



Maalot College

Academic Catalog

2026 – 2027

Address: 6530 North 7th Street, Phoenix, AZ 85014

www.maalotcollege.org

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This catalog contains important information relating to your education at Maalot. All students are required to read the catalog carefully and retain it for reference throughout the period of their studies. Failure to adhere to the policies detailed in the catalog can possibly delay your graduation as well as result in additional expenses. We expect all students to assume considerable personal responsibility for their education. The policies and procedures described in the catalog are current at the time of publication. Students who enroll and register for courses while this catalog is in use, are bound by the information listed in this catalog.

The college reserves the right to make changes to the catalog at any time.

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Dear Student,

Education has the power to change the course of a life.

It broadens our understanding, strengthens our judgment, and prepares us to serve others with wisdom, skill, and integrity. At Maalot College, we believe that meaningful learning is both intellectually rigorous and deeply purposeful. Every course, assignment, and interaction is designed to help you grow into a knowledgeable professional, a thoughtful leader, and a lifelong learner.

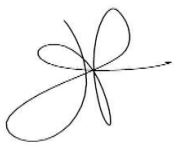
As Chief Academic Officer, my commitment is to ensure that your education reflects the highest standards of academic quality while remaining relevant, engaging, and centered on student success. Our faculty are more than subject matter experts. They are educators who are invested in your growth and dedicated to helping you achieve your goals.

Whether your aspirations involve advancing your career, deepening your expertise, or preparing to make a greater impact in your community, you have joined a learning community that believes your education should be both challenging and transformative.

I encourage you to approach this journey with curiosity, determination, and an openness to new perspectives. Ask questions. Embrace challenges. Learn from one another. The knowledge and skills you develop here will extend far beyond the classroom.

Thank you for placing your trust in Maalot College. It is an honor to accompany you on this journey, and I look forward to celebrating all that you will accomplish.

Warm regards,



Jannette Flores

Chief Academic Officer



In This Section

[Our Mission](#)

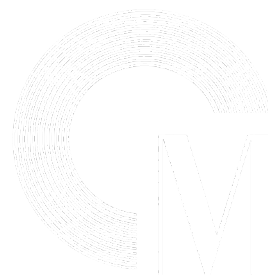
[Our Core Values](#)

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History of Maalot College

Maalot was founded in 1984 by Dr Avraham Schwartzbaum A"H, a pioneer in women's education. Dr Schwartzbaum and Rabbi Nosson Geisler שיחיה, found a solution for women who were focused on building Torah homes without losing sight of quality academic preparation for their chosen professions.

Together with Rabbi Refson, the founder and Dean of Neve Yerushalayim, they established Maalot. This new idea would be a continuation of the Bais Yaakov tradition: providing quality education to support every aspect of the goals of a Bais Yaakov graduate. They examined the many opportunities for education in America and found a way to provide serious education taught by instructors who were highly qualified professionally as well as paradigms of the lives they strive to inspire their students to live.

Over the last four decades Maalot Educational Network developed over 200 courses to provide the education needed for many professions and the advanced Judaic Studies necessary for facing the challenges of the workforce. These courses were originally reviewed by the American Council of Education (ACE) and later, the National College Credit Recommendation Service, (NCCRS) a division of the Board of Regents of New York. Thousands of students used these courses to graduate from regionally accredited colleges and continued to graduate schools and well-paying professions. Their quality education combined with the depth of Torah study created confident educated students-positive of their place as family and community role models.

In 2022 Maalot took a bold step and incorporated as a new online entity entitled Maalot College, a division of Maalot Institutes of Torah. Maalot has always stood apart and above. Maalot College continues this tradition. This catalog reflects policies and procedures of the Maalot College.



Maalot College is Licensed to operate in the State of Arizona, by AZPPSE, The Arizona State Board of Private Post-secondary Education and accredited by the Distance Education Accrediting Commission (DEAC). DEAC is recognized by the Council for Higher Education Accreditation (CHEA).

Our Mission

The mission of Maalot College is to provide quality post-secondary education to the student who places Torah values as central to both their personal and professional life. Maalot seeks to inspire our students to invest and excel in every aspect of their lives and become contributing members of their family, profession, and community by teaching skills and knowledge in an interactive online environment that supports their academic and professional goals.

Our Core Values

- Perpetuating the core values of classical Torah scholarship
- Promoting life-long learners
- Nurturing tolerance and respect of others
- Promoting professional development and critical thinking
- Empowering students to support their families through professional development
- Fostering community responsibility
- Creating real world skills through collaborative projects

Disclosure Statement

Maalot College is a privately owned post-secondary school which does not discriminate on the basis of race, creed, color, sex, age, disability or national origin. Maalot College is open to all students regardless of their personal religious beliefs and expects all students and faculty to respect each other and the values of the Jewish tradition. Students and Faculty should be of good moral character as defined by the student and employee codes of conduct.

Leadership

Board of Directors

Rabbi S. Vogel

President

Rabbi Vogel, President and founder of Maalot Institutes of Torah. He brings the perspective of successful business practice, intimate knowledge of the many Orthodox Communities and a

personal mission of social responsibility and leadership. His energy and broad vision of the needs of every section of the community drives Maalot to continuously serve its students with more professional, creative and academic offerings.

He has adapted the methodology and outlook of the world renowned Dr. Feuerstein to provide specialized programs and resources to ensure the success of every child in school, no matter his religious or ethnic background and continuously searches for innovative programs to enable more people to enter the workforce with educationally sound academic programs.

Rabbi Dr. Dovid Refson

Rabbi Dr. Refson founded Neve College for Women in 1970. He saw Neve as a place for women, without a religious background, to explore Judaism. Neve has since broadened its mandate to offer a variety of Jewish studies programs relevant to the spectrum of modern-day Jewish life. Today, the Neve Campus is a huge, modern campus with beautiful gardens overlooking the city of Jerusalem. Rabbi Refson dedicated his life to make a Torah based education available internationally to students with all levels of commitment to Torah. Today, Neve is a magnet for world renowned instructors and adult students from around the globe.

Mr. Mechel Weiser

Mr. Weiser has long and successful experience creating systems and restructuring schools and organizations enabling them to grow to serve the public they seek to help. He comes with strong family values and a mission to help community projects, particularly in the field of education. He has seen firsthand the value of focused and experienced educators and seeks to add this value of quality and broadly encompassing education to enhance post-secondary institutions within the Orthodox Jewish community.

Mrs. Toby Vogel

Mrs. Toby Vogel, MA is a seasoned educator in Hassidic schools. When no acceptable textbooks were available, she drafted seasoned writers and created and published textbooks to support quality curriculum. She wrote syllabi and sourcebooks for post-secondary education to train women from Chassidic backgrounds in the important elements of classroom instruction.

Rabbi Joseph Rabinowicz

Rabbi Rabinowicz is a distinguished Torah scholar with extensive expertise in Jewish law. Recognized for his scholarship, leadership, and judicial service, he is also the author of significant works on Jewish law and thought. His wisdom and involvement with the community enhance Maalot College's operations and ensure its alignment with classical Torah values.

Administration

Jannette Flores

Chief Academic Officer,

Dr. Jannette Flores is a higher education leader and instructional designer with expertise in curriculum development, accreditation, online learning, and academic program administration. She has extensive experience leading cross-functional initiatives that strengthen academic quality, develop faculty, and design engaging, outcomes-based curricula across undergraduate and graduate programs. Her work spans instructional design, strategic planning, compliance with accreditation standards, and the integration of innovative educational technologies to enhance student learning. Dr. Flores is recognized for her ability to translate institutional goals into practical academic solutions, build scalable educational systems, and foster collaboration among faculty, administrators, and industry partners. She is committed to advancing student success through evidence-based practices, continuous improvement, and excellence in higher education.

Evelin Suij-Ojeda

Dean

Dr. Evelin Suij-Ojeda is a higher education leader, educator, and instructional design specialist with more than 27 years of experience advancing teaching excellence, faculty development, curriculum design, and online learning. She has held senior academic leadership roles directing institution-wide professional development initiatives, designing faculty competency frameworks, leading mentoring and classroom observation programs, and supporting accreditation and quality assurance efforts. Dr. Suij-Ojeda has extensive experience developing graduate and undergraduate curricula, teaching in international higher education settings, and

promoting inclusive, evidence-based instructional practices. An accomplished scholar, speaker, journal editor, and reviewer, she has presented at international conferences and contributed to the advancement of teacher education and educational innovation worldwide. She is committed to fostering high-quality learning environments that strengthen faculty effectiveness and improve student success.

Directory

President: sv@maalotedu.org

Chief Academic Officer: jef@maalotedu.org

Academic Dean: eso@maalotedu.org

Applications & Admission

In This Section

Requirements for Admission

Technology Requirements & Responsibility

Requirements for Admission

Applicants must have a high school diploma or a GED in order to be considered for admission. Applicants are required to provide an attestation and information regarding their high school graduation on their application, but Maalot may, at their discretion, request a diploma, proof of graduation, high school transcript, or other information or documentation regarding high school completion for any reason.

Judaic Studies is an important component of the Maalot degree. Applicants must have at minimum, basic skills in reading and writing in the Hebrew language, and the ability to read Rashi script. Most Judaic studies credits received in transfer would provide sufficient proof of these abilities. A waiver of this requirement in extenuating circumstances, may be requested of the Dean.

Applicants must be adept at using technology and have the requisite computer skills to participate in the online courses.

Applicants must be able to demonstrate emotional maturity as well as the ability and skills to study post-secondary level coursework and be able to complete assignments in English and provide suitable references to support these requirements.

Maalot may only recruit students who live in Arizona or in countries outside of the United States.

Non-Discrimination

Maalot is committed to providing equal opportunity in its education and admission policies to all. Maalot College does not discriminate or differentiate based on race, color, creed, age, gender, national origin, religion, sexual orientation or disability.

Procedure Definition of Terms:

Application: Students are required to submit a completed application form through the institution's secure online portal. The application includes personal identification details such as full name, date of birth, contact information, and educational history.

The institution's identity verification process also includes the submission of a clear, government-issued photo ID (e.g., passport, national ID card, or driver's license) to confirm their identity, as part of the admission and onboarding procedure. This document is reviewed by the

admissions team to ensure it matches the personal information provided by the student in their application.

Acceptance: Applicants will receive a notice from Maalot administration with the determination if the applicant has been accepted, if their application has been denied, or if there is further information needed before a determination can be made.

Registration: If accepted, students will complete the course registration process and an enrollment agreement, which will include all financial and payment arrangements. All payment arrangements must be made before starting courses.

To apply for admission, students must submit a completed application form plus a \$50 application fee. If admission is denied, the application fee will be refunded.

A Maalot administrator may interview all applicants and check references in order to support their assessment of the level of emotional maturity and academic ability to succeed in the program requirements.

Applicants must have a High School diploma or a GED in order to be considered for admission. Applicants are required to provide an attestation and information regarding their high school graduation on their application, but Maalot may, at its discretion, request a diploma, proof of graduation, high school transcript, or other information or documentation regarding high school completion for any reason.

All students must be proficient in the English language. If an applicant is not a native English speaker they will need to provide proof of proficiency in one of the following ways:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- A minimum score of 61 on the Internet Based Test (IBT)
- A minimum score of 6.0 on the International English Language Test (IELTS)
- A minimum score of 44 on the Pearson Test of English Academic Score Report.
- A high school diploma completed at an accredited/recognized high school, yeshiva or seminary, where the medium of instruction is English.
- A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent where the language of instruction was English.

- Transcripts not in English must be evaluated by a third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. The evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

In the event that the student is denied admission, he or she will be notified with the reasons. Denials of admission may be appealed to the Dean of the school, whose determination on any such matter shall be final.

Policy and Procedure for Exceptions to Admissions Criteria

In the event that the student is denied admission because of a low GPA and it is determined by the Dean that the student would benefit greatly by admission to Maalot College, the student may be admitted with the understanding that they may register for up to 9 credits per semester until they have finished a complete semester with a GPA of 2.5. After one successful semester, the student will be allowed to register as a full-time student. At the end of this first full-time semester, the student will meet with the Dean to determine if the student can continue full time and add to his or her course load. This exception will only be considered for applicants who otherwise align with the values and mission of Maalot and whom the administration believes will benefit from and be an asset to the institution. Any other exceptions to criteria will be documented and include the reason that the exception was granted.

Technology Requirements & Responsibility

Students must have access to computers with reliable and consistent internet connections. Equipment must include a camera. A printer and scanner are highly recommended. Live sessions, when offered, are conducted via Zoom.

The student must have basic computer skills including use of Microsoft Word or other word processing programs. Excel or a similar type of spreadsheet program is recommended. Responsible use of technology is expected of all students. Students may not copy or modify any Maalot software or course material without proper authorization.

Unethical use of artificial intelligence software to complete course work is prohibited and will incur the same consequences as a plagiarism violation.

Students may not use Maalot software or platforms to communicate offensively to other users within the system.

Students may not use any Maalot College software or resources for profit or commercial promotion or profit.

Policy on Use of Artificial Intelligence (AI)

The following are the guidelines for ethical use of artificial intelligence for Maalot College students. This policy aims to foster an environment of academic integrity and responsible use of technology. This policy applies to all students enrolled in Maalot College across all programs.

Students must ensure that any AI generated content used in assignments, research or exams is properly cited and does not violate the Maalot College integrity policies. AI tools should be used to complement, not replace student's own critical thinking and creativity.

Prohibited use:

The use of AI to complete assignments, exams or quizzes without proper disclosure is considered academic dishonesty. This includes the use of AI to generate essays, solve exam questions or provide answers in a manner that misrepresents the student's own knowledge or abilities.

Disclosure:

Students must disclose the use of AI tools in their work if the AI has significantly contributed to or facilitated the creation of content. Proper citation of AI tools must be included in the bibliography of footnotes following the institution's citation guidelines.

Ethical Use:

Students should avoid the use of AI that is disrespectful of the privacy, intellectual property and the rights of others. Students must avoid using AI in ways that could be considered harmful, deceptive or exploitative.

Students must ensure that any AI tools used comply with relevant privacy regulations and do not misuse or exploit personal data. AI application and generated information must be reviewed by the student with an awareness of compliance with data protection laws and Maalot College guidelines. Students must be aware of the potential biases in AI tools and use them critically with consideration of the Maalot College rules of conduct.

Students must not rely solely on the validity of AI generated output and should carefully scrutinize the output for accuracy, potential bias and legality.

Students should be encouraged to discuss the ethical use of AI with their instructor and Dean.

Consequences

Violations may result in disciplinary actions including but not limited to academic penalties and other consequences as determined by the Dean.

As the technology of AI advances, there may be further policy statements and consequences for abusing AI in academic submissions. Maalot College will advise students of any changes in its policy.

Tuition & Fees

In This Section

Estimated Book Fees

Tuition Payment Schedules and Discounts

Refund Policy

Tuition	
Tuition per credit	\$300
Application fee	\$50
Evaluation of transfer credit fee	\$50
Graduation Fee	\$50
Fees per semester Enrollment -registration	\$50
Technology Fee (Sept - Aug)	\$150

Estimated Book Fees

Most courses use Open Educational Resources (OERs) or instructor-provided materials at no cost to students. When a course requires a paid textbook or other paid materials, an additional fee will apply. Required materials and associated costs are listed in the course syllabus.

For Judaic studies courses and the 30 credit Judaic studies requirement in each of our degree programs, most of the textbooks can be found in the library of any traditional home or synagogue.

For additional technology fees for computer science or for lab courses please refer to specific course syllabi.

Tuition Payment Schedules and Discounts

Currently, Maalot does not provide any scholarships, payment plans, or financing options to students. Students register for courses for a single semester at a time and must make payment arrangements for the semester, in full, prior to the first day of each semester. Students may not be allowed to register for a new semester if there is a balance of unpaid tuition.

Maalot may occasionally offer an early-bird payment discount for specific semesters if payment is received in full by an indicated date or student location based discount. When offered, these

reduced rates are available to any student. Check with the Maalot office or the school website for details.

Information on discounts at Maalot College is clearly published in the institution's informational materials. The website provides up-to-date details on available discounts, ensuring that students have access to the most current offers. The catalog outlines general discount options, such as the early bird special, and refers students to the website for more detailed and up-to-date discount information.

Refund Policy

Refund policy before the start date of the semester:

Five-Day Cancellation: An applicant who provides written notice of cancellation within five calendar days of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide a 100% refund. Refunds are made directly to the person who paid the tuition.

Other Cancellations: An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$50

Sample Refund Calculation:

A 3-credit course has 405 credit hours. If a student withdraws from the course after 20%, or more than 81 hours have elapsed, the student is entitled to a refund of 70% tuition, or \$630. Note that the registration fee and credit evaluation fee, if relevant, are not refundable.

Refund After the Commencement of Classes (withdrawal)

1. Procedure for withdrawal/withdrawal date:

- a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - b. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
 - c. A student will be determined to be withdrawn from the institution (dismissed) if the student has not attended any class for 30 days.
-

- d. If a student is dismissed from the college, the withdrawal date will be considered the date that the student is first notified that he or she has been dismissed.
- e. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

- a. Before the start of the semester and during the first week of classes, the student is entitled to a refund of 100% of the tuition.
- b. After the commencement of classes, the tuition refund will be determined as indicated in the chart below, minus the \$50 evaluation of transfer credit fee and the \$50 application fee:

Tuition Refund Schedule

Percentage of Credit Hours Attempted	Tuition Refund Amount
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

Failed Courses

While the Maalot staff will work with students who may be struggling to help them succeed, occasionally a student will fail a course. Students who fail a course are not entitled to a refund for the course. A failed course may be retaken and the second grade may replace the first, failing grade, however, standard course fees apply.

Student Responsibilities

In This Section

Academic Performance

Online Conduct

Academic Integrity

Online Testing & Verification

Textbooks

Updates

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Academic Complaints

Student Counseling & Advising

Degree Requirements

Academic Performance

Maalot College expects students to maintain satisfactory academic performance throughout their studies. Undergraduate students must maintain a minimum cumulative GPA of 2.0, while graduate students must maintain a minimum cumulative GPA of 3.0. Some programs may establish higher standards when required by accreditation, licensing, or specific academic requirements.

A student whose cumulative GPA falls below the applicable minimum will be placed on academic warning for one semester and encouraged to work with an academic advisor to develop a plan for improvement. If the student does not achieve the required GPA by the end of the warning semester, the student will be placed on academic probation.

During probation, a student may be limited to nine credits per semester and required to follow an academic improvement plan. The student will return to good academic standing after achieving the minimum cumulative GPA required for the student's program level.

Academic standing and financial-aid eligibility are evaluated separately. Financial-aid requirements are described in the Satisfactory Academic Progress policy.

Online Conduct

Maalot courses may include optional live sessions held via Zoom. Students who choose to attend are expected to do so from the start of the session and to remain engaged for its full duration. Only registered students may attend live sessions.

Students attending live sessions are expected to appear on camera when possible. Students who are unable to use a camera for any reason are welcome to participate and should ensure their audio connection is reliable. Camera use is strongly encouraged as it supports engagement and community within the learning environment.

Students are expected to join from a tidy and appropriate environment and to appear dressed neatly and modestly. Loungewear, sleepwear, and casual sportswear are not in keeping with the academic nature of the session.

Students are expected to give their full attention to the session for its duration; engaging in unrelated work or activities is disrespectful to the instructor and fellow participants.

Students are asked to be mindful that eating during live sessions can be distracting to others and to use their discretion accordingly.

Students are expected to use respectful and professional language in all academic interactions, including live sessions, discussion boards, online forums, and all communication with faculty and staff.

Students may not record live sessions. Sessions may be archived by the institution for the current semester only. Course materials, assignments, test questions, and any copyrighted content may not be shared with anyone who is not a registered student, posted publicly or privately on any website, or reproduced in any form outside of the course.

Academic Integrity

All work is expected to be the result of the student's own efforts. All work must be properly cited when using quotes or material from another source. Academic dishonesty is a very serious offense. Unacceptable behavior includes submitting another student's work as your own, cheating on examinations, and plagiarism in all forms. Students must give credit for ideas or materials taken from another source. Any passage, no matter what length, from an article or book should be enclosed in quotation marks and appropriately cited. APA format must be used to cite sources in research papers. **Guides to using APA format are available from your instructor.**

Academic integrity includes the violation of cheating which includes divulging exam information to another student thus helping them cheat.

Students who do not comply with the regulations for academic honesty are subject to disciplinary action which may include an "F" for the course and/or probation, suspension or expulsion from the program with no refund.

Online Testing & Verification

To ensure proper identification, the initial application requires a photo. During videoconference lectures with small classes, instructors become familiar with each student's face and voice, making it difficult for anyone to impersonate another due to the personal interaction that occurs.

Different courses may have varying testing procedures. Your instructor will inform you of the specific requirements for taking exams in your course to establish and verify student identity. Maalot College takes academic honesty very seriously; any cheating during an exam may result

in failing the course and potential dismissal from the program, with no refund of tuition already paid.

The following policies may be in place for specific exams.

- Take the test with two cameras on - one in front and behind the test taker.
- Tests are proctored by the instructor via Zoom using online technology such as Focus Mode.

Textbooks

A list of required textbooks and a link to where they may be purchased is provided before registration. Some textbooks may be shared online at no charge. The instructor will post textbook information when the student registers for the course.

Updates

It is the students' responsibility to check the Canvas Platform daily. In the case of cancellation of a class because of instructor illness or otherwise, students will be notified by email.

Messages may include general updates and messages. Students will be advised of this at the beginning of the semester.

Attendance Policy

Students must log in at least once a week to complete their assigned classwork.

Videoconference attendance, when available, is encouraged. It is recommended that students watch the archived course lectures of any missed sessions. Excessive absences may result in a grade penalty in that it greatly reduces the amount of instructor-student interaction.

Student-instructor interaction is defined by the following criteria.

- Attend a live lecture, when offered
 - Turn in an assignment
 - Take an exam
 - Post a substantial comment related to the course material on the message board
-

Lack of student interaction over a period of 14 consecutive calendar days may result in being withdrawn from the course. The 14 days do not include official school breaks.

In cases of extreme personal circumstances, the student may speak to the Dean for special accommodations.

NOTE: Absence does not relieve the student from the responsibility of meeting assigned deadlines for material, assignments or examinations.

Student Complaint Policy

General Complaints

If a student has a complaint regarding treatment by a fellow student or a staff member, policy, finances, or enrollment, the following procedure should be followed:

The student should first discuss the matter with the relevant Maalot staff member and/ or the Dean.

If the student is not satisfied with the outcome of that discussion, the student may request a review by filing a student complaint. Fill out the complaint form and mail it to:

General Complaints, Maalot College

Attention: Director of Operations

6530 North 7th Street

Phoenix, AZ 85014

Within three business days of receipt of the letter, the Director of Operations will forward a copy to the school president. The school president and student services director or Chief Academic Officer will discuss the allegations within three business days of the president's receipt of the letter. The matter will be referred to a panel of three members drawn from Maalot's faculty and management. If the complaint concerns a staff or faculty member, the staff member will be granted five (5) business days to provide a response. The panel will, by majority vote, decide what remedy, if any, the student may be entitled. The Director of Operations will mail a response to all formal grievance letters to the student within thirty (30) business days of receipt of the formal written grievance. Grievances must be filed within six months of the last day of the semester in which the incident in question occurred. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for further details.

The State Board address is: 1740 W. Adams St. #3008

Phoenix, Arizona 85007

Phone: 602-542 5709

<https://ppse.az.gov/>

Academic Complaints

Students who have a grievance regarding a grade or academic policy should follow this procedure within six months of the end of the relevant semester:

- When possible, the student should seek to resolve the complaint with the instructor or administrator with whom there is a conflict.
- If unresolved, the student should contact the Dean. formally. The Dean will review the issue with any parties involved and make a determination. The decision of the Dean is final.

Student Counseling & Advising

Academic advisors assist students to evaluate degree options, select courses and effectively apply transfer credits to meet degree requirements. They inform students of independent learning options when appropriate. Advisors help students to estimate the total cost of their education and plan an appropriate time frame and strategy for realizing their educational goals. Maalot College does not evaluate prior learning experiences for credit. Academic advice is provided for all students. It is Maalot's goal to have every student reach their educational and personal aspirations.

While Maalot assists students in every way possible, it does not guarantee employment as a result of any of its courses or degrees.

Degree Requirements

Candidates for any BA program must complete 120 credits and fulfill degree requirements. Students must complete a minimum of 30 credits at Maalot College.

Candidates for any AA program must complete 60 credits and fulfill degree requirements. Students must complete a minimum of 15 credits at Maalot College.

Academic Policies

In This Section

Prerequisites

Leave of Absence, Dismissal, Withdrawal

Grades and the Grade Point System

Grading Scale

Make-up Examinations

Pass/Fail

English Proficiency

Name & Contact Info Changes

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Qualitative Standard

Degree Completion Requirements

Academic Faculty

Prerequisites

Some Maalot courses have required prerequisites. If applicable, the prerequisites for the course are listed on each course syllabus. Students should ensure that they have completed all prerequisites before registration in each course. Students who attend a course and have not completed the prerequisites, may not earn credit for that course. If the student has completed the prerequisite for the course from another source of credits, the registrar must be informed in advance. In certain circumstances there may be a waiver available for a prerequisite course. The waiver may be issued only by the dean or assistant dean.

Enrollment: A student is officially enrolled at Maalot College when they receive a counter-signed enrollment agreement from the registrar's office.

Leave of Absence, Dismissal, Withdrawal

Leave of Absence (LOA): If a student cannot attend classes for any reason, they may request an LOA for up to one calendar year. The student must have a designated date on which they will return to class. If students do not return by the designated date, they will be automatically withdrawn from their program. Students do not have access to their courses during a LOA. Refund policies apply.

There are no re-application fees if the student returns within 12 months. Students who leave Maalot for one semester will have access to the student advisors by appointment only. If students return to class within a year of completing their last semester at Maalot, they do not have to reapply or re-enroll. Students who leave the college for more than one year without completing their degree or obtaining a leave of absence will have to reapply to the college.

Dismissal: A student unable to maintain satisfactory academic progress, may be dismissed. Additionally, if a student has been found to violate any Maalot policy including the Maalot Code of Conduct, the student can be dismissed from school without refund or option to complete their courses. See Codes of Conduct sections for further detail.

Withdrawal: A "W" in a course indicates that this course will not impact the student's grade point average (GPA). If a student requests a withdrawal from a course, the student must complete and submit a withdrawal request form. At the start of each term, students must complete a registration form listing all the courses in which they are enrolled. This registration

form is part of the student enrollment form which outlines the general policies for attendance and refunds for the course.

If for any reason a student finds it impossible to complete a course, the student must officially withdraw from that course. Students who cease attending a course are not automatically withdrawn. To avoid receiving a grade of "F," they must submit the appropriate withdrawal form, dated at the time they notify the registrar's office. A grade of "W" – withdrawn – will be given when the student officially withdraws before completion of 50% of the class. An "F" is given for any withdrawals after that time. Students with extenuating circumstances should discuss if a leave of absence would be appropriate. In extreme cases, a student may be allowed to withdraw from the

semester after the 50% cut-off point without an academic penalty only with approval from the Dean.

Refund policies are noted in a different section of this policy manual and are applied to student requests for withdrawal. Students may join a class after its start date with permission of the Dean. Any student who registers late is responsible to make up all work that has been missed. The student pays full course tuition even if they begin the course at a later date.

Auditing Courses Students may decide to audit a course for informational purposes, which means that they take the course for no credit. There is no reduction in tuition for auditing a course. All course prerequisites must be met unless waived by the course instructor. Students will be allowed

to audit classes with special permission from the Dean via the registrar's office. Audited courses will appear on the Maalot transcript. The grade will be recorded as AU and will have no effect on the GPA.

Grades and the Grade Point System

Maalot uses a letter system of grading. Grades A through D are passing grades. The final grade for each course results from a compilation of all course assessments of the final examination.
