



PILLAR ACADEMY OF CONTINUING EDUCATION

-Policy & Procedures Manual-

Notice: This program manual is for informational purposes and does not constitute a contract between students and/or applicants. Pillar College reserves the right to revise without notice its regulations, fees, curriculum requirements, or other matters as it deems appropriate. Students and applicants are advised to verify policies and procedures prior to making decisions. Kindly contact the PACE office if you have any questions.

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SECTION I: WELCOME & INTRODUCTION

- Welcome
- About Pillar College
- Licensure & Accreditation

Welcome



Pillar College is excited to offer the **Academy of Continuing Education** (referred to as PACE) to professionals and students as a part of our mission to prepare and equip people to serve others through Christ-centered education.

This manual will serve as a guide to familiarize you with the PACE program's policies and procedures. The aim of this guide is to provide clarity to how continuing education is offered at Pillar College.

PACE offers a variety of certificate programs for the upwardly mobile professional. We are constantly developing new courses to meet the demands of the market while catering to the needs of emerging leaders. We partner with world-class universities and companies; credentialed professionals and scholars teach our certificate courses. PACE can enhance your spiritual growth and help you meet academic milestones.

Wishing God's best for you,
Elena Marín
Director of Pillar Academy of Continuing Education (P.A.C.E.)

About Pillar College

Welcome to Pillar College, a Christian College dedicated to helping you pursue God's purpose and your passions in higher education. Pillar College is an accredited undergraduate and graduate institution that is faithful to biblical Christianity, grounded on the authority of God's Word, and committed to teaching students to serve God and people with passion and purpose. As He came into the world to serve God and humanity, you also are invited to learn how to invest your life to make an impact that will last.

Global Outlook

Pillar stands firmly within the Wesleyan heritage in embracing a worldwide parish, an obligation of love to serve the poor and needy, an earnest devotion to the empowering work of the Holy Spirit in every believer, and willingness to seek unity and cooperation with other believers on all that is essential to the faithful Christian life.

Such commitments provide endless possibilities by which Pillar College works to implement its mission for every student. We start by affirming a heartfelt desire to welcome students of various theological traditions and various ethnic, national, and/or racial heritages. With this global outlook, Pillar also seeks to co-labor with area churches and denominations of kindred hearts.

Mission Statement

Pillar College educates, inspires, and equips students for excellent scholarship, service, and leadership. Rooted in and committed to Christian faith and love, Pillar fosters intellectual, spiritual, and social development among its diverse student population at various instructional sites throughout the world.

Institutional Values

Embodying Christian Belief and Practice:
Committed to biblical truth and love

Excelling in Our Educational Mission:
Transforming minds for career callings

Fostering Community to Build Communities:
Creating environments of grace and mercy

Practicing Stewardship with Integrity:
Maximizing gifts, talents, resources and opportunities

Embracing Cultural and Ethnic Diversity:
Because it is biblical, not politically correct

Licensure & Accreditation

Pillar College is licensed by the New Jersey Commission on Higher Education to offer the following degrees:

- **Master of Arts**
 - Counseling
 - Business Administration in Social Sector Management (online)
 - Ministry Leadership
- **Bachelor of Arts**
 - Biblical Studies
 - Business Administration and Management
 - Organizational Leadership
 - Elementary Education
 - Psychology and Counseling
- **Bachelor of Science**
 - Applied Chemistry
- **Associate of Arts** in General Studies

Middle States Commission on Higher Education

Pillar College is accredited by the Mid-Atlantic Regional Commission on Higher Education, *doing business as* the Middle States Commission on Higher Education (MSCHE), which was formally incorporated under Pennsylvania Commonwealth law on March 1, 2013. From its origins in 1919 through February 2013, the Commission was a unit of the Middle States Association of Colleges and Schools. Although now an independent corporation, the Commission maintains an ongoing relationship with the Middle States Association. The Mid-Atlantic Region Commission on Higher Education is located at 3624 Market Street, Philadelphia, PA 19104 and can be reached by telephone at (267) 284-5000.

SECTION II: PROGRAM POLICIES & PROCEDURES

- Program Overview
- Course Structure
- Academic Advising & Integrity
- Granting of College Credits
- FERPA

Program Overview

Program Description

The PACE (Pillar Academy of Continuing Education) program offers a variety of certificate programs as well as individual courses. Classes meet online (in person when available). The duration of each course varies, but is typically between four to six weeks. This program will help you obtain career training that connects your passions with your calling, continue your education, and remain current in your profession.

PACE courses meet the demands of the market while catering to the needs of emerging leaders. Learn in-demand job skills and add value to your resume with certifications! According to CAEL | EvoLLLution- A February 2022 study produced by Harvard Business School (HBS) in conjunction with Emsi Burning Glass (Emsi) provides empirical evidence of employer preferences shifting from degrees to skills... “an additional 1.4 million jobs could open to workers without college degrees over the next five years.”

In addition, PACE students may earn general education credits for selected courses when transferred to a Pillar College degree at an affordable rate providing students the opportunity to save money and graduate from college earlier. Students must request PLA (Prior Learning Assessment) evaluation and complete the requirements to obtain the credits. The credits would only be transferred to an undergraduate program at Pillar College.

Tuition

The cost for students enrolled in PACE will vary based on multiple factors:

- Number of required hours for completion
- Duration (4 plus weeks)
- Subject or specialty
- Level (beginner, intermediate, advanced)
- \$99-\$900 + per course (non-credit)
- Generally, courses that result in the granting of a professional certification will cost more than individual upskill courses.

*If a student earns below a C in a given class, the PLA alternative to transfer credits will not apply.

Grants/Scholarships

Students may qualify for 10% discount if the following applies:

- Graduated from Pillar College undergraduate or graduate programs
- Pillar part-time or full-time employees (Letter from supervisor required)
- Pastor/church partner

- Single parent
- First responder
- Military veteran or active duty

Cancellation Policy

If you find it necessary to withdraw from a course or workshop, please contact the Director of PACE immediately.

- a) Notification must be received in writing at least 5 business days prior to the start of the course or workshop to receive reimbursement, but a cancellation fee of \$50 will apply for all registered students who cancel their courses.
- b) If we receive the notification less than 5 business days, you will receive a credit toward a future course, workshop, or conference but a processing fee of \$50 for late notice will apply.
- c) No refunds or credits will be given if you fail to show up for a class, workshop, or conference.

Course Structure

Classes

PACE students most often attend online (asynchronous) classes, but in person would be available for specific courses.

Course Selection

Students will be allowed to register for one or more courses simultaneously.

Grading

If students want to apply for PACE courses, as appropriate, for college credit, they must earn a grade of 'C' or higher. Letter grades below a 'C' are not eligible for college credit.

Requirements for College Credits Policy

The certificate does not earn any academic credits unless the student seeks to become a Pillar College degree-seeking student and has successfully completed additional requirements as follows:

- The student must verify with the PACE office if a specific course qualifies to be transferred as credits with or without PLA before enrolling.
- All assignments for credits must be completed and submitted by the deadline.
- The "for credit" assignments must be graded (only for matriculating students), and the grade average must be a C (2.0) or higher.
- The student must be accepted and matriculated into a Pillar College degree program.

Textbook Policy

All students are expected to possess the required course materials prior to the start date of the course. Textbooks and other required academic materials are an integral part of the student's classroom experience. It is advisable that the student plan ahead and order materials early when applicable. Please review the PACE catalog for more information.

Attendance

Most courses in PACE are online and self-paced, but when the course is in person, any penalties associated with absences, lateness, and class participation will be clearly indicated in each course syllabus.

Cancellation Policy

If you find it necessary to withdraw from a course or workshop, please contact the Director of PACE immediately.

- a) Notification must be received in writing at least 5 business days prior to the start of the course or workshop to receive reimbursement, but a cancellation fee of \$50 will apply for all registered students who cancel their courses.
- b) If we receive the notification less than 5 business days, you will receive a credit toward a future course, workshop, or conference but a processing fee of \$50 for late notice will apply.
- c) No refunds or credits will be given if you fail to show up for a class, workshop, or conference.

Accommodations for Students with Disabilities

Pillar College is committed to providing reasonable accommodations to students with disabilities to ensure that its educational programs and activities do not discriminate or have the effect of discriminating against persons with disabilities in accordance with Federal and State law and College policy. Academic requirements that are justifiably essential to a student's program of instruction are not considered discriminatory.

Students with documented disabilities are entitled to receive approved modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all educational programs and activities when they attend one of our campuses at Pillar College. Reasonable accommodation includes the utilization of aids in the classroom, modification to testing, extended time on assignments, and alternate course delivery options that allows access by individuals with disabilities.

Prior to receiving this assistance, the student must submit documentation to the Registrar's and PACE Office verifying his/her disability from a qualified professional source, outlining the nature of accommodations in instruction and testing required by the student and the length of time the accommodations will need to be provided.

While Pillar College is committed to serving all students and accommodating the needs of persons with various documented disabilities to the best of our ability, Pillar College is not legally responsible to fulfill every accommodation that is requested. All requests must be reasonable in scope and within the college's financial ability to provide.

Academic Advising & Integrity

Pillar College regards Academic Advising as a critical component of a student's collegiate experience. Therefore, students are encouraged to meet with the Director of PACE. The student is responsible for making the appointment to meet with the director of PACE. If a face-to-face meeting is not possible, the advising session may take place over the phone, at TEAMS, or ZOOM.

What happens in the Academic Advising Meeting?

A typical Academic Advising meeting at Pillar College may contain the following elements:

- ✓ Discussion of courses that best support the student's desired career path
- ✓ Addressing issues and roadblocks to the student's successful certificate completion
- ✓ Discussion of future plans following completion
- ✓ Appropriate referrals for further assistance as needed

All meetings with the Program Director are conducted in a professional manner with confidentiality.

Academic Integrity

Academic integrity is important, insuring independent and original scholarship as well as ensuring that students derive the most from their educational experience and the pursuit of knowledge. Thus, academic dishonesty strikes at the heart of the network of trust and truthfulness that constitutes the basic morality of the academic enterprise. Committing academic dishonesty is a breach of academic contract with the instructor and the college and is one of the most serious offenses that a student can commit while in college.

Academic Dishonesty

Examples of academic dishonesty include (but are not limited to):

1. *Cheating in the Classroom:* Any attempt to give or obtain assistance using unauthorized materials, information, or study aids in a formal academic exercise (like an examination). Students should rely on their own mastery of the subject or give acknowledgment of their sources. Examples include unauthorized use of notes, text, the Internet, or other aids during an examination; copying from another student's academic work; sharing answers on an examination; handing in the same paper for more than one course without the explicit permission of the instructor(s); intentionally viewing a test before it is administered; storing notes in a portable electronic device for use during an examination.

2. *Fabrication*: The intentional falsification, misrepresentation, or invention of data, information, or citations in any formal academic exercise. Examples include inventing data or facts for an academic assignment; altering the results of a lab experiment or survey; citing a source in a bibliography that was not used; stating an opinion as a scientifically proven fact.
3. *Plagiarism*: Plagiarism is intellectual theft. Plagiarism is the dishonest attribution of research and thought to oneself that really belongs to someone else. Plagiarism takes place when one reproduces any five sequential words from a text, or takes ideas from a source without proper citation. It strikes at the heart of the network of trust and truthfulness that constitutes the basic morality of the academic enterprise. The following principles can help ensure that students avoid committing plagiarism: Exact quotations should either be put in quotation marks or indented and an in-text citation should be used to indicate the source; put an in-text citation at the end of any idea or fact which you found in a book or article, whether or not you change the words; when in doubt, document the source. Documenting sources helps your reader find more information as well as helping you avoid plagiarism. Your instructor or the Academic Resource Center (ARC) is your best resource if you have any questions regarding whether or not your information is documented accurately.
4. *Unauthorized Collaboration*: When students submit individual academic works that are substantially similar to one another. Example: Sharing with another student a take-home examination, homework assignment, case write-up, lab report, and so on, without expressed permission from the instructor.
5. *Facilitating Academic Dishonesty*: Intentionally or knowingly helping or attempting to violate any provision of this policy. Examples include selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts; taking an examination or writing a paper for another student.
6. *Deception*: Providing false information to an instructor concerning a formal academic exercise. Examples include stealing an examination; purchasing a pre-written paper through a mail-order or other service, including via the Internet; alteration, theft, forgery, or destruction of: the academic work of other students, library materials, laboratory materials, or academic records, including transcripts, course registration cards, course syllabi, and examination/course grades; intentionally missing an examination or assignment deadline to gain an unfair advantage; inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute.
7. *Copyright Infringement*: The unauthorized or prohibited use of works under copyright, infringing the copyright holder's exclusive rights, such as the right to

reproduce or perform the copyrighted work, or to make derivative works. Example includes peer-to-peer file sharing.

Plagiarism-prevention (Grammarly)

All student papers must first be submitted through the Grammarly® software program that may be found on the College's website (www.pillar.edu) under the Student Dashboard section. Grammarly® will check and suggest grammar and syntax changes to strengthen the written content as well as check for plagiarism. Students will then affirm on each paper submitted to the faculty member that the paper was first checked through Grammarly® with the following statement:

"I affirm that I have first submitted this paper through Grammarly software before submitting it to my instructor" Sign_____

Procedure for Dealing with Academic Dishonesty

Although the goal is to assist and restore the student to right standing, violations of academic integrity is a breach of student conduct against the instructor and the college and makes the student liable to sanctions including, but not limited to disciplinary warning, failure of a given project, failure of the course, disciplinary probation, and/or temporary, indefinite, or permanent expulsion from the college.

Faculty will record instances of alleged infractions and sanctions related to plagiarism, and these reports will be included in students' academic file. Students may file a formal appeal as outlined in the Academic Grievance and Appeals Procedure found in the Academic Catalog. Following due process, the final determination is made by the Appeals Committee.

Penalties for Academic Dishonesty

Students who submit a final paper that has been plagiarized would be assigned an F for the paper. However, if the instructor is willing to work with the student, the instructor will give an opportunity for a re-write with a deadline of no more than one week with the understanding that a letter grade deduction is automatically calculated for the final assignment. If the student does not accept these terms, then the "F" stands for this assignment.

Granting of College Credits

PACE students may earn general education credits for selected courses when transferred to a Pillar College degree at an affordable rate providing students the opportunity to save money and graduate from college earlier. Students must request a PLA (Prior Learning Assessment) evaluation and complete the requirements to obtain the credits. The credits would only be transferred to an undergraduate program at Pillar College.

Please remember that the certificate does not earn any academic credits unless the student seeks to become a Pillar College degree-seeking student and has successfully completed additional requirements as follows:

- The student must verify with the PACE office if a specific course qualifies to be transferred as credits with or without PLA before enrolling.
- All assignments for credits must be completed and submitted by the deadline.
- The “for credit” assignments must be graded (only for matriculating students), and the grade average must be a C (2.0) or higher.
- The student must be accepted and matriculated into a Pillar College degree program.

Family Education Rights and Privacy Act of 1974 (FERPA)

Pillar College complies with the Family Educational Rights and Privacy Act of 1974. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA affords every student the following rights with respect to his or her education records:

The right to inspect and review the student's education records within a reasonable period of time but in no case longer than 45 days once a student has submitted a request. A student should submit to the registrar, dean, department chairperson, or other appropriate official a written request that identifies the records he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Records exempt

The law exempts from student access some school records under specific conditions, which include:

- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- b. Records of a law enforcement unit of the College (Office of Campus Safety) created by the unit for a law enforcement purpose and maintained by the unit.
- c. Records on a student who is 18 years old or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and that are used only in connection with treatment of the student and disclosed only to individuals providing the treatment.
- d. Financial information submitted by parents.
- e. Records that contain only information about the student after he or she is no longer a student at the College.
- f. If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the student.

- g. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his or her rights to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate interests. A school official is any person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel and health services staff); a person or company with whom the College has contracted (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.

FERPA also permits disclosures of personally identifiable information without consent to schools in which a student seeks or intends to enroll; to federal, state, and local authorities in connection with an audit or evaluation of compliance with education programs; in connection with financial aid; to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations; and to comply with a judicial order or subpoena.

SECTION III: PROGRAM STRUCTURE

- Applying for a Certificate
- Pathway to Undergraduate Program.

Program Structure

Applying for a certificate

Students must apply to the certificate program on the Pillar College Website under the Academics Tab/Continuing Education at www.pillar.edu, or they can schedule a virtual meeting to get more information about the courses and complete the registration at the PACE office located in Newark.

Questions regarding the application process can be submitted to:

Elena Marin

Email: emarin@pillar.edu

Call: 973-803-5000 Ext. 1058

Text: 973-954-9220

*Please allow 24 hours for an answer.

Pathway to undergraduate programs.

Requests for the evaluation of college coursework shall be done in the form of a written request signed by the person making the request. Specific qualified certificate courses can be transferred as college credits to any Pillar College undergraduate Program.

Steps to request PLA:

- Submit a written request to the Director of PACE
- Meet with the LEAD Director & PLA Associate
- Complete the PLA application and payment.
- Follow the instructions to complete the PLA work.

Section IV: ADMISSIONS & REGISTRATION

- Admissions Policies & Procedures

Admission Policies & Procedures

Welcome to All

Pillar College admits all qualified students of any race, color, disability, national or ethnic origin to all the rights, privileges, programs, and activities available through the College.

Pillar College does not discriminate on the basis of gender, race, color, disability, age, status as a veteran, or ethnic origin in administration of its educational policies, admission policies, financial aid, or other school administered programs in admission to and enrolling at Pillar College, students enter into a covenant of respect for the Faith Statement and agree to adhere to the College's Ethos Statement.

The Pillar College Ethos

Pillar College is a community of believers who have committed themselves to Jesus Christ as Savior and Lord. It is a community where persons seek to live out their commitment to Christ in lives of sanctity at both the personal and social level in accordance with Scripture. Students, faculty, staff, and administrators seek to develop and nurture relationships in mutual respect. They exercise their responsibilities within certain policies and structures that make it possible for the institution to fulfill its mission. Members of the Pillar College family bear witness to the authentic Christian faith by living and working in true Christian discipleship. Personal integrity, purity, and love for one another are the hallmarks of this discipleship which in turn influences the entire community.

Through shared experiences in classes, study, chapel services, meals, small groups, and prayer meetings, the members of this community encourage one another to find wholeness in Christ and fitness for ministry in the church and other vocational settings.

Standard of Conduct

At Pillar College, we strive to bring all of life under the Lordship of Jesus Christ. We believe that a personal faith in Jesus Christ is the foundation for social, intellectual, and spiritual growth; further, the College believes that as ethical principles of the Christian faith are applied to life, certain actions are beneficial, and others are detrimental to the development of Christian character.

Spiritual discernment and godly empowerment are needed in seeking to lead a holy life. The degree to which the student's eyes, ears, and hearts are trained to engage their culture determines how they will form Christian character.

God's Word specifically states that some actions such as stealing, the use of slanderous or profane language, occult practices, and sexual sins such as premarital sex, adultery, and

homosexual behavior are unacceptable; actions motivated apart from love and faith are dishonoring as well. The use of illegal drugs and other substances that are harmful to the temple of the indwelling Spirit are prohibited.

Application Process for students transitioning from PACE to undergraduate programs

The student must inform the Director of PACE of the decision to continue his/her education for credit. Application forms for admission may be obtained from the Director of PACE at emarin@pillar.edu The PACE office will connect the student with the admissions office to complete the transition.

The following items are required for admissions:

- ✓ Application (PDF or paper)
- ✓ Personal Essay
- ✓ 2 Recommendation Form or Letter (must be from a non-relative)
- ✓ Official High School Transcripts
(Parents or instructors of home school students provide transcripts)
- ✓ \$100 Enrollment Deposit (nonrefundable, applied directly towards tuition)

Applicants will receive notification of acceptance status after all items have been reviewed.

*** Once the student has transitioned to one of our degree-seeking programs, they will contact the chair of their new program or their admissions representative for any questions regarding financial aid or academic counseling.**

Section V: PACE & PARTNER INSTITUTIONS

This section will describe how churches and other institutions can become a partner with Pillar College to offer certificate courses, as well as the policies and guidelines that govern such a relationship. This section covers:

- Memorandum of Understanding
- Faculty & Course Qualifications
- Process for Adding Credit Courses
- Registration & Tuition Policies
- Contact information

Memorandum of Understanding

Churches and other institutions that would like to offer PACE certificates at their facilities must sign a Memorandum of Understanding (MOU) with Pillar College (see Appendix I). The MOU describes the mutual understanding of the educational partnership in certificate enrollment education, as well as the approval process for syllabi and faculty.

Purpose

The MOU authorizes the offering of PACE courses between Pillar College and a partner institution. The purpose of the MOU is to set forth the terms of understanding and facilitate cooperation between Pillar College and a partner institution in the provision of PACE courses for students.

Agreement Terms

The MOU may be amended by mutual written agreement of both parties.

The MOU can be terminated by either party upon service of written notice to the other party giving sixty (60) days' notice.

A payment of the course and a completed Pillar College enrollment form for each student must be received by Pillar College in order for the student to be enrolled. Students who are not enrolled from the beginning of the course will not receive credit for the qualified course.

Signatures

The MOU must be signed by the head administrator or designee of the partner institution as well as by a Pillar College designee.

Faculty & Course Qualifications

Faculty and Course(s)

PACE faculty are instructors who have been approved by Pillar College to teach PACE course(s) at their respective campus or institution. PACE faculty must meet the minimum academic credential requirements for post-secondary instructors in each specific course as those who teach college-level courses at Pillar College. The minimum academic credential requirement is a master's degree in the particular field or, in exceptional cases, considerable experience in the discipline as determined by the VPAA of Pillar College. All degrees earned by faculty must be from regionally accredited institutions.

The approval process for PACE Faculty members will be consistent with the standards used to hire other faculty in that Pillar College reserves the right to interview and make the final decision regarding the approval of faculty teaching Pillar College PACE courses.

Pillar College will monitor the quality of instruction in order to assure full academic content and rigor consistent with our standards. In conjunction with the host institution/church administration, Pillar College reserves the right to conduct classroom observations for monitoring purposes.

Pillar College will provide guidance to the PACE partner and final approval of the course outline/syllabi, learning outcomes, performance measures, grading rubric and the calendar.

PACE faculty are required to:

- Submit required personal attendance report when applicable
- Submit required student attendance report when applicable
- Submit required student course grade
- Facilitate a course syllabus
- Facilitate a course evaluation by students
- Provide a brief narrative summary at the end of each course noting strengths, weaknesses, suggestions going forward, etc.

Eligibility Criteria

All students are welcome. See Admission policies and procedures for reference.

Registration & Tuition Policies

Students taking PACE courses at a partner institution must fill out a Pillar registration form (see Appendix II) designating which class(es) they intend to take. This form must have the signatures of the student. PACE registration form for class must be filled out each time a student wishes to register for a course.

Students must also pay the tuition rate per course prior to the start of class.

Payment of Student Accounts

All charges must be paid in full upon registration in order to join the class.

Payment Options

Students can pay directly on the Pillar website <https://pillar.edu/academics/alternative-programs/pillar-academy-of-continuing-education/> Any problems in processing payments may be directed to the student account office or communicated to the Director of PACE at emarin@pillar.edu

Contact Information

For any questions regarding the PACE program, please contact:

Elena Marín, MA
Director of Pillar Academy of Continuing Education (PACE) Program
973-803-5000 x 1058
emarin@pillar.edu

Cindy L Weaver, MBA, Ed.S.
Executive Director of Professional Studies & Program Development
973-803-5000 x1102
cweaver@pillar.edu

Section VI : APPENDIX

- Memorandum of Understanding
- Student Registration Form (Online PACE application)

Appendix I: Memorandum of Understanding

Memorandum of Understanding

(Print Clearly in Ink)

Pillar Academy of Continuing Education (PACE)

Date

Parties

Pillar College
60 Park Place, Suite 701
Newark, NJ 07102

Background

Working in collaboration with “institutions name” personnel, Pillar College invites students to enroll in the Pillar Academy of Continuing Education (PACE) program. No matter what career goals they might have, a Pillar Academy of Continuing Education (PACE) certificate can help them reach the next level in their professional life. Balancing work, family, and spiritual life can be a challenge, but PACE offers the flexibility to do just that. Students can choose from several options; PACE was created with busy professionals in mind. Classes meet online. Time, cost, and level of difficulty varies. You can change your future today!

Purpose

This Memo of Understanding (MOU) authorizes the offering of PACE courses between Pillar College and _____. The purpose of this MOU is to set forth the terms of understanding and facilitate cooperation between Pillar College and _____ in the provision of PACE courses for students.

Faculty and Course(s)

PACE faculty are instructors who have been approved by Pillar College to teach PACE course(s) at their respective locations. PACE faculty must meet the minimum academic credential requirements for post-secondary instructors in each specific course as those who teach college-level courses at Pillar College. All degrees earned by faculty must be from regionally accredited institutions.

The pastor, director or designee will:

- Identify prospective PACE faculty
- Submit resume/vitae
- Submit a letter of support for the prospective faculty member
- In order to secure the faculty member's status and ensure course offering for the semester, official transcript(s) from an accredited college/university must be sent directly to Pillar College and be received before the start of the semester

The approval process for the PACE Faculty member will be consistent with the standards used to hire other faculty, in that Pillar College reserves the right to interview and make the final decision regarding the approval of faculty teaching Pillar College courses.

Pillar College will monitor the quality of instruction in order to assure full academic content and rigor consistent with our standards. In conjunction with the host school administration, Pillar College reserves the right to conduct classroom observations for monitoring purposes.

Pillar College will provide guidance to the PACE partner and final approval of the course outline/syllabi, learning outcomes, performance measures, grading rubric and the calendar.

When applicable, textbooks require pre-approval from Pillar College.

PACE faculty are required to:

- Submit required personal attendance report when applicable
- Submit required student attendance report when applicable
- Submit required student course grade
- Facilitate a course syllabus
- Facilitate a course evaluation by students
- Provide a brief narrative summary at the end of each course noting strengths, weaknesses, suggestions going forward, etc.

Eligibility Criteria

Pillar College admits all qualified students of any race, color, disability, national or ethnic origin to all the rights, privileges, programs, and activities available through the College.

Pillar College does not discriminate on the basis of gender, race, color, disability, age, status as a veteran, or ethnic origin in administration of its educational policies, admission policies, financial aid, or other school administered programs in admission to and enrolling at Pillar College, students enter into a covenant of respect for the Faith Statement and agree to adhere to the College's Ethos Statement.

Pathway to undergraduate programs.

Requests for the evaluation of college coursework shall be done in the form of a written request signed by the person making the request. Specific qualified certificate courses can be transferred as college credits to any Pillar College undergraduate Program.

Steps to request PLA:

- Submit a written request to the Director of PACE
- Meet with the LEAD Director & PLA Associate
- Complete the PLA application and payment.
- Follow the instructions to complete the PLA work.

Transcripts

Pillar College is responsible for maintaining the college transcript. All courses on the transcript will be identified as regular college-level work. A student must achieve a grade of “C” or better in the course to qualify for college credit.

Each college and university reserves the right to accept college credits transferred from another institution of higher education and to apply them appropriately to the student’s transcript.

Agreement Terms

This MOU may be amended by mutual written agreement of both parties.

This MOU can be terminated by either party upon service of written notice to the other party giving sixty (60) days’ notice.

The payment of course and a completed Pillar College enrollment form for each student must be received by Pillar College in order for the student to be enrolled. Students who are not enrolled from the beginning of the course will not receive credit for qualified courses.

Signatures

Pillar College:

Signature

Date

Printed

Title

Partner Institution:

Signature

Date

Printed

Title



APPENDIX II: PACE STUDENT REGISTRATION FORM

**PACE Student
Registration Form**

STUDENT INFORMATION:		<input type="checkbox"/> NEW STUDENT	<input type="checkbox"/> RETURNING STUDENT
Name: _____		Date: _____	
Address: _____			
Date of birth: _____			
Primary Phone _____		Email Address: _____	
PACE Contact Information:			
PACE Director		Elena Marin emarin@pillar.edu 973-803-5000 ext. 1058 - Direct number 973-954-9220	
Student Accounts:		Email StudentAccounts@pillar.edu , or phone 973-803-5000 ext. 1116, to make payments or to report issues processing payments on our website.	
Qualifications for Grants and Scholarships:			
Students may qualify for a 10% discount if the following applies:			
<ul style="list-style-type: none"> • Graduated From Pillar College Undergraduate or Graduate Programs • Pillar Part-Time or Full-Time Employees (Letter From Supervisor Required) • Pastor/Church Partner • Single Parent • First Responder • Active-Duty Military or Veteran 			
Circle your answer: yes/no			

REQUESTED COURSE(S)

Course Code	Name of Course	Start Date

Pastor/Director of the institution Signature

Pillar College PACE Staff

Date Entered

Student Signature: _____ Date: _____

Required to process registration

Payment of Student Accounts

All charges must be paid in full upon registration.