



**PRESIDIO**  
GRADUATE SCHOOL

# **Student Catalog & Handbook**

Spring 2021 Addendum

<b>Locations and Business Hours</b>	
<b>Administrative Offices</b> 649 Mission Street, Suite 500 San Francisco, CA 94105 Phone: (415) 561-6555	<b>Place of Instruction</b> Oakstop 1721 Broadway Oakland, CA 94612
<b>Business Hours</b> Monday – Friday 9:00 a.m. – 5:00 p.m. Pacific	

If you are a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. By matriculating, all students agree to abide by the University's rules and regulations. Presidio Graduate School reserves the right to change the conditions of admission or the course of study; revise degree requirements, academic policies, and procedures; and/or change or cancel courses currently scheduled for the program of study without prior notification. Any changes in the conditions for admission or in the program of study will be communicated to the student in writing.

### **Accreditation**

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.

The Commission has confirmed that Presidio Graduate School has satisfactorily addressed the Core Commitments to Student Learning and Success; Quality and Improvement; and Institutional Integrity and Accountability and is found to be in compliance with the WSCUC Standards of Accreditation.

To obtain a copy of Presidio Graduate School's WASC accreditation, please contact:

Clair Baca  
Accreditation Liaison Officer  
Associate Vice President, Institutional & Student Effectiveness  
cbaca@presidio.edu

This catalog is revised annually, and addenda are published as needed. This addendum is effective January 18, 2021.

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# Community & Purpose

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## 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 Chief Financial Officer, the President presents a proposed annual budget to the Board of Directors for their approval.

### **Chief Academic Officer & Academic Dean**

The Academic Dean is PGS's Chief Academic Officer (CAO) and provides academic leadership and administrative oversight of PGS academic programs and faculty. The Academic Dean works collaboratively with students, faculty, staff, and administration to further PGS's mission and vision.

The Academic Dean 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. They are also charged with ensuring that the curriculum is in compliance with licensing and accreditation requirements and overseeing the academic budget. The Academic Dean reports directly to the President and performs the duties of the President when they are unavailable.

### **Chief Operating Officer**

The Chief Operating Officer (COO) provides operational leadership and strategic vision for PGS. The COO works collaboratively with all divisions across the institution to ensure the achievement of operational and fiscal goals. The COO also provides leadership in all non-academic areas related to the student experience to ensure students are supported and have access to a plethora of resources that allow them to be successful, including student services, financial aid, and scholarships. In addition, the COO oversees Human Resources and Information Technology for the institution.

### **Chief Financial Officer & Finance Director**

The Finance Director and Chief Financial Officer (CFO) is responsible for the management 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.

### **Associate Vice President, Institutional and Student Effectiveness**

The Associate Vice President (AVP), Institutional and Student Effectiveness provides leadership in the areas of Student Services, Registrar, and academic assessment initiatives. The AVP oversees strategic initiatives related to the student experience with input in both academic and non-academic initiatives, monitoring the efficacy of programming and the success of students. Additionally, the AVP ensures PGS is in compliance with regulations set forth by state and federal agencies as well as the institution's accreditor. The AVP serves as the Accreditation Liaison Officer (ALO) for the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

## Board of Directors

**Dr. Aseem Chauhan, Chair**

Chancellor, Amity University and CEO, Amity Innovation Incubator and Amity Capital Ventures

**Dr. Suzanne Farver, First Vice Chair**

Business Owner & former professor and non-profit leader

**Dr. Gurinder Singh, Second Vice Chair**

Vice Chancellor, Amity University

**Malcom S. Walter, Secretary**

Retired, COO Bentley Systems

**Aashish Bindra, Treasurer**

CFO, Amity Education Group

**Chandra Alexandre, Member**

CEO, Community Action Marin

**Dr. Pankaj Bhargava, Member**

Vice President, Gilead Sciences, Inc.

**Sabrina Watkins, Member**

Retired, Head of Sustainability ConocoPhillips

**Dr. Warren Fox, Member**

Chief of Higher Education, Dubai Knowledge and Human Development Authority in United Arab Emirates

**Dr. Tanu Jindal, Member**

Vice Chancellor (R&D) and Director, Amity Environmental Institutes

**Steven Swig, Trustee Emeritus**

Co-Founder of Presidio Graduate School

# Academic Calendar

Spring 2021 Semester		
Event	Date	Day
Spring 2021 Registration Opens for all students	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 – online ( <i>required for new students</i> )	January 16 - 17	Saturday – Sunday
<b>Spring 2021 Semester Begins</b>	<b>January 19</b>	<b>Tuesday</b>
<b>First Residency</b>	January 21 - 24	Thursday – Sunday
Last day to add/drop classes for Spring 2021	February 2	Tuesday
<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>
Last day to withdraw from classes for Spring 2021**	March 31	Wednesday
<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>
Summer 2021 Trimester (New Students Only)		
Event	Date	Day
Summer 2021 Registration opens	April 5	Monday
Summer 2021 Registration closes	May 10	Monday
Summer 2021 Tuition/fees due*	May 21	Friday
New Student Orientation – online ( <i>required for new students</i> )	May 22	Saturday
<b>Summer 2021 Semester Begins</b>	<b>May 24</b>	<b>Monday</b>
First Residency	May 29-30	Saturday - Sunday
Last day to add/drop classes for Summer 2021**	June 4	Monday
Second Residency	June 19-20	Saturday - Sunday

Third Residency	July 10-11	Saturday - Sunday
Last day to withdraw from classes for Summer 2021**	July 14	Wednesday
Fourth Residency	August 7-8	Saturday - Sunday
<b>Summer 2021 Semester Ends</b>	August 15	Sunday
Summer 2021 grades due to Registrar	September 1	Wednesday
Summer 2021 grades available online	September 2	Thursday



# Academic Programs

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## Catalog of Academic Courses

### 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 of 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, 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 and LDR6200. MBA and Dual Degree Only*

## **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*

**MPA & Dual Degree: Implementation – MBA Elective: 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.

**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. *Not eligible for MBA elective.*

**MPA & Dual Degree: Public Administration Skill-Building – MBA Elective: 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. *Not eligible for MBA elective.*

#### **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.

#### **MBA & Dual Degree Electives: 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.

##### **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.

#### **MBA & Dual Degree Electives: 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 system-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.

#### **MBA & Dual Degree Electives: 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. *Pre-requisite SUST6240*

# Tuition, Fees, and Financial Aid

## Tuition & Fees 2020-2021 Academic Year

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 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
Online MPA	\$750 per semester credit
Additional Fees (all programs)	Cost per Semester
New Student Fee (first semester only)	\$100 one-time fee
Comprehensive Fee* – MBA, Dual MBA/MPA, and Certificate	\$300 per semester
Comprehensive Fee* – Online MPA	\$100 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	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

## Payment Policy

Students will be asked to submit a payment election document that specifies how they plan to pay tuition. Payment elections will carry over to subsequent terms unless the student notifies PGS of a change. Tuition payments are due in full each term by the deadline published on the Academic Calendar.

Students may contact the Office of Student Business Services to schedule a payment plan for the term, however all payments must be completed by the end of the semester. Students who receive VA funding, Military Tuition Assistance, or Title IV federal financial aid must provide documentation to the extent possible prior to the tuition payment deadline. Students who audit a class or take courses as a non-matriculator must pay tuition in full no later

than the Add/Drop deadline.

Students who do not submit a payment election form or who do not pay tuition in full by the deadline will be dropped from classes. Students with questions may contact any of the following offices to receive assistance:

Student Business Services	<a href="mailto:sbs@presidio.edu">sbs@presidio.edu</a>
VA/Military Assistance	<a href="mailto:va@presidio.edu">va@presidio.edu</a>
Office of Financial Aid	<a href="mailto:finaid@presidio.edu">finaid@presidio.edu</a>

## Academic Terms

PGS offers instruction in standard terms as defined by the Department of Education Federal Student Aid (FSA) program. Terms are 12-17 weeks in length and academic progress is measured in semester credit-hours. For the purpose of federal financial aid, full-time students are defined as those taking at least 9 units per semester. PGS defines a full-time academic schedule as 12-to-15 units per semester.

## Credit Balances and Refunds

When financial aid is disbursed and/or payments are made, the funds will be applied toward the student's allowable costs on their student account. If the amount of credit to the student's account totals more than the billed amount, including in instances related to drops or withdrawals, the excess funds will be refunded.

PGS issues federal financial aid refunds based on a published refund processing schedule and in a manner that complies with the Department of Education.

In instances when a student is entitled to a refund of tuition, non-Title IV funds such as private scholarships, employer reimbursement, cash payments made by the student or another individual, etc. will be returned to the original funding source.

## Military Education Benefits

Presidio Graduate School is approved by the California State Approving Agency for Veteran's Education (CSAAVE) for the education of veterans, active duty personnel, reservists, and eligible dependents under currently law. The federal Department of Veterans Affairs website is the best source for information about all VA Educational Benefits Programs and can be accessed at [www.gibill.va.gov](http://www.gibill.va.gov). For more information regarding these policies, students may also contact the School Certifying Official, at [va@presidio.edu](mailto:va@presidio.edu).

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

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.

## Compliance with VA 3679(e)

In compliance with VA 3679(e), Presidio Graduate School does not charge additional fees or terminate enrollment for delays in processing funds if a student has provided a certificate of eligibility for entitlement to education assistance under chapter 31 or 33.

## VA Basic Allowance for Housing

The Basic Allowance for Housing (BAH) is established by the Veteran's Administration. PGS currently offers programs in a hybrid format with more than 50% of learning occurring on site during residencies. Students who participate in a distance education program may receive a reduced BAH benefit amount based on parameters set by the Veteran's Administration. For information about your benefits, please consult with your School Certifying Official.

## **Tuition Assistance**

PGS is approved by the U.S. Department of Defense for the education of military students utilizing their Tuition Assistance benefits. Each military branch has its own tuition assistance form and procedures. Please contact your local education center for eligibility information.

## **Complaint Policy**

The Student Grievance Policy outlines the process for submitting a complaint or grievance with the University. If an issue cannot be resolved internally, students may submit a complaint to:

Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive, Suite 400  
Sacramento, CA 95833  
Ph: (916) 431-6924  
Fax: (263-1897

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

## **Applying for Federal Financial Aid (Title IV)**

Students applying for Title IV federal financial aid 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.

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.

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 federal financial aid policies. Financial aid policies and procedures are subject to change and may change without notice.

## **Eligibility for Federal Financial Aid**

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 (3 credits 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)

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

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

Financial need is the difference between what a family is expected to contribute toward the cost of education and the actual cost of the education. The aid students receive from all sources (including non-need based aid) may not exceed cost of attendance.

### 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.

### Next Steps

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 Office of Financial Aid uses the ISIR and Institutional Financial Aid Application to construct the student’s financial aid package.

After the PGS Office of Financial Aid 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. Students may be selected for verification or need to resolve conflicting information (c-codes) by submitting additional documents at the request of the Office of Financial Aid. In the event of an unusual or extenuating circumstance, students may request a professional judgement.

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 (MPN) and return it to the lender in order to receive Direct Loan funds. Students will need to complete entrance counseling and their MPN at <https://studentaid.gov/>.

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 refunded to the student within 14 days.

### Students Convicted of Sale or Possession of Drugs

A student who has been convicted of any offense under any Federal or State law involving the sale of a controlled substance shall not be eligible to receive any financial aid grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.



	First Offense	Second Offense	Three or More Offenses
Possession of Illegal Drugs	1 year from date of conviction	2 years from date of conviction	Indefinite period
Sale of Illegal Drugs	2 years from date of conviction	Indefinite period	Indefinite period

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

### Rehabilitation

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if:

- (a) the student satisfactorily completes a drug rehabilitation program that
  - (i) complies with the standards for a qualified drug rehabilitation program\*
  - (ii) includes passing unannounced drug tests
- (b) the conviction is overturned, reversed, set aside, or removed from the student's record
- (c) the student completes two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program)

*\*A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:*

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program;*
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company;*
- Be administered or recognized by a federal, state, or local government agency or court; or*
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.*

### Cancellation and Refund Policy

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 course or program under the following conditions:

1. The student notifies Registrar in writing of their intent to withdraw from a course or their program
2. The student is administratively withdrawn for failing to attend or contribute meaningfully in class for a period of 10 consecutive days without prior instructor approval
3. The student is administratively withdrawn for failing to meet financial obligations
4. The student is withdrawn as part of sanctioning related to Code of Conduct violations
5. The student does not register for classes and does not have an approved leave of absence or the student fails to return from a leave of absence

If a credit balance occurs on a student account as a result of cancellation or withdrawal, 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 of a semester and paid \$5020 for a course (less non-refundable fees), the pro rata refund to the student would be \$3,815.20 based on the calculation set forth below:

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

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

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 original funding source.

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.

### Financial Aid Exit Counseling

Students in their final semester should complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov). This is a mandatory requirement for all Title IV recipients. Failure to complete exit counseling may result in a hold preventing conferral of a student's degree and/or issuance of diploma or transcripts. Students may confirm completion of exit counseling by contacting [finaid@presidio.edu](mailto:finaid@presidio.edu).

### 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.

SAP status will be determined based on credits attempted and grades earned that count towards the student's program. This includes transfer credits, credits taken during a previous period of enrollment, and credits earned in one program and applied to a second credential. Courses dropped before the add/drop deadline will not be used to determine SAP status. See the Academic Calendar for add/drop deadlines.

### SAP Requirements

Students in PGS programs which use the letter-grade/GPA policy 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
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- **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:

#### **First Term: Academic Warning**

After the initial term when a student has failed to meet the standards for Satisfactory Academic Progress, they will be placed on Academic Warning. Students will be notified of their placement on Academic Warning in writing.

Students on Academic Warning must make Satisfactory Academic Progress during their subsequent academic term. A hold may be placed on future term registration pending a progress report. Students who make good progress by completing all courses and earning a semester GPA of 3.0 or higher will return to good standing provided they meet the SAP standards following their subsequent term. Students who make good progress in the term, but do not achieve the cumulative standards on SAP will continue on Academic Warning until they achieve the SAP standards. Students who do not make good progress in their subsequent term will be Academically Suspended. During Academic Warning students retain their eligibility for Federal financial aid.

#### **Second Term: Academic Suspension**

Students who do not meet SAP standards for a second consecutive term will be academically suspended. Students will be notified of their Academic Suspension in writing. Students receiving Title IV funding will also lose their eligibility for federal financial aid. Students who wish to continue at PGS and/or who wish to have their Title IV eligibility restored must appeal to continue on a probationary status.

Students who are on Academic Probation must make Satisfactory Academic Progress during their subsequent academic term. Students who make good progress by completing all courses and earning a semester GPA of 3.0 or higher will return to good standing provided they meet the SAP standards following their subsequent term. Students who make good progress in the term, but do not achieve the cumulative standards on SAP will continue on Academic Probation until they achieve the SAP standards. Students who do not make good progress in their subsequent term will be Academically Suspended and require further appeals to continue their enrollment and request restoration of Title IV eligibility.

Academically suspended students who do not submit an appeal to continue their enrollment at PGS will not be permitted to enroll in classes and will therefore be dismissed.

#### **Appeal to Continue on Probation & Restore Title IV Eligibility**

Students who are academically suspended must appeal to continue their enrollment at PGS on probation. Students receiving Title IV federal financial aid must also appeal to restore their eligibility for funding. Students will be contacted in writing with information on how to submit an appeal and all associated deadlines. Students should be prepared to address why they have been unable to meet SAP standards, how matters affecting academic progress have been resolved, how they will make good progress toward their degree should their appeal be approved, and a provisional schedule for continuing their enrollment.

SAP appeals will be reviewed by a Committee comprised of members representing Financial Aid, Academic Affairs, and Student Services. Approval of appeals is not guaranteed. Students receiving federal financial aid may be approved to continue their enrollment without restoration of Title IV eligibility. In instances where Title IV eligibility is not restored, students must make cash payment plan arrangements with PGS.

Students who are approved to continue their enrollment with PGS will be placed on a SAP Contract detailing the terms of their probation. Acceptance of the approved SAP Contract supersedes other academic and financial policies. Any deviation by the student from the terms of the contract will result in the forfeiture of future financial aid eligibility and may result in dismissal.

# Admissions and Enrollment

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## Application Deadlines

<b>SPRING Term</b> (January start) Application Deadlines* <ul style="list-style-type: none"><li>• Standard Admit: August 15</li><li>• Final Admit: December 1</li></ul>	<b>SUMMER Term</b> (April start) Application Deadlines* <ul style="list-style-type: none"><li>• Standard Admit: December 1</li><li>• Final Admit: March 15</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 priority for all scholarships. For more information on scholarships and financial aid, please visit the [presidio.edu](http://presidio.edu) website financial aid pages.

## Official Transcripts

Students should submit official transcripts directly from their degree granting institution to PGS using one of the following methods. Official transcripts must show that a bachelor's degree or master's degree was conferred, a listing of the courses completed by the student with grades, and a cumulative grade point average or explanation of alternate grading method used by the institution.

Applicants who received their degree from an institution outside of the United States that not accredited by a U.S. accrediting agency are required to submit an official transcript evaluation affirming educational equivalency, including degree awarded and grade point average.

Official transcripts should be sent to:

### Mail

Presidio Graduate School  
Office of Admissions  
649 Mission Street, Suite 500  
San Francisco, CA 94105

### Electronic

[registrar@presidio.edu](mailto:registrar@presidio.edu)

To fulfill admission requirements, transcripts must be sealed, issued directly to PGS, and labeled as official. Official transcripts are due on or before the add/drop deadline during the student's first term of enrollment. Failure to provide official transcripts may result in cancellation of enrollment.

Official transcripts and all other admissions materials become the property of Presidio Graduate School and will not be released back to the student or to a third party. Admission documents are retained for three years.

## Transfer Credit

PGS degree programs are intended as a unique and integrated experience. Therefore, acceptance of transfer credit from other institutions is rare. When requesting evaluation of credit for transfer, students must submit an official transcript. The following conditions apply to transfer credit:

- Credits must be earned at the graduate level and the course must be the equivalent number of units to the PGS course for which it will substitute
- Credits must have been earned at an institution that has received accreditation from an agency recognized by the Department of Education

- The final grade posted for each potential transfer course is a B or higher
- A maximum of 8 units may be transferred toward a PGS degree program
- Credit must have been awarded within the three years prior to the application deadline for the semester to which the student is applying for admission
- Previous GPA does not transfer
- Credit used toward an earned degree at another institution is not eligible for transfer
- Certificate students may receive transfer credit, but will be required to take an additional approved course to fulfill the minimum number of units for the certificate
- The “Transfer Credit Practices” report published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be the reference used for the evaluation of potential transfer credit
- In alignment with the American Council on Education (ACE) transfer credit guidelines, PGS supports the application of transfer and military credit for military and veteran students
- Exceptions to the transfer credit policy may only be made by the Chief Academic Officer

Students must disclose their intent to seek transfer credit at the time of admission. Unofficial transcripts can be used to evaluate for potential transfer credit, but official transcripts will be required to officially award transfer credit. Students may be asked to provide syllabi for the courses for which they are seeking evaluation. Students will be notified in writing if transfer credit is awarded.

## Readmission

Students who previously attended Presidio Graduate School but withdrew or were administratively withdrawn before program completion may apply for readmission by contacting the Office of Admission. In some cases, such as when the request for readmission is within three years of the student’s original application period, an abbreviated admission application process may be available. Students with an account balance or who have been sent to collections must satisfy their financial obligations prior to applying for readmission.

Students applying for readmission must apply for enrollment into a currently offered degree program which may necessitate completing additional courses. When possible, previously completed courses will be applied toward current degree requirements. Students who were not in good academic standing at the time of their withdrawal must appeal to return to PGS on a probationary status. If readmission is approved, probationary students will be required to abide by terms set forth in a probation contract.

Students who were dismissed due to academic standing, academic honesty violations, or code of conduct violations may be considered for readmission in some circumstances. Dismissed students may be asked to take additional steps and show proof of completion of those steps prior to applying for readmission. Students may also be asked to provide evidence of significant change relative to the issue that led to dismissal as part of their readmission application. If readmission is approved, depending on the circumstances surrounding dismissal, these students may be required to return on a probationary status and abide by terms set forth in a probation contract.

All applications for readmission should be submitted to the Office of Admissions. Additional documentation and appeals will be reviewed by a committee comprised of representatives from the Office of Admissions, Office of Student Services, and the Office of Academic Affairs. Readmission is not guaranteed and is subject to approval.

## Non-matriculated Student Opportunities

Non-matriculated students may be eligible to enroll in certain courses within PGS programs. Anyone interested in taking a course as a non-matriculated student must contact the Office of Admission at [admission@presidio.edu](mailto:admission@presidio.edu). Non-matriculated students must meet PGS program admission requirements and receive approval from the Registrar and Provost to register for a course. Enrollment is subject to approval and availability, and priority will be given to matriculated students. The maximum number of courses a non-matriculated student may complete with PGS is two.

Non-matriculated students are subject to the tuition and fee schedule associated with enrollment and course registration. Non-matriculated students are not eligible for Title IV federal financial aid or scholarships awarded by PGS. The refund policy guidelines apply to non-matriculated students who drop or withdraw from their course.

# Student Services

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## New Student Orientation

New student orientation is mandatory for all incoming PGS students. Orientation provides students with an opportunity to begin the process of relationship building with members of their cohort and the larger PGS community. In addition to engagement opportunities, orientation also provides instruction on how to use PGS platforms such as Canvas and Populi, course and program expectations, information about student clubs and organizations, and academic standards. During orientation students will have an opportunity to network, broaden their understanding of community and academic standards, and acclimate to PGS.

## Resource Courses

PGS provides students with access to the following resource courses in Canvas. These are free, self-paced, self-accessed courses designed to provide students with support and tools as they go through their program:

- Career Services Center
- Academic Resource Center
- Student Resource Center

Students will be enrolled in these courses at the time of admission and are encouraged to use the resources provided at their discretion.

## Technical Support

Students may use the following technical support contacts for assistance:

### Populi Email/SSO Reset

<http://presidio.populiweb.com/>

### Canvas Support

Phone: (844) 912-1727

Email: [support@instructure.com](mailto:support@instructure.com)

### Other Technical Support

[helpdesk@presidio.edu](mailto:helpdesk@presidio.edu)

## Adding and Dropping Courses

Students may register for courses through the registration deadline in Populi. After registration closes, students must contact the Office of Student Services to make schedule changes. Adding a course after the registration deadline is subject to space availability. After the term begins, adding a course may also require faculty permission. Students should contact [advising@presidio.edu](mailto:advising@presidio.edu) for advising regarding schedule changes during the Add/Drop period and to complete necessary paperwork.

Students with financial aid must confer with the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) before adding or dropping courses to ensure appropriate financial aid award planning.

If a student drops a course on or before the add/drop deadline, no record of the course will appear on the student's transcript, nor will tuition be assessed. After the add/drop deadline students may no longer add a new course to their schedule. Additionally, discontinuation of a course will be processed as a withdrawal which will result in a transcript notation and prorated tuition charges in accordance with the Refund Policy.

## Course Withdrawal

### Student Initiated Withdrawal

Students may withdraw from a course after the add/drop deadline through the course withdrawal deadline. Withdrawal deadlines are specified on the Academic Calendar and occur once approximately 60% of the semester has passed. Students considering withdrawal should consult with the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) to review considerations related to withdrawing. Students receiving federal financial aid must also consult with the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss any impact withdrawal will have on student aid awards and funding.

Students who elect to proceed with withdrawal after Student Services and Financial Aid advisement must submit a Course Withdrawal request form. Withdrawal will result in a grade of “WD” noted on the student’s transcript. Withdrawal does not affect a student’s grade point average but does affect completion rate and maximum timeframe for degree completion. Students who withdraw may be eligible for a partial refund of tuition and should consult the Refund Policy for specific details.

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

### Administrative Course Withdrawal

A student who stops attending or participating in a course without following the official drop or withdrawal procedure period may be subject to administrative course withdrawal. Administrative withdrawal will result in a grade of “WD” on the student’s transcript. Administrative withdrawal does not affect a student’s grade point average but does affect completion rate and maximum timeframe for degree completion. Students who are administratively withdrawn may be eligible for a partial refund of tuition and should consult the Refund Policy for specific details.

### Hardship Withdrawal

If a student is unable to complete a course due to physical or mental debilitation or extenuating circumstances beyond their control which prevented dropping or withdrawing from a class by the published deadlines, a student may petition for a Hardship Withdrawal. Notices must be filed promptly after the occurrence of the event that gave rise to the need to withdraw from a course, 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.

Students requesting a Hardship Withdrawal must contact the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) to submit a Hardship Withdrawal petition. Documentation of the circumstances related to the petition will be required. If the Hardship Withdrawal is granted the student will receive a grade of “HW” on their transcript. Once the course is retaken, the grade for the retaken course will replace the HW. Tuition refunds related to a Hardship Withdrawal are handled on a case-by-case basis.

## Withdrawal from Presidio Graduate School

### Student Initiated Institutional Withdrawal

Students withdrawing from PGS must contact the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) in order to initiate the withdrawal process. Students who receive financial aid and wish to withdraw must also contact the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss withdrawal procedures and steps required by the Title IV financial aid program. Students who wish to withdraw from PGS must submit an Institutional Withdrawal form. If the term is in progress, withdrawal from active courses will occur and be documented as “WD” on the student’s transcript. Students who withdraw from PGS may be entitled to a full or partial tuition refund in accordance with the Refund Policy.

Students who need to temporarily withdraw may be eligible for a Leave of Absence and should discuss this option with the Office of Student Services.

Due to privacy requirements, students are responsible for communicating to their faculty, project teammates, and classmates regarding withdrawal from any active courses.



Students who wish to return to PGS after withdrawing should refer to the Readmission Policy.

### **Administrative Institutional Withdrawal**

Students may be administratively withdrawn from PGS for the following reasons:

- Failure to return from a Leave of Absence
- Failure to register for a term without an approved Leave of Absence
- Violations of the Student Code of Conduct
- Violations of the Academic Code of Conduct
- Failure to meet Satisfactory Academic Progress standards and procedures as outlined in the catalog

Students who receive financial aid and have been administratively withdrawn are advised to contact the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss withdrawal procedures and steps required by the Title IV financial aid program. If the term is in progress at the time of administrative institutional; withdrawal, withdrawal from active courses will occur and be documented as “WD” on the student’s transcript. Students who withdraw from PGS may be entitled to a full or partial tuition refund in accordance with the Refund Policy.

Students who wish to return to PGS after administrative withdrawal should refer to the Readmission Policy.

# Policies

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## Adding and Dropping Courses

Students may register for courses through the registration deadline in Populi. After registration closes, students must contact the Office of Student Services to make schedule changes. Adding a course after the registration deadline is subject to space availability. After the term begins, adding a course may also require faculty permission. Students should contact [advising@presidio.edu](mailto:advising@presidio.edu) for advising regarding schedule changes during the Add/Drop period and to complete necessary paperwork.

Students with financial aid must confer with the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) before adding or dropping courses to ensure appropriate financial aid award planning.

If a student drops a course on or before the add/drop deadline, no record of the course will appear on the student's transcript, nor will tuition be assessed. After the add/drop deadline students may no longer add a new course to their schedule. Additionally, discontinuation of a course will be processed as a withdrawal which will result in a transcript notation and prorated tuition charges in accordance with the Refund Policy.

## Course Withdrawal

### Student Initiated Withdrawal

Students may withdraw from a course after the add/drop deadline through the course withdrawal deadline. Withdrawal deadlines are specified on the Academic Calendar and occur once approximately 60% of the semester has passed. Students considering withdrawal should consult with the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) to review considerations related to withdrawing. Students receiving federal financial aid must also consult with the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss any impact withdrawal will have on student aid awards and funding.

Students who elect to proceed with withdrawal after Student Services and Financial Aid advisement must submit a Course Withdrawal request form. Withdrawal will result in a grade of "WD" noted on the student's transcript. Withdrawal does not affect a student's grade point average but does affect completion rate and maximum timeframe for degree completion. Students who withdraw may be eligible for a partial refund of tuition and should consult the Refund Policy for specific details.

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

### Administrative Course Withdrawal

A student who stops attending or participating in a course without following the official drop or withdrawal procedure period may be subject to administrative course withdrawal. Administrative withdrawal will result in a grade of "WD" on the student's transcript. Administrative withdrawal does not affect a student's grade point average but does affect completion rate and maximum timeframe for degree completion. Students who are administratively withdrawn may be eligible for a partial refund of tuition and should consult the Refund Policy for specific details.

### Hardship Withdrawal

If a student is unable to complete a course due to physical or mental debilitation or extenuating circumstances beyond their control which prevented dropping or withdrawing from a class by the published deadlines, a student may petition for a Hardship Withdrawal. Notices must be filed promptly after the occurrence of the event that gave rise to the need to withdraw from a course, 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.

Students requesting a Hardship Withdrawal must contact the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) to

submit a Hardship Withdrawal petition. Documentation of the circumstances related to the petition will be required. If the Hardship Withdrawal is granted the student will receive a grade of “HW” on their transcript. Once the course is retaken, the grade for the retaken course will replace the HW. Tuition refunds related to a Hardship Withdrawal are handled on a case-by-case basis.

## Withdrawal from Presidio Graduate School

### Student Initiated Institutional Withdrawal

Students withdrawing from PGS must contact the Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) in order to initiate the withdrawal process. Students who receive financial aid and wish to withdraw must also contact the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss withdrawal procedures and steps required by the Title IV financial aid program. Students who wish to withdraw from PGS must submit an Institutional Withdrawal form. If the term is in progress, withdrawal from active courses will occur and be documented as “WD” on the student’s transcript. Students who withdraw from PGS may be entitled to a full or partial tuition refund in accordance with the Refund Policy.

Students who need to temporarily withdraw may be eligible for a Leave of Absence and should discuss this option with the Office of Student Services.

Due to privacy requirements, students are responsible for communicating to their faculty, project teammates, and classmates regarding withdrawal from any active courses.

Students who wish to return to PGS after withdrawing should refer to the Readmission Policy.

### Administrative Institutional Withdrawal

Students may be administratively withdrawn from PGS for the following reasons:

- Failure to return from a Leave of Absence
- Failure to register for a term without an approved Leave of Absence
- Violations of the Student Code of Conduct
- Violations of the Academic Code of Conduct
- Failure to meet Satisfactory Academic Progress standards and procedures as outlined in the catalog

Students who receive financial aid and have been administratively withdrawn are advised to contact the Office of Financial Aid at [finaid@presidio.edu](mailto:finaid@presidio.edu) to discuss withdrawal procedures and steps required by the Title IV financial aid program. If the term is in progress at the time of administrative institutional; withdrawal, withdrawal from active courses will occur and be documented as “WD” on the student’s transcript. Students who withdraw from PGS may be entitled to a full or partial tuition refund in accordance with the Refund Policy.

Students who wish to return to PGS after administrative withdrawal should refer to the Readmission Policy.

## Transfer Credit

PGS degree programs are intended as a unique and integrated experience. Therefore, acceptance of transfer credit from other institutions is rare. When requesting evaluation of credit for transfer, students must submit an official transcript. The following conditions apply to transfer credit:

- Credits must be earned at the graduate level and the course must be the equivalent number of units to the PGS course for which it will substitute
- Credits must have been earned at an institution that has received accreditation from an agency recognized by the Department of Education
- The final grade posted for each potential transfer course is a B or higher
- A maximum of 8 units may be transferred toward a PGS degree program
- Credit must have been awarded within the three years prior to the application deadline for the semester to which the student is applying for admission
- Transfer credit may not be applied toward a course with an Experiential Learning component. In some cases, a student may petition for transfer credit for an EL course if the student conducts an experiential learning project under the supervision of a faculty member.

- Previous GPA does not transfer
- Credit used toward an earned degree at another institution is not eligible for transfer
- Certificate students may receive transfer credit, but will be required to take an additional approved course to fulfill the minimum number of units for the certificate
- The “Transfer Credit Practices” report published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be the reference used for the evaluation of potential transfer credit
- In alignment with the American Council on Education (ACE) transfer credit guidelines, PGS supports the application of transfer and military credit for military and veteran students
- Exceptions to the transfer credit policy may only be made by the Chief Academic Officer

Students must disclose their intent to seek transfer credit at the time of admission. Unofficial transcripts can be used to evaluate for potential transfer credit, but official transcripts will be required to officially award transfer credit. Students may be asked to provide syllabi for the courses for which they are seeking evaluation. Students will be notified in writing if transfer credit is awarded.

### **Credit Transfer Between Programs**

Transfer of credits between MBA and MPA programs is subject to approval by the Chief Academic Officer. Credits earned in prior PGS programs may be transferable to current programs with approval.

### **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 Office of Student Services at [advising@presidio.edu](mailto:advising@presidio.edu) to initiate a program change.

### **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.

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 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 at [registrar@presidio.edu](mailto:registrar@presidio.edu). The waiver request must be approved by the Academic Dean before the required course waiver is granted and included on the student’s transcript.

### **Transferability of PGS Credits**

The transferability of credits is at the discretion of the receiving institution.

## **Grade Change Policy**

Once a final grade is assigned for a course, no change of grade is possible on the basis of additional work unless an incomplete has been granted. Faculty may change a grade in case of a recording error or grade miscalculation. In exceptional circumstances, a reevaluation of completed work may also justify a change of grade provided the change is made within 60 days. Faculty must submit a Change of Grade form to the Office of the Registrar in instances where a grade change is warranted, including to finalize an incomplete grade. Students with a grade dispute should consult the Grade Dispute policy in the catalog.

## **Degree Conferral**

The awarding of degrees is not an automatic process. All students are required to complete the following steps to be eligible for graduation:

- Successfully complete all required coursework for the program of study

- Earn a cumulative GPA of 3.0 or higher
- Complete exit counseling with the Office of Financial Aid (recipients of Title IV federal financial aid only)
- Satisfy any remaining student account balance
- Submit an Application for Graduation during the final semester of enrollment. This will be provided by the Office of Student Services or can be requested by contacting [advising@presidio.edu](mailto:advising@presidio.edu)

Degree students will be assessed a non-refundable graduation fee of \$95. A non-refundable graduation fee of \$45 will be charged to all certificate students.

The date of degree conferral will be the last date of the term during which degree requirements were completed. In the event that a student receives an incomplete grade in a class during their final term, degree conferral will be completed at the time when all requirements are finalized and will not be backdated to the original final term of enrollment.

The Dual MBA/MPA degree program is an integrated program. Degree conferral for both programs is done simultaneously.

In accordance with the “Timeframe for Program Completion” policy, the following 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 Chief Academic Officer.

All Dual MBA/MPA students are expected to complete their program of study within seven years. Extension of the time to degree completion beyond five years must be approved by the Chief Academic Officer.

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 Chief A 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.

## Transcripts

A transcript is a complete record of a student’s academic performance. Students may obtain their unofficial transcript in Populi. Official transcripts are provided by Parchment. Students and alumni may set up a Parchment account to request either mailed or electronic transcripts. The fee for official transcripts is \$10 per copy.

Graduates will be mailed a complimentary copy of their official transcripts upon degree conferral.

## Independent Study

Independent study courses may be available at the discretion of PGS when there is an academic justification for offering a course in this format. In general, it is preferable for students to take a course in a traditional format in order to benefit from the engagement and discourse of their peers which is a critical component of the learning process.

Students who would like to take a course via independent study must contact the Office of Student Services to complete an Independent Study Request. Students will be asked to provide a justification for their request that identifies the academic benefit of taking a course in such a format. Independent study requests are reviewed and approved by the Chief Academic Officer. Independent study courses are not guaranteed and are limited to exceptional circumstances.

Independent study requests should be made during the open registration period to allow for adequate time for planning and course development.

# Institutional Policies and Statements

## Exceptions to Institutional Policies

Students are expected to be aware of and abide by institutional policies and procedures as outlined in the Student Catalog and Handbook and relevant addenda. If a student can demonstrate a compelling reason for special consideration they may appeal to the Chief Academic Officer (CAO) or Chief Operating Officer (COO). Appeals will be reviewed by designated members of the institutional community. Failure to be informed of policies, procedures, deadlines, and academic requirements is not considered a compelling reason for special consideration.

## Code of 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. This includes 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. Students must also be in compliance with the Standards of Engagement and with the Student Code of Conduct.

## 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 Chief Academic Officer for appropriate action.

## 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 specific procedures in addition to our general academic code of conduct. Plagiarism is the representation 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. PGS considers the following to be included in its policy on plagiarism:
  - a. 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.
  - b. Unauthorized Collaboration. Collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted.
  - c. Theft of Resource Materials. Any unauthorized taking of resource material such as course materials, library materials, computer software or media equipment.
  - d. Previously Submitted Work. Presenting work prepared for and submitted to another course.

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 Office of Student Services.
  - i. Meeting and Determination: The student will be contacted regarding the plagiarism

allegation. The student will be asked to meet with members of the Office of Academic Affairs and the Office of Student Services to discuss the plagiarism charge. If the charge is found to be valid, the student will receive a 0 on the assignment.

- ii. Multiple infractions: Any student found guilty of plagiarism on more than one occasion will be academically dismissed from the university.
4. Unauthorized Access. Any unauthorized access to any person's files or computer account.
5. Alteration or Misuse of School Documents. Any alteration or misuse of School documents, including acts of forgery and/or furnishing false information.
6. Violations Defined by Faculty Member. Any other intentional violation of rules or policies established by a course faculty member.
7. 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 replace the procedures outlined below.

### **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 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. All documentation related to violations, sanctions, and appeals will be provided to the Office of the Registrar for inclusion in the student's academic file.

#### 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 to provide an opportunity for the student to discuss the matter directly with the faculty member. The faculty member may call upon the Chief Academic Officer or Associate Vice President of Institutional and Student Effectiveness 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 Chief Academic Officer. In all cases in which an act of misconduct has been determined to have occurred, the faculty member shall report this determination to the Chief Academic Officer 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 the following:
  - a. a description of suspected misconduct (including the date, time and circumstances);
  - b. a summary of the investigation conducted;
  - c. the finding and to whether the act of misconduct should be considered as an infraction or a serious violation;
  - d. 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 Chief Academic Officer. After reviewing the faculty report, within 10 business days the Chief Academic Officer shall notify the student in writing 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 Chief Academic Officer.

5. Student Right to Respond. 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 Chief Academic Officer.
6. Final Determination. After considering the material and information presented by the student or after the lapse of 10 business days without a student response, the Chief Academic Officer or their designee shall make a final determination as to whether an act of misconduct has occurred, and if so, whether the 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 Chief Academic Officer's decision is final unless it is appealed as provided below, except in the case of academic dismissal. In the case of dismissal, the case is automatically referred to the Chief Academic Officer for mediation, appeal or both.

### Appeals Phase

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

1. Mediation. A student wishing to appeal the determination of the Chief Academic Officer may request a mediation session with the CAO 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 CAO shall, upon request from the student, appoint an Appeal Board to hear the appeal as expeditiously as possible.
2. Appeal Board. The Appeal Board shall be appointed by the Chief Academic Officer and shall be composed of two faculty members, an administrator, and two students. The CAO 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 CAO shall appoint a substitute board member. The Appeal Board is an advisory to the Chief Academic Officer and recommends actions on an appeal.
3. Appeal. The Appeal Board will review the entire record of the case preliminarily, including the report prepared by the faculty member, the Chief Academic Officer's determination, 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.
4. The Appeal Board will make a determination as to the appropriateness of the sanctions recommended by the Chief Academic Officer. The decision of the Appeal Board is final.

### **Voter Registration**

The National Mail Voter Registration form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. Students must follow the state-specific instructions listed for their own state. After completing the form, students must sign where indicated and send it to the local state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For more information about registering to vote, contact the state election office at: [https://www.eac.gov/voter\\_resources/contact\\_your\\_state.aspx](https://www.eac.gov/voter_resources/contact_your_state.aspx)

### **Whistleblower Policy**

All PGS employees have a responsibility not only to follow all University rules and regulations, but also have a positive duty to report to the University management any information known to them concerning an actual or potential violation the University's policies and/or applicable state and federal laws, in accordance with the Whistleblower Policy.



PGS is committed to complying with all state and federal requirements, and, in compliance with the California Whistleblower Protection Act, the University has provided the following guidance with regard to reporting actual or suspected violations.

### **Filing a Report or Reporting a Violation**

PGS encourages all employees including faculty, full- and part-time workers, students, and volunteers, based on good faith, to report suspected violations of University policy and applicable state and federal laws, or the misuse of public resources.

Violations are preferably reported in writing. They may also be reported orally to:

- An immediate supervisor.
- The Office of Human Resources or their designee. If you feel uncomfortable talking to your supervisor, you are encouraged to take this step. Human Resources has exclusive responsibility to investigate and resolve all reported violations and take prompt and corrective action.
- Appropriate law enforcement agencies if either of the previous steps has failed to reasonably correct the matter.

### **No Retaliation**

No employee who in good faith has raised a complaint against any practices of the University shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy intends to encourage employees to raise serious concerns with the University before seeking resolution outside of the University. Such reports protect the best interests of the individual employee, as well as the University, and concerns should be made clear whenever possible.

### **Good Faith Report**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith based upon reasonable evidence. Any allegations proved to be maliciously or knowingly false will be treated as a serious disciplinary offense.

### **Copyright Policy**

It is the policy of Presidio Graduate School to uphold and comply with the U.S. Copyright Act. Copyright is a special protection, granted by law, for original works of authorship that exist in a fixed, tangible form, whether published or unpublished, including books, textbooks, journals, articles, songs, videos, games, software, and other creative content. The Copyright Act gives copyright owners specific exclusive rights (namely the rights to make copies, distribute the work, display or perform the work publicly and to create derivative works). Unauthorized copying or unauthorized distribution of copyrighted material is a violation of the U.S. Copyright Act.

PGS requires all faculty, students and staff to honor copyright and not copy or share protected materials in any way that would violate the law. Consistent with this law, PGS's policy prohibits the unauthorized copying or unauthorized distribution of copyrighted works, and prohibits the unauthorized distribution of copyrighted works through peer-to-peer file sharing. This unauthorized use may also violate civil or criminal law. The University's Acceptable Use Policy (AUP) extends this policy to PGS's computing resources and states that all users of the University's network must not use the University's network to engage in any illegal downloading, emailing, or peer-to-peer file sharing of copyrighted works. PGS is required by law to take steps to prevent illegal copying or distribution, and to respond appropriately to all complaints regarding copyright infringement.

There are certain allowable exceptions for U.S. academic institutions that permit a limited amount of copying without permission, if specific criteria are met. The five exceptions to the exclusive rights of copyright holders are the principle of fair use, the face-to-face teaching exception, the distance learning exception articulated in the TEACH Act, the first-sale doctrine, and the library and archives exception. For more information on these exceptions, see Fair Use of Copyrighted Materials, developed by the University of Texas.

Students, faculty and staff must have permission from the copyright holder, or a determination that “fair use” applies, before files are copied, made available, or shared on networks.

- For the full text of the copyright law, and related laws, read [U.S. Copyright Law](#).
- For a wealth of information about copyright, see the [U.S Copyright Office](#).
- For a clear explanation of copyright law, take the [Crash Course in Copyright](#), developed by the University of Texas.

### **Peer-to-Peer File Sharing**

The Higher Education Opportunity Act requires all U.S. colleges and universities to comply with its new regulations, which deal with issues surrounding the distribution of copyrighted materials, particularly through peer-to-peer file sharing. These new regulations require the University to take four actions: an annual disclosure regarding unauthorized distribution, a plan to combat unauthorized distribution, a disclosure of alternatives to illegal downloading, and a review of the effectiveness of the plan to combat unauthorized distribution. What follows below is the action the University has taken to implement each of these requirements.

Annual Disclosure: The University is required to issue an annual disclosure to all students, informing students that the unauthorized distribution of copyrighted materials may subject students to civil and criminal penalties. The University is also required to disclose the steps it will take to detect and punish copyright infringement.

Annually, during the Fall Semester, the University will distribute a communication to all students regarding the University’s policies on copyright and peer-to-peer file sharing, the steps the University will take to enforce its policies, and the legal penalties for copyright infringement. This communication will also remind all students of our Acceptable Use Policy and the procedures the University will follow in responding to DMCA notices.

Plan to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material by Users of the Presidio Graduate School Network: The University must certify to the Secretary of Education that it has implemented a plan to effectively combat the distribution of copyrighted materials through its network. PGS’s plan must include the following components:

Community Education and Information: Consistent with the value we place on our educational principles, we view education as the most significant measure we can take to combat illegal file sharing at the University. We use several mechanisms to inform and educate our community regarding copyright and related issues.

The University Digital Millennium Copyright Act (DMCA) and Notification Procedures describe the procedures and disciplinary action that the University will use for handling cases of alleged copyright infringement, illegal downloads, and illegal peer-to-peer file sharing. The University will respond firmly and appropriately to all instances of alleged copyright infringement on its network.

The University’s Acceptable Use Policy describes acceptable and unacceptable use of PGS’s computing resources and network.

Technology-Based Deterrents: The University is required to disclose legal alternatives to unauthorized downloading and illegal file sharing. Educause maintains a comprehensive list of [Legal Sources of Online Downloading](#). PGS encourages its community to make use of these resources.

The University will review the effectiveness of its Plan to Combat the Unauthorized Distribution of Copyrighted Material by Users of the Network annually. This review will be managed by Presidio Graduate School. Instances of alleged copyright infringement will be tabulated annually and longitudinally, and this data will be compared with that of peer institutions.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the

copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Digital Millennium Copyright Act Notifications: DMCA (Digital Millennium Copyright Act) Notifications (sometimes called "Takedown Notices") are formal complaints delivered to the University, giving notice of an alleged copyright infringement on the network. This complaint will typically indicate the name of the file, the date and time this alleged infringement occurred, the specific IP address of the offending computer, and it will demand that the materials and/or access to the materials be removed from the computer. When a DMCA notice is received, the University will respond quickly to remove or disable access to the material for which an infringement has been claimed. Specifically, the University will:

For a first offense:

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the Director of Information Technology within 5 days of receiving this notification.
- Ask if the user has downloaded or shared this copyrighted material without permission.

If the user acknowledges unauthorized downloading or sharing, we will:

- Request the user to remove the materials.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to read the Acceptable Use Policy and PGS's information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this infringement, acknowledges violation of the Acceptable Use Policy, and promises not to repeat this activity.
- Deny network access to this user for 5 days.
- Inform the claimant that the matter has been resolved.

If the user denies unauthorized downloading or sharing, we will:

- Require the user to submit a written statement denying this copyright infringement claim;
- Inform the claimant that this claim has been denied;
- Inform the user that under the DMCA the claimant may pursue a subpoena to obtain the users identity and may file a lawsuit against this user.

For a second or repeating offense:

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the University's information technology department within 5 days of receiving this notification.

- Ask if the user has downloaded or shared this copyrighted material without permission.

If the user acknowledges unauthorized downloading or sharing, we will:

- Request the user to remove the materials for his or her computer.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to re-read the Acceptable Use Policy and the University's information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this second alleged case of infringement, acknowledges violation of the Acceptable Use Policy, promises not to repeat this activity, and recognizes that any further violations will result in disciplinary action being taken against the user.
- Deny network access to the user for 5 days.
- Inform PGS leadership of actions taken.
- Inform that claimant that the matter has been resolved.

### **Technology Acceptable Use Policy**

In support of its mission, PGS provides access to its technological resources to its employees, students and other authorized users. These resources include electronic media and services, computers, email, telephones, voicemail, fax machines, computing, and telecommunications networks, software, databases, intranet, Internet and the World Wide Web. The purpose of these resources is to strengthen the various research, teaching, learning, and administrative functions that fulfill the University's mission.

The University encourages innovative use of technology in the pursuit of educational excellence, as well as effective and efficient use of technology throughout all academic and administrative departments. But all users must bear in mind that these electronic resources (including software, hardware, network equipment and capability) and all data stored in the University's facilities are the property of the institution, and that the use of these resources is a revocable privilege, and not a right of employment or matriculation. All use of these resources must be responsible and lawful, and in compliance with institutional policies.

One of the main characteristics of the University's computing systems is that they are shared resources. There are many computing activities that can occur on a network which interfere with or undermine the work of others. Some of these activities may be illegal and malicious, while others may be merely accidental or uninformed. The following policy defines user responsibilities, acceptable use, unacceptable use and its consequences. It is applicable to all users of these systems: students, faculty, staff, and administrators of the University and its affiliated centers.

**User Responsibilities:** The use of technology at the University a privilege, and all users must act responsibly. Users must:

- Respect the rights of other users of the University's networks,
- Respect the integrity of these computer systems, and observe relevant laws,
- Become familiar with, and abide by, all applicable institutional policies, and
- Practice responsible computing (such as backing up data, protecting against the intrusion of computer viruses, safeguarding passwords and network security, and taking reasonable steps to minimize the influx of spam).

**Acceptable Use:** Acceptable use includes, but is not limited to:

- Electronic communication that is used for the academic and business purposes of the institution.
- The use of computing and networked resources for faculty and institutional research, classroom teaching, student learning, publishing, and accessing Library resources.
- The use of technology to help fulfill the business functions of the institution and its affiliated centers.
- Approved use of University web sites for public education, institutional promotion and fundraising, and to encourage research.

- Using online databases to retrieve relevant information for academic, administrative, or professional use.
- Because these computers, technology services, and telecommunication networks are primarily for the academic and research use of students and faculty, and for the administrative use of employees, limited, occasional, and incidental use for personal or non-business use is permitted. However, such use must be done in a manner that does not interfere with the user's employment, the proper functioning of equipment, or the proper functioning of a department or other institutional obligations, and in a manner that does not incur additional costs for the institution.

Unacceptable Use: Unacceptable use includes, but is not limited to:

- Unacceptable Electronic Communication
  - The use of electronic communications (such as email, messaging, chat rooms, electronic discussion groups, newsgroups, listservs, and social networking tools) to knowingly transmit messages or materials that are discriminatory or harassing, intimidating, derogatory, obscene, defamatory or threatening, libelous, slanderous, fraudulent, or that use vulgar or abusive language.
  - Forging electronic messages or transmitting disinformation.
  - Transmitting unauthorized bulk mail, mass email, junk email, sending or forwarding chain email, sending excessive messages, or any transmissions that consume substantial computing resources or bandwidth.
  - Unauthorized interrupting or monitoring of electronic communications.
  - Communicating in ways that imply institutional endorsement, unless authorized to do so.
  - Any use of University computers, networks, or web sites for personal
  - advertisements, solicitations, promotions, personal gain, business ventures, or private profit.
- Unacceptable Computer Use that Undermines System Integrity
  - Modifying, damaging, removing, or stealing computing resources, equipment, software, cables, networks, or furniture that is owned by the University. (Calif. Penal Code § 502.)
  - Any attempt to intercept, monitor, tamper with, read, copy, alter, or delete a file or program belonging to another person or office, without authorization of the owner.
  - Any connectivity to a network that poses safety or electrical hazards.
  - Knowingly performing any activity that interferes with the normal operations of any computers, components or networks.
  - Using services or computer systems or the Internet in such a way as to cause network congestion.
  - Deliberately wasting computing resources.
  - Developing, installing, transmitting, delivering or running any program that is intended to cause damage to a computer system, or place a heavy load on a computer or network (including computer viruses, Trojan horses, worms, and other malware).
  - Installing unauthorized software or equipment on University-owned computers.
- Unacceptable Access
  - Using a computer account that is assigned to someone else.
  - Disclosing one's assigned password to another person, without authorization.
  - Obtaining a password for an account without authorization.
  - Using PGS networks to gain unauthorized access to any campus system, program, database, or file.
  - Any attempt to circumvent security and data protection schemes, or to discover security loopholes, or decrypt secure data
  - Masking the identity of an account, a computer, or a transaction.
  - Unauthorized breaching, probing, testing, or monitoring computer or network security.
  - Use of campus computing resources by any user younger than 18 years of age.
- Use that Disrupts or Disrespects Others
  - Any use that does not respect the rights and needs of others.
  - Violating the privacy of other users
  - Disseminating confidential personnel or student information without authorization or distributing proprietary financial information.
  - Any activity that creates a hostile study or working environment, including sexual harassment.

- Violations of Copyrights, Contractual Agreements, and Licenses
  - Distributing or making copies of software, unless permitted by copyright law or software license agreements.
  - Distributing or making copies of documents, works of art or other intellectual property, unless permitted by copyright law.
  - Using peer-to-peer file sharing protocols or programs to download or distribute unauthorized copies of copyrighted materials.
  - Having more simultaneous users (e.g., in a department) than permitted by software license agreements.
  - Using copyrighted material without proper attribution.
  - Violating terms of software license agreements, or copyright laws.

Additional Use Policies: Users must also comply with additional applicable computer and network use policies.

Warnings:

- Though the University does not routinely monitor and evaluate every electronic transaction, document, file, or communication, it reserves the right to monitor access and use of its computing and networking resources to insure the security and optimal performance of its network, to enforce its policies, to investigate possible violations of its policies, or to comply with civil authority. The University's IT staff have the right to examine systems and files that might be damaged or corrupt, as well as files associated with suspended computer accounts.
- The University reserves the right to limit or curtail access and computing privileges when state or federal laws or institutional policies are being violated.
- Though the University may authorize confidential passwords and secured access to resources, users of the network and systems have no expectation or guarantee of privacy in any communication sent or received over the network, or over the Internet.
- The computing and telecommunication systems log many user transactions: such as telephone numbers dialed, call length, Internet sites visited. The University reserves the right to gather and monitor this data for cost analysis, resource allocation, optimum technical management of information resources, troubleshooting computer problems or compromises in network security, detecting patterns of use that might indicate unacceptable use of the system, and investigating allegations of unacceptable use.
- The University is not responsible for lost or corrupted personal files or data, or for any financial loss as a result of personal information that a user discloses across a network (such as a credit card number).
- The University does not assume any responsibility for the content a user may discover on the Internet, newsgroups, or other online services. Some of this content may be objectionable, offensive, inaccurate, or dated. The University also does not endorse any content that may be accessible through its computer networks and services.

**Consequences of Unacceptable Use**

Consequences of unacceptable use may include any or all of the following: informal email or conversation when infractions appear to be accidental in nature, verbal warnings, suspension or revocation of access privileges to technological resources (including passwords and email accounts), the suspension or revocation of Library privileges, formal disciplinary action as authorized by institutional policies (up to, and including, suspension or termination from employment, or, in the case of students, dismissal), and, in cases when law has been allegedly violated, referral for criminal or civil prosecution.

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