



---

# STUDENT HANDBOOK

---

2022-2023

YOURPATH FOR ADULT LEARNERS

<https://yourpathforadultlearners.com/>

Written by: Dr. Audrey Artis, Ed.D.

Revised: March 2021

# Contents

---

WELCOME .....	2
OUR HISTORY & FOUNDER .....	2
ADMISSION'S POLICY .....	3
PROGRAMS/SERVICES.....	3
GETTING STARTED .....	4
HOURS OF OPERATIONS .....	4
ATTENDANCE .....	5
SEASONAL BREAKS.....	5
STUDENT EXPECTATIONS.....	6
COHORT MEETINGS .....	6
COMMUNICATION .....	7
COPYING, SHARING AND RECORDING .....	7
NEW STUDENT & STUDENT SATISFACTION SURVEYS.....	7
STUDENT REFERRAL INCENTIVE.....	8
INITIAL & FOLLOW UP ASSESSMENTS .....	8
TESTING & PROJECTED TEST DATES.....	8
TESTING COSTS REIMBURSEMENT .....	9
STUDENT CONDUCT .....	9
LETTER OF ATTENDANCE/TRANSCRIPT REQUEST.....	9
COMPLETION OF THE PROGRAM .....	10
TERMINATION/PROBATION/LEAVE OF ABSENCE .....	10
ACKNOWLEDGEMENT & RECEIPT OF THIS HANDBOOK .....	11

## WELCOME

---

Dear YOURpath for Adult Learners' Students:

Welcome! We are excited to have you as a part of our learning community and want to ensure you that you have made an excellent decision to embark on YOURpath towards personal growth, development and achievement. In the past, you may have started this journey a few times. Now, it is time to take your attempt to the next level. This time rather than just coming with a desire, come with all that you have within you. That is your willingness, commitment, determination, and belief in yourself. At YOURpath, you have all the tools, materials and resources that you need at your fingertips without any cost to you. Why?... because here at YOURpath for Adult Learners, we believe in your ability to set a goal for yourself, believe enough in yourself to pursuit that goal with all that you have and *SIMPLY*, make it happen!

Our team is excited to work with you. We look forward to playing a vital role in your learning experience and witnessing your success in the program! Be sure to take advantage of all the opportunities, resources, and services that YOURpath offers to its students.

## OUR HISTORY & FOUNDER

---

*Leading with the heart!*



**Dr. Audrey Artis, Ed.D.**  
*Educational Leadership*

*I come from a line of educators, both administrators and teachers.  
Education is in my blood and spirit.*

Hello & Welcome YOURpath for Adult Learners' New Students! My name is Dr. Artis, Ed.D. I am the Founder of YOURpath for Adult Learners, originated in 2015. I was lead to start YOURpath after realizing my niche in the field of education i.e. working with adult learners. After serving as the department head i.e. Career Education Manager/Disability Coordinator of an Alternative Education/Job Training Program, I realized that I was gifted at working with at-risk young adults, seeking to earn their high school credential. During my tenure there, I was fortunate to change the lives of so many young adults, as I witnessed hundreds of them earn their high school

credential through state testing e.g. General Education Development (GED) and Online H.S. Courses. What I knew about my students is that they wanted their diploma, so my job was to create the path for them to receive it. It was at this time that I became an advocate for alternative education; understanding that one track does not fit all students/learners. There must be a variety of means by which a high school diploma can be achieved and recognized.

About My Credentials: Having had the experience of being a teenage mother, I was fortunate to overcome the statistics. I graduated from high school and worked fulltime while I attended the University of the District of Columbia, as a part-time student. I earned my bachelor's degree

in Biology science with the aspiration of attending medical school, but life's path had another plan. I enrolled onto the path of education administration, earning my master's degree from Trinity Washington University, formerly Trinity College. I went onto earn my doctorate degree at Delaware State University, majoring in Educational Leadership. I currently hold a license in school administration (levels I and II with special education ancillary credits) and an active role in teacher credentialing and student testing and assessment. I have diligently served as a teacher and instructional leader in both private and public educational sectors (across grade levels, from elementary to adult education) for well over seventeen years. I believe that education is a journey onto finding our path in life, hence the name "YOURpath." We are all Lifelong Learners!

## ADMISSION'S POLICY

---

YOURpath for Adult Learners is a tuition-free program, offered to adult students who are seeking to earn their high school equivalency diploma through alternative state testing. Student who enter into the program must be 16 years and older and reside in a state that offers either the General Education Development (GED) exam or High School Equivalency Test (HiSET). All students are required to complete an enrollment application and undergo a screening process to determine their eligibility for the program. This process can take up to a week to complete depending on the student's availability for the screening interview. Once the screening process is completed, applicants receive a letter of determination, which results from the application review and interview process. If an applicant is denied enrollment, he/she may reapply after six months of the determination.

## PROGRAMS/SERVICES

---

YOURpath for Adult Learners offers students two high school equivalency diploma tracks: GED Track and HiSET Track. Students are enrolled on the academic track which is determined by the state in which they reside. Students who reside in a state that offers both the GED and HiSET exam have the option of enrolling onto either of these two academic tracks. Once enrolled, all students are required to complete an initial assessment in each subject content area to determine their academic skills level and readiness to begin GED or HiSET level coursework. Students who are not ready to begin their GED or HiSET level coursework are enrolled into TABE courses to build their skills level for these courses. All TABE coursework must be completed before students can transition into their actual GED or HiSET level coursework.

YOURpath for Adult Learners offers students two forms of online coursework through our partnerships. Students are required to complete both levels of online coursework. At the initial level, students enroll in their essential education coursework. Once this level is completed, student complete the next level of their coursework which takes them deeper into the content subject area, building up their levels of content knowledge and skills in preparations for official

testing. Level 2 coursework is intended to build students' knowledge and skill-levels so that they are testing closer to or at the college readiness level. Both sets of online coursework, allows staff to track and monitor students' progress for test-readiness.

In addition to students' personalized coursework, students have access to one-on-one [tutoring](#). Students can schedule these appointments at their convenience to receive additional academic help and support while completing their personalized coursework. Students can also schedule one-on-one [progress](#) conferences to discuss their academics and/or progress concerns. Additionally, students have access to tons of resource materials (supplemental and remedial) to support students in their academics and provide students with a positive learning experience.

## GETTING STARTED

---

Students will receive a username and password to access their online coursework after they have been accepted into the program. This information cannot be changed. Students should spend the first week of enrollment completing all of their initial assessments (practice tests) per subject area. **NO COURSEWORK SHOULD BE COMPLETED DURING THE FIRST WEEK OF ENROLLMENT.** Once students have completed all of their initial assessments, they will be instructed on how to proceed with their coursework. This is referred to as students' plan of action. At YOURpath for Adult Learners, we believe that *"a goal without a plan of action (projected-test date) is not an obtainable goal."* All coursework is to be completed with a projected test date in mind. Students should proceed with their coursework as instructed by their advisor and in accordance to the progress feedback reports that they receive. Once students have demonstrated test-readiness on their practice tests, they must email ([YOURpath4adultlearners@gmail.com](mailto:YOURpath4adultlearners@gmail.com)) their projected test-date in preparations of taking their official exam in that given subject area. Students are expected to consult with their advisor to determine if their projected test-date is suitable for testing if a projected test-date has not already been advised by the student's advisor. Students are expected to test on their projected test date unless preauthorized to reschedule. Students must complete both levels of online coursework before they take their official exam in any given subject area.

## HOURS OF OPERATIONS

---

YOURpath for Adult Learners offers students 24 hours/7 days a week access to their online coursework and content resources page, where they can access their Level 2 coursework and supplement/reinforcement materials. By providing our students with online courses, they are afforded the opportunity to study from the convenience of their own homes or anywhere else that they feel most comfortable studying.

**Office Hours**

Monday-Thursday: 10AM to 6PM

Sunday: 8AM to 4PM

**Enrollment Interview Sessions**

Monday-Thursday: 2:30 PM to 5:30 PM

Sunday: 11 AM to 2:30 PM

**Tutoring Sessions**

Monday-Thursday: 2:30 PM to 5:00 PM

Sunday: 11 AM to 2 PM

**Progress Counseling**

Monday-Thursday: 2:30 PM to 5:30 PM

Sunday: 11 AM to 2:30 PM

## ATTENDANCE

---

Student attendance is very important at YOURpath for Adult Learners. Students cannot expect to be successful unless that are present to complete their online coursework. Students are expected to meet various guidelines, which are outline in the section titled, Student Expectations. These guidelines cannot be met if students are not committed to doing the necessary work to get them to the finish line, i.e. their goal. In addition to being in attendance to complete their online coursework, students must be committed to attending the mandatory scheduled cohort meetings, which are held to keep students updated on policies, procedures and other information relevant to their enrollment in the program. These meetings are also an opportunity for students to meet each other and build a peer learning community. Students who fail to maintain at least a 95% attendance rate will be placed on probation and risk the possibility of termination if immediate improvement is not demonstrated.

## SEASONAL BREAKS

---

YOURpath for Adult Learners understands that there are times when we all need to take a break from reaching and achieving our goals and simply *"smell the roses of life."* As such, the following dates have been scheduled as YOURpath for Adult Learners' official seasonal breaks for both students and staff. During these times, students are not obligated to meet expectations. However, students can choose to continue working on their coursework if they desire.

<b>Calendar</b>	<b>Break Schedule</b>	<b>Regular Schedule Resumes</b>
1 <sup>st</sup> Quarter	<i>Week of Easter</i>	<i>1<sup>st</sup> Sunday following Easter</i>
2 <sup>nd</sup> Quarter	<i>Summer Break-Month of July</i>	<i>1<sup>st</sup> Sunday in August</i>
3 <sup>rd</sup> Quarter	<i>Week of Thanksgiving</i> <i>Week of Christmas- New Year's Day</i>	<i>1<sup>st</sup> Sunday following Thanksgiving</i> <i>2<sup>nd</sup> of January</i>

## STUDENT EXPECTATIONS

---

YOURpath for Adult Learners have very high student expectations because we believe that all students have the ability to succeed and achieve his/her goals, even beyond a high school equivalency diploma. As such, YOURpath for Adult Learners have a **NO TOLERANCE POLICY** when it comes to consistently demonstrating “a lack of performance” (e.g. poor attendance and not meeting expectations etc.). All students are required upon enrollment to invest at minimum 5 hours of study time per week, maintain grades of 80% and better and attend all cohort meetings, unless approved and placed on “conditional attendance.” Students who are consistently meeting all expectations can request to be placed on conditional attendance for attending cohort meetings, which means that these students agree to continue meeting all expectations. Approvals are granted to those who have and continue to demonstrate “*Student Accountability*” when it comes to achieving their goal.

## COHORT MEETINGS

---

Students are expected to attend all mandatory scheduled cohort meetings. These meeting are important so that students remain connected while in the program since YOURpath for Adult Learners is an “at distance” program. Also, these meetings allow students to stay abreast of what is happening in the program. They also allow students to connect with other adult students who are pursuing the same goal of achieving their high school equivalency diploma. These connections are important because students get to realize that they are not alone on their journey. They get to realize that other adults, who have families and work fulltime and part-time jobs while also pursuing their education/career aspirations, exist. These cohort meetings serve as students’ anchors while in the program. Students have the opportunity to be supported while also supporting someone else through the program. Therefore, these cohort meetings are extremely important and all students are expected to attend them. **Students who miss more than 2 cohort meetings within a given quadrimester (i.e. 4 months) will be officially terminated from the program, unless preauthorized at the time of enrollment or due to unavoidable circumstances. Failure to attend mandatory cohort meetings is unacceptable otherwise.**

## COMMUNICATION

---

YOURpath for Adult Learners operates by a mutually respectful, professional and courteous communication policy. We promote and cultivate a positive, conducive learning environment. We also promote and nurture open, positive, two-way communication, which is extremely important at YOURpath for Adult Learners. As such, students are encouraged to contact us whenever they have any questions and/or concerns about their online coursework and/or our programs/services. Since YOURpath... is an “at distance” program, our most frequent method of communication is through email. Students are expected to acknowledge emails whenever it is requested by administration. These emails will read, “Please Reply” or “Please Acknowledge Receipt.” It is very important that students adhere to this policy as it informs administration that the information has been received by all students. Additionally, when students are sending emails, all correspondence should be properly addressed with a salutation such as “Good Morning, Good Afternoon, Good Evening, or Hello and the person to whom the email is being sent. There should never be a time when an email is not properly addressed to a recipient. Emails that are not properly addressed will not receive a reply.

## COPYING, SHARING AND RECORDING

---

Students are prohibited from writing reviews about the program unless authorized by YOURpath. Students are prohibited from sharing, copying and/or recording materials, meetings or conversations in relations to YOURpath’s business and order of operations. These prohibitions are binding and applicable while in the program and after leaving the program.

## NEW STUDENT & STUDENT SATISFACTION SURVEYS

---

All new students are expected to complete the new student satisfaction survey following 2 weeks of their enrollment in the program. This survey can be found on the [student login](#) page of the website. Additionally, student satisfaction surveys are held once every quarter. All students are expected to complete the student satisfaction survey within 1 week of the survey’s opening. This survey can also be found on the [student login](#) page of the website. Student feedback is used to promote YOURpath’s programs and services, which can be viewed on the [student review](#) page and in our [newsletters](#). Students’ feedback on our surveys are very important because they allow us to know how well we are meeting our students’ needs through the programs and services that we offer and how to best improve them, if improvements are needed. Additionally, our surveys allow us to promote YOURpath for Adult Learners so that other potential applicants can gain access to and reap the benefits/rewards from our programs and services.



## STUDENT REFERRAL INCENTIVE

---

Students have the opportunity to make a difference in someone else's life by referring other potential students to YOURpath for Adult Learner's online GED & HiSET program to study towards earning their high school equivalency diploma. Currently enrolled students can participate in our student referral incentive, where YOURpath for Adult Learners recognizes one of our students in the month of June and December for having the highest number of student referrals to our program. This student will be recognized in our newsletter and will receive an incentive reward. All students are encouraged to participate!

## INITIAL & FOLLOW UP ASSESSMENTS

---

All students who enroll in YOURpath are required to take their initial assessment per subject-area during their first week of enrollment, and a **follow up assessment per subject-area every month** (*depending on their progress in their coursework. Also, follow up assessments should NOT be taken prior to one month of the last test unless authorized*). These assessments enable us to determine students' current knowledge and skill levels per subject-area as well as their readiness for testing.

## TESTING & PROJECTED TEST DATES

---

YOURpath for Adult Learners is a highly test driven program. What this means is that everything we do is focused on the test and getting our students to test at the college readiness level. When students enter into the program, we focus on capitalizing on their academic strengths and building up their areas of weaknesses. This allows us to get students ready for testing much sooner rather than later. Students are encouraged to take their official exam in sections as opposed to the entire exam in one sitting. YOURpath for Adult Learners believes that there are more benefits in this approach than trying to take the exam all at once. Students are expected to have a **projected test date** once they have completed their initial testing. Students' projected test date is determined by students' area of strengths and their progress plan. These projected test dates remind students that every goal has an end date. Students are discouraged from just studying without understanding the purpose behind their action of studying, which is to ultimately test, pass and earn their diploma. By having a project test date, students realize that they must continue to demonstrate progress while in the program and that they are not permitted to slow down, stand still or become lackadaisical while pursuing their goal of attaining their high school equivalency diploma. Students who are completing their actual GED or HiSET coursework are expected to have a projected test date within 3 months of commencing their coursework in any given subject. All students with a project test date are expected to pass their practice test and official GED or HiSET exam, demonstrating college readiness. This means that students who are on the HiSET track should aim to pass all

subject areas with a score of 15 or higher and a score of 4 on their essay writing exam. Students who are on the GED track should aim to pass all subject areas with a score of 165 or higher. This is why it is important that students ensure that they are meeting academic study hours and grade expectations.

## TESTING COSTS REIMBURSEMENT

---

Here at YOURpath for Adult Learners, we value the commitment and hard work that our students have demonstrated towards earning their high school equivalency diploma. We recognize that the journey is not an easy one after deciding to return and pursue your education/career goals while also working and raising a family. As such, YOURpath... takes every opportunity possible to recognize and celebrate the accomplishments of our students, whether they are small or large milestones. In addition to the many ways that we celebrate our students' accomplishments, YOURpath for Adult Learners also offers students testing costs reimbursement. Our motto is "YOU PASS; WE PAY!" [Click here](#) to read more. Students who are in good standing with the program (i.e. have met the guidelines and expectations outlined in this student handbook); have taken, passed and earned their high school equivalency diploma and successfully transitioned into "The Next Steps" of YOURpath for Adult Learners' programs and services, qualify for this service. Students are to submit the reimbursement form and their testing-costs receipts to request payment. Once these documents have been received, YOURpath will process payment via PayPal. Students must have a PayPal account. Students can expect up to 4 weeks for payment.

## STUDENT CONDUCT

---

YOURpath for Adult Learners considers each and every one of our students as "adult learners." Our focus is on building a mutually respect, professional, and positive collaboration between staff and students. All students are expected to adhere to guidelines/expectations of this handbook during their enrollment in the program. Students should contact YOURpath for Adult Learners directly if they have any concerns regarding any aspects of our programs, services, policies and/or procedures.

## LETTER OF ATTENDANCE/TRANSCRIPT REQUEST

---

Students who are requesting proof of their enrollment/attendance in the program can complete the Letter of Attendance/Transcript Request form and submit it to YOURpath for Adult Learners via email (YOURpath4adultlearners@gmail.com). All requests will be processed within 1-4 weeks of submission.

## COMPLETION OF THE PROGRAM

---

Students who have taken and passed every section of their GED or HiSET exam and have successfully earned their high school equivalency diploma are considered graduates of YOURpath for Adult Learners.

**All students must submit the following documents upon earning their high school equivalency diploma to settle their student account.**

- Copy of diploma.
- [Self-photo](#) holding diploma.
- Appreciation video and letter to YOURpath for Adult Learners & Staff.

**Students who fail to submit the required documents upon completion will be billed and financially obligated to pay for seating, program, and instructional costs. YOURpath will enforce payment through the use of a debt collection agency and credit reporting bureaus.**

Students who have successfully met the requirements of earning their high school credentials are allowed to continue building up their academic skills, primarily if they have scored below the college-readiness level in any of the tested subject areas. Students can remain enrolled in the program on a non-academic track, which means that they are no longer pursuing their high school credential and are no longer obligated to meet academic expectations.

Graduate students are encouraged to take advantage of [“The Next Step”](#) services that we offer to our life-long students who seek to acquire better employment, advance in the workforce, or enroll in a vocational program or college.

## TERMINATION/PROBATION/LEAVE OF ABSENCE

---

All students enrolled in YOURpath are expected to complete the program within **two years** following their enrollment date. Any student that has not met this requirement will be automatically terminated from the program. Under special circumstances (e.g. personal and/or medical leave), a student may be given permission to continue their studies within a specified timeframe. For students who request personal/medical leave while in the program, their enrollment period will be calculated based on the maximum two years minus the time already spent in the program. Students who have been in the program beyond two years prior to this policy going into effect (*September 22, 2020*) will be given an additional six months to complete their coursework and testing requirements.

Students who fail to adhere to the guidelines and expectations of this handbook are at risk of being terminated from YOURpath for Adult Learners’ programs and services. Students who fail to meet study hours, grades and attendance expectations will be placed on a 3 months

probationary period. If improvement is not demonstrated during the probationary period, students will be terminated. Students will receive a termination letter via email, outlining the reason for termination. **Students may reapply to the program after 1 year following termination.** A written request for readmission must be submitted to YOURpath for Adult Learners' administration, explaining what circumstances have changed that leads to the student's readiness for the program now than previously. Careful consideration will be given as the determination of acceptance is being made.

YOURpath for Adult Learners asks that students who have decided to self-terminate provide us with a written notice (via email) of their decision, even if this decision is temporary (e.g. due to personal and/or medical leave). This allows us to fully terminate the student from our programs/services and make their seat available for other potential applicants.

Any student who enrolls in the program and terminates their enrollment prior to completion and after receiving instructional services will be charged seating and instructional costs (*e.g. \$ 100 for seating, \$75 per instructional hour and \$35 per tutoring session*).

## ACKNOWLEDGEMENT & RECEIPT OF THIS HANDBOOK

---

Students are provided this handbook at the time of enrollment. Students must ensure that they read, understand, and adhere to this handbook's policies, guidelines, and expectations. Students should read this handbook at least quarterly as this handbook is subject to change.

*Revisions made to this handbook:*

*6.22.20: Follow up assessments every 3 months. Information can be found under INITIAL & FOLLOW ASSESSMENTS. Revised on 8.24.20*

*8.15.20: age requirement for student enrollment, revised from 18 yrs. old to 16 yrs. old. Information can be found under ADMISSION'S REQUIREMENT.*

*8.24.20 Follow up assessments will be taken every month (depending on students' progress in their coursework). Information can be found under INITIAL & FOLLOW ASSESSMENTS.*

*9.14.20: Failure to attend cohort meetings. Information can be found under COHORT MEETINGS.*

*9.22.20: A two year program completion upon termination. Information can be found under TERMINATION.*

*10.6.20: Students will be charged fees if enrollment is terminated after receiving services. Information can be found under TERMINATION.*

*12.2.20: Completion of Program: Re-emphasis on financial obligation if required documentation is not submitted upon completion of the program.*

*12.2.20: Acknowledgement & Receipt of Handbook: This paragraph has been revised to reflect students' responsibility.*

*3.3.21: Students are prohibited from writing reviews about the program unless authorized by YOURpath. Students are prohibited from sharing, copying and/or recording materials, meetings or conversations in relations to YOURpath's business and order of operations. These prohibitions are binding and applicable while in the program and after leaving the program.*