

## Effective Date

The information contained in this addendum supplements or replaces information found in the 2024-2025 Reach University Catalog.

Unless otherwise stated, the following changes reflect current information about Reach University and will take effect beginning in the 2024-2025 academic year.

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## Transfer Credit Policy (UG) – Update

Reach University accepts transfer credits from accredited institutions in the United States. Credits must be collegiate non-remedial courses and must have passed with a grade of C or better. Only official transcripts will be used to analyze transfer credits. Reach University does not offer a customized degree program with one-to-one transfers (i.e., transfer candidates must complete all courses listed on their designated degree program). Our programs within Reach Teachers College are designed to help candidates pass teacher competency exams such as Praxis II or CSET, and Reach maintains transferability policies within each state's requirements. Collegiate credit or degree must be from a regionally accredited college or university in the United States; trade school courses and degrees are non-transferable.

- Bulk transfer credit is applied during enrollment into the Bachelor of Arts in Liberal Studies 2-year track (60 credits) or the 3-year track (30 credits), depending on the transfer eligibility. See catalog section, Transferring Credits into BA in Liberal Studies. Candidates who do not submit official transcripts in a timely manner will be defaulted to the standard 4-year track.
- Arkansas State History transfer credit from an accredited Arkansas institution.
- Credit for Prior Learning, including work experience and professional development credit. See the catalog section, Credit for Prior Learning Policy.
- Articulation Agreements with specific transfer agreements. See catalog section, Transfer Articulation Agreements.

The Arkansas State Department of Education requires candidates residing in Arkansas to take an Arkansas State History (3 credits) course in addition to their degree and program requirements. Collegiate credit previously earned at a regionally accredited Arkansas college with a grade of a C or better is eligible for transfer credit towards this specific requirement here at Reach and will not be required to retake this course while pursuing their undergraduate degree.

## Process for Transferring Credit

Applicants may request a review of previous coursework for equivalencies or transfer credit by submitting a Transfer Request Form, official transcripts, and course syllabi (or official course catalog descriptions at a minimum) to Admissions ([apply@reach.edu](mailto:apply@reach.edu)). All transferability is processed and approved by the University Registrar.

## Articulation Agreements with Reach Teachers College

Reach has developed articulation agreements with several institutions in the areas we serve to enable AA graduates to transfer to one or more of our BA programs. By focusing on the core competencies that candidates must cover to begin the program in the appropriate pathway, we can accept a broader range of courses as transfer credits to minimize the loss transfer students face when entering the Liberal Arts undergraduate program. The course areas we require give incoming transfers a sufficient foundation for success.

Reach prioritizes articulation agreements with colleges near our school partners in Alabama, Arkansas, California, Colorado, Louisiana, Tennessee, and Texas.

### Recently Established Articulation Agreements:

Northwest Arkansas Community College  
Northwest-Shoals Community College  
Southeast Arkansas Community College  
South Arkansas University Tech Community College  
Arkansas State University Beebe  
Delgado Community College  
College of the Siskiyous  
Shasta College  
Colorado Community College System

### Quarter Unit to Semester Unit Conversion (UG) (GR)- New

Quarter units accepted in transfer will be converted to semester units. One semester unit is equivalent to .67 quarter unit.

QUARTER UNITS	SEMESTER UNITS
1	.67
1.5	1

### International Credentials and Evaluations Policy (UG) (GR) – Update

Non-US credentials, diplomas, and transcripts will be accepted to meet the requirement for proof of high school graduation, provided that the credential/diploma/transcript is professionally evaluated and deemed to be the equivalent of a U.S. high school diploma (or otherwise equivalent to the applicable documentation listed above).

- Course-by-course evaluations are required for those candidates seeking course-specific transfer credit from an international post-secondary institution toward their Reach University program.
- Admissions requirements include GPA calculations; any evaluation provided to Reach should include this along with the equivalence.
- Those seeking a graduate degree with the Teachers College must have an additional notation to be included regarding the language of instruction; this is a teaching credential requirement.

A prospective candidate must have non-US credentials evaluated by a Reach-approved credential evaluation service and/or a listed National Association of Credential Evaluation Services (NACES) member. Lists recognized service providers here <https://www.naces.org/members>

#### List of Approved Undergraduate Evaluators

Academic Evaluation Services, Inc.  
 Center for Applied Research, Evaluation and Education, Inc.  
 Educational Credential Evaluators, Inc.  
 Educational Perspectives, nfp  
 Educational Records Evaluation Service, Inc.  
 Foreign Academic Credential Service, Inc.  
 Foundation for International Services, Inc.  
 Global Credential Evaluators, Inc.  
 Globe Language Services  
 Institute of Foreign Credential Services, Inc.  
 International Academic Credential Evaluators, Inc.  
 International Consultants of Delaware, Inc.  
 International Education Evaluations, Inc.  
 International Education Research Foundation, Inc.  
 Josef Silny and Associates, Inc. International Education Consultants  
 SpanTran: The Evaluation Company  
 Transcript Research  
 World Education Services, Inc.

#### List of Approved Graduate Institute and CTC-specific Evaluators

Educational Credential Evaluators, Inc. (ECE) [ECE Website](#)  
 Educational Records Evaluation Service (ERES) [ERES Website](#)  
 Institute of Foreign Credential Services [IFCS Website](#)  
 International Education Research Foundation, Inc. Credentials Evaluation Service (IERF) [IERF Website](#)  
 The Evaluation Company (formerly SpanTran) [TCE Website \(Application - California CTC\)](#)  
 World Education Services (WES) [WES Website](#)  
 Academic & Credential Records, Evaluation & Verification Services (ACREVS) **\*\*MUST** submit a copy of the original academic transcript with evaluation [ACREVS Website](#)

### Concurrent Enrollment for Equivalent Transfer Courses (UG) – New

Candidates in good academic standing at Reach University who have completed at least fifteen (15) semester units of work at the university and who are eligible to register for the subsequent term may enroll concurrently at another college. Concurrent enrollment is only eligible during the summer terms, may not be utilized in the last terms for completion, and only for prior course requirements that candidates failed to pass successfully at Reach. Approval will only be granted for institutions with which articulation agreements are in place. Credit may not be awarded for coursework completed without this prior approval.



### Steps for Approval

Undergraduate candidates wishing to complete courses at another institution must submit a Concurrent Enrollment Form with the Registrar's Office 2-3 weeks before the start of the term. Upon completion of the course(s), the candidate must request that an official transcript be sent to Registrar@Reach.edu.

### Required Final Steps

Candidates approved to take coursework at another college must submit an official transcript upon completion to receive the transfer credit used to fulfill the required courses and to continue attending Reach. The new transfer work will be calculated into the overall totals and updated on the candidate's student portal. This process currently takes 2 - 3 weeks.

## Residency Requirements (UG) (GR) - New

### Undergraduate

A maximum of 12 units may be transferred after candidates are enrolled at Reach University. Candidates are not to exceed a combined maximum of 75 semester hours toward the Bachelor's degree.

A cumulation of credit awarded through the credit of prior learning may not exceed 25% of the credits required for a Reach University-conferred credential or degree.

Associate degree candidates are not to exceed a combined maximum of 12 semester hours for transfer credit.

### Graduate

Graduate candidates are not to exceed a combined maximum of 9 semester hours for transfer credit.

## Licensing & State Authorization - State Disclosures

### State of California – Institutional Notice

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.

### State of Georgia - Additional Notice for Candidates in Georgia

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

2082 East Exchange Place

Tucker, GA 30084 US

(770) 414-33

<https://gnpec.georgia.gov/>

**Disclosure:** Candidates have the right to appeal a final institutional decision to GNPEC at the contact information above.

### Tennessee Provisional Authorization

Tennessee Provisional Authorization for Bachelor of Arts in Liberal Studies Program

Tennessee Higher Education Commission

312 Rosa Parks Ave, 9th Floor

Nashville, TN 37243

(615) 741-3605

<https://www.tn.gov/thec>

### State of Tennessee - Additional Notice for Candidates in Tennessee

**Disclosure:** Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 and Rule Chapters 1520-01-10 and 1520-01-02 may file a complaint with the Tennessee Higher Education Commission (THEC), Division of Postsecondary State Authorization. THEC only investigates complaints that have exhausted an institution's policy and that have not been resolved at the institution level.

### Request for Complaint Review

Tennessee Higher Education Commission

312 Rosa L Parks Ave 9th Floor  
Nashville, TN 37243

If you have any questions regarding the complaint process, you may contact Julie Woodruff at [Julie.Woodruff@tn.gov](mailto:Julie.Woodruff@tn.gov) or (615) 253-8857.

### State of Georgia Regulations – New 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.

### State of Georgia - 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 (UG) (GR)- NEW

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.

### Course Repeat Policy (UG) - Update

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 retake a course during the summer. Candidates who are unable to attend a summer semester to retake a course(s) will be held from progressing to the next semester of courses in their scope & sequence until they retake the required course(s). Candidates who need to repeat more than two courses will be required to retake 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 are 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.



## Incomplete Grade Period Policy (UG) - Update

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.

### 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 30 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 the date the incomplete period is over. Grade changes should be submitted by email to the Registrar's Office at [registrar@reach.edu](mailto:registrar@reach.edu).

## Maintenance of Candidate Records Policy - NEW

Reach University maintains all records as required by the California Department of Education and the California Private Postsecondary Education Act of 2009.

In addition to permanently retaining a transcript in perpetuity as required, the university maintains for a period of 5 years the pertinent candidate records described in the Production of Official Candidate Records Policy from the candidate's date of completion or withdrawal. Notwithstanding, the university shall maintain records relating to federal financial aid programs as federal law provides.

A record is considered current for three years following a candidate's completion or withdrawal. Official Candidate Records are maintained perpetually in the secure student information system's record and electronic document file. The University guarantees record storage maintenance to abide by the following requirements:

Records are stored without loss of information or legibility for the period within which the record is required to be maintained by the California Private Postsecondary Education Act;

For a current record, the university maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. For a no longer current record, the university can reproduce exact, legible printed copies within two (2) business days.

The University has fully accessible designated personnel scheduled to be present at all times during regular business hours who have access to any candidate records and can produce candidate transcript requests or complete record copies upon authorized requests

All records that the university must maintain can be made immediately available by the university for inspection and copying during regular business hours by the state or federal agencies and any entity authorized to conduct investigations.

Included as required, if the institution closes, the university is responsible for arranging, at our expense, the storage and safekeeping in California of all the necessary records to be maintained as required by the California Private Postsecondary Education Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge, except as allowed during regular business hours by any entity authorized by law to inspect and copy records.



### Enrollment Level (UG) (GR) – New to publish

#### 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

#### Graduate Enrollment Status

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

### Diplomas (UG) (GR) - Update

Diplomas are mailed approximately three months after the actual term of degree conferral or program completion.

### Early Participation in Commencement (UG) – New

Candidates close to meeting all degree requirements may opt to participate early in the ceremony due to personal circumstances or professional commitments.

A petition is available to undergraduate candidates who will be deficient up to six (6) units at the end of the summer semester. Candidates with pending concurrent enrollment transfer credit or examinations required for graduation are not eligible. Honors at the graduation ceremony will not be available to candidates with the above deficiencies.

### Official Grades (UG) (GR) – New

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.

### Adjustment of Final Grade (UG) (GR) – New

Although grades submitted to the registrar are considered final and official, further evaluation by the instructor of record may reveal computational or clerical errors.

The registrar is authorized to accept an adjusted grade when the following conditions exist:

- An instructor, upon reevaluation, identifies and acknowledges an error and reports a corrected grade to the registrar.
- Upon reexamination of the work completed, an instructor concludes that the original grade was in error and reports the error to the Registrar's Office

NOTE: When reporting revised grades, instructors will certify, via the ticket system, that the revised grade is based on the correction of an error revealed by reexamination of the instructor's records.

### Change of Grade (UG) (GR) – New

Grade changes are considered substantial changes in a final 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.

### Praxis Deadlines & Requirements (UG) – New to publish

Praxis requirements: BAGE & BALS

Exemption: [California](#) and [Texas](#)-based candidates who take different state exams

Test/Semester	BAGE Candidates	BA-LS Candidates
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Praxis II Elementary Subtest- Social Sciences (\$64.00)	Required	Not Required BUT you do have to show proof of registration for a Praxis II subtest of your choice to pass DEP 303B in your Advanced year
Praxis II Elementary Subtest- Math (\$64.00)	Required	Not Required BUT you do have to show proof of registration for a Praxis II subtest of your choice to pass DEP 303B in your Advanced year
Praxis II Elementary Subtest- Science (\$64.00)	Required	Not Required BUT you do have to show proof of registration for a Praxis II subtest of your choice to pass DEP 303B in your Advanced year
Praxis II Elementary Subtest- Special Education (\$64.00)	* Only Required for Louisiana Candidates seeking dual certification in Special Education	Not Required BUT you do have to show proof of registration for a Praxis II subtest of your choice to pass DEP 303B in your Advanced year
Praxis II Elementary Subtest (Entire exam all at once)	Can be taken instead of individual subtests	Not Required BUT you do have to show proof of registration for a Praxis II subtest of your choice to pass DEP 303B in your Advanced year

Passing Scores & Test Codes by State

The following chart shows the minimum scores needed to pass the Elementary Praxis II with the corresponding ETS testing code by state. Please note that these cut scores may change. Check with your state department often for updated cut scores.

STATE	ELA	ETS test number	MATH	ETS test number	SS	ETS test number	SCIENCE	ETS test number
AL	N/A	N/A	157	5903	154	5904	158	5905
AR	141	5002	136	5903	137	5004	139	5005
CO	N/A	N/A	157	5903	155	5904	159	5905

Louisiana Passing Score & Testing Codes

5000 Series

STATE	ELA	ETS test number	MATH	ETS test number	SS	ETS test number	SCIENCE	ETS test number
LA	157	5002	157	5003	155	5004	159	5005

7000 Series

STATE	ELA	ETS test number	MATH	ETS test number	SS	ETS test number	SCIENCE	ETS test number
LA	138	7002	157	7003	155	7004	159	7005

Principles of Learning and Teaching (PLT) K-6

ETS Test codes: 0622 or 5622 - Passing Score: 160

Teaching Reading: Elementary

ETS Test Code: 5205

Arkansas Foundation of Reading Exam

The Foundation of Reading Exam registration link is found [here](#).

ETS School Report Codes

When registering for the Praxis exam with ETS, you will be asked for a school reporting code. Reach University only has ETS codes for the following states: Arkansas and Louisiana.

STATE	CODE
Arkansas	6208



Louisiana	6430
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Praxis Exams Updates (LOUISIANA CANDIDATES ONLY) as of 6/11/24

Beginning January 1st, 2025 all NEW Reach University candidates need to take the test the Louisiana Elementary Multiple Subject Test Exam - 7000 series

Please note: The Teaching Reading Exam will now be embedded in the 7002 ELA exam. This means that candidates will not need to register for an additional teaching reading exam. Current BAGE/BA-LS candidates who have taken and passed any part of the 5000 series Praxis exams can continue taking the 5000 series but will need to take a separate Teaching Reading exam.

### Cluster Course Praxis Requirements for Bachelor of Arts in Global Education (BAGE) Candidates

BAGE candidates are required to take the Praxis after their cluster courses (Math, Science, ELA, and Social Studies) and will have to show proof of Praxis registration through ETS for end-of-semester completion (cluster courses - math, science, social studies, and literacy). BAGE candidates are enrolled in a licensure-specific program (Louisiana and Arkansas).

The BAGE degree serves one very specific purpose, to graduate candidates eligible for licensure in elementary education in the states of Louisiana and Arkansas. Governance surrounding this degree is largely dictated by the Boards of Regents/Departments of Education in both states.

- BAGE candidates have no choice whatsoever in taking these exams as part of their degree (and end of cluster course) and cannot apply for licensure after the final semester without it.
- If candidates do not pass all parts of the elementary licensure exams, they will still be eligible to receive their degree but will not be licensed to practice. They cannot gain a teaching license until all parts are passed (even after graduation).
- To enter the Clinical Year as a teaching resident, candidates must have passed 50% or more of the Praxis Elementary Subtests (Language Arts, Math, Social Science, Science).

Our BAGE program is designed to prepare elementary and special education teachers. However, we understand that a sub-portion of our BALS candidates will ultimately seek licensure in other areas via an alternative certification program and/or Master's Degree program, post-graduation from Reach.

### Bachelors of Arts in Liberal Studies (BALS) Praxis Testing Recommendations

Reach strongly encourages all BALS candidates to take the Praxis after each cluster course, as these courses are designed explicitly to prepare for the content on the Praxis exams. These candidates are required to register for the exam and show proof. Most certification programs will not allow you to begin certification coursework without passing Praxis scores, and waiting to take exams post-graduation will greatly increase the risk of delaying your path to becoming a fully licensed teacher.

While candidates will still need to study independently, Reach believes that while enrolled in the cluster course series (math, science, social sciences, and Lit) is the best opportunity for candidates to take advantage of the learning received while enrolled in these courses. Reach has taken particular care in designing these cluster courses to help prepare candidates for each type of content presented on licensure exams.

Each of the following states is linked directly to your state department's education department. Here you will find information on certification guidelines, testing requirements, and contact information:

[Alabama Candidates](#)

[Arkansas Candidates](#)

[California Candidates](#)

[Colorado Candidates](#)

[Louisiana Candidates](#)

[Tennessee Candidates](#)

[Texas Candidates](#)

### ADA and Accommodations (UG (GR) – New to publish

Reach University complies with the ADA, offering medical and learning accommodations to support all candidates. Start the process by filling out our [online form](#). Requests will generally be processed in 5-7 business days. Utilizing accommodations is free. Reach’s dedicated advisors support accommodation needs and resources. For more information, see [Introduction to the Americans with Disabilities Act](#).

### Undergraduate Programs & Degrees – Update

Program Name	Degree Level	Modality	Credits	Duration in Years	Additional Specifications
Bachelor of Arts in Global Education	Bachelors	Distance Education	124	4	
*Arkansas State Residence			127		
Bachelor of Arts in Liberal Studies	Bachelors	Distance Education	120	4	
*Arkansas State Residence			123		
Bachelor of Arts in Liberal Studies - 3 years	Bachelors	Distance Education	120	3	Transfer with 30-transferable collegiate semester credits
*Arkansas State Residence			123		
Bachelor of Arts in Liberal Studies - 2 years	Bachelors	Distance Education	120	2	Transfer with Associate Degree or 60-transferable collegiate semester credits
*Arkansas State Residence			123		

\*Arkansas State requires an additional course in Arkansas History.

### Bachelor of Arts in Global Education BAGE Clinical Requirement & Disclosure

For a Bachelor of Arts in Global Education (BAGE) candidate to qualify as a Clinical Resident for the Clinical Year, candidates must meet several eligibility requirements. Failure to meet these criteria may result in a transfer to the Bachelor of Arts in Liberal Studies (BA-LS) program.

- Candidates must pass 75% (3 out of 4) of the Praxis Elementary Subtests (Language Arts, Math, Social Science, Science) by mid-semester of the Advanced Year - Semester 2, with official scores submitted by the following deadlines: March 1st for a Fall Clinical Year start and October 1st for a Spring Clinical Year start.
- Requirements include employment at a school with a Memorandum of Understanding (MOU) with Reach placement in an elementary classroom for the Clinical Year (note: SPED classrooms do not meet this requirement).
- Successful completion of required courses as outlined in the Scope and Sequence.

### Minimum Grade Requirements (UG) - New to Publish

Reach University operates in various states to develop partnerships and sustainable job-embedded programs; with this, we maintain each state-mandated and US Department of Education requirements, which includes minimum grade requirements for the Teachers College.

- **Clinical Year (all candidates)**- Minimum passing grade requirements of a B or higher in all clinical year courses
- **All states (except California)** - Minimum passing grade requirement of a C- or higher in all courses; see clinical year requirement.
- **Arkansas State Residence** - Required to pass Arkansas History course with a C- or higher.
- **California State Residence**
  - Minimum passing grade for Mathematics Basic Skills (MR) and Literacy Basic Skills (LIT) courses require a B or higher.
  - SSP course series (that includes the U.S. Constitution requirement) requires a minimum passing grade of C or higher.
  - All other classes minimum passing grade requirement of a C- or higher in all courses; see clinical year requirement.

### Administrative Withdrawal Policy (GR) – New to Publish

Graduate candidates can be administratively withdrawn from the University for reasons other than ceasing attendance. The date of withdrawal used is the candidate’s last date of academic-related activity, including any

synchronous and asynchronous academic engagement. A candidate will be administratively withdrawn from the undergraduate program if any of the following conditions are met:

- The candidate has not logged into the learning management system during the first week of the semester and/or is not engaged (attending classes, submitting assignments, etc.) and is non-responsive for more than one semester.
- The candidate is no longer actively enrolled at Reach University.
- Candidates must inform Reach University about employment changes within seven business days. Failure to do so may result in disciplinary action, change of program, complications with licensure and/or certification, or administrative withdrawal from the University.
- Conditionally or provisionally admitted candidates who fail to complete all the requirements of matriculation (enrollment), such as delayed or missing forms or financial holds, will be administratively withdrawn.
- Intern candidates who fail to pass the Reach 210 pre-service course and to appropriately matriculate successfully into the program will be administratively withdrawn.
- Candidates who violate academic probation or code of conduct will be administratively withdrawn or dismissed.

### Administrative Withdrawal Grade (WW Grade) (GR) – New

WW = Administrative Withdrawal

Administratively withdrawn from a course and/or administratively withdrawn from the University.

Candidates who are processed as an administrative withdrawal or dismissal due to violation of the code of conduct or probation may receive a grade assessment of WW for administrative course withdrawal on their academic record.

Additionally, candidates with extenuating circumstances or external assessment or examination issues may receive an exception and receive a WW grade. These occurrences are rare and are evaluated on a case-by-case basis by the University Registrar.

### Graduate Grade Scale- Update

Letter Grade	Grade Scale	Grade Points	Described of Level of Performance
EE	Exceeded Expectations: Performance of the candidate demonstrated sustained excellence in applying the course expectations and demonstrating the course knowledge, skills, and habits. <b>Number Grade: 94-100</b>	4	Exceeded Expectations
ME	Met Expectations: Performance of the candidate adequately met the requirements of the course and demonstrated the necessary application of course knowledge, skills, and habits. <b>Number Grade: 84-93.9</b>	3	Met Expectations
NM	Did Not Meet Expectations: Performance of the candidate did not adequately meet the requirements of the course and/or failed to demonstrate the necessary application of course knowledge, skills, and habits. This may include failure to submit assignments on time, failure to meet the attendance requirement, or failure to demonstrate the necessary knowledge and skills through course assignments. <b>Number Grade: 0-83.9</b>	0	Did Not Meet Expectations
WW	NA	0	Administrative Withdrawal-nonpunitive

### Incomplete Grade Period Policy (GR)

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 Grad Insitutute's prior use of extensions are no longer 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 and, if needed, will be rescheduled into the consecutive term to retake the course.

### Change of Grades

- 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 the date the incomplete period is over. Grade changes should be submitted by email to the Registrar's Office at [registrar@reach.edu](mailto:registrar@reach.edu).