

Turn your job into a degree.



Candidate Handbook 2026-2027

Undergraduate & Graduate

● Contents

● Undergraduate Candidate Success.....	6
Meet the Undergraduate Candidate Success Advising Team.....	6
● Graduate Candidate Success.....	7
Meet the Graduate Candidate Success Advising Team.....	7
● Candidate Handbook.....	7
Candidate Handbook Effective.....	7
● Location & Disclosures.....	8
● University Catalog & Policies.....	8
● Academic Calendars.....	8
● Reach University Course Catalog.....	8
Frequently Asked Questions.....	8
Contact Us.....	8
● Our Purpose and Our Mission.....	9
● Reach’s Advising Standards.....	9
● Candidate Support & Resources.....	10
When to connect with your advisor.....	10
How to see your advisor.....	10
What advising is not.....	10
Additional Resources available to candidates.....	10
● Knowledge Base.....	11
● Library Resources.....	11
● Ethical Research Practices.....	11
● Accessibility Resources and Services.....	13
Reasonable Accommodations.....	13
Accessibility Services.....	13
Appeals Process for Accommodation Decisions.....	14
● Grievances and Appeals.....	15
Informal Grievance Procedure.....	15
Formal Grievance Procedures.....	16
Right to Submit Official Complaint.....	16
State Specific Official Complaint.....	16
● Code of Conduct for Reach Candidates.....	16
● Academic Honesty and Integrity Policy.....	17
Academic Dishonesty.....	17
Violations of Academic Integrity.....	18
Potential Consequences for Confirmed Violations.....	18
Board Review of Academic Integrity Violations.....	18
Appeal Process for Academic Integrity Dismissal.....	19
Approved Appeal.....	19
Denied Appeal.....	19
● Candidate Responsibilities.....	19
Technology Requirements & Resources.....	19
Candidate Understandings.....	19
Candidate Resources.....	20
Social Media Policy.....	20

● Disclosures	20
Disclaimers.....	20
International Candidates.....	21
Housing.....	21
Name and Likeness.....	21
Career Services.....	21
Course Cancellation/Schedule Change Disclosure.....	21
Notice Concerning Transferability.....	21
● Statement of Equal Opportunity and Non-Discrimination	22
Equal Opportunity.....	22
Complaint Procedures.....	22
Consequences.....	22
No Retaliation.....	22
Equal Opportunity and Non-Discrimination	22
● Family Education Rights and Privacy Act (FERPA)	22
● University Bursar	24
Our Purpose & Policies	24
Payments & Ledger.....	25
Delinquent Accounts.....	25
Nonpayment Policy.....	25
Refund Policy.....	25
Candidate’s Right to Cancel	25
Withdrawal from the Program.....	25
Adjustments.....	26
Undergraduate Fees & Expenses.....	26
RTC Reach Teachers College Undergraduate- Tuition and Fees.....	26
ACH Apprenticeship College of Health Undergraduate- Tuition and Fees.....	27
Graduate Fees & Expenses.....	27
Intern Teacher Credentialing Program- Tuition and Fees.....	27
Teacher Induction Teacher Credentialing Program- Tuition and Fees.....	28
Fees.....	29
Credentialing Fees.....	29
Credential Re-Recommendation Fee.....	29
Expenses.....	29
Third-Party Contributions.....	29
● Office of Financial Aid	29
Financial Aid Philosophy & Policies	29
Department Information.....	30
Cost of Attendance.....	30
Financial Aid Eligibility.....	30
Financial Aid Process.....	31
Financial Aid Appeals Process.....	31
Verification.....	31
Accessing Your Candidate Account.....	32
● Grants and Scholarships	32
Federal Pell Grants Reach Scholarship.....	32
Loans.....	33
● Office of Financial Aid Code of Conduct	33

Federal Student Loan Statistics of Student Borrowers at Reach University.....	33
Withdrawals.....	34
Return of Title IV Funds (R2T4).....	34
Repayment Calculation and Refunds.....	34
Post-withdrawal disbursements.....	35
Unofficial Withdrawals.....	36
● Additional Financial Aid Policies & Disclosures.....	36
Drug and Alcohol Policy.....	36
General College Information.....	36
Required Federal Consumer Disclosures.....	36
Candidate Records Disclosure Information.....	37
Rights and Responsibilities in Accepting Financial Aid.....	37
Consumer Information for the Candidate.....	38
Financial Aid Privacy Policy	39
● Financial Aid Undergraduate Satisfactory Academic Progress (SAP).....	39
SAP Standard 1 – Qualitative: Cumulative Grade Point Average (GPA).....	39
SAP Standard 2 – Quantitative: Completion Rate.....	39
SAP Standard 3 – Maximum Timeframe: Duration.....	40
SAP Terminology/Glossary.....	40
SAP Suspension.....	40
SAP Probationary Semester.....	41
Denied Appeals.....	41
Regaining Eligibility.....	41
● University Policies & Academic Regulations.....	41
University Scope & Sequences.....	41
Credit Hour Policy.....	41
Background.....	42
Purpose.....	42
Definitions.....	42
RTC Academic Year.....	42
ACH Academic Year.....	42
Semester Credit Limit Policy.....	43
Academic Levels.....	43
Attendance Policy.....	43
Academic Engagement.....	43
Online Engagement.....	44
Class Participation.....	44
RTC UG: Participation and Professional Expectations Policy.....	44
ACH: Participation and Professional Expectations Policy.....	45
Dropping a Course.....	45
Course Repeat Policy.....	45
RTC Undergraduate.....	45
ACH: Course Repeat Policy.....	46
RTC Graduate.....	47
Right to Cancel	47
Official Withdrawal from the University.....	47
Leave of Absence.....	47
Official Grades.....	47

Midterm Grades.....	48
U.S. Armed Forces Military Mobilization	48
Reach University Undergraduate Grading Scale.....	48
Undergraduate Pass/Fail Grades.....	49
Minimum Grade Requirements	49
ACH Undergraduate Minimum Grade Requirements	49
RTC Undergraduate Minimum Grade Requirements.....	49
Reach University Graduate Grading Scale.....	50
Graduate Pass/Fail Grades.....	50
Incomplete Grade Period Policy.....	50
Undergraduate.....	50
Graduate.....	51
Change of Grade.....	52
Grade Reports & Unofficial Transcripts.....	52
Official Transcripts.....	52
Undergraduate Grade Appeals.....	52
Graduate Candidate Appeals for Grade Change.....	52
Academic Progress (AP) Policy.....	53
Graduation/Completion Requirements.....	53
Degree Posting & Conferral Dates.....	53
Licensure Disclosure.....	54
Credential Recommendation Process and Requirements.....	54
Intern Credential.....	54
Preliminary Credential.....	55

● Undergraduate Candidate Success

Meet the Undergraduate Candidate Success Advising Team



Undergraduate Reach Teachers College

We are a team of dedicated advisors and candidate success leaders committed to your academic success, wellness, and belonging here at Reach University. We are thrilled to support you on your journey here!



Abel Gebeyehu
Candidate Success
Advisor



Andria Bibb
Candidate Success
Advisor



Angelica Rodriguez
Candidate Success
Advisor



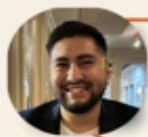
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Success Advisor



Darryl Ellis
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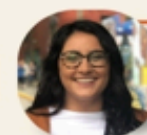
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Vice Provost of Accreditation
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Maddie Kaplow
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Advisor



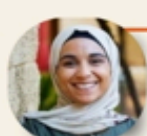
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Susan Martin
Senior Candidate
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Trinidad Rodriguez
Candidate Success
Advisor



Veada Pauls
Candidate Success
Advisor



Valerie Lopez Pinto
Candidate Success
Advisor



● Graduate Candidate Success

Meet the Graduate Candidate Success Advising Team

Graduate Candidate Success Team



Steph Cheung
Senior Candidate
Success Advisor



Tanner Kamphefner
Senior Candidate
Success Advisor



Chareka Daniel
Candidate Success
Advisor



Dulce Chavez Delgado
Director of Graduate
Candidate Success

● Candidate Handbook

Candidates are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship and course of study with the University. Candidates and others who use this handbook should be aware that the information, rules, policies, and procedures change from time to time at the sole discretion of Reach University and that these changes may alter the information contained in this publication. More current and complete information may be obtained in the University Catalog, appropriate department, school, or administrative offices, and students are responsible for consulting these sources. Some changes can also be found in the University Catalog, addendum, or Reach University's website at Reach.edu.

Reach University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to candidates or the institution. Nothing set forth in this Handbook, or University Catalog, or on its website constituting general descriptions of Reach University's services is intended or should be understood to be a specific promise by the University or to otherwise be a term or condition of contract, or create a contract between the candidates and Reach University.

Candidate Handbook Effective

Reach University's Candidate Handbooks are valid through the academic year Summer 2026, Fall 2026, and Spring 2027.

● Location & Disclosures

1221 Preservation Park Way, Ste. 100

Oakland, CA 94612

Contact: <https://www.reach.edu/contact>

Website: www.reach.edu

Phone: (510) 501-5075



In accordance with Section 600.9 of Title 34 of the Code of Federal Regulations, an individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, <https://connect.bppe.ca.gov/#/submitcomplaint>, Phone: (916) 574-8900, Fax: (916) 263-1895.

● University Catalog & Policies

The 2026-2027 University Catalog can be referenced here: [University Catalog](#)

● Academic Calendars



Reach University's Undergraduate and Graduate academic calendars have been published for the 2026-2027 academic year and can be accessed online at [Reach Academic Calendar*](#)

*Note: All dates are subject to change at the discretion of the University, which may result in adjustments made to the Academic Calendar.

● Reach University Course Catalog

Reach University maintains a University Course Catalog. This catalog includes the current course listings and descriptions for undergraduate and graduate programs. The 2026-2027 University Course Catalog can be referenced here: [2026-27 University Course Catalog](#)

Frequently Asked Questions

Reference [Reach Knowledge Base Support Page](#)

- [Financial Aid & Billing FAQ](#)
- [How do I join my online classes \(Canvas\)?](#)
- [How do I check my schedule ?](#)
- [How do I access my transcript ?](#)
- [How do I download my 1098-T form for tax returns?](#)
- [Who is my Advisor? What is my degree program?](#)
- [Where is the scope & sequence?](#)
- [When do I graduate?](#)

Contact Us

- Payment, Tuition, & Hold Questions: Bursar@Reach.edu
- Financial Aid Questions: FinAid@Reach.edu
- Registrar's Office: Registrar@Reach.edu
- Technical Support: support@reach.edu
- Admissions: apply@reach.edu
- Candidate Accessibility: access@reach.edu

● Our Purpose and Our Mission

Each candidate works with a dedicated advisor until their graduation. An advisor is assigned in the first semester of the program. Candidates are responsible for maintaining communication with their advisor and reaching out in a timely manner with any questions, concerns, or difficulties related to their program. If a candidate has personal needs or concerns (e.g., counseling, substance use, financial hardship), their advisor may refer them to the appropriate university department, when applicable.

Candidates may reach out to the Candidate Success team or directly to their dedicated advisor.

- **Undergraduate Studies:** candidatesuccess-edu@reach.edu
- **Intern Program:** candidatesuccess-int@reach.edu
- **TIP Program:** candidatesuccess-tip@reach.edu
- **Apprenticeship College of Health:** candidatesuccess-bh@reach.edu

Mutual Care

Candidate Success Advisors are committed to fostering advising relationships rooted in care and a human-centered approach. We recognize each candidate as an individual with agency, talents, and a wealth of knowledge.

This includes communicating proactively, taking ownership of academic progress, and participating actively in the advising process.

Mutual Respect

Advising is a partnership rooted in trust and care. Candidate Success Advisors are responsible for providing high-quality advising, coaching, and support that fosters candidate growth and agency. Advisors commit to being accessible, responsive, and supportive, providing timely guidance and clear information related to program requirements

Candidates are expected to engage in advising relationships with openness, respect, and shared accountability. This includes proactive communication and upholding the Reach Code of Conduct.

Mutual Accountability

Accountability is shared within a mutually respectful partnership. Advisors support candidates by offering feedback, guidance, and encouragement to stay on track toward professional and academic goals. Candidates engage in the process by being open to feedback, responsive, and taking responsibility for their progress.

● Reach's Advising Standards

*NOTE: Candidate Handbook sections serve as a quick reference guide and resource for university policies and important information for current candidates. The material provided in this Handbook does not replace or supersede any policy or stipulation outlined in the University Catalog. For a complete list of policies, please refer to the [University Catalog](#).

- [Distance Education Advising Commission Standards for Advising Distance Learners](#)



- [2023 CAS Academic Advising Standards.pdf](#)

Citation: White, E. R. (2006). Using CAS Standards for Self-Assessment and Improvement. Retrieved from the NACADA Clearinghouse of Academic Advising Resources website:

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Using-CAS-Standards-for-self-assessment.aspx>

● Candidate Support & Resources

When to connect with your advisor

- To review and discuss your academic progress and goals
- To add, drop, or make changes to your course schedule
- Thought-partnerships (e.g., tech, time management, study skills, stress management, decision making around coursework in the event of a health or family emergency, etc.)

How to see your advisor

- Texts, emails, scheduled Zoom meetings & calls are all ways to touch base with your advisor, Monday-Friday during normal business hours as listed by your advisor

Best practices

- Stay in touch with your advisor. It's a two-way street!
- Schedule an appointment to set aside dedicated time to chat
- Come prepared with questions and a way to jot notes
- Be open to having a conversation around goals, school/work balance, study habits, time management, academic progress, soft skills, and more

What advising is not

- Communicating with faculty & university staff on a candidate's behalf (happy to be a thought-partner)
- Badmouthing candidates, faculty, and staff (let's have a productive conversation)
- Expecting advisors to be on call 24/7
- Bypassing university policy and process



Additional Resources available to candidates

- Registrar - Course registration, transcripts, and Academic Plans
- Bursar - Tuition and fees, candidate ledger, payments, receipts
- Financial Aid - Award letters, FAFSA (only applies to undergraduate candidates)
- Technical Support - Troubleshoot access to your Reach accounts
- Academic Support:

1. [Library](#) - Additional materials and access to academic databases
 2. [Academic Research and Writing](#)
 3. [Tutor.com](#) - FREE online Tutoring Service accessible through Canvas
- [Wellness Coaching](#)
 - [Accommodations](#)

● Knowledge Base

The Reach University online [Knowledge Base](#) provides prospective and current candidates with tools and resources related to the following general topics:

- Academics
- Accreditation, Disclosures & Consumer Data
- Admissions and Enrollment
- Candidate Supports
- Registrar's Office
- Billing and Tuition
- Financial Aid
- Writing & Research Hub
- For Employer Partners



● Library Resources

Informational and learning resources available to candidates include EBSCO, a comprehensive research database system that supports scholarly inquiry across candidates' areas of study and professional development.

Reach University also provides access to Tutor.com, an online academic support service available through Canvas, the University's learning management system. Tutor.com serves as Reach University's writing center, providing candidates with essay review and editing support, as well as assistance with writing skills and academic development.

Candidates also have access to the online library website, which includes a collection of curated library guides and digital literacy support. These guides support library and digital tools use, research, writing, and citation practices and are available both through the Academic Research and Writing page and through the online library website more broadly.

Additional research support is provided through a library ticket system, chatbot and live chat services, and one-on-one research assistance with the librarian. The librarian also offers open office hours and webinars on a variety of research and academic writing topics to support candidate success.

● Ethical Research Practices

Reach University is committed to ethical practices in research, both among faculty and among candidates. The Code of Federal Regulations, [Title 45 CFR Part 46](#), identifies eight exempt categories, and the determination of exempt research is based upon those categories. While many of the projects by faculty and candidates conducting research do fall under exempt categories, they are not limited to such research.

Action research, inquiry projects, and other forms of applied assignments within Reach Programs are specifically intended to fall into the exempt categories and to therefore not require Institutional Review Board approval. Reach IRB does not actually approve an exempt study but instead makes a determination that the project meets the criteria for at least one of the federal exempt categories.

Basic Exempt Criteria for Educational Strategies, Curricula or Classroom Management Methods, 45 CFR 46.101(b)(1):

- Research takes place in an established or commonly accepted educational setting
- Involves study of normal educational practices (e.g., regular and special education instructional strategies; studies effectiveness or comparison among instructional techniques, curricula, or classroom management methods).

Additional General Requirements or Considerations

- When children are studied in school or other institutional settings, approval from the relevant school official (including the school system IRB or research review committee, if available) must be attached to this application at the time it is submitted to Reach. Typically, studies of teacher pedagogy do not include children as the subject of the study, even if candidate data is used to evaluate the pedagogical practices in question.
- If children are studied, investigators must provide a rationale for why a particular age range was selected and indicate their expertise in working with children.

Normal Educational Practices Considered Exempt from Full Committee Review may include data sources such as:

- Candidates' curriculum-related written work, test scores, grades, artwork, and other work samples produced by children
- Candidates' curriculum-related oral and non-verbal communicative responses individually, such as in an interview, in small groups, and with the whole class
- Candidates' responses (written, oral, or behavioral) to curriculum-related activities
- Candidates' level of active participation in curriculum-related activities
- "A normal educational setting" means preschool, elementary, secondary, and higher educational facilities, and after-school programs (if the project relates to tutoring or homework help).
- In Special Education, normal educational practices correspond to the Individualized Educational Program (IEP), which is tailored to each candidate with an identified disability and may be implemented in diverse settings (e.g., school, home, work, community).

Data collection methods in exempt settings might include:

- Video recordings and photographs of curriculum-related classroom activities, audio tapes of teacher-candidate and candidate-candidate discourse related to the assignment (as long as there are signed consent forms)
- Teacher's non-participant observation of the curriculum-related activity of individual children or groups of children, noting what will be observed and how it will be analyzed, or whether it will be used as anecdotal evidence in the study
- Teacher's commentary on candidates' curriculum-related written work, artwork, and other artifacts produced by children
- Candidate journals and communication books related to the curriculum

- Candidate grades and test scores
- Teacher journals, notes, and reflective comments on candidate responses and participation in curriculum-related activities
- Questionnaires or interviews with candidates, parents and family members, teachers, and administrators
- Non-participant classroom observations by colleagues, with the classroom teacher's permission, stating what will be observed and how it will be used, i.e., how data will be analyzed or whether it will be used as anecdotal evidence.

● Accessibility Resources and Services

Reach University is committed to providing and improving accessibility for all members of our community, including people with specific needs or disabilities. Reach University is committed to the fair and equitable treatment of all members of the university community. Accommodation services are provided for candidates and employees with disabilities. Candidate Services at Reach University fosters the holistic development of candidates. We are committed to nurturing an engaged, thriving, safe, and healthy community that is responsive to candidate needs.

For employees and applicants, Reach University follows all federal and state laws for allowing equal opportunity despite disability. The Human Resources Department will coordinate efforts to meet this obligation. Reach University actively supports the rights of individuals with disabilities throughout the College community.

The Reach University website is designed to be accessible to visitors with disabilities and to comply with federal guidelines concerning accessibility. If you have suggestions on how to make the site more accessible, please report a digital accessibility issue to access@reach.edu.

Reasonable Accommodations

Reach University is committed to serving its candidates with disabilities and access needs and makes every effort to provide reasonable accommodations for candidates unless doing so would be an undue hardship or cause a fundamental alteration to a program.

Accessibility Services

Reach University complies with the ADA, offering medical and learning accommodations to support all candidates with disabilities, ensuring their full inclusion into the Reach community, as well as supporting their successful academic experience while at Reach.

The following steps must be completed to initiate special accommodations:

1. **Submit Request** - The candidate completes [this form](#) to request special accommodations
2. **Documentation** - The candidate uploads supporting documentation to the [Google Form](#) or emails it to access@reach.edu.

Candidates can submit ONE of the following documents:

- Diagnosis by a physician or professional on official letterhead
- Screenshot of your medical dashboard that shows needs -- without disclosing other sensitive information unrelated to your learning need

- Copy of an old IEP, especially the accommodations page
- Report card comments by prior teachers that mention accommodations

If candidates do not have any of the above documentation, please reach out to the Office of Accessibility (access@reach.edu).

Below are some important requirements we look for and may request in documentation. We recognize every disability and or health impact is unique to the person.

- Disability diagnosis
- Functional limitations, length of time or impact of disability
- Medications, side effects, and treatment (if applicable)
- Recommended accommodations and rationale
- Any assessments, findings, or scores
- If from a physician or medical professional, information needs to be on letterhead with contact information and some form of signature

It generally takes 2-3 business days for requests to be processed if supporting documentation is submitted at the time of the request. A delay in submitting documentation will cause a delay in processing requests. .

3. **Interactive Process** - Respond to the Office of Accessibility's communications (emails) in order to finalize the accommodations letter. We may reach out with clarifying questions in support of your needs.
4. **Letters** - Once the accommodations letter is finalized, it will be sent to the candidate, the candidate's dedicated advisor, and the candidate's professors. Professors receive notice of candidates' accommodations at the beginning of each semester for the duration of the candidates' time enrolled in Reach.

Please Note:

- There is no cost for utilizing accommodations
- Candidates are required to submit an accommodations form only once. If they withdraw and reapply to Reach University, they must resubmit their accommodation request.

Appeals Process for Accommodation Decisions

Reach University prohibits discrimination on the basis of disability. The Office of Candidate Accessibility and Wellness strives to provide equal access and reasonable, appropriate assistance and services to qualified candidates with disabilities. The appeal process is designed to address disagreements, denials, or grievances regarding services, accommodations, or modifications to university academic practices or requirements.

The steps outlined below are intended to help candidates get their concerns addressed in an appropriate and timely manner.

Manager of Accessibility and Wellness (ADA/Section 504 Coordinator) – Candidates should present and discuss their concern/question regarding the written decision of their accommodation request to the Manager of Accessibility and Wellness. The Accessibility and Wellness office recommends that the candidate email this staff member as soon as possible to schedule a virtual meeting to discuss any concerns or questions they may have. This conversation may start a new interactive process in an attempt to determine what reasonable accommodation addresses the disability-related barriers a candidate identifies. The Manager will consult with the

candidate, the Accessibility and Wellness Team, and any other relevant stakeholders or entities in order to address the candidate's concerns. If the candidate still has questions or concerns regarding the determination made regarding their accommodation request, they should proceed to the following step.

The candidate must email a written appeal to the Vice Provost within 15 business days detailing the questions and concerns the candidate still has after completing step one. The Vice Provosts will review the candidate's written appeal, which includes having a meeting with the candidate, and will respond in writing within 15 business days following receipt of the written appeal. The decision of the Vice Provost is final.

Individuals may also contact the U.S. Department of Education's Office for Civil Rights with questions about disability accommodations. (Please note that inquiries to OCR alone are not sufficient to allow appropriate responsive action by Reach University. To ensure your concern is appropriately addressed under this Policy, please follow the process described herein).

Office of Civil Rights (OCR)
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
Website: <https://www.ed.gov/about/ed-offices/ocr>

Contact information for the OCR enforcement office serving your state can be found here: <https://ocrcas.ed.gov/contact-ocr>. Information about how to file a complaint can be found here: <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>.

Retaliation against any persons filing a complaint is prohibited under state and federal law.

For complaints related to employees and contractors, contact:

People Operations
PeopleOps@reach.edu

● Grievances and Appeals

Informal Grievance Procedure

In the area of academics, protocol requires that candidate concerns or grievances about course content, grading, pedagogy, and the like be taken up first with the instructor of the given course.

A candidate who experiences problems arising from conflicts with faculty, evaluation results, advancement, degree/credential requirements, policies, probation conditions, or disqualification should discuss them first with their candidate success advisor. If a candidate wishes to review a problem or to appeal a decision, they should then consult with a Director of Candidate Success. Should questions arise beyond this point with respect to where or to whom a specific appeal should be directed, the Dean or Vice Provost may be consulted for advice.

After all of the informal procedures for grievances and appeals have been exhausted, the formal grievance procedures may be initiated.

If the informal grievance is related to tuition payment or other financial concerns, please refer to the Fees, Expenses, and Refunds section of the handbook.

Formal Grievance Procedures

Upon request made in writing to the Vice Provost or Provost and a Director of Candidate Success, or should the Provost deem it necessary, a disciplinary/grievance committee will be assembled. Prior to assembling the committee, the Vice Provost or Provost and a Director of Candidate Success, will determine whether the informal grievance procedure has been exhausted and may require additional steps to be taken through the informal grievance process, and a new written notice be given, prior to convening a committee. Once it is determined that a disciplinary/grievance committee is appropriate, the committee will be assembled within 30 calendar days of receiving the written request, and members will include, but are not limited to, a member from the executive leadership at Reach and a Reach faculty member. Findings of the disciplinary committee may be appealed to the full Board of Directors as necessary. The decisions of the Board of Directors are final.

The candidate must file a grievance within 30 days from the end of the semester in which the candidate's concern occurred. The time limit may be extended by the Vice Provost or Provost and a Director of Candidate Success, at their sole discretion, upon presentation of good cause.

Right to Submit Official Complaint

Candidates have the right to appeal final institutional appeal decisions, file grievances, and official complaints directly to their state department.

In accordance with Section 600.9 of Title 34 of the Code of Federal Regulations, an individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at the Bureau for Private Postsecondary Education.

P.O. Box 980818, West Sacramento, CA 95798-0818

[Bureau for Private Postsecondary Education](#), Phone: (916) 574-8900, Fax: (916) 263-1895.

State Specific Official Complaint

See [Licensing and State Authorization](#) of the UniversityCatalog for more information and state department contact information.

● Code of Conduct for Reach Candidates

Reach University ("Reach") is committed to maintaining a safe learning environment for candidates, faculty, and staff. Each member of the Reach community is expected to demonstrate behaviors that are consistent with Reach policies and procedures. Candidate behavior that is inconsistent with the Code of Conduct is addressed through processes that are designed to promote safety and good citizenship, and when necessary, the University will administer appropriate consequences.

Candidates are expected to act with professionalism and high regard for ethical conduct in all matters. At times, conduct might fall outside of specific policy statements but may still be in violation of the Code of Conduct. This occurs when conduct is dishonest, unprofessional, or grossly disrespectful of the mission and values of Reach. Examples of such misconduct include, but are not limited to:

- Plagiarism or other violations of the academic honesty and integrity policy (listed below);
- Conduct that threatens or endangers the health or safety of any person within or related to the Reach community, including verbal and physical abuse, threats, intimidation, harassment, or sexual misconduct;
- Disruptions in seminars and other learning settings which render the faculty member unable to teach, and/or candidates unable to learn, including the use of offensive language, or use of alcohol or other substances;
- Forging signatures or otherwise unethically altering or manipulating any document for any reason;
- Inappropriate or otherwise disrespectful communication or behavior toward Reach faculty, staff, administration, or peers;
- Making false accusations against any others, including but not limited to Reach employees, peers, , or employers through written, oral, or in electronic communication;
- Fraudulent use of checks, credit cards, or bank account numbers, or other attempts to engage in illegal or deceptive financial transactions;
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose;

By enrolling at Reach, the candidate inherently accepts the policies, best practices, and rules of the institution, as well as the guidance of the faculty and administrative staff. This includes abiding by Reach policies and procedures with regard to course schedules, registration, enrollment, following course sequences, prerequisites, and all related matters pertaining to being a candidate at Reach. The Vice Provost, in conjunction with the Dean of each college, has broad final authority to resolve breach of conduct issues.

● **Academic Honesty and Integrity Policy**

The principles of truth and integrity are recognized as fundamental to any community of teachers, administrators, and scholars. Reach expects that both faculty and candidates will honor these principles and, in so doing, will protect the integrity of all academic work and participating faculty. While collaboration, feedback, and learning from the work of others are essential to professional collegiality, Reach candidates are expected to complete assigned work using their original ideas and contributions, and without misrepresenting the degree to which they received or provided assistance. Similarly, faculty, coaches, and advisors have the responsibility of exercising care in the planning and supervision of required work so that expectations are clear and that honest effort will be encouraged and positively reinforced.

Academic Dishonesty

There are certain forms of conduct that violate Reach's policy of academic integrity. Academic dishonesty (cheating) is a broad category of actions that involve fraud and deception to improve an evaluation or obtain course credit.

- Academic dishonesty (cheating) is not limited to performance assessment situations alone, but arises whenever candidates attempt to gain an unearned advantage.
- Plagiarism is a specific form of academic dishonesty (cheating), which consists of the misuse of published or unpublished works of another by claiming them as one's own. Plagiarism may include handing in

someone else's work as one's own, copying or purchasing a pre-written composition and claiming it as one's own, using paragraphs, sentences, phrases, words, or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation.

- Candidates are prohibited from utilizing artificial intelligence (AI) in any manner that compromises academic integrity, undermines the ethical principles of learning, or infringes upon Reach policies. The responsible and ethical use of AI technology is a fundamental expectation, and any misuse may result in disciplinary actions in accordance with Reach's Code of Conduct.

Violations of Academic Integrity

When a staff member confirms a violation of Reach's policy of academic honesty and integrity, they should first try to educate and support the candidate in accordance with course expectations and the Code of Conduct. If violations persist, they are required to notify the Dean of the college where the infraction took place, the candidate(s) involved, and the Associate Provost.

Potential Consequences for Confirmed Violations

- The involved candidate(s) must successfully complete Reach's RAISE (Restoration of Academic Integrity Sessions in Education) module.
- A Code of Conduct warning may be issued.
- A course evaluation of "Did Not Meet Expectations" or a grade of C or below for graduate candidates, a grade of D or below may be assigned for undergraduate candidates.
- Another penalty may be applied at the discretion of the Dean and/or the Vice Provost.
- The Provost may determine additional sanctions. Sanctions may include disciplinary probation, suspension, permanent expulsion from Reach, administrative hold on the release of records, a notation on the candidate's official transcript, withholding a degree or recommendation for a credential, and/or recommending the revocation of a credential.

Any disciplinary action shall be noted on the candidate's formal academic record either permanently or for the duration of the probationary period. Disciplinary expulsion is a part of the candidate's permanent record.

Board Review of Academic Integrity Violations

The candidate may pursue a formal hearing to be brought before the Faculty Advisory Board. The Provost or a designee will conduct an investigation, confer with the reporting party, faculty member(s), candidate(s), or any witness(es) identified, and review all evidence. The evidence of the alleged violation shall be presented before the Faculty Advisory Board, and the candidate shall be present to provide an explanation or defense. The Board shall submit a written report to the Provost containing the findings, conclusions, and recommendations. All findings and associated sanctions will be relayed to the candidate, the reporting party, and the candidate's site administrator/employer. Any repeated violation of the academic honesty and integrity policy shall result in more serious sanctions, including suspension or expulsion from Reach, with a note on the candidate's permanent record. All cases of repeated confirmed academic integrity violations being considered for dismissal from Reach will be reviewed by the Board.

Appeal Process for Academic Integrity Dismissal

Candidates who have been dismissed from Reach University for repeated confirmed violations of academic integrity may submit an appeal for readmittance after one academic year. Candidates must request a Readmit Form from the Registrar's Office. Once received, the candidate must provide an appeal letter of explanation, along with any supporting documentation, by the deadline. If the deadline falls on a holiday or non-business day, the appeal packet will be due by the following business day. The letter of appeal must include accountability for academic misconduct and a clear plan of action to ensure academic integrity. The University reserves the right to request additional information to determine eligibility. All appeals are reviewed by the University Appeal Panel, which will consist of seven members from various departments. All appeal decisions will be communicated to the candidate and recorded in their official record.

Approved Appeal

If an appeal to readmit is approved, the candidate must work closely with their Candidate Success Advisor to establish and maintain an academic plan. Before beginning courses at Reach, the candidate must also successfully complete the RAISE (Restoring Academic Integrity Sessions in Education) module.

Denied Appeal

If an appeal to readmit is denied, the candidate will not be allowed to return to Reach for an additional academic year. If the candidate wishes to appeal again, they may do so following the same process as outlined above.

● Candidate Responsibilities

Technology Requirements & Resources

Reach University is a job-embedded, distance-learning college that requires online coursework, online collaboration, and digital assignment requirements. Candidates are responsible for accessing sufficient technology to complete the requirements and school or home technology difficulties are not acceptable grounds for incompletes (with the exception of extenuating circumstances, such as natural disasters impacting connectivity). In order to participate, candidates must:

- Maintain working access to a laptop or desktop computer with system requirements that provide access to the learning platform, Canvas. The computer must be sufficient to complete required assignments, online collaborations, email inquiries, and digital assignment items.
- High-speed internet access
- Reliable email access
- Access to Google Suites, Adobe Acrobat, Canvas, Sonisweb (University Portal) and Zoom
- Maintain and submit digital evidence of seminar/practicum work in the method/format prescribed.

Candidate Understandings

Syllabi: All candidates are required to read the syllabi of the currently enrolled courses within two weeks of the commencement of the program. If needed, candidates must get clarification from their faculty member within the first two weeks of the semester. Candidates are responsible for completing all coursework required by the faculty member, as listed in the syllabus, unless otherwise arranged by the faculty member. Please check deadlines and key dates listed on the syllabi with your professors as well.

Policies & Handbook: Candidates are responsible for reading and understanding the Reach University Academic Catalog, Reach Candidate Handbooks for Graduate & Undergraduate programs, respectively, and the Undergraduate Candidate Success Welcome Packet as applicable to their program.

University Communications: Candidates are responsible for regularly reviewing university communications, including the Candidate Success Newsletter and Reach email announcements, to stay informed about important updates, deadlines, and program information.

Academic Calendar: Candidates are expected to become familiar with the academic calendar for their individual program, including all course start and end dates, holidays, or semester breaks.

Candidate Resources

Due to the small and personalized nature of Reach programs, Reach does not have a range of candidate affairs offices that handle a variety of candidates' needs as a traditional university might. Instead, we meet the academic needs of our candidates primarily through Reach Candidate Operations, Advisors, and Faculty who will offer academic support through each program's structured coaching/field supervision components. Additionally, Reach faculty have the flexibility to provide recommendations to existing educational and community resources and support on an as-needed basis.

Social Media Policy

Candidates are expected to adhere to respectful and nondiscriminatory language and conduct when engaging with the university's online platform, social media channels (Facebook, LinkedIn, etc.), and community. Some of the agreed-upon norms of online behavior include:

- Respectful language and conduct at all times; no discriminatory language
- On-topic posts (avoid sales/promotions, political, conspiracy, religious posts, divisive topics, or spam, etc.)
- Encouragement and positive reinforcement – not shaming or belittling
- Clean language (no profanity, illegal, or obscene content)
- Do not block moderators of the social media page; keep the lines of communication open to discuss concerning posts with the moderator
- Candidates are not obligated to accept or respond to friend requests or private messages
- Conduct must conform to the guidelines on professionalism as outlined in the Reach University Catalog

Repeated nonadherence to these guidelines may result in disciplinary action, including but not limited to being restricted from all Reach social media channels.

● Disclosures

Disclaimers

The Graduate Institute at Reach University does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

International Candidates

The Graduate Institute will admit candidates from other countries if they meet all of the required admissions requirements as outlined by each program. Visa services are not provided by the Graduate Institute. Additionally, the Graduate Institute will provide verification of enrollment for any candidates regardless of country of origin. There are no additional fees associated with the admissions of candidates from countries outside of the United States.

Housing

Reach does not offer housing or dormitory facilities. Reach has no responsibility to find or assist a candidate in finding housing.

Name and Likeness

Reach University periodically uses electronic and traditional media (e.g., photographs, video, audio, testimonials) for publicity, educational, or advertising purposes. Candidates will have the option to opt out of the electronic and traditional media and name and likeness use. A Media Release Statement is provided to all candidates in the enrollment packet.

Career Services

Reach provides career services through stewardship and building partnerships, working with the candidate's existing employer. The Reach mission is to provide job-embedded apprenticeship degree programs in which Reach University and the candidate's employer, through partnership, work together to support candidates' ongoing career goals.

During the admissions process at Reach, steps are taken to identify existing employees looking to advance their education and careers with their employers. Upon graduation, the objective is to coordinate and assist the candidates in obtaining the necessary requirements along with their degree or credential to qualify for new opportunities. Reach University does not provide career placement assistance at this time. Reach does not guarantee employment for its graduates.

Course Cancellation/Schedule Change Disclosure

The institution that cancels or changes a program of study or course (time or location) in such a way that a candidate who has started the program or course is unable to continue ensures the following:

- a. Make arrangements, in a timely manner, to accommodate the needs of each candidate enrolled in the program; or
- b. Refunds all money paid by the candidate for the program of study or course if alternative arrangements determined by Georgia Nonpublic Postsecondary Education Commission (GNPEC) to be equitable to both the institution and the candidate are not possible.

Notice Concerning Transferability

The transferability of credits you earn at Reach University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or courses you earn at Reach University is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this

institution will meet your educational goals. This may include contacting an institution you may seek to transfer to after attending Reach University to determine if your credits will transfer.

● **Statement of Equal Opportunity and Non-Discrimination**

It is the policy of Reach University and its Board of Directors to maintain an organizational working and learning environment free of all forms of unlawful discrimination and all forms of harassment, exploitation, or intimidation, including sexual harassment.

Equal Opportunity

Reach University affords equal opportunity to all employees and prospective employees, volunteers, candidates, and other participants without regard to race, color, religion, disability citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition (as defined under California law), veteran status, family care status, sexual orientation, sex (which includes gender and gender identity, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other basis protected by law.

Complaint Procedures

Any candidate who believes that they have been discriminated against, should bring their concerns to the attention of appropriate Reach personnel consistent with the grievance procedures outlined in these policies.

Consequences

Reach University will not tolerate any form of discrimination and will take appropriate disciplinary action, including possible termination, of any person determined to have engaged in unlawful conduct under this policy.

No Retaliation

Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of sexual harassment or discrimination is prohibited.

Equal Opportunity and Non-Discrimination

It is the policy of Reach University and its Board of Directors to maintain an organizational working and learning environment free of all forms of unlawful discrimination and all forms of harassment, exploitation, or intimidation, including sexual harassment.

● **Family Education Rights and Privacy Act (FERPA)**

The [Family Education Rights and Privacy Act \(FERPA\)](#) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a post-secondary institution:

- access to their education records
- an opportunity to seek to have the records amended

- some control over the disclosure of information from the records

For more information on how you and your records are protected by [FERPA](#), visit the [U.S. Department of Education](#) website.

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. **These rights are:**

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, written requests that identify the specific record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
NOTE: The right to challenge grades does not apply under the act unless the grade assigned was inaccurately recorded.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee; such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University.
- Another exception is the release of "directory information," which may be released without a student's consent unless specifically prohibited by the student. The following is considered directory information: The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as "Directory Information". This gives the University the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent. The categories of "Directory Information" at Reach University are as follows:
 - Student's legal name
 - Mailing Address
 - Major field of study
 - Dates of attendance and Enrollment status for a particular semester (FT, HT, LT)
 - Class standing (if an Undergraduate – Foundation Year, Intermediate, etc.)

- Expected date of graduation
- Degrees and awards received including Dean's/President's lists and graduation honors
- Most recent previous educational institution attended by the student

To facilitate participation in our programs, certain Education Records and Personally Identifiable Information (as defined in FERPA) may be disclosed to a candidate's employer school partner as well as the relevant local or state workforce agencies ("Workforce Agencies") as required for oversight of apprenticeship programs such as the one in which the candidate is participating. Further, such information may be re-disclosed by a candidate's employer school partner to Workforce Agencies.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of federal law as they pertain to access and disclosure of student's education records. The name and address of the office that administers this law is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Except as outlined above, Reach University requires written consent from candidates before releasing any personally identifiable information from their education records. Such written consent for release must specify what information/record is to be released, state the purpose for release, identify the party to whom the information/record will be released to, and be signed and dated by the candidate. Please use the [FERPA Release of Information Authorization Form](#).

Requests will be maintained as part of the student record. Authorization may be revoked by the candidate at any time by submitting a written request to the Registrar's Office at Registrar@reach.edu. Questions or concerns about the privacy of the candidate's education records or these procedures may be brought to the attention of the Registrar's Office at Registrar@reach.edu.

● University Bursar

Our Purpose & Policies

Reach University is dedicated to providing educational opportunities through affordability and accessibility. We work with our candidates to facilitate these opportunities through affordable tuition, payment options such as payment plans, and financial aid.

The Bursar Office mission is to provide accurate billing, prompt processing of payments, and exemplary customer service. This office is responsible for posting tuition charges, billing, candidate payments, and third-party payments as received. These processes contribute to the success of the candidate while maintaining the integrity of the University.

Payments & Ledger

Reach University requires all candidates to maintain timely payments for their semester tuition. All candidates are required to have an active monthly payment subscription unless the candidate is paying tuition in full or if the

tuition is being paid in full by an employer. Any declined or return transaction may result in the cancellation of the payment subscription.

The monthly payments are due on the last business day of the month for graduate candidates and undergraduate candidates. It takes 5-7 business days for bank or credit card companies to process payments and an additional 3-5 business days for the payments to post on the Candidate Portal. If you have a question about your payment or the Candidate Portal ledger, contact bursar@reach.edu.

Delinquent Accounts

Reach University reserves the right to suspend participation and disqualify any candidate when they are over 60 days in arrears. Candidates with a past due account balance may be prohibited from registering for classes or receiving their diplomas.

Nonpayment Policy

Candidates who violate our nonpayment policy in the Reach University Catalog will be placed on a financial hold. Financial holds may prevent matriculation into the next semester until the hold is cleared.

Refund Policy

Please scroll to the [financial aid section](#) if you are inquiring about federal financial aid refunds.

Candidate's Right to Cancel

You have the right to cancel your agreement for a program of instruction without any penalty or obligations. Once a candidate has officially withdrawn from the program, any payment plans will cease to be charged, so long as the Notice of Cancellation Form is submitted prior to the last business day of that month (sent & received via DocuSign). Candidates who have a credit balance, pay in advance (i.e., the entire academic year is paid in one or two payments), and are in good financial standing will receive a prorated refund for the time that they were enrolled in the program. This refund does not apply to FAFSA grants, which are non-refundable.

- Cancellation may occur when the candidate provides a written notice of cancellation to their advisor. This can be done by mail or e-mail.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. If notice of cancellation is sent by email, it is effective on the date when the email was received.
- The written notice of cancellation must be in the form of the Notice of Cancellation Form, and it is effective if it shows that the candidate no longer wishes to be bound by the Enrollment Agreement.

Withdrawal from the Program

You may withdraw at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60 percent or less of the scheduled weeks in the current payment period/academic year in your program through the last day of attendance. If the candidate has completed more than 60% of the academic year, the tuition is considered earned, and the candidate will receive no refund.

NOTE: This refund does not apply to the monthly payments or FAFSA grants.

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

- The candidate notifies the institution of the candidate’s withdrawal or, as of the date of the candidate’s withdrawal, whichever is later.
- The institution terminates the candidate’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution, absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The candidate fails to resume continuous enrollment.

The refund amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of weeks in the program), multiplied by the number of weeks scheduled to attend, prior to withdrawal. If the candidate has completed more than 60% of the academic year, the tuition is considered earned, and the candidate will receive no refund. If any portion of the tuition was paid from the proceeds of a third party, the refund shall be sent to the third party.

Adjustments

When a candidate officially withdraws (or is unofficially withdrawn by Reach University), Federal regulations require the Office of Financial Aid to conduct a calculation to determine the amount of aid required to be returned. Likewise, the Bursar will conduct a similar adjustment calculation of tuition charges. Tuition charges and financial aid adjustments are calculated based on the percentage of time completed within a semester. For candidates who unofficially withdraw (i.e. cease attendance in all enrolled courses), the 50% point within the semester is considered as the withdrawal date when determining tuition charges assessed and financial aid adjustments. You are encouraged to contact the Office of Financial Aid to discuss the ramifications of withdrawing from Reach University.

Undergraduate Fees & Expenses



RTC Reach Teachers College Undergraduate- Tuition and Fees

Direct Costs: education-related costs billed by the University, such as tuition and fees.

ITEMIZATION & TUITION FEES[†]

Full-time Summer Semester	\$4,538	Per Summer Semester
Full-time Fall Semester	\$6,187	Per Fall Semester
Full-time Spring Semester	\$6,187	Per Spring Semester
Fees applied as needed: None	\$0	

Indirect Costs: other education-related costs you may need to cover, such as computers, internet, textbooks, supplies, transportation, housing, food, etc. Paid to the 3rd party supplier, vendor, or merchant directly.

Living Off Campus- Per Summer Semester	Living With Parent- Per Summer Semester
Books and Supplies: \$626	Books and Supplies: \$626
Food and Housing: \$2,900	Food and Housing: \$2,900
Transportation: \$496	Transportation: \$496

Personal Expenses: \$664

Personal Expenses: \$664

Living Off Campus- Per Fall/Spring Semester

Living With Parent- Per Fall/Spring Semester

Books and Supplies: \$664

Books and Supplies: \$664

Food and Housing: \$9,095

Food and Housing: \$3,335

Transportation: \$1,933

Transportation: \$1,933

Personal Expenses: \$1,933

Personal Expenses: \$1,933

[†] Final tuition charged to candidates may vary according to agreements made with the employer-partner, financial aid eligibility, and/or transfer of credits.

ACH Apprenticeship College of Health Undergraduate- Tuition and Fees

Direct Costs: education-related costs billed by the University, such as tuition and fees.

ITEMIZATION & TUITION FEES[†]

Full-time Summer Semester \$6,187 Per Summer Semester

Full-time Fall Semester \$6,187 Per Fall Semester

Full-time Spring Semester \$6,187 Per Spring Semester

Fees applied as needed: None \$0

Indirect Costs: other education-related costs you may need to cover, such as computers, internet, textbooks, supplies, transportation, housing, food, etc. Paid to the 3rd party supplier, vendor, or merchant directly.

Living Off Campus- Per Summer Semester

Living With Parent- Per Summer Semester

Books and Supplies: \$664

Books and Supplies: \$664

Food and Housing: \$9,095

Food and Housing: \$3,335

Transportation: \$1,933

Transportation: \$1,933

Personal Expenses: \$1,933

Personal Expenses: \$1,933

Living Off Campus- Per Fall/Spring Semester Living With Parent- Per Fall/Spring Semester

Books and Supplies: \$664

Books and Supplies: \$664

Food and Housing: \$9,095

Food and Housing: \$3,335

Transportation: \$1,933

Transportation: \$1,933

Personal Expenses: \$1,933

Personal Expenses: \$1,933

[†] Final tuition charged to candidates may vary according to agreements made with the employer-partner, financial aid eligibility, and/or transfer of credits.

Graduate Fees & Expenses

Intern Teacher Credentialing Program- Tuition and Fees

Direct Costs: education-related costs billed by the University, such as tuition and fees.

ITEMIZATION & TUITION FEES[†]

Year 1 Tuition (inclusive of preservice)	\$7,500
Year 2 Tuition (inclusive of MAT electives)	\$7,500
Year 2 Tuition (credential only)	\$6,000
Early Completion Option (ECO)	\$7,500

Fees applied as needed, only for specific occurrences:

Reach 261/262 Remediation Fee	\$250
Preservice (Did not matriculate)	\$1500
MAT Electives Only (Not associated with Intern)	\$1500

Indirect Costs: other education-related costs you may need to cover, such as computers, internet, textbooks, supplies, transportation, housing, food, etc. Paid to the 3rd party supplier, vendor, or merchant directly.

District Intern Credential Fee	\$100	Paid directly to the CA Commission on Teacher Credentialing
Estimated Textbook Fee per year	\$150	Paid directly to the textbook supplier
CalTPA Registration Fee (Year 1)	\$150	Paid directly to Pearson upon registration for CalTPA
CalTPA Registration Fee (Year 2)	\$150	Paid directly to Pearson upon registration for CalTPA

[†] Final tuition charged to candidates may vary according to agreements made with the employer-partner and/or transfer of credits.

Teacher Induction Teacher Credentialing Program- Tuition and Fees

Direct Costs: education-related costs billed by the University, such as tuition and fees.

ITEMIZATION & TUITION FEES[†]

Year 1 Tuition	\$4,500*
Year 2 Tuition	\$4,500

*Note: The Year 1 and 2 Tuition above now includes the cost of a mentor, which was generally a separate fee in the past.

Fees applied as needed, only for specific occurrences:

Early Completion Option (ECO) Fee	\$500
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Indirect Costs: other education-related costs you may need to cover, such as credential costs, textbooks, supplies, etc. Paid to the 3rd party supplier, vendor, or merchant directly.

Credential Re-recommendation Fee	\$30	Paid directly to the CA Commission on Teacher Credentialing
Estimated Supplies	\$100	Paid directly to the supplier or merchant

[†] Final tuition charged to candidates may vary according to agreements made with the employer-partner and/or transfer of credits.

Fees

Each program has a specified tuition for the academic year as defined by each program calendar. Candidates are expected to complete an enrollment agreement and financial contract before the start of the academic program. Limited payment plans may be established that allow candidates to pay tuition in installments.

Additionally, candidates enrolled in credential programs must pay all fees required by the California Commission on Teacher Credentialing, as set forth in the California Code of Regulations Title 5 (see Appendix C).

Credentialing Fees

Candidates must pay all credentialing fees required by the California Commission on Teacher Credentialing, as set forth in the California Code of Regulations Title 5, and all required testing fees.

Credential Re-Recommendation Fee

Candidates will be recommended to the California Commission on Teacher Credentialing (CCTC) for a credential upon completion of all program requirements. Candidates will have 90 days to accept and pay for the credential recommendation before it expires. If the candidate has not accepted and paid for the recommendation by the time it expires, a Reach Candidate Services Associate will need to re-recommend the candidate to the CCTC. A \$30 fee payable by check, money order or online payment must be received before the Reach Candidate Services Associate proceeds with the credential re-recommendation process.

Expenses

Books and Materials: Candidates are responsible for the cost of required texts and materials, including, but not limited to, a functioning computer with Internet access. Reach will make every effort to inform candidates well in advance regarding required materials.

Third-Party Contributions

Any conditions for receiving tuition assistance from a third party, such as an employer, school, organization, or district, are established by the third party. For example, if you change employers, tuition assistance may no longer be provided by that third party. Please contact the third party directly for more information. Candidates understand that if a separate party is not financing their education, the Candidate, and the Candidate alone, is directly responsible for all payments and monies owed to Reach University.

● Office of Financial Aid

Financial Aid Philosophy & Policies

Reach University is committed to helping candidates gain access to higher education and career opportunities. It is our desire to provide financial assistance to candidates with demonstrated need, within the limits of the university's resources. With this goal in mind, Reach holds to the following:

- We will use family, government, and university resources to provide affordable access to higher education.
- Determining need will be done in a consistent and impartial way.

- Special circumstances will be considered on a case-by-case basis, and we will use our professional judgment to determine when adjustments should be made.
- Clear communication of information regarding financial aid.
- Financial need does not affect admissions decisions.

Department Information

- Reach University Office of Financial Aid
- finaid@Reach.edu
- Federal School Code: 042637



Cost of Attendance

The cost of attendance is what the college estimates it will cost to attend Reach University for one year. Included in the cost of attendance are direct costs of tuition, fees, food and housing, and indirect cost estimates for books, supplies, and personal expenses. Candidates will have a housing and food budget based on an average expense determined from surveying candidates to determine the average amount that is spent on living expenses. Refer to the [Undergraduate Fees & Expenses](#) or [Graduate Fees & Expenses](#) sections in the [University Bursar](#) section of this Candidate Handbook for detailed cost of attendance information.

Why is the cost of attendance so high? I thought the program was only \$900 per year.

You are probably asking yourself this question right now, so let's break this down even more:

- It's the law. We are required to include all of the components of a candidate's education-related expenses as shown above. The tuition is the main one that will matter for you as a candidate. The other four components (books and supplies, food and housing, personal expenses, and transportation) are included because they have to be even if the program is online.
- Reach is a high-quality program. The amount you pay is meant to be affordable on purpose. We believe that every student should have an amazing teacher, and becoming an amazing teacher should be affordable. This does not mean that it costs only \$900 to provide all the high-quality teaching and Candidate Services that you see and get. The actual cost to provide all of this is better shown in the tuition amount you see listed above. We help pay for these costs through financial aid and philanthropy to bring you a high-quality program to a career at an affordable cost.
- Will I have to pay more than \$900? If you complete the financial aid application process (submit the FAFSA and any required documents), you will pay no more than \$900 per year. If you do not submit the FAFSA or required documentation, you will have to pay the full tuition charge.

Financial Aid Eligibility

To stay eligible for financial aid, candidates must:

- Complete the FAFSA and submit any required documents each year
- *candidates unable to complete the FAFSA due to citizenship status must complete the [California Dream Act Application](#) (candidates residing in California) or the [CSS Profile](#) (candidates not residing in California)
- Maintain Satisfactory Academic Progress (SAP) - see SAP section of this handbook.
- Have a high school diploma or recognized equivalent

Note: You will need to submit a FAFSA each year.

Other eligibility requirements:

Class Attendance - candidates are expected to maintain regular attendance in their classes.

Note: Full-time enrollment is defined as 12 credits or more per semester.

Financial Aid Process

Step 1: Apply for Aid through FAFSA

- Complete a FAFSA at www.studentaid.gov. Make sure to include Reach on your application by entering our school code (042637). Otherwise, we will not have access to your FAFSA!
- Once you have applied for aid, Reach will review your application and determine what documents are needed to verify eligibility for all awards. More about verification on the following pages.

Step 2: Submit Required Items to the Office of Financial Aid

- Submit all requested documentation as soon as possible.
- Required tax documents may include:
 - 1040 or 1040X tax returns
 - Verification of citizenship
 - Default Clearance Letter or documentation of the default loan payment plan
 - Photo ID
- Once all required items have been received by the Office of Financial Aid, your documents will be reviewed. At the end of this process, you will receive your financial aid package.

Step 3: Review your Financial Aid Notification

- The Office of Financial Aid will send you an official Financial Aid Notification (FAN) via the email we have on file for you, detailing your complete financial aid eligibility for the academic year, which may include federal grants and university grants.
- Your FAN is your official notification of the financial aid funding you will receive, as determined by the Office of Financial Aid upon review of your FAFSA.
- Reviewing your FAN is extremely important. The next section provides information about how to appeal your financial aid eligibility due to extenuating circumstances.

Financial Aid Appeals Process

If you have special circumstances and want to appeal your financial aid offer, you can file an appeal.

Professional Judgment policies allow us to make case-by-case determinations of when extenuating circumstances allow for changes in a candidate's Student Aid Index (SAI) data elements or cost of attendance.

Some examples of special circumstances that may warrant an appeal:

- Parents' job loss
- Significant medical expenses not covered by insurance
- Tuition expenses at an elementary or secondary school
- Unusually high child care or dependent care costs
- Recent unemployment of a family member or an independent candidate

Please contact the Office of Financial Aid at fnaid@reach.edu to learn more about the process for filing an appeal.

Verification

Certain FAFSAs are selected for verification by the federal government. They may be selected for verification because they contain estimated information or inconsistencies, was incomplete, or was selected at random. In addition, Reach may also select FAFSAs for verification.

If your FAFSA is selected for verification, you will be required to provide documentation to Reach University verifying the information entered on the FAFSA. The required documentation varies depending on the reason(s) your application was selected. Typically, if your FAFSA is selected, you must complete a Verification Worksheet, use the IRS Data Retrieval Tool to import tax information into the FAFSA or submit IRS Tax Transcripts or signed Federal Income Tax Returns, including W-2 statements.

In some cases, after the Verification process has been completed, your federal aid eligibility may change, which may require Reach University to adjust the amount and sources of financial aid. The Office of Financial Aid will notify the candidate of any changes to their award.

Candidates receiving federal financial aid, such as the Federal Pell Grant, cannot have these funds applied to their candidate account until verification is complete.

Verification information received from candidates after the deadline may result in a delay in financial aid disbursement.

Accessing Your Candidate Account

Your Candidate Portal account will show you any direct charges (tuition and fees). Financial aid will be credited to your candidate account to determine the final amount you will be responsible for paying. If you complete the financial aid application process (submit the FAFSA and any required verification documents), you will pay no more than \$900 per year. If you do not submit the FAFSA or required documentation, you will have to pay the full semester tuition before enrolling in classes.

The difference between your direct charges and your financial aid credits (grants, scholarships) is the amount you will owe Reach University. This is called your “Net Tuition”.

● Grants and Scholarships

Here are the types of grants and university scholarships you may receive as part of your Financial Aid Notification:

Federal Pell Grants

Criteria Federally funded need-based grants awarded to undergraduate candidates working towards completing their first bachelor’s degree.

Amount Up to \$7,395 depending on need

Source FAFSA, Federal government funding

Reach Scholarship

Criteria Institutional Scholarship

Amount Up to \$12,347 depending upon need

Source Reach University

Note: Outside Scholarships

Please notify the Office of Financial Aid if you received any outside scholarships not listed above.

The Office of Financial Aid is responsible for ensuring that candidates do not receive more financial aid than federal and state eligibility rules allow for, and we are charged with making adjustments as needed.

Loans

All of our academic programs are designed to ensure that you do not require loans. For that reason, Reach University has chosen to no longer participate in the Title IV federal student loan program, effective July 1, 2022.

● Office of Financial Aid Code of Conduct

In August 2008, Congress enacted and the President signed into law the Higher Education Opportunity Act (HEOA), reauthorizing the Higher Education Act of 1965, as amended. Among its many provisions, the HEOA requires every institution participating in federal financial aid programs to adopt a code of conduct for student loans and display it prominently on its website. Our code can be found on the Reach University website <https://www.reach.edu/financial-aid>.

Reach University prohibits conflicts of interest with the responsibilities of officers, employees, or agents of the university with respect to education loans for candidates. The university shall comply with, administer, enforce, prominently publish on its website(s), and annually inform officers, employees, and agents of the university with responsibilities with respect to education loans of the Financial Aid Code of Conduct.

- **Ban on Revenue-Sharing Arrangements:** Reach University shall not enter into any revenue-sharing arrangement with any lender or other vendor working with any of its offices that are responsible for carrying out financial aid functions. Reach University shall not accept any fee or other material benefit in exchange for recommending a lender to its candidates.
- **Gift Ban:** No university officer or employee with financial aid responsibilities shall solicit or accept a gift having a monetary value of more than a de minimum amount from a lender, guarantor, or servicer of education loans.
- **Contracting Arrangements Prohibited:** No university officer or employee with financial aid responsibilities shall accept from any lender or lender affiliate payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender.
- **Interaction with Borrowers:** The university shall not automatically assign a particular lender to any borrower, unless required to do so by law, and shall not refuse to certify or delay certification of any loan based on the lender or guarantee agency selected by the borrower.
- **Prohibition on Offers of Funds for Private Loans:** The university shall not request or accept from a lender an offer of funds to be used for private education loans in exchange for the university providing the lender with a specified number or volume of federal loans or in exchange for placement on a preferred lender list.
- **Ban on Staffing Assistance:** The university shall not request or accept from any lender assistance with call center staffing or Financial Aid Office staffing unless such assistance has been legislatively defined as acceptable. Lenders, for example, may provide professional development training to financial aid administrators, educational advising materials to borrowers, or assistance in state or federally declared natural disasters.
- **Advisory Board Assistance:** All employees with financial aid responsibilities shall be prohibited from receiving anything of value from a lender or guarantor in return for service on its advisory board. Reimbursement for or payment of reasonable expenses incurred in connection with such service is permitted.

Federal Student Loan Statistics of Student Borrowers at Reach University

No data is available yet.

Withdrawals

If you wish to withdraw from Reach University, you are responsible for starting the withdrawal process. Please contact Candidate Services at candidateservices@reach.edu.

Return of Title IV Funds (R2T4)

Reach University currently participates in the Federal Pell Grant program, a Title IV federal student aid program. When a candidate is a recipient of Title IV aid and officially withdraws (or unofficially withdraws by ceasing to attend), regulations require a calculation to determine if any Title IV aid must be repaid.

Title IV funding must be returned to the Department of Education in the following order:

1. Direct unsubsidized loan funds*
2. Direct subsidized loan funds*
3. Perkins loan funds*
4. PLUS loan funds*
5. Pell Grant funds
6. Supplemental Educational Opportunity Grant (SEOG) funds

**Not applicable to Reach University candidates*

Repayment Calculation and Refunds

The amount of Title IV aid to be repaid is calculated based on the percentage of time completed within a semester, which involves calculating the amount of earned Title IV aid, unearned Title IV aid, and the amount of institutional charges for the semester.

The Office of Financial Aid considers the date the candidate initiates the withdrawal process with Candidate Services as the official date of withdrawal. This is considered the date the candidate began the official withdrawal process.

To calculate the percentage of the semester completed, the Office of Financial Aid divides the number of completed days (up to the date of withdrawal) by the total number of days in the semester. The total number of calendar days in a semester includes all days within the semester except for scheduled breaks of at least five consecutive days in length (i.e., Thanksgiving Break for the Fall semester and Spring Break for the Spring semester). These breaks are excluded from the total number of calendar days in the semester and are not considered as days completed.

To calculate the percentage of earned Title IV aid, multiply the total amount of Title IV aid received for the semester by the percentage of the semester completed (as described above).

To calculate the percentage of unearned Title IV aid, the Office of Financial Aid subtracts the amount of earned Title IV aid from the total amount of Title IV aid received for the semester.

If a candidate withdraws after completing more than 60% of the semester, in accordance with federal regulations, the candidate is considered to have earned 100% of their financial aid for the semester.

For candidates who unofficially withdraw or are administratively withdrawn, the 50% point within the semester is considered the withdrawal date in determining earned Title IV aid (see Unofficial Withdrawals below for more information).

If the amount of disbursed Title IV grant or loan funds is greater than the amount earned, the unearned funds must be returned. All unearned Title IV funds must be returned within 45 days of the date of the institution's determination that the candidate withdrew. In the event the R2T4 calculation results in an amount to be returned that is greater than the school's required portion, the candidate is responsible for the excess amount required to be returned and must repay that portion of funding to the Department of Education. **Please note:** candidates are not responsible for returning funds to the Department if the amount owed is \$50 or less. The Office of Financial Aid will notify the candidate if they will be required to repay funds to the Department of Education.

If the remaining earned aid results in an excess credit balance, the credit balance will be refunded via direct deposit to the candidate as soon as possible, but no later than 14 calendar days from the date of the repayment calculation.

Post-withdrawal disbursements

If the amount of disbursed Title IV grant and/or loan funds is less than the amount the candidate has earned and is otherwise eligible to receive, he or she is notified by the Office of Financial Aid within 48 hours of the repayment calculation regarding a post-withdrawal disbursement of the earned aid that was not received.

The post-withdrawal notification received from the Office of Financial Aid will include the following information, deadlines, and instructions:

1. The candidate's withdrawal date and the date of the University's determination that the candidate withdrew (this date may not be the same);
2. The percentage of the payment period (semester) the candidate completed and the amount of aid the candidate has earned;
3. The amount and source of aid already disbursed, as well as the amount and source of the post-withdrawal disbursement;
4. A 14-day response deadline;
5. Instructions requesting that the candidate explicitly instruct the University in writing to either proceed with the post-withdrawal disbursement or to cease the post-withdrawal disbursement;
6. Next Steps and Timeframes

Next Steps and Timeframes for proceeding with the post-withdrawal disbursement:

- Title IV grant funds will be disbursed to the candidate within seven calendar days from the date of the candidate's response;
- If the resulting post-withdrawal disbursement generates an excess credit balance, the credit balance will be refunded via direct deposit to the candidate as soon as possible but no later than 14 calendar days from the date of the candidate's (or parent's) response.

Next Steps and Timeframes for ceasing the post-withdrawal disbursement:

- Title IV grant funds will be returned within seven calendar days from the date of the candidate's response.

7. If the Office of Financial Aid does not receive a written response from the candidate within the allotted 14-day response deadline, the Office will cease the post-withdrawal disbursement and return the Title IV grant funds within seven calendar days from the date of the 14-day deadline expiration.

Unofficial Withdrawals

The Office of Financial Aid reviews all candidates' posted grades at mid-term. With the assistance of the Registrar's office, candidates receiving all Fs at mid-term are followed up with to determine enrollment status. An appropriate return of aid calculation will be completed if necessary.

At the 60% completion mark of each semester, the Registrar will send out a notice to all Faculty members asking them to identify any candidates who have not been attending class. Once those candidates are identified, the Registrar (with the help from other appropriate offices on campus) will follow up with the candidates to determine their enrollment status. An appropriate return of aid calculation will be completed if necessary. At the conclusion of each semester, the Director of Financial Aid will review all final grades to identify candidates receiving all Fs at the conclusion of the semester. Professors will be required to report to the Director of Financial Aid as to whether the candidate completed the course but failed to achieve the course objectives with a passing grade, OR did not complete the course.

If, at any moment during the payment period, the Registrar's office unofficially or administratively withdraws a candidate, the Office of Financial Aid is notified immediately. For candidates who are unofficially or administratively withdrawn, the 50% point within the payment period is considered the withdrawal date in determining earned Title IV aid, and an R2T4 calculation is completed.

● Additional Financial Aid Policies & Disclosures

Drug and Alcohol Policy

See our drug and alcohol policy here: [Drug and Alcohol Prevention](#)

General College Information

Reach University admits candidates of any race, color, national and ethnic origin, sex, and age to all the rights, privileges, programs, and activities generally accorded or made available to candidates at the university. It does not discriminate against any person on the basis of race, color, national and ethnic origin, sex, or age in the administration of its educational policies, admissions policies, scholarships, and loan programs, or other programs administered by the university.

Required Federal Consumer Disclosures

College Information, as reported to the U.S. Department of Education, may be accessed at the College Navigator site. The site has a large amount of statistical information about expenses, financial aid, enrollment, admissions, retention rates and much more. The site allows consumers to compare information from different colleges.

- Learn more about federal compliance & candidate consumer information.
- Completion rates are reported by July 1st of each year pursuant to the Candidate Right-to-Know Act. This information is available at the Registrar's Office.

Candidate Records Disclosure Information

Rights and Responsibilities in Accepting Financial Aid

By accepting your financial aid disbursements, you have indicated that you have read, understood, and will comply with all of the rights and responsibilities contained therein. These include:

Your Responsibilities:

- Read all information associated with your financial aid award letter, including the handbook.
- You must comply with all federal requirements of the 1983 Amendments to the Military Selective Service Act.
- If you owe money from a prior over-award of federal funds at any institution, you need to make arrangements for repayment of the over-award. You are not eligible for financial aid if you owe a refund on federal funds.
- You must be in good standing and be making satisfactory progress as outlined in this handbook.
- You must report any additional financial aid (scholarships, grants, or loans) you receive that is not listed on your current award letter from Reach University.
- You must meet all other conditions contained elsewhere in this handbook.
- You will need to submit information requested by financial aid processors, Reach University, or any other institution or program to which you are applying for aid to clarify your eligibility for financial aid.
- If you are selected for verification or financial aid review, you and your parent(s) may be required to submit additional documents. These may include tax transcripts, W-2 forms, and financial aid verification worksheets. Failure to submit the requested information within 30 days prior to the end of your award period will result in the deactivation of your file and could result in the loss of available funds.
- You must repay all loans according to your established repayment schedule. You are not eligible for financial aid if you are in default on a Federal Perkins Loan, Federal Direct/FFEL Stafford Loan, or Federal Direct/FFEL PLUS loan received at any institution.
- If requested by the college, you must participate in loan entrance counseling.
- Participate in loan exit counseling if you received a federal, state, or Institutional loan while you attended Reach University.
- Notify the Registrar's Office of a change in your name or address.
- You must notify the Registrar's Office AND the Office of Financial Aid of a change in your enrollment (i.e. full-time to part-time attendance).
- Understand the Reach University withdrawal process and the refund policy.
- Monitor and retrieve emails and electronic postings issued by the Office of Financial Aid. As a prospective candidate, you will receive electronic messages and official notifications related to your financial aid if you reported a valid email address on your FAFSA. As an enrolled candidate, you will receive all official notifications related to your financial aid electronically via your Reach email account and/or the email account listed on the FAFSA. In addition, some information may be posted directly to your candidate account. Candidates who do not want to receive their financial aid information electronically must inform the Office of Financial Aid that they wish their information to be distributed in paper format.

Your Rights:

- You may appeal Reach University's offer of financial assistance if you feel that it is unfair or unreasonable. Appeals should be directed to the Office of Financial Aid.

- Information given to Reach University’s Office of Financial Aid is treated confidentially. Personal information you and your family share with the Office of Financial Aid as a prospective candidate is treated confidentially by the staff members of the financial aid and admissions offices; staff members follow prescribed data security policies to ensure the security and confidentiality of your information. Rules regarding the disclosure of personal information once you are enrolled at the college are dictated by the Family Educational Rights and Privacy Act (FERPA) of 1987.
- FERPA affords you certain rights with respect to your educational records. The primary intent of the law is to provide you access to your educational record and to limit disclosure of such records without your written consent. Reach University has posted a detailed outline of its FERPA policies.
- You may have your financial need reviewed if your circumstances change during the academic year. Contact the Office of Financial Aid if you feel that your calculated financial need should be reviewed.
- You have the right to contact the Federal Candidate Loan Ombudsman if the Office of Financial Aid did not address and/or resolve any dispute you brought forth in regard to the terms of your federal candidate loans (Stafford loan, Federal Direct Loan, Perkins loan, Parent PLUS loan). You can contact the Ombudsman toll-free at: 1.877.557.2575.

You have the right to ask Reach University the following questions:

- The names of the accrediting and licensing organizations.
- About its programs and faculty.
- What the cost of attendance is, including tuition, room and board, books and supplies, and other miscellaneous expenses.
- How aid recipients are selected and how a candidate’s need is determined.
- How much of a candidate’s financial need, as determined by the college, is being met.
- To explain each type of assistance in the candidate’s financial aid award.
- What the interest rate is on any candidate loan the candidate has, the total amount the candidate must repay, when repayment starts, and what cancellation and deferment provisions apply.
- The average indebtedness of a candidate who graduates from the university and the percentage of candidates who default on their federal candidate loans.
- How the college determines when a candidate is not making satisfactory academic progress and its implications.
- What special facilities and services are ADA compliant.
- Completion/graduation and job placement rates and how they are calculated.

Consumer Information for the Candidate

Reach University is required by the federal government, through the Higher Education Act of 1965, as amended, to provide all candidates with specified consumer information. This includes, but is not limited to all information that is related to financial aid including costs of attendance, awarding policies, the availability of need and non-need-based aid programs, application and renewal of financial aid, loan availability, terms and interest rates. Satisfactory progress standards are available in this Financial Aid Handbook.

Read the complete guide to [Reach University Consumer Information](#) on our financial aid website.

Financial Aid Privacy Policy

The Office of Financial Aid requires sensitive information to be provided to our office. Information that is provided to the Office of Financial Aid through the FAFSA or other means is safeguarded and used solely for the purpose of administering our financial aid program. Written consent from the candidate is required for the release of records to outside parties, except for those agencies authorized by law. The data provided to the college is protected under the Higher Education Act (as amended), the Family Educational Rights and Privacy Act (FERPA), and the Privacy Act. Under this Act, candidates may:

Review their own educational record

- Challenge information (not including grades) that they believe to be inaccurate, misleading, or not in accord with their right to privacy
- Contact the U.S. Department of Education if they feel that the FERPA policy is not being administered correctly

● Financial Aid Undergraduate Satisfactory Academic Progress (SAP)

The Office of Financial Aid has developed the following standards and procedures regarding Satisfactory Academic Performance (SAP) as it pertains to undergraduate candidates' financial aid eligibility. The following policy is applicable to all undergraduate candidates uniformly, regardless of their program of study or enrollment level (full-time, part-time).

A candidate's SAP status is reviewed annually at the end of each academic year (at the conclusion of the Spring semester) to determine their financial aid eligibility for the following academic year. Federal regulations require a candidate's entire Reach University academic program record to be reviewed for SAP, including semesters in which they did not apply for or receive financial aid. Failure to maintain all three of the required SAP standards outlined below will result in suspension of financial aid eligibility.

The following standards will measure the candidate's qualitative and quantitative progress towards degree completion. Furthermore, a candidate's maximum timeframe will also be measured.

SAP Standard 1 – Qualitative: Cumulative Grade Point Average (GPA)

To successfully maintain the qualitative standard of SAP, an undergraduate candidate must maintain a cumulative GPA of 2.0 (or higher) on a 4.0 scale.

SAP Standard 2 – Quantitative: Completion Rate

To successfully maintain the quantitative standard of SAP, the candidate must maintain a cumulative completion rate/pace of 67% (or two-thirds). This can be calculated by dividing the total credit hours earned by the total credit hours attempted.

- Courses completed with grades of A, B, and C (including +'s and -'s) count toward earned credit hours.
- Courses completed with grades of D, F, W, and I (or any other grade that does not result in credit hours completed) are not considered as credit hours earned.

SAP Standard 3 – Maximum Timeframe: Duration

To successfully maintain the maximum time frame/duration standard of SAP, the candidate must be able to complete their degree program without having attempted more than 150% of the number of credits required for the degree.

- Bachelor of Arts (BA) in Global Education
 - Credit hours required for degree completion: 120 (123 AR)
 - Maximum time frame/Duration allowed: 180 (184.5 AR)
- Bachelor of Arts (BA) in Liberal Studies
 - Credit hours required for degree completion: 120 (123 AR)
 - Maximum time frame/Duration allowed: 180 (184.5 AR)

SAP Terminology/Glossary

Withdrawals (W): Courses that are recorded on the candidate's permanent academic transcript will be included as credit hours attempted. These will have an adverse effect on the candidate's ability to meet the requirements of the credit hour progression schedule for financial aid.

Incomplete grades (I): Courses that are assigned an incomplete grade are included in the cumulative credit hours attempted. These cannot be used as credit hours earned in the progress standard until a successful grade is assigned.

Repeated Courses: Retaking courses in which the candidate either received a passing or failing grade adversely affects the candidate's ability to meet the progress requirements. All attempted credit hours are counted in the quantitative standard. Candidates are allowed only one time to repeat a course in which they achieved a passing grade. After one allowable time, the candidate will not earn federal financial assistance for future repeats.

Transfer Credits: Only transfer credit hours officially accepted will be counted in the maximum number of attempted (and completed) credit hours for financial aid eligibility. If the candidate is required to take additional hours that would exceed the maximum cumulative allowable hours, the candidate must submit a written appeal to the Office of Financial Aid. If the appeal is approved, the candidate may continue to receive financial aid.

SAP Suspension

A candidate for whom financial aid eligibility has been suspended may appeal this determination to the Director of Financial Aid.

The appeal must include the SAP Appeal Form and a signed personal statement. Supporting documentation may be requested by the Director of Financial Aid. Reasons that may be acceptable for an appeal may include, but are not limited to: (1) serious illness or accident on the part of the candidate; (2) death, accident, or serious illness in the immediate family; and (3) other extenuating circumstances.

The signed personal statement must include the following:

- A detailed description of the circumstances that led to the candidate not meeting the required SAP standard(s), and
- A detailed description of changes in their circumstances that will now allow the candidate to restore their SAP standing following a SAP Probationary semester.

Please note: Merely filing an appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied. Notification of the appeal results will take place within ten business days from the receipt of the appeal.

SAP Probationary Semester

If an appeal is approved, the candidate will be placed on SAP Probation for one semester. An Academic Plan will be implemented to measure the candidate's progress, and the candidate will be considered eligible for Federal aid during the SAP Probationary semester.

Denied Appeals

If an appeal is denied, the suspension decision is final. The candidate may re-establish eligibility for a subsequent semester by taking action that brings them into compliance with the SAP standards. Suspension from receiving financial aid does not prevent candidates from enrolling if they are otherwise able to continue their enrollment.

Regaining Eligibility

Candidates who failed to meet the SAP standards and who choose to enroll without the benefit of financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid. If the standards are met at the time of review, eligibility may be regained for the subsequent term of enrollment.

Per Electronic Announcement (2020-03-05): Circumstances related to an outbreak of COVID-19, including, but not limited to, the illness of a candidate or family member, compliance with a quarantine period, or the general disruption resulting from such an outbreak may form the basis of a candidate's SAP appeal even if not specifically articulated in the institution's SAP policy.

● University Policies & Academic Regulations

*NOTE: Candidate Handbook sections serve as a quick reference guide and resource for university policies and important information for current candidates. The material provided in this Handbook does not replace or supersede any policy or stipulation outlined in the University Catalog. For a complete list of policies, please refer to the [University Catalog](#).

University Scope & Sequences

See here for the [RTC Scope & Sequence](#), includes Undergraduate and Graduate Scope & Sequences, also known as a Degree Audit.

See here for the [ACH Scope & Sequence](#).

Credit Hour Policy

Reach University is pioneering a new era in higher education where a job leads to a degree instead of the other way around. Through job-embedded learning, Reach's unique undergraduate and graduate degree programs leverage candidates' workplaces as learning spaces, allowing employers to grow their own talent pipelines and working adults to earn a degree and/or a credential. Our approach and definition of Academic Instruction, Academic Preparation, and Applied Practica reflect our approach to job-embedded degree and credential attainment.

Background

This policy is intended to reflect Reach University's commitment to best practices in higher education and demonstrate consistency with credit hour requirements dictated by federal law (600.2 and 600.4), updated July 1, 2020, to shift responsibility for compliance to the accreditation agency and/or state. This updated policy is in compliance with WSCUC guidelines (implementation date of June 2021) and the Reach Institute for School Leadership Credit Hour Policy, originating in 2016.

Purpose

The purpose of this policy is to define the amount of instruction and candidate work equivalent to a credit hour or one unit of class. This policy also establishes a mechanism for periodic review of credit hour assignments to courses to ensure accuracy and consistency, as well as adherence to standard higher education practices.

Definitions

- **Academic Instruction (class time):** Defined course activities related to the academic subject that may include but are not limited to: submitting an academic assignment, engaging in or listening to class seminars or discussions (synchronous or asynchronous), taking an exam, participating in interactive Reach Tutorials, contributing to academic online discussions, or similar academic activity.
- **Academic Preparation (out-of-class preparation):** Course activities related to preparation for academic instruction including but are not limited to: subject-matter research, reading, conducting research, reviewing course content, and completing practice-based assignments and projects.
- **Applied Practica (job-embedded learning):** Practica assignments are course activities that are embedded in the candidate's actual work responsibilities. Practica is designed to integrate with the candidate's regular teaching, leadership, or other 'on-the-job' related tasks and assignments. Residency hours, applied assignments, participation in coaching and formative assessment, peer collaboration, observation of work practices, and performance assessments are examples of job-embedded course activities.
- **Credit Hour:** WSCUC defines a credit hour as an amount of work represented in stated learning outcomes and verified by evidence of candidate achievement. Reach University defines a credit hour as follows:
1 Credit Hour = 45 hours of combined Academic Instruction (class time), Academic Preparation (out-of-class preparation), and Applied Practica (job-embedded).

RTC Academic Year

The academic year includes two required semesters: Fall and Spring. The RTC academic year is at least 30 weeks in length, during which time full-time candidates are expected to complete a minimum of 24 semester hours. Summer sessions are scheduled at the start of the academic year and allow candidates to accelerate or remediate their academic progress through full- or part-time enrollment.

ACH Academic Year

(Apprenticeship College of Health Programs ONLY)

The academic year includes three required semesters: Summer, Fall, and Spring. The ACH academic year is at least 43 weeks in length, during which time full-time candidates are expected to complete a minimum of 36 semester hours. Summer sessions are scheduled at the start of the academic year and allow candidates to accelerate their academic progress through full-time enrollment.

Semester Credit Limit Policy

Enrollment Level

Undergraduate Enrollment Status

Full-time	12 or more credits
Three-Quarter Time	9 to 11.99 credits
Half-Time	6 to 8.99 credits
Less-than-Half-Time	1 to 5.99 credits

Enrollment Level

Graduate Enrollment Status

Full-time	8 or more
Half-Time	4 to 7.99 credits
Less-than-Half-Time	1 to 3.99 credits

Academic Levels

Each semester, candidates are classified based on the following:

Foundational Considered freshman level, no transfer credits applied. Not applicable to BALS 2-year program

Intermediate Considered sophomore level

Advanced Considered junior and senior levels based on program

Clinical Only applicable for BAGE program

Capstone Only applicable to 4-year programs

Graduate A candidate in a post-baccalaureate credential or certificate program, and/or in a master's program

Attendance Policy

Reach University requires instructors to report attendance based on positive academic engagement during the first and second meeting periods of class, within the census dates set by the institution each semester. Reach candidates are required to post positive academic engagement during the first and second meeting periods of class, within the census dates set by the institution each semester. This includes the opportunity to post positive attendance asynchronously, as defined by the Department of Education. Candidates who fail to be academically engaged by the end of the census period may have their financial aid adjusted/revoked and may be subject to being dropped from the course(s) due to non-attendance.

Academic Engagement

Academic engagement is active participation in an instructional activity related to a candidate's course of study, which can include interacting with an instructor about academic matters, submitting an academic assignment, taking an exam, participating in an interactive tutorial, webinar, or interactive computer-assisted instruction, participating in a study group, online discussion or group project assigned by the University, attending and participating with the course instructor and candidates in a class, recitation, field activity, on-the-job applied practica, lecture, or laboratory activity either physically or online. Academic engagement does not include participating in academic advising or counseling, or logging into an online class without active participation.

- Asynchronous academic engagement includes any of the categories described in this policy; due to the asynchronous nature of some courses, these activities may take place online, within a certain timeframe, and at the discretion of the candidate.
- Synchronous academic engagement describes a particular type of learning activity that is performed in real-time with an instructor, including online meetings, seminars, synchronous lectures, recitation, or field or laboratory activity.
- Placement and clinicals are considered academic engagement that includes both synchronous supervised field experience/practicum/apprenticeship/residency hours, where time spent includes observation hours,

participation in coaching, feedback from the mentor teacher and/or site supervisor, and asynchronously applied assignments.

- Applied practica (job-embedded learning) assignments are course activities that are embedded in the candidate's actual work responsibilities. Practica are designed to integrate with the candidate's regular teaching, leadership, or other "on-the-job" related tasks and assignments. Residency hours, applied assignments, participation in coaching and formative assessment, peer collaboration, observation of work practices, and performance assessments are examples of job-embedded course activities.

Online Engagement

This distance education course includes both synchronous and asynchronous online engagement through Canvas. It is not self-paced; all assignments and activities have due dates, and synchronous sessions are designed to support completion of asynchronous work. Active participation is essential, with virtual meetings including discussions, group work, and review of prior activities. Candidates must come prepared, having completed assigned readings and reflections. Coursework combines online tasks with job-embedded learning. Attendance and academic engagement are required during the first two class sessions to meet census requirements. Instructors must lead and track meaningful student participation in each live session. If unable to teach, they may pre-record content, reschedule, or coordinate with another instructor. Candidates must attend from appropriate settings and will be dropped from the course if there is no academic engagement during the census period.

Class Participation

Regular class participation is expected of all candidates of the University. The authority to excuse missing participation is at the discretion of the instructor; illness, injury, hospitalization, or military orders are excusable. Instructors are not expected to accommodate a candidate who has missed many critical components of a course, even for legitimate reasons, if arrangements for makeup work would not be reasonable. Candidates are responsible for all the material/content covered in the course(s). Reasonable accommodation is determined by the course instructor, and separate accommodations can be registered with Candidate Services.

RTC UG: Participation and Professional Expectations Policy

At Reach Teachers College, candidates are expected to fully engage in all coursework with professionalism, preparation, and respect for the learning environment and their peers. Active learning is central to the Reach model, requiring at least 90% attendance and participation across synchronous sessions, asynchronous tasks, and assignments. Being "present" means engaging with your camera on, arriving on time, and actively contributing; chronic lateness or disengagement may count as absences, and some missed credit-bearing activities may not be recoverable. Candidates should join from a quiet, distraction-free setting, with no non-participants present, to maintain confidentiality and focus. All asynchronous tasks and assignments must be completed on time, typically 24 hours before the live session, as outlined in Canvas. Communication should always reflect professionalism, ethical online behavior, and respect for diverse perspectives. When referring to children, families, or identifiable individuals, pseudonyms must be used to protect confidentiality. Assignments must meet academic expectations and deadlines, and candidates are responsible for upholding the [Academic Honesty and Integrity Policy](#). If challenges arise, it is essential to communicate proactively with the course instructor first, and if needed, with an advisor.

ACH: Participation and Professional Expectations Policy

(Apprenticeship College of Health Programs ONLY)

Apprenticeship College of Health ACH candidates are expected to fully engage in all coursework with professionalism, preparation, and respect for the learning environment and their peers.

- Being “present” means engaging with your camera on, arriving on time, and actively contributing; chronic lateness or disengagement may count as absences, and some missed credit-bearing activities may not be recoverable.
- Candidates should join from a quiet, distraction-free setting, with no non-participants present, to maintain confidentiality and focus.
- When referring to children, families, or identifiable individuals, use pseudonyms to protect confidentiality.

Active learning is central to the Reach model, requiring at least 90% attendance and participation across synchronous sessions, asynchronous tasks, and assignments.

- All asynchronous tasks and assignments must be completed on time, typically 24 hours before the live session, as outlined in Canvas.
- Assignments must meet academic expectations and deadlines, and candidates are responsible for upholding the [Academic Honesty and Integrity Policy](#).
- Candidates missing more than 8 hours of synchronous class time will be required to make up the time with the instructor or risk failing the course.

NOTE: If challenges arise, it is essential to communicate proactively with the course instructor first, and if needed, with an advisor.

Dropping a Course

A drop shall be defined as the disenrollment from one or more classes that does not result in complete removal from all courses. Ceasing to attend a course does not constitute an official dropping of a course or a cancellation of enrollment from the University. Dropping or failing a course(s) may affect course bundles, which may require corequisites to be repeated and/or may require auditing courses within a bundle to repeat previously dropped course(s). Due to sequential scheduling, Reach does not guarantee that a course dropped or failed will be available in the next consecutive semester or year. Candidates must process the drop or cancellation by reaching out to their candidate success advisor (“Advisor”) or the Registrar – they will send an official drop or cancellation form via DocuSign. The drop or cancellation will become official, and tuition will be assessed based on the date of the transaction via DocuSign/Case, or the date the form is processed. Candidates who drop a course successfully during the withdrawal period will be assessed a ‘W’ grade, an attempted nonpunitive grade. Those candidates dropping a course after the withdrawal period will be assessed a grade based on the grade scale and academic calendar.

Course Repeat Policy

RTC Undergraduate

Candidates who fail to meet their state’s minimum grade requirement for their program or a course-specific minimum passing grade will be required to repeat the course until they can successfully pass it. Reach University utilizes the summer semester for course repeats, and many candidates will be required to repeat a course during the summer. Candidates who are unable to attend a summer semester to repeat a course(s) will be held from progressing to the next semester of courses in their scope & sequence until they repeat the required course(s). Candidates who need to repeat more than two courses will be required to repeat their courses before

progressing to the following sequence of courses.

Reach permits stacking courses; which occurs when candidates take repeat courses simultaneously with the scheduled course load reflected in each programmatic year's scope and sequence. Stacking may be permitted if candidates have shown the ability to successfully handle course loads. Stacking courses are available to candidates with one or two repeat courses. To support candidates' success, Reach will approve course overload on an individual basis.

Repeat Policy for BAGE Clinical Candidates

Clinical year is not eligible for course stacking in the event of a repeat. Any course in which the candidate did not meet the passing minimum grade requirement must be repeated and passed prior to entry into Clinical Residency I or continuing into Clinical Residency 2. For stacking definition, please see the general policy above. All BAGE clinical year candidates enrolled in semester one of the clinical year are required to successfully complete each course in the prescribed sequence with a grade of B (3.0) or higher in order to progress to semester two.

Candidates who do not achieve a grade of B or higher in any semester one course will be required to repeat the course(s) in question. Successful completion of repeat course(s) is required before the candidate will be eligible to register for the second clinical semester.

BAGE Clinical Residency Repeat Appeals

Under special circumstances a Resident may request permission from the Office of Professional Licensure to schedule an additional course within the Clinical Year. This might occur under special circumstances if the candidate needs to repeat a previous course where credit was not earned or applied for purposes of the Clinical Residency or Reach University's approved scope and sequence of courses. Any course scheduled in addition to those scheduled during the Clinical Year must not conflict with the Clinical Year courses or teaching requirements and must be approved by the Office of Professional Licensure through the Office of the Dean. All appeals must be submitted to the RTC@reach.edu inbox by the appropriate deadline as listed in the [Reach Teachers College Undergraduate Communications Calendar](#). Appeal decisions are at the discretion of the Dean.

ACH: Course Repeat Policy

(Apprenticeship College of Health Programs ONLY)

Apprenticeship College of Health candidates who fail to meet their state's minimum grade requirement for their program or a course-specific minimum passing grade will be required to repeat the course until they can successfully pass it. Due to the accelerated program structure, ACH candidates may be held from progressing to the next semester of courses in their scope and sequence until they pass their required course(s). Candidates who need to repeat more than two courses will be required to repeat their courses before progressing to the following sequence of courses.

Reach allows what is called stacking courses; this is when candidates take their needed repeated courses simultaneously with their originally scheduled course load, which may be permitted if they have shown the ability to handle a course overload successfully. Stacking courses is available to candidates with two or fewer courses to repeat. To support our candidate's success, Reach will not permit an overload if it is not in the best interest of the candidate.

Disclosure: Stacking or retaking courses does not override prerequisite requirements. All prerequisite courses must be successfully completed prior to enrollment in subsequent courses.

RTC Graduate

Candidates who do not meet the minimum grade requirement for their program or the specific passing grade for a course will be required to repeat the course before advancing in their program. Each candidate is allowed a total of three attempts: one original attempt followed by two consecutive repeats. If a candidate is unable to pass the required course(s), they will not be permitted to progress to the next semester of courses as outlined in their scope and sequence until they successfully complete the necessary course(s). Failure to make academic progress may result in administrative withdrawal from the University.

Disclosure: Stacking or retaking courses does not override prerequisite requirements. All prerequisite courses must be successfully completed prior to enrollment in subsequent courses.

Right to Cancel

Entering candidates who have not yet started any classes have a right to cancel, without any penalty or obligations, prior to or on the first day of classes. Cancellation may occur when the candidate provides a written notice or Notice of Cancellation Form to their advisor via email or mail. Mail is effective from the postmark date, and email is effective on the date when the email was sent.

Official Withdrawal from the University

Candidates have the right to withdraw from all courses and from Reach University on or after the first day of classes and after posting positive academic engagement. When a candidate initiates a withdrawal, this withdrawal is considered official. If a candidate requests to withdraw in writing, then the request is supported by the Withdrawal Form. The Department of Education considers the date the candidate begins the official withdrawal process as the Date of Initiation, and the official date of withdrawal, the Date of Determination, is the date on which the school was made aware, as the signature date on the Withdrawal Form. Based on the Date of Initiation, candidates will be assessed a grade based on the University's withdrawal grade scales and academic calendar.

Leave of Absence

If a candidate requires time away from the institution or program for any reason, the candidate should contact their advisor for more information on the leave options available to them.

If a candidate requires time away from the institution or program for any reason, the candidate should contact their advisor to review available leave of absence options. These types of requests must be evaluated under the institution's academic policy framework and applicable program and degree requirements. For candidates seeking time away due to pregnancy, please refer to the appropriate section under Title IX.

Official Grades

Grades are considered part of the official academic record one year after the posted semester/term and will not be permitted for change of grade or adjustment. Instructor grades submitted directly into the candidates' grading matrix as a final grade or to the Registrar's Office are considered final official institutional grades. A grade is based on the instructor's evaluation of coursework completed as of the course's ending date, which is the final day of the academic semester/term.

Midterm Grades

Once midterm grades are posted, the assignments from the first half of the semester may no longer be completed. This applies differently for candidates with formalized special accommodation plans. See Academic Calendar for mid-term dates at [Reach Academic Calendar](#).

U.S. Armed Forces Military Mobilization

Any candidate who has been ordered to serve due to an emergency or other declared U.S. Armed Forces Military mobilization and must drop current enrollment or withdraw from the University will be given special consideration.

- Complete withdrawal from the term without penalty. A nonpunitive letter grade of 'WM' indicating withdrawal due to military service will be assigned.
- Candidates can choose to receive course credit based on work completed in place of a 'WM', approved at the Dean's discretion.
- Degrees may be awarded if credit is granted and a letter grade is received in those courses, and that met the completion (graduation) requirements for the program are met.
- Candidates who left the University to perform military service will be eligible to reenroll within two years with the same academic status as when last attended.

Return to Reach is permitted up to a two-year leave while on active duty. Extended periods due to military circumstances are permitted with the Dean's approval.

Reach University Undergraduate Grading Scale

Reach University maintains a minimum grade requirement throughout the undergraduate program to ensure compliance with all state-mandated grade requirements. All passing grades are determined by program and course-specific requirements.

Letter Grade	Grade Scale		Grade Points	Description of Level of Performance
A	94.0	100.0	4	Exceeded Expectations
A-	90.0	93.9	3.7	
B+	87.0	89.9	3.3	Above Average; Good Work
B	84.0	86.9	3	Average Standard Performance
B-	80.0	83.9	2.7	
C+	77.0	79.9	2.3	
C	74.0	76.9	2	Standard Performance
C-	70.0	73.9	1.7	
D+	67.0	69.9	1.7	
D	64.0	66.9	1	Below Standard
D-	61.0	63.9	0.7	
F	0.0	60.9	0	Failure
W			0	Authorized Withdrawal
AW			0	Attendance Withdrawal
AF			0	Attendance Failure
MW			0	Military Withdrawal; Non-punitive
I			0	Incomplete
IP			0	In Progress
AU			0	Audit
PASS	77.0	100.0	2.3	Pass/Met Standard Performance: Credit Equivalent to 2.3; interpreted as a grade of C+ or better

				(May 2026-present)
FAIL	0	76.9	0	Failure: No credit (May 2026-present)
PASS	74.0	100.0	0	Pass/Met Standard Performance: Credit Equivalent grade of C or better, no grade points (2021-Dec 2025)
FAIL	0	73.9	0	Failure: No credit (2021-Dec 2025)

Undergraduate Pass/Fail Grades

Certain undergraduate courses may be assessed on a Pass/Fail basis, as defined below:

Pass = 77-100 (equivalent to 2.3; interpreted as a grade of C+ or better)

Fail = 0-76.99 (below C+ = 2.3)

Pass/Fail grades are included in the calculation of the GPA.

*State-specific failures refer to the minimum grade requirements mandated by the state for approved teacher preparation programs.

Minimum Grade Requirements

ACH Undergraduate Minimum Grade Requirements

Reach University operates in various states to develop partnerships and sustainable job-embedded programs; with this, we maintain a consistent minimum grade requirement throughout the undergraduate program to ensure all state-mandated, US Department of Education, and Apprenticeship College of Health grade requirements are met.

Course Type	Minimum Letter Grade Requirement	Numeric Grade Requirement	Grade Point Requirement
Capstone Courses (CAP)	Pass	77 or better	n/a
Computer Science (CS)	C- or better	70% or better	1.7 or better
All Other Courses (not listed above)		75% or better	2.0 or better

RTC Undergraduate Minimum Grade Requirements

Reach University operates in various states to develop partnerships and sustainable job-embedded programs. With this, we maintain a consistent minimum grade requirement throughout the undergraduate program to ensure all state-mandated, US Department of Education, and Reach Teachers College grade requirements are met.

Course Type	Minimum Letter Grade Requirement	Numeric Grade Requirement	Grade Point Requirement
Mathematics Basic Skills (MR)	B- or better	80% or better	2.7 or better
Literacy Basic Skills (LIT)	B- or better	80% or better	2.7 or better
Writing Basic Skills (WC)	B- or better	80% or better	2.7 or better
Systems & Social Policy (SSP) (includes the U.S. Constitution requirement)	C or better	74% or better	2.0 or better
Computer Science (CS)	C- or better	70% or better	1.7 or better
All Clinical Year Courses (BAGE)	B or better	84% or better	3.0 or better
All Capstone Year Courses (BALS)	B or better	84% or better	3.0 or better
*Arkansas State History: SSP 350	C- or better	70% or better	1.7 or better
All Other Classes (not listed above)	C+ or better	77% or better	2.3 or better

Reach University Graduate Grading Scale

The Graduate Institute for School Leadership at Reach University used a non-traditional grading system from 2006 to May 2026. For the years between 2006 and Fall 2021, graduate grades did not include grade points and will appear as zero in calculations. All passing grades are determined by program and course-specific requirements.

	Letter Grade	4-Point	Grade Scale		Grade Points	Description of Level of Performance
May 2026- present	A	4	90.0	100.0	4.0	Exceeded Expectations
May 2026- present	B	3	80.0	89.99	3.0	Met Expectations
May 2026- present	C	2	70.0	79.99	0.0	Did Not Meet Expectations
May 2026- present	D	1	61.0	69.99	0.0	Did Not Meet Expectations
May 2026- present	F	0	0.0	60.99	0.0	Did Not Meet Expectations
May 2026- present	PASS	3	80.0	100.0	3.0	Pass/Met Expectations: Credit
May 2026- present	FAIL	0	0.0	79.99	0.0	Fail/Did Not Meet Expectations: No credit
	W				0	Authorized Withdrawal
	AW				0	Attendance Withdrawal
	WW				0	Administrative Withdrawal - Non-Punitive
	AF				0	Attendance Failure
	MW				0	Military Withdrawal; Non-punitive
	I				0	Incomplete
	IP				0	In Progress
	AU				0	Audit
2006-2026	EE	4	90.99	100.0	4	Exceeded Expectations
2006-2026	ME	3	80.0	89.99	3	Met Expectations
2006-2026	NM	0	0.0	79.99	0	Did Not Meet Expectations
2006-2026	Pass	0			0	Pass/Met Expectations: No Credit
2006-2026	Fail	0			0	Fail/Did Not Meet Expectations: No Credit

Graduate Pass/Fail Grades

Certain graduate courses may be assessed on a Pass/Fail basis, as defined below:

Pass = 80.00-100 (equivalent to ME = 3 or higher; interpreted as a grade of “B” or better)

Fail = 0–79.99 (below ME = 3)

Pass/Fail grades are included in the calculation of the cumulative GPA

Incomplete Grade Period Policy

Undergraduate

An incomplete grade indicates that some of the required coursework has not been completed and evaluated in the prescribed time period due to justifiable circumstances and that there is still a possibility of earning credit. An incomplete grade may be awarded by the faculty, at their discretion, when there are extenuating circumstances and when there is a specific plan for completion. If the plan for completion is not met, the grade that would have been earned before the incomplete will be awarded. Candidates have 30 days from the scheduled end date of the original course term to complete the assignments and related work to earn a grade. All incompletes must be submitted by the Friday before Finals Week for a regular term or before the finals for a 5-week term. All candidates applying for Clinical Residency or enrolled in Clinical Residency must also notify the Office of Professional Licensure by emailing RTC@reach.edu of any incomplete grade requests approved.

Incomplete Requests

Candidates wishing to receive an incomplete for a course(s) are to request an Incomplete Request Form from the assigned instructor. The Incomplete Request Form is a signed agreement between the course instructor and the candidate and must be signed off by both for the Registrar's Office to assess an "I" incomplete grade to the record.

Change of Grades

Instructors are required to submit final grades within 20 days from the scheduled end date of the original course term dates (end of semester or end of the 5-week term). An incomplete final grade does not fall within the traditional final grade deadline, and faculty will not receive additional days for grading; these grades are due on the date the incomplete period is over. Grade changes should be submitted by email to the Registrar's Office at registrar@reach.edu.

Graduate

An incomplete grade indicates that some of the required coursework has not been completed and evaluated in the prescribed time period due to justifiable circumstances and that there is still a possibility of earning credit. An incomplete grade may be awarded by the faculty, at their discretion, when there are extenuating circumstances and when there is a specific plan for completion. If the plan for completion is not met, the grade that would have been earned before the incomplete will be awarded. Candidates have 30 days from the scheduled end date of the original course term to complete the assignments and related work to earn a grade. All incompletes must be submitted before final grades are due.

Disclosure: Reach University Graduate Institute's prior use of extensions is no longer the current practice, as of 2024-25, will maintain this incomplete policy as the process.

Incomplete Requests

Candidates wishing to receive an incomplete for a course(s) are to request an Incomplete Request Form from the assigned instructor. The Incomplete Request Form is a signed agreement between the course instructor and the candidate and must be signed off by both for the Registrar's Office to assess an "I" incomplete grade to the record.

Plan for Completion

Candidates have 30 days to complete missing assignments and related work to earn a final grade. If the plan for completion is not met, the grade that would have been earned before the incomplete will be awarded.

If an incomplete has been granted for a graduate course that requires outside examination or assessment, and the candidate does not meet the plan for completion, the grade earned will be awarded. If needed, it will be scheduled into the consecutive term to repeat the course.

Change of Grades (in Reference to Incomplete Requests)

Instructors are required to submit final grades within 30 days from the scheduled end date of the original course term. An incomplete final grade does not fall within the traditional final grade deadline, and faculty will not receive additional days for grading; these grades are due on the date the incomplete period is over. Grade changes should be submitted by email to the Registrar's Office at registrar@reach.edu.

Change of Grade

Grade changes are considered substantial changes in a final grade, not as a result of an incomplete grade. Final grades may not be changed because candidates didn't like their grades or submitted additional work, repeated examinations, or additional examinations after the conclusion of the course. In those cases, please refer to the incomplete policy as an option.

Grade Reports & Unofficial Transcripts

Grade reports and unofficial transcripts are available to candidates through the candidate portal. The University does not release any grade information to any person other than the requesting candidate without the written permission of the candidate.

Official Transcripts

Official transcripts can be obtained via the National Student Clearinghouse. Requests for official transcripts can be made by going to <https://tsorder.studentclearinghouse.org/school/select> and selecting "Reach University."

Undergraduate Grade Appeals

A candidate may appeal a final course grade when they believe that the assigned grade does not reflect what the candidate has earned according to the criteria for grading as outlined by the faculty of the course. Reach policy states it is the responsibility of each faculty member to define their grading policy and criteria as early in the semester and as explicitly as possible while conforming to accepted Reach practices.

If there is any deviation from this original statement of course expectations, all affected candidates should be informed. In addition, it is assumed that the grade awarded is accurate, and the candidate appealing the grade must justify the need for a change to the awarded grade. Grade appeals should be resolved informally between the candidate and the faculty involved. A candidate who believes that they have been assigned an improper grade should meet with the faculty of record and together review the assessment criteria used to determine the grade awarded on the candidate's transcript. If, after careful review of the assessment criteria, the candidate is still dissatisfied or if the faculty of record refuses to take part in the informal process, the candidate may initiate the formal grade appeal procedure consistent with the grievance procedures (see the Grievances and Appeals section). Due to the length of the Grievance and Appeals process, candidates appealing a grade that is relevant to the entry into or continued enrollment of Clinical Residency year may have to sit out a semester, delaying entry into or continuation of Clinical Residency.

Graduate Candidate Appeals for Grade Change

A candidate may appeal a final course evaluation when they believe that the assigned evaluation does not reflect what the candidate has earned according to the criteria for grading as outlined by the faculty of the course. Reach policy states it is the responsibility of each faculty member to define their grading policy and criteria as early in the semester and as explicitly as possible while conforming to accepted Reach practices. If there is any deviation from this original statement of course expectations, all affected candidates should be informed. In addition, it is assumed that the evaluation awarded is accurate, and the candidate appealing the evaluation must justify the need for a change to the awarded evaluation.

Evaluation appeals should be resolved informally between the candidate and the faculty involved. A candidate who believes they have been assigned an improper evaluation should meet with the faculty of record and together review the assessment criteria used to determine the evaluation awarded on the candidate's transcript. If, after careful review of the assessment criteria, the candidate is still dissatisfied or if the faculty of record refuses to take part in the informal process, the candidate may initiate the formal grade appeal procedure consistent with the grievance procedures (see the Grievances and Appeals section). The candidate must file a grievance within 30 days from the end of the semester in which the candidate's concern occurred. The time limit may be extended by the Director of Academic Operations and Graduate Candidate Services, at their sole discretion, upon presentation of good cause.

Academic Progress (AP) Policy

Candidates are considered to be in good academic progress (AP) when they maintain minimum semester and cumulative grade point averages (GPA) of 2.0 (undergraduates) or 3.0 (graduates) on all attempted Reach University coursework. Cumulative grade point average (GPA) requirements include all collegiate courses. Financial aid recipients are required to meet additional requirements for FSA Satisfactory Academic Progress (SAP). Refer to the Financial Aid section for more details.

Graduation/Completion Requirements

Each program publishes and communicates the specific graduation requirements. In general, graduation/completion requirements include:

- Satisfying all requirements for the credential/degree for which the candidate is enrolled.
- Successfully demonstrating the requisite skills and knowledge through course completion, required performance assessments, and state-required exams.
- Maintaining a minimum of 90% attendance/participation in all Reach cohort meetings, seminars, and coaching sessions. (Note, for TIP, candidates need to maintain 100% attendance).
- Participating in a coaching relationship by meeting regularly with a Reach coach or designee as required by the program (meetings may be in person, observations, phone, or virtual, as determined together with the coach and or by program). Each meeting may generate some evidence in the form of notes or formative assessment materials.

Degree Posting & Conferral Dates

The University posts degrees and confirms completion of credential programs three times each year, at the end of each standard semester. All degree and/or program requirements must be met prior to the posting date. The three approximate posting dates are at the end of the regular fall semester (in December), the end of the regular spring semester (in May), and the end of the regular summer semester (in August). Degrees and/or programs completed between posting dates will be posted at the next scheduled date. Once the degree is posted, no changes will be made to the transcript and is considered official.

Licensure Disclosure

While Reach applies for licensure on a candidate's behalf, please note that Reach University does not award licensure; this is up to each state's Board of Education. The onus is upon the candidate to meet specific state requirements, such as passing all state required exams

ETS exam requirements are listed [here](#) by state, along with qualifying scores (double-check your state selection).

CBEST and CSET registration and basic information is found [here](#). Please note: not all states require ETS exams. Please see your state department of education for all exam requirements.

Credential Recommendation Process and Requirements

Intern Credential

Recommendation Process and Requirements

Intern Credential recommendations are submitted to the CTC once a candidate has completed the following:

- Submitted all admission requirements
- Satisfied the Subject Matter Competency Requirement (SMCR)
- Successfully completed Reach 210 Preservice
- Has been assigned a District Employed Supervisor

Once the recommendation has been submitted, the candidate will receive an email with the next steps to accept and pay for the recommendation. The recommendation should be accepted as soon as possible and expires within 90 days. Failure to accept the recommendation by the established timeline could result in a delay of credential issuance and may result in administrative withdrawal at the end of the semester.

Employment Restriction

Intern Credentials are restricted to a candidate's place of employment at the time of the recommendation. In other words, Intern Credentials can only be used at the school district or charter school that is listed on the credential document. If a candidate changes their place of employment, they must notify their advisor immediately. Employment changes are processed by the CTC via a 41-4 paper application. Failure to notify advisor of employment changes could result in a delay of employment restriction change, which may affect employment.

Period of Validity

Intern Credentials are valid for two calendar years. Candidates must complete the Intern Credential program and all other Preliminary Credential requirements within those two years. If a candidate is unable to finish the program on time due to hardship, they can request a one-time one-year extension with the CTC. These extensions are not guaranteed.

Non-Displacement of Certificated Employees

In accordance with California Code section 44225.7, Reach University works with participating school districts or other public Lead Educational Agencies (LEA) to ensure that intern candidates do not replace certificated employees. Intern positions are offered only when they do not displace credentialed teachers and are used to support candidates' professional preparation while meeting the employer's staffing needs.

Preliminary Credential

Recommendation Process and Requirements

Preliminary Credential recommendations are submitted to the CTC once a candidate has completed the following:

- Successfully completed all program coursework
- Passed Cycle 1 and Cycle 2 of the CalTPA
 - Multiple Subject candidates must pass the Literacy Performance Assessment
- Completed all program completion requirements:

1. Valid CPR/FIRST AID Certification *MUST cover Infant, Child, and Adult CPR
2. Individual Development Plan (IDP)
3. Supervision and Support Tracking

Once the recommendation has been submitted, the candidate will receive an email with the next steps to accept and pay for the recommendation. The recommendation should be accepted as soon as possible and expires within 90 days. Failure to accept the recommendation could result in a delay of credential issuance.

Period of Validity

Preliminary Credentials are valid for five calendar years. Candidates must enroll in an induction program to clear their credentials within those 5 years.

