material and information presented by the student or after the lapse of 10 business days without a student response, the Provost or their designee shall make a final determination as to whether an act of misconduct has occurred, and if so, whether that act of misconduct is considered an infraction or a serious violation and the sanction. The student will be reminded of the right to appeal. The Provost's decision is final unless it is appealed as provided below, except in the case of an expulsion. In the case of an expulsion, the case is automatically referred to the Provost for mediation, appeal or both.

## Appeals Phase

All requests for appeals must be made in writing to the Provost within 30 days of receipt of the final determination of the Provost.

1. **Mediation:** A student wishing to appeal the determination of the Provost may request a mediation session with the Provost and the faculty member. The student may bring a friend or family member to the mediation session. If the session does not result in a resolution acceptable to all parties, the Provost shall, upon request from the student, appoint an Appeal Board to hear the appeal as expeditiously as possible.
2. **Appeal Process:** The Appeal Board will review the entire record of the case preliminarily, including the report prepared by the faculty member, the Provost, and any response prepared by the student. If necessary, the Appeal Board may request that the faculty member and the student provide clarification with respect to the record of the case. Following its preliminary review, the Appeal Board shall determine how the procedures specified below will be utilized during their review of the case. The student shall be afforded the right to ask questions of the faculty member and other witnesses in the presence of the Appeal Board.
3. **Appeal Board:** The Appeal Board shall be appointed by the Provost and shall be composed of two faculty members, an administrator and two students. The Provost will choose one member of the PGS Board of Directors to act as chair. The chair of the Appeal Board shall be responsible for assuring compliance with the terms of this policy during the course of the appeal process. The Appeal Board will establish the time and place of the hearing and will be responsible for notifying the student about all aspects of the appeal process. No person who has a conflict of interest may participate as a member of the Appeal Board. Any individual who discovers a conflict of interest must withdraw immediately. Upon withdrawal, the Provost shall appoint a substitute board member. The Appeal Board is an advisory to the Provost and recommends actions on an appeal.

## INTELLECTUAL PROPERTY RIGHTS

By definition, students' work, including the contributions of faculty/advisors, has a copyright, as a default, that is shared between all the stakeholders. This means that any member of the team is welcome to use the material, with exceptions, in any enterprise of their choosing. Exceptions arise when sponsors or project leaders contribute significant/specific proprietary information to the advancement of the project that is critical to the conduct and success of the project. The intellectual property rights of such sponsors/project leaders are to be governed under a separate formal agreement. PGS's support should also be acknowledged. Presidio Graduate School retains the right to publish and/or communicate these works, except where confidential materials are involved. It is the responsibility of the students, advisors, sponsors and/or faculty to identify confidential materials as such.

If work is for hire, any intellectual property rights will be governed under a separate formal agreement.

As above, if the work is associated with a sponsor, intellectual property rights associated with that work will also be governed under a separate formal agreement. The default agreement of the Experiential Learning projects is that the sponsor company has the right to use the work produced, but that the students, faculty, advisors and PGS retain the rights to publish and use anything that is not confidential.

PGS has the right to publish or otherwise publicly disclose information gained in the course of the project. To avoid loss of potential patent rights as a result of premature public disclosure of patentable information or the disclosure of any confidential information supplied by the sponsor, PGS will submit any prepublication materials to the sponsor for review and comment at least fifteen (15) days prior to planned submission for publication. The sponsor shall notify PGS within such time period of any inventions or discoveries subject to the parties' rights or disclose any confidential information subject to protection. PGS shall have the final authority to determine the scope and content of any publications.

As students initiate projects, it is each student's responsibility to communicate any concerns that they may have regarding the default copyright shared by all the stakeholders. At that point, the stakeholders will need to initiate a conversation to define the potential rights issues of concern. A more formal agreement may be appropriate depending on the outcome of the conversation(s).

## **NOTICE OF NON-DISCRIMINATION POLICY**

Presidio Graduate School admits students of any race, religion, color, gender, gender orientation, sexual orientation and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. PGS does not discriminate against students or potential students on the basis of race, creed, color, national or ethnic origin, religion, gender, gender orientation, sexual orientation, veteran or military status, socioeconomic status, marital status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in administering its education policies, admission policies, scholarship and loan programs and other school-administered programs.

## **SEXUAL HARASSMENT POLICY**

PGS has a strict policy against sexual harassment and prohibits all forms of sexual harassment, by males or females. Sexual harassment violates state and federal law and will not be tolerated by this institution.

An individual in violation of this policy will be subject to informal or formal disciplinary action up to and including termination of employment or dismissal from PGS.

Sexual harassment is defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for refusal, or as the creation by a member of the PGS community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

### **Prevention of Discrimination and Sexual Harassment**

All members of the PGS community are responsible for maintaining an education and work environment free from discrimination and sexual harassment.

Therefore, each member must be fully aware of the provisions of this policy and prepared to report to proper campus authority any apparent policy violation. Any PGS employee to whom discrimination or harassment is reported, or who becomes aware of or suspects harassment of a member by any member of the PGS community, is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action.

In support of PGS's Non-Discrimination and Sexual Harassment Policy, PGS promotes preventative educational measures to create greater awareness of unlawful discriminatory practices and sexual harassment, among faculty, staff and students. Administrative officers, directors and supervisors are responsible for making certain that all employees are informed fully of the types of conduct that may be classified as discriminatory, including sexual harassment, and that such conduct is prohibited. PGS policy is described in the handbook and in faculty and staff handbooks.

If you believe you are being harassed, seek help as soon as possible by contacting the Director of Student Experience or the Vice President of Enrollment and Student Affairs.

## **AMOROUS RELATIONSHIPS AFFECTING EMPLOYEES AND STUDENTS**

Amorous relationships that might be appropriate in other circumstances are not permitted, whether consensual or otherwise, when they occur between a faculty member, teaching assistant or employee of Presidio Graduate School and a student or employee for whom that faculty member, teaching assistant or employee has a professional supervisory responsibility.

PGS policy requires that all faculty, teaching assistants and employees maintain professional relationships with students and supervisees. It is the responsibility of PGS faculty, teaching assistants and employees to make explicit arrangements for their withdrawal from participation in evaluative decisions that may reward or penalize a student or employee with whom the faculty, teaching assistant or employee has or has had an amorous relationship.

## **CODE OF STUDENT CONDUCT**

### **Conduct Jurisdiction**

Presidio Graduate School strives to create an environment that endorses academic achievement and integrity. PGS seeks a professional community that is respectful of the rights and welfare of students, faculty, staff, and guests of PGS. Presidio Graduate School's faculty and administrative staff are committed to act in accordance with the same professional and ethical standards as students to co-create an environment that does not threaten the physical or mental health or safety of members of the PGS community.

PGS reserves the right to take necessary action to protect the safety and well-being of the PGS community and to protect its facilities and programs. All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the Code of Conduct. PGS may deal with violations whether they occur on or off campus.

Students are expected to observe administrative deadlines listed in the Academic Calendar, including registration, add/drop dates and withdrawal and tuition payment deadlines. Students are responsible for ensuring that all financial aid information is complete and accurate. Failure to abide by any of the above constitutes grounds for probation or dismissal from PGS.

In addition, students are expected to abide by all applicable laws including the laws of the State of California and the federal laws of the United States of America. Students who violate the law may incur penalties prescribed by civil authorities. In such cases when PGS's interests are involved, the authority of PGS may be asserted. The President or designee will determine if the interests of PGS are involved and if legal and/or disciplinary action is necessary.

Violation of a PGS regulation, which is also a violation of civil law or criminal law, shall be procedurally handled as a PGS disciplinary situation regardless of whether there is a prosecution under law. Disciplinary action at PGS will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Finally, the implementation of PGS disciplinary authority does not protect the student from, nor does PGS necessarily consider it to be a substitution for civil process or criminal prosecution.

Student organizations (e.g., clubs) formally approved by PGS are subject to the same regulations as individual students. Cases will be considered if a significant number of students involved in the alleged offense belong to an organization, or if planning and leadership responsibility for an alleged offense came from student members of an organization. Sanctions for organization misconduct may include probation, withdrawal of official recognition or limitations on the use of facilities and privileges afforded by PGS, as well as other appropriate sanctions as provided in this code.

In general, PGS, by its disciplinary authority, attempts to promote:

1. concern with matters that impinge upon academic achievement and standards, and the personal integrity of students;
2. protection of property;
3. interest in the mental and physical health and safety of members of its community;
4. concern for preserving the peace, for ensuring orderly procedures, and for maintaining student morale;
5. responsibility for character development, for maintaining standards of decency and good taste, and for providing an appropriate moral climate on the campus; and
6. protection of its good relations with the surrounding larger community.

### **Conduct Regulations**

A student who is found in violation of any of the following regulations is subject to the sanctions authorized in this Handbook. The implications of some violations are so serious that a single incident would require a sanction at or near the maximum. Other violations become significant through repetition or if they are committed intentionally or recklessly.

A violation will be regarded as more serious if it is done because of race, gender, color, religion, national origin, disability or sexual orientation of another individual or group of individuals. Academic misconduct, including all forms of cheating and plagiarism, is outlined in the Code of Student Academic Conduct.

**The following conduct is prohibited:**

- Actual or threatened physical assault or intentional or reckless injury to self, persons or property.
- Any violation of federal, state or local law.
- Offensive or disorderly conduct, which causes interference, annoyance or alarm, or recklessly creates a risk of harm.
- Interference with the freedom of any person to express their views, including invited speakers.
- Interference with entry into or exit from buildings and areas or free movement of any person.
- Behavior or activities that endanger the safety of oneself or others.
- Violation of any of the restrictions, conditions, or terms of a sanction resulting from prior disciplinary action.
- Failure to provide identification upon demand by or to comply with other directions of School staff members or the staff of contractual affiliates of PGS acting in the performance of their duties.
- Misuse of School documents including but not limited to forging, transferring, altering or otherwise misusing a student ID card, or other PGS identification.
- Possession, sale, use, transfer, purchase, delivery of drugs, or being in the presence of drugs, or drug paraphernalia, except as expressly permitted by law.
- Making false statements in any application for admission, petition, request, or other official PGS document or record.
- Forcible entry into a building or other premises.
- Unauthorized presence in a building or other premises.
- Possession or use of firearms, fireworks, dangerous weapons, ammunition, or possession of chemicals when not authorized or possession or use of realistic looking toy weapons that can be used to threaten people.
- Starting fires, or explosions; false reporting of a fire, bomb, incendiary device, or other explosive, or any false reporting of an emergency.
- Tampering with fire or safety equipment.
- Theft, damage, destruction, tampering or defacement of personal, PGS or PGS affiliates' property.
- Obscene, lewd or indecent conduct.
- Illegal gambling.
- Unauthorized use of School property or property of members of PGS community or PGS affiliates.
- Violation of published School policies, rules and regulations, including, but not limited to alcohol use, smoking, and verbal and/or written harassment.
- The misuse of telephone, communication and/or computer equipment, including electronic mail.
- Use of School facilities for commercial purposes.
- Children in classrooms. PGS students are not permitted to bring children to class. Many topics discussed in PGS classrooms are inappropriate for children, and having children in the classroom is often a distraction that takes away from the educational experience. Please make other arrangements for childcare.
- Animals in a Campus Building or Classroom. PGS students are not permitted to bring non-service animals inside campus buildings or classrooms. These animals can be disruptive, non-hygienic, and potentially unsafe. This policy acknowledges the rights of individuals with disabilities to use service animals and distinguishes between service animals, including seeing-eye dogs, and non-service animals.
- Behavior that clearly violates community norms in the judgment of the President and/or Provost.

## **DISCIPLINARY PROCEDURES**

PGS has distinct disciplinary procedures to ensure a fair hearing. Complaints involving discrimination will follow the procedures outlined in the sections titled Non-Discrimination Policy and Student Grievance Policy. Other incidents will be processed according to the following disciplinary procedures.

### **Disciplinary Charge(s)**

1. Any member of the PGS community may bring charges against any student. Such charges must be in writing and filed with the Vice President of Enrollment and Student Affairs and/or their designee.
2. A complaint filed in writing must be received within 90 calendar days of the infraction. This time for filing can be extended up to one calendar year by the President or Vice President of Enrollment and Student Affairs based upon unforeseen information or circumstances.
3. The Vice President of Enrollment and Student Affairs and/or their designee will direct the charges to the appropriate hearing officer.

### **Disciplinary Process**

1. The accused student(s) or organization officers will be provided written notification of the time, place, and date of the hearing. Sufficient notice is defined as at least five calendar days. The notice will include the charges that will be reviewed and other pertinent information about the hearing. An extension may be requested within two days of receipt of the notice.
2. The student(s) or organization representative(s) has/have the right to have a friendly advisor present at the hearing that may be a faculty member, student or staff member. Attorneys may not be present.
3. The hearing will be closed to the public, except for the immediate members of a student's family and for their advisor or witnesses. PGS reserves the right to review individuals participating in hearing procedures based upon the involvement with the incident.
4. Oral or written testimony by the accused student(s) or witnesses involved may be presented.
5. Accused students will be afforded an opportunity to hear all testimony against them and question witnesses testifying against them.
6. Student witnesses may be subject to charges of dishonesty within the PGS disciplinary system if their testimony is deemed to be intentionally inaccurate.
7. Prospective witnesses, other than the accuser and accused student(s), may, at the discretion of the PGS hearing officer, be excluded from the hearing during the testimony of other witnesses.
8. Any person, including the accused student(s), who disrupts a hearing, may be excluded from the proceedings.
9. The hearing will be conducted in a fair and impartial manner, although strict rules of evidence do not apply. A suggested order for the hearing is as follows:
  - a. Introductions
  - b. Disciplinary philosophy of PGS
  - c. Charges (in the presence of the accused)
  - d. Evidence in support of the charge
  - e. Witnesses in support of the charge
  - f. Evidence in support of the accused
  - g. Witnesses in support of the accused
  - h. Review of the evidence and testimony
  - i. If an accused student fails to appear at a scheduled hearing without a valid excuse, the PGS hearing officer will proceed to a decision based upon the evidence presented.
  - j. Hearings must be recorded on audiotape or other reliable means of making a record as determined by the PGS hearing officer. The record must be maintained in the Student Affairs department for two years or until such time as all School appeal procedures are exhausted.
  - k. Pending action on any charges, the status of the student will not be altered, except in cases involving interim suspension and only in accordance with the procedures for such suspensions.
  - l. The accused has the right to receive in writing the decision of the hearing officer which must contain the reasons for the action, findings of fact, and an explanation of the sanction(s).
  - m. The PGS hearing officer shall prepare this notification in a timely manner, but no longer than 30 calendar days after the hearing.

## Disciplinary Sanctions

The following disciplinary sanctions comprise a range of official action, which may be imposed for violation of regulations. One or more sanctions may be imposed. When a student has been suspended or dismissed from PGS for disciplinary reasons, tuition refunds are not available. Additionally, students who violate federal, state, or local laws also may be referred to the criminal justice system for prosecution. For students found to be using drugs or in violation of the alcohol use policy, a condition of continuance at PGS may include the completion of an appropriate education or rehabilitation program.

Sanction	Consequences
<b>Warning</b>	This written action is taken when the individual's conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.
<b>Censure</b>	A serious form of reprimand that is fitting for the type of violation or repeated violations as designated for a certain period of time by the PGS hearing officer. The student may, if it is deemed appropriate, represent PGS in activities and hold office in student organizations during the time stipulated as probationary. The student is notified that further infractions of any PGS regulation may result in more stringent restriction being placed on their actions.
<b>Probation</b>	The most serious level of disciplinary sanction short of suspension from PGS. The student remains enrolled at PGS under circumstances defined by the PGS hearing officer. The student may not represent PGS in any official capacity or hold office in any student organizations. The student is, however, still considered to be in "good standing" academically. Representing PGS in an official capacity includes participating in recognized student organizations or holding office as a student representative. This probation level indicates to the student that further violations of any PGS regulations will result in more stringent disciplinary action, including but not limited to, dismissal or suspension from PGS. Additional restrictions may be placed on the student while on probation, such as restriction from campus events and activities.
<b>Interim Suspension</b>	The President or designee may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the campus poses a substantial threat to the safety or well-being of any person or persons, PGS property, or the property of others. An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis will be given an opportunity to appear personally before a hearing officer within 10 or fewer calendar days from the effective date of the interim suspension.  During an interim suspension, the student will be barred from all or part of PGS premises. Any student under interim suspension who returns to the portion of campus to which they are barred without permission from the President will be subject to dismissal and arrest for trespassing.
<b>Suspension</b>	This sanction is one of involuntary separation of the student from PGS for a designated period of time. After this period of time, the student is eligible to return. The PGS hearing officer may establish additional requirements, which must be fulfilled to their satisfaction, prior to reinstatement. Permanent notation of suspension will appear on the student's transcripts and academic history. The student shall not participate in any School-sponsored activity and may be barred from School premises during suspension.
<b>Dismissal</b>	This sanction is one of involuntary and permanent separation from PGS. Notice of permanent dismissal will appear on the student's academic history and transcript. The student will also be barred from PGS activities and premises.

## Sanctions of Student Organizations

As stated above in Conduct Jurisdiction, student organizations (e.g., clubs) formally approved by PGS are subject to the same regulations as individual students. Cases will be considered if a significant number of students involved in the alleged offense belong to an organization, or if planning and leadership responsibility for an alleged offense came from student members of an organization. Sanctions for organization misconduct may include probation, withdrawal of official recognition or limitations on the use of facilities and privileges afforded by PGS, as well as other appropriate sanctions as provided in this code.

Sanctions specific to student organizations include:

Sanction	Consequences
<b>Suspension of Organization Recognition</b>	This sanction consists of the withdrawal for a stated period of time of all or part of the official recognition of an organization. Such action may include conditions for reinstatement or recognition. Total removal of recognition results in complete suspension of the organization.
<b>Revocation of Organization Recognition</b>	This sanction is permanent cancellation of the official School recognition and privileges of an organization and causes the organization to disband and its activity to end.

## APPEAL PROCEDURES

Formal appeal of a decision reached by the PGS hearing officer must be made to the Vice President of Enrollment and Student Affairs and/or their designee in writing within five days of the receipt of the outcome of the hearing. Failure to submit the appeal in writing within the allotted time will render the original decision final. An appeal must be based upon one or more of the following conditions:

1. Errors in interpretation or implementation of procedures for conduct violations were so significant as to effectively deny the student a fair hearing;
2. New and significant evidence, which could not have been discovered by diligent preparation for presentation at the initial hearing, is now available; or
3. Lack of substantial evidence in the record to support the outcome below.

The Vice President of Enrollment and Student Affairs and/or their designee will limit their inquiry to the record of fact from the hearing. The Vice President of Enrollment and Student Affairs and/or their designee must respond to an appeal in writing within 10 calendar days. The Vice President of Enrollment and Student Affairs may reject, amend or modify the action taken by the hearing officer, or grant a new hearing with them. Should a hearing be granted, the student will receive notification of the time, place and date. The hearing is informal and no record will be made.

## STUDENT GRIEVANCE POLICY

If a student has a non-grade related problem or dispute concerning the program, curriculum or an individual (staff member, faculty, or fellow student), the following procedure should be followed.

### Introduction

Presidio Graduate School is committed to maintaining an atmosphere of acceptance, civility, and mutual respect for the rights, duties, and sensibilities of each individual. Occasionally, however, complaints or concerns arise, the timely resolution of which is important to maintaining the desired School atmosphere. PGS will treat each complaint or concern seriously, and attempts to resolve issues quickly and effectively using informal processes. PGS encourages the prompt reporting of complaints so that a rapid response can be made and appropriate action taken.

Students should use the guidelines and policies that follow if problems arise with PGS staff, student support services, administrators, faculty, or other students. The principles that underlie this policy and its related procedures are that:

- All students should receive fair and equitable treatment.
- Relationships among members of the community will be conducted with respect, professionalism and honesty.
- Most problems can be resolved informally. Mistakes or omissions occur on occasion and need to be corrected. Often problems can be resolved quickly by identifying them to the appropriate person for correction or resolution.

- Students should take appropriate action as soon as they have a concern that is not being dealt with through the normal channels set up to address the area(s) of concern.
- Confidentiality will guide the grievance process to the extent practical and appropriate under the circumstances.
- These guidelines and PGS's values obligate everyone to proceed in candor and good faith at all times.
- No students will be penalized for good faith efforts to resolve problems or concerns by using these guidelines and policies.
- PGS prohibits all forms of harassment and/or discrimination on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identity or associational preference. Grievances or complaints that are based on one of these areas need to be reported to the Vice President of Enrollment and Student Affairs, the Provost, or the President.

These guidelines and policies are not intended to replace administrative judgment or academic freedom, but instead serve to facilitate the decision-making process in areas of concern or complaint. Additionally, there are formal policies and procedures for certain issues, such as appeals about grades (see page 75-76 of this Handbook) that are governed by specific processes that should be followed.

### **Informal Actions to Achieve Problem Resolution**

The following steps represent PGS's informal dispute resolution process and, as such, outside legal or other counsel may not be present for either the respondent or the complainant. If outside legal counsel becomes involved, the informal problem solving process ceases.

1. **Step One:** Students should first attempt to solve the problem through direct discussion.

PGS encourages discussion between the parties directly involved in a dispute, especially in the early stages. When first faced with a concern or problem regarding academic or administrative policy, procedure, decision, or conduct, students should first make a good faith attempt to resolve the problem through one or more discussions about the problem with the person(s) most directly involved.

2. **Step Two:** If discussion does not solve the problem, help should be sought.

If direct discussion does not solve the problem, or if the student would like additional help or support in continuing the resolution process, or needs advice about how to engage in a discussion about difficult issues, or just feels unsure about what next step to take, the Vice President of Enrollment and Student Affairs should be consulted.

The Vice President of Enrollment and Student Affairs or designee will assist students with this process. The Vice President of Enrollment and Student Affairs or designee will work to understand the problem and then will do one or more of the following:

- Provide consultation about next steps or assist in contacting the Vice President of Enrollment and Student Affairs, if appropriate.
- Provide direct assistance if the problem is administrative.
- Refer the student to an appropriate academic advisor or administrator, or work with the student to get access to appropriate academic assistance or consultation if the issue is academically related.
- If multiple issues are involved, the Vice President of Enrollment and Student Affairs or designee can work to assemble all the appropriate parties to address the issue.
- If discrimination or harassment is involved, the Vice President of Enrollment and Student Affairs or designee can assist with any safety issues, and ensure that the problem is reported appropriately.

The Vice President of Enrollment and Student Affairs or designee is responsible for working collaboratively with students to identify the appropriate PGS resources to help them, and in administrative areas may be able to provide direct support. The Vice President of Enrollment and Student Affairs or others working with students may request that information be provided in writing to assist with the resolution of the issue. A good faith effort should be made to resolve the issues at an informal level before filing a formal grievance.

The table below shows the various people who can provide help and support:

Individuals Who May Help	Areas of Responsibility
<b>Director of Student Experience</b>	<ul style="list-style-type: none"> <li>● Communications with staff</li> <li>● Environmental issues, which may include questions about diversity and inclusion</li> <li>● Respectful treatment among community members</li> <li>● Problem solving, including problems that aren't getting solved</li> <li>● Communication regarding problems</li> <li>● Finding answers to complex or difficult questions</li> <li>● Facilitating difficult conversations</li> <li>● Unethical behavior</li> <li>● Discrimination<sup>2</sup></li> <li>● Harassment<sup>3</sup></li> <li>● Basic service issues</li> </ul>
<b>Financial Aid Administrator</b>	<ul style="list-style-type: none"> <li>● Financial Aid</li> </ul>
<b>Director of Student Experience or Residency Coordinator</b>	<ul style="list-style-type: none"> <li>● Safety and security</li> <li>● Facilities needs</li> </ul>
<b>Registrar</b>	<ul style="list-style-type: none"> <li>● Registration</li> <li>● Academic Policies</li> <li>● Grading Policies</li> <li>● Graduation</li> <li>● Degree Progress</li> </ul>
<b>Student Business Services</b>	<ul style="list-style-type: none"> <li>● Financial Aid</li> <li>● Student Business Office</li> <li>● Tuition and billing</li> </ul>
<b>Provost or Vice President of Academic Administration<sup>1</sup></b>	<ul style="list-style-type: none"> <li>● Academic performance</li> <li>● Academic progress</li> <li>● Evaluation issues</li> </ul>
<b>Vice President of Enrollment and Student Affairs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>● Any of the above</li> </ul>
<p><sup>1</sup> Any student may also contact their advisor.</p> <p><sup>2</sup> Issues regarding discrimination can also be reported to the Office of Civil Rights of the U.S. Department of Education, or the California Department of Fair Employment and Housing.</p> <p><sup>3</sup> Harassment complaints can also be made to the President.</p>	

### Formal Complaint Mechanism: Filing a Grievance

Students have the right to file a grievance, either initially or preferably after first having attempted to resolve the problem after using the steps and the various resources described above. All grievances must be filed within 180 calendar days of the alleged violation or the time at which the person making the complaint (the complainant) knew (or should have known) of the alleged violation. Failure to file a formal grievance within the 180-calendar-day period constitutes waiver of the right to file a grievance.

The student should discuss the grievance with the Vice President of Enrollment and Student Affairs or designee. They will assist the student in determining whether the matter is of grievance, and if so, in determining the appropriate grievance officer to address the matter. Grievance issues include:

- Unfair or unreasonable treatment by a staff or faculty member in relation to the discharge of PGS-related duties;
- Violation of a duly adopted PGS policy as described in the PGS Student Handbook or other publications;
- Illegal discrimination under federal, state or local law;
- Unethical conduct according to recognized professional standards. The following issues are not reviewable through the grievance process:
  - An issue that would dispute the legitimate exercise of professional judgment by PGS faculty, administration, or staff;
  - The content of any policy or procedure currently in force at PGS<sup>1</sup>;
  - A student performance evaluation, or grade for a course or field placement or for independent academic work under the supervision of a faculty member (grade appeals process applies);

- A decision regarding a student's academic status made by a duly designated administrative officer or committee;
- A procedural or final decision of a previous complaint or grievance;
- Any action taken more than 180 calendar days prior to a complaint or grievance.

<sup>1</sup> *If the issue concerns a policy that is allegedly unfair, the complaint should be raised through the problem solving processes described here.*

The Vice President of Enrollment and Student Affairs will generally seek assistance from other PGS personnel in making a determination that the issue is of grievance, and will normally inform the student of that decision within 10 business days except when PGS is closed (e.g., for official holidays).

If the problem is not permitted to be reviewed through the grievance policy or other PGS policies that may apply, the Vice President of Enrollment and Student Affairs will either review the complaint or refer the complaint to the appropriate authority. The Vice President of Enrollment and Student Affairs will notify the student in writing of that referral. The PGS official designated to review the complaint will normally issue a ruling regarding the complaint within 20 business days and will provide the student in writing of the ruling. If more time is needed, the person handling the complaint will notify the student to that effect. The ruling on a complaint that is not reviewable in the grievance process is final and cannot further be appealed.

If the complaint concerns the Vice President of Enrollment and Student Affairs, the complaint should be filed with the President who will serve as the reviewing or referral authority.

After determining that the student's concerns are a grievance issue, the Vice President of Enrollment and Student Affairs will ensure that the grievance is forwarded to the appropriate PGS administrator who will then become the Grievance Officer, the person responsible for reviewing and deciding the outcome of the grievance. Grievance Officers will be assigned based on the type of concern that has been raised:

Area of Grievance	Grievance Officer
<b>Administrative Matters</b>	Vice President of Enrollment and Student Affairs or designee
<b>Academic Matters</b>	Provost and/or Vice President of Academic Administration or designee
<b>Discrimination or Harassment</b>	Vice President of Enrollment and Student Affairs or designee

If the complaint concerns one of the designated Grievance Officers, it will be forwarded to the President, who then becomes the Grievance Officer for the case. Complaints regarding violation of professional ethical standards will be referred to the relevant committee on ethics. When a valid grievance is in process, any related action will normally be stayed until the grievance procedure is completed. However, when, in the opinion of the Grievance Officer, there is reasonable cause to believe that immediate action is needed for the health, safety, or welfare of the complainant or other members of the community or to avoid disruption of the academic process, the Grievance Officer will work with appropriate parties to take immediate interim appropriate actions. All parties will be informed in a timely manner and in writing of any such interim actions.

**Roles and Responsibilities of the Grievance Officer:**

- Records the date of the grievance as the date the complaint was determined to be reviewable as a grievance.
- Provides the person against whom the grievance has been filed (“the respondent”) with a copy of the grievance and a copy of the grievance processing procedures.
- Provides a copy of the grievance procedure to the complainant and assists the complainant with information regarding the complainant’s right and responsibilities in the process of filing a grievance.
- Provides copies of the grievance to appropriate PGS personnel in a confidential manner for recordkeeping purposes only. When the person against whom the grievance is filed is another student, a copy of the complaint is filed with the Vice President of Enrollment and Student Affairs. When the respondent is a staff member, a copy of the complaint is filed with the Human Resources Office.
- Appoints a three-person panel to hear the grievance. The panel shall consist of one student, one faculty member, and one non-faculty employee, all chosen at the discretion of the Grievance Officer.

All panel members must have worked or been a student at PGS for at least one full year. A hearing panel member must withdraw from participation if a conflict of interest is (or should be) anticipated.

- Makes requests for all documents relevant to the complaint, and ensures (subject only to privacy laws) that all information is distributed to all parties. Documents not deemed relevant to the complaint by the Grievance Officer will not be forwarded to the grievance panel or the parties.
- Establishes a date (that can be no later than 30 calendar days after the grievance was determined to be reviewable as a grievance) for the grievance-hearing panel to meet. All parties will be given reasonable advance written notice of the hearing. This notice of the grievance hearing will include a brief statement of the factual basis of the complaint, the time and place of the hearing, and the names of the panel members. Either party to the complaint may request a new panel member on the grounds of conflict of interest but must submit the request directly to the Grievance Officer prior to the hearing date so that an alternate panel member can be identified. Requests for new panel members, which in the exclusive judgment of the Grievance Officer do not have an appropriate basis, will not be approved.

### **Rules for Investigating the Complaint**

- Retaliation, harassment, or discrimination against a student filing a grievance or participating as a witness in the investigation will not be tolerated. Any incidents of retaliation should be reported immediately to the Grievance Officer or Vice President of Enrollment and Student Affairs. Allegations of alleged discrimination or harassment should be reported to the Vice President of Enrollment and Student Affairs or President.
- Only those who have an immediate need to know, including the individual to whom the report is made, the accused, and any witnesses or other involved parties, are permitted to know the identity of the complainant. Persons contacted in the course of the investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation against an individual who has made a complaint, or who has provided evidence in connection with a complaint is a separate actionable offense as provided below. Confidentiality is to be maintained throughout the investigation to the extent practical and appropriate under the circumstances.
- If any party fails to cooperate with a PGS-sponsored investigation, he or she will be subject to appropriate discipline.
- If the investigation results in a finding that the complainant falsely, knowingly or in a malicious manner accused another of violating PGS policies, the complainant will be subject to appropriate sanctions, up to and including dismissal from PGS.
- Both parties shall receive copies of all documents developed or utilized in the investigation of the complaint (in so far as is consistent with privacy laws).
- PGS will maintain a confidential written record of the grievance and how it was investigated and resolved by the appropriate Grievance Officer. This record will be retained for six years from the date of resolution of the grievance unless new circumstances dictate that the file should be kept for a longer period.

### **Roles and Responsibilities of the Hearing Panel**

The Hearing Panel:

- Has the discretion to establish reasonable procedures for the hearing.
- Discusses testimony, hears issues, and considers all available evidence pertaining to the charge(s). Any relevant evidence may be admitted if it is the sort of evidence on which reasonable and responsible persons are accustomed to relying in the conduct of serious affairs. This is true regardless of the existence of any common law or statutory rules that might otherwise make improper the admission of the evidence.
- Evaluates the relevancy and weight of testimony and evidence and makes its finding of fact, limiting its investigations and decisions to the formal charge(s). Accusations not specifically related to the alleged violation will not be considered.
- Conducts the hearing in a fair, dignified, and orderly manner.
- Makes an adequate record of the proceedings using tape recording or other appropriate means since all evidence becomes part of the overall record of the grievance.

- Renders a decision no later than ten (10) School working days after the hearing is completed and notifies the Grievance Officer in writing.

### **Hearing Rules**

- Grievance hearings are closed except for the parties involved and their advisors, and any relevant witnesses.
- Witnesses may be excluded from the hearing except while giving testimony.
- Any member of the panel may ask questions.
- The panel may call other “expert” witnesses for assistance, whether or not the parties present testimony from experts at the hearing.
- Anyone who disrupts the hearing may be excluded.
- Representation by outside legal counsel is not permitted. However, each party may choose a non-legal advisor to assist in the presentation of evidence. Advisors are not permitted to participate directly at the hearing. Consultation at the hearing may occur only with the consent of the hearing panel.

### **Outcome and Notification**

- Within 15 working days of the grievance hearing, and subject to any legal restrictions on the disclosure of disciplinary actions and appeal rights, the Grievance Officer will notify in writing the parties involved in the grievance of the findings of the hearing panel.
- Any PGS staff or administrator found to be responsible for offenses in violation of School policy would be subject to appropriate disciplinary action up to and including dismissal. The severity of the disciplinary action will depend on the circumstances of the infraction.
- Any student found to be responsible for offenses in violation of School policy would be subject to appropriate disciplinary action up to and including suspension or dismissal. The severity of the disciplinary action will depend on the circumstances of the infraction.
- The notification will include information about the right to appeal the decision.

### **Issues**

The findings of a grievance-hearing panel may be appealed only on the following grounds:

1. Errors in interpretation or implementation of grievance procedures were so significant as to effectively make a fair hearing of the issues impossible;
2. Presentation of new and significant evidence that could not have been discovered by diligent preparation for presentation at the initial hearing is now available;
3. Lack of substantial evidence in the record to support the outcome.

Appeals concerning academic matters other than those involving faculty members (in which case the Faculty Handbook provisions apply) are made to the Provost. The Provost may designate someone else to serve as the Appeal Officer because of a conflict or other constraints. The identified person becomes the Appeal Officer.

The request for appeal must be made within 10 working days of the original decision. The Appeal Officer will determine whether the grounds for appeal have been met. If not, the complainant will be so informed and no appeal process will take place.

If the Appeal Officer determines that the grounds for appeal have been satisfied, they will conduct a thorough review of the evidence, and issue a written decision to the parties within 10 working days of the receipt of the appeal. The decision of the Appeal Officer is final except when the Appeal Officer’s behavior in the appeal is itself at issue, in which case the Vice President of Enrollment and Student Affairs is the reviewer and final appeal authority.

**Any questions regarding this Handbook that have not been satisfactorily answered by Presidio Graduate School may be directed to:**

*Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
phone(s): (916) 431-6959, (888) 370-7589  
fax: (916) 263-1897*

# Calendars

Chapter Seven

## 2020-2021 ACADEMIC CALENDAR

Fall 2020: August 17 through December 20	Dates	Day(s)
Fall 2020 Registration opens for all students	April 15	Wednesday
Fall 2020 Registration closes for continuing students *	May 15	Friday
Fall 2020 Registration closes for new students *	July 15	Wednesday
Fall 2020 Tuition/fees due *	July 29	Wednesday
New Student Orientation (virtual) • Attendance is mandatory for new degree students.	August 15-16	Saturday - Sunday
<b>Fall 2020 Semester Begins</b>	<b>August 17</b>	<b>Monday</b>
<b>First Residency</b>	August 20-23	Thursday - Sunday
<i>Last day to add/drop classes**</i>	<i>August 31</i>	<i>Monday</i>
<b>Second Residency</b>	September 17-20	Thursday - Sunday
<b>Third Residency</b>	October 15-18	Thursday - Sunday
<i>Last day to withdraw from classes (60% date)</i>	<i>October 27</i>	<i>Tuesday</i>
<b>Fourth Residency</b>	November 12-15	Thursday - Sunday
<i>Thanksgiving break (no classes)</i>	<i>November 23-29</i>	<i>Monday - Sunday</i>
<b>Fifth Residency</b>	December 10-13	Thursday - Sunday
<b>Fall 2020 Semester Ends</b>	<b>December 20</b>	<b>Sunday</b>
Fall 2020 grades due to Registrar	January 4	Monday
Fall 2020 grades available online	January 6	Wednesday
Spring 2021: January 19 through May 23	Dates	Day(s)
Spring 2021 Registration opens	October 15	Thursday
Spring 2021 Registration closes for continuing students*	November 15	Sunday
Spring 2021 Registration closes for new students*	December 8	Tuesday
Spring 2021 Tuition/fees due *	December 18	Friday
New Student Orientation (Bay Area location TBA) • Attendance is mandatory for new degree students.	TBA	TBA
<b>Spring 2021 Semester Begins</b>	<b>January 19</b>	<b>Tuesday</b>
<b>First Residency</b>	January 21-24	Thursday - Sunday
<i>Last day to add/drop classes for Spring 2021 **</i>	<i>February 2</i>	<i>Tuesday</i>
<b>Second Residency</b>	February 18-21	Thursday - Sunday
<b>Third Residency</b>	March 18-21	Thursday - Sunday
<i>SPRING BREAK (no classes)</i>	<i>March 29-April 4</i>	<i>Monday - Sunday</i>
<i>Last day to withdraw from classes (60% date)</i>	<i>April 6</i>	<i>Tuesday</i>
<b>Fourth Residency</b>	April 15-18	Thursday - Sunday
<b>Fifth Residency</b>	May 13-16	Thursday - Sunday
<b>Spring 2021 Semester Ends</b>	<b>May 23</b>	<b>Sunday</b>
Spring 2021 grades due to Registrar	June 6	Sunday
Spring 2021 grades available online	June 8	Tuesday
<b>COMMENCEMENT CEREMONY</b>	<b>TBA</b>	<b>TBA</b>

\* Late fee applies if not received by this date.

\*\* Please refer to the "Tuition Refund" section on pages 69-70. Classes dropped after this date will receive a "W."

### 2020-2021 Administrative Holidays

*Administrative Offices closed*

Administrative Holidays	Dates	Day(s)
Independence Day observed	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Thanksgiving	November 26-27, 2020	Thursday-Friday
Winter Holiday	December 25, 2020 through January 1, 2021	Friday through Friday
Martin Luther King, Jr. Day	January 18, 2021	Monday
Presidents' Day	February 15, 2021	Monday
Memorial Day	May 31, 2021	Monday
Independence Day observed	July 5, 2021	Monday

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