



PEARA Global Education Student Catalog | Regulatory Affairs

Volume 4

Effective April 1st, 2025- May 31, 2026,

Updated April 1, 2025,

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This Catalog is current at the time of publication. PEARA Global Education reserves the right to make changes at any time to any provision of this Catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. PEARA Global Education reserves the right to make changes in instructional materials, to modify curriculum and to combine or cancel classes, as needed. The Catalog and enrollment agreement constitute a binding contract between this institution and the student and no further modification or representation except as herein expressed by both parties will be recognized

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Mission Statement

PEARA Global Education mission is to have an academic environment stimulating the production and application of knowledge, research, and innovation, promoting social responsibility, and contributing to sustainable development by optimizing our capabilities and resources.

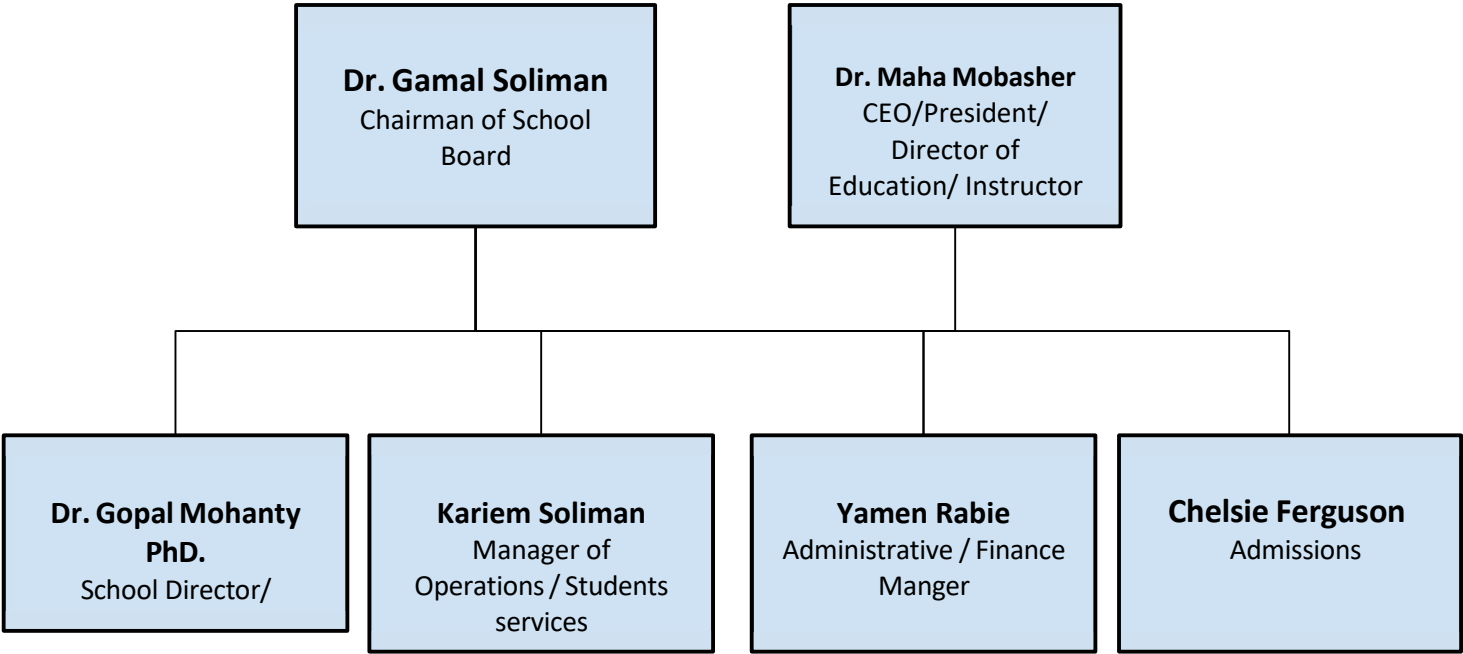
Goal and Objectives

- Improve teaching and learning outputs to meet labor market requirements and ensure sustainable development.
- Conduct scientific research to promote innovation and contribute to the knowledge economy.
- Promote social responsibility and voluntary work.
- Improve the quality of university life.
- Achieve institutional excellence.
- Diversify, develop, and sustain revenue sources.

PEARA Global Education was first founded in 2020 in Florida, USA and has provided training in the integrated regulatory affairs in the pharmaceutical, medical devices, dietary supplement and cosmetics field to many students from USA, Europe, and Middle East.

The team of PEARA Global Education for Global Regulatory Affairs Consultations and Training that consists of highly qualified regulatory affairs professionals have decided to bring their knowledge and expertise in global regulatory affairs regulations to Florida, USA, and that is how PEARA Global Education was formed in January, 2020.

Organizational Hierarchy



Our CEO at a Glimpse

Dr. Maha Mobasher, the President/Director of Education of PEARA Global Education:

- MS in Pharmaceutical Sciences: Nova Southeastern University, Ft. Lauderdale, Florida.
- PhD in Pharmaceutical Sciences: Nova Southeastern University, Ft. Lauderdale, Florida.
- MS in Chemistry with a Minor in Business Administration: Seton Hall University, South Orange, New Jersey.
- MS In science and education: King's College, London United Kingdom.
- Prepared the quality section for the FDA submission of many generic drugs.
- Eight (8) years of experience within the pharmaceutical industry and global pharmaceutical companies. Integrated specialty focused on developing, manufacturing, and distributing generic and brand products including: development, research, examination, quality control and assurance, prepared and conducted cGMP and SOP training sessions, provides scientific support to new product development, fill/finish tech transfer and manufacturing of parenteral products for external or internal manufacturers, and partnering with Technical Operations, Quality, Regulatory, and other functions to support flawless introduction of manufacturing processes into production sites
- Professor at Broward Community College teaching Chemistry and Biochemistry for nursing majors.
- Professor at Nova Southeastern University in the Science department teaching pharmaceutical sciences for pharmacy school and pre-med students.

Statement of Legal Control

PEARA Global Education is a Florida corporation that operates PEARA Global Education Dr. Maha Mobasher serves as its President.

Licensure Statement

PEARA Global Education is licensed by the Commission for Independent Education, Florida Department of Education License # 10333. Additional information regarding this university may be obtained by contacting the Commission at: 325 West Gaines Street, Tallahassee, FL 32309-0400 or by calling toll free: 888-224-6684.

Non-Discrimination, ADA, and Equal Opportunity

Students at PEARA Global Education can expect an environment free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. PEARA Global Education does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the PEARA Global Education nondiscrimination policy.

PEARA Global Education is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the “Disability Laws”), and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. PEARA Global Education provides equal opportunity for qualified persons with disabilities. PEARA Global Education will make reasonable accommodations for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. Such requests, along with supporting documentation, should be directed to the Director.

PEARA Global Education does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. PEARA Global Education abides by these policies in the administration of its student admissions, financial aid, career placement programs, as well as in all other student-related services and educational programs and opportunities. The Director serves as the Institute’s Equal Opportunity Officer. Contact information is Dr. Maha Mobasher, email: m.mobasher@pearaeducation.org

School Holidays 2025-2026

PEARA Global Education will be closed:

New Year's Day	January 1
Martin Luther King Day	January 17
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Columbus Day	October 11
Veterans Day	November 10
Thanksgiving Day	November 24
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Academic Calendar 2025-2026

Regulatory Affairs of Drugs and Medical Devices Program USA, Europe & MENA Region: One start per calendar year. USA, Europe & MENA Region programs start in Fall / Summer.

Changes to School Schedule

The school may at any time change or modify the Student/Academic Calendar to the extent the school determines necessary, in its discretion, by any reason: including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student/Academic Calendar.

Admissions Requirements and Procedures

- **Application Process**

Applicants may complete the application and submit all required documents online through our website: <https://pearaeducation.com>

- Students applying for admission for Regulatory Affairs of Drugs and Medical Devices Program (USA & Europe) must meet the following requirements:
 1. Graduated students with College Degree, BS/master's degree, or PHD in any life science such as Pharmacy, Biotechnology, Biology, Chemistry, or any equivalent majors with a GPA of at least 3.00 from an accredited institution.
 2. Any Equivalent Science Background studies.
 3. All applicants must provide degree evidence.
 4. All applicants must provide a valid government issued photo form of identification.
- Students applying for admission for MENA Region Regulatory Affairs of Drugs and Medical Devices Program must meet the following requirements:
 1. Graduated students with approved and completed Level1 will be accepted directly to level 2 to receive the degree

- **Application Fee/Tuition**

The application fees are 100 USD\$.

The program tuition fees are paid in Full at the beginning of academic Programs. The costs encompass all programs blended, and virtual services. Textbooks are not included in the tuition costs.

- **Acceptance**

All applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. An enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted and signed by the Institute's Director or other authorized school representative. The school will provide the student a copy of the fully executed Enrollment Agreement

- **Transfer of Credits Policy**

The transferability of credits you earn at is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Graduate Certificate you earn at PEARA Global Education is also at the complete discretion of the institution to which you may seek to transfer. If the Graduate Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

The credits you earn at other institutions is not currently accepted at PEARA Global Education nor has it entered into any articulation or transfer agreements with other schools.

- **Credit for Prior Experiential Learning**

PEARA Global Education does not grant credit for prior experiential learning.

Academic Information

- **Credit Hours**

PEARA Global Education utilizes qualitative and quantitative measurements to assess student progress and offers all programs on a semester credit hour basis. The standard measurement of a credit hour for academic purposes is: 15 classroom hours of lecture equal 1 semester credit and consists of learning new material or theory, 30 classroom hours of lab equals 1 semester credit and consists of supervised practice of newly introduced principles/theory, 45 externship hours equals

1 semester credit and consists of supervised work experience activities related to skills/knowledge acquired during the program.

- **Course Numbering System**

The course numbering system uses a seven-digit alpha numeric identifier. The prefixes are a three-letter designator that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught

- **Distance Education**

PEARA Global Education offers all coursework via online offerings. Students log in to the school's Learning Management System regularly to perform learning activities including live lectures, watching videos, reading online resources, assigned reading, and interactive assignments. Regular contact with course instructors takes place via web meeting, email, and phone.

• Grading System

PEARA Global Education uses the following grading scale:

A	94-100	4.0	Exceptional work
A-	90-93	3.7	Excellent
B+	87-89	3.5	Very good
B	83-86	3.0	Meets expectations
B-	80-82	2.7	Average
C+	77-79	2.5	Average
C	70-76	2.0	Average
D+	67-69	1.3	Must retake course
D	63-66	1.0	Must retake course
D-	60-62	0.7	Must retake course
F	Below 60		Failing

• Evaluation Standards

- Mid Term Exam: 30%
- Attendance: 10% (Instructor will record attendance each session)
- Assignments: 10%
- Class Workshops: 10%
- Quizzes: 10%
- Final Exam: 30%

Students must attend all classes and complete all coursework. Students **MUST** have a passing grade (C or better).

- **Incomplete Grade Policy**

Students have the opportunity to petition to receive an incomplete grade if they are unable to complete course assignments by the end of the semester. To petition, students and faculty members review the assignments that are outstanding and the last date the student would be allowed to submit the assignments. The faculty member and student sign the designated Incomplete Grade form stating the details and the faculty member submits the form to the school's Director. Incomplete grades should be given only if students have a chance to complete the work within two weeks of the course end date. If work is not submitted two weeks after the end of the semester, then the instructor must contact the student to work out a plan for completing the work. All work must be submitted by the end of the following semester. Failure to do so changes the Incomplete to a Failing grade.

- **Standards of Satisfactory Academic Progress**

The minimum standards considered for satisfactory progress in a course or program for credit earned and to graduate are:

- Eighty percent (80%) participate in online discussion boards.
- Completion of all tests and assignments at 80% or better.
- Final grades and student evaluations are issued at the end of each program.
- A student must maintain a GPA of 2.0.

As long as a student meets the minimum standards, a student is allowed to remain in school. A student who is readmitted after dismissal for failure to meet this standard is readmitted on academic probation. The students are required to complete their program of study within 150% of the normal time frame allotted for completion of the program. The normal time frame is measured in credits hours attempted. A student who has been dismissed may reapply to R PEARA Global Education after remaining out of school for one full semester. At that time, the student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe.

- **Graduation and Awarding of Graduate Certificate**

Students who fulfill all completion requirements will be awarded a "Graduate Certificate in Regulatory Affairs of Drugs and Medical Devices USA, Europe & MENA Region from PEARA Global Education.

Programs

- **Regulatory Affairs of Drugs and Medical Devices Training Program (USA, Europe & MENA Region).**

Credential awarded:

Graduate

Certificate Credits: 19

**Credits Method of
delivery-Online**

- **Program Description**

This program is designed to assist the student with obtaining the necessary skills and knowledge to effectively navigate and manage regulatory affairs (RA) processes including operational RA, strategic RA, clinical RA, CMC RA, and submission specialist RA. The program includes critical thinking workshops and a project to allow students the opportunity to apply theoretical knowledge in a practical way.

- **Program Objective**

The objective of our Regulatory Affairs of Drugs and Medical Devices Training Program (USA, Europe & MENA Region) is to prepare students to apply their learned knowledge about USFDA, SFDA and European regulations and regulatory affairs processes related to drugs, biologics, biosimilars, medical devices, combination products, and cosmetics to bring a medical product to market.

***Regulatory Affairs of Drugs and Medical Devices Training Program
(USA, Europe) – Program Outline***

Course No.	Course Name	Hours / Week	Duration	Credit
PEA01R1	Course 1: GCP, GMP, QA, and QC, International Perspective (USA, Europe)	3 Hours Lecture	2 months (9 weeks)	3 Credit
		3 Hours Weekly Critical Thinking Project		
PEA01R2	Course 2: Drug, Biologic, and Biosimilar Regulatory Process, International Perspective (USA, Europe)	3 Hours Lecture	2 months (7 Weeks)	3 Credit
		3 Hours Weekly Critical Thinking Project		
PEA01R3	Course 3: Medical Device Regulatory Process, International Perspective (USA, Europe)	3 Hours Lecture	2 months (8 Weeks)	3 Credit
		3 Hours Weekly Critical Thinking Project		
PEA 01R4	Course 4: Cosmetics, Combination Products, & Pharmacovigilance, International Perspective (USA, Europe)	3 Hours Lecture	2 months (8 Weeks)	3 Credit
		3 Hours Weekly Critical Thinking Project		
PEA01R5	Course 5: Practical Project	Take home Self Project	1 month (4 weeks)	2 Credit
Total Credits				14 Credit

Regulatory Affairs of Drugs and Medical Devices Training Program
(MENA Region) Program Outline

Course No.	Course Name	Hours / Week	Duration	Credit Hour
PEA02R1		3 Hours	7 Weeks	2 Credit
	Course 1: Drug, Biologic, and Biosimilar Regulatory Process, International Perspective (MENA Region)	2 Hours Weekly Critical Thinking Project		
PEA02R2	Course 2: Medical Device, Combination Products, Cosmetics, & Pharmacovigilance, International Perspective (MENA Region)	3 Hours	5 Weeks	2 Credit
		2 Hours Weekly Critical Thinking Project		
PEA02R3	Course 3. Practical Project	Take home Self-project	2 Weeks	1 Credit
Total Credits				5 Credit

***Regulatory Affairs of Drugs and Medical Devices Training Program
(USA, Europe) – Program Outline***

Course Descriptions

**PEA01R1 – Course 1. GCP, GMP, QA, and QC, International Perspective (USA, Europe)
3 credits. Online delivery.**

This course covers drug life cycle, clinical trials, and Good Clinical Practices (GCP) in USA and Europe. The course teaches students quality assurance (QA) and quality control (QC) regulatory concepts, as well as Good Manufacturing Practice (GMP) according to ICH and WHO.

**PEA01R2 - Course 2. Drug, Biologic, and Biosimilar Regulatory Process, International Perspective (USA, Europe)
3 credits. Online delivery.**

This course focuses on drug regulations and regulatory submissions in the USA and Europe. In addition, biologic and biosimilar regulations and regulatory submissions in these regions are introduced and discussed.

PEA01R3 -Course 3. Medical Device Regulatory Process, International Perspective (USA, Europe) 3 credits. Online delivery.

The medical device regulatory environment is constantly evolving. Medical device regulations, medical device classifications, and regulatory submissions are the focus of this course.

**PEA01R4 -Course 4. Cosmetics, Combination Products, & Pharmacovigilance, International Perspective (USA, Europe)
3 credits. Online delivery.**

This course covers cosmetic as well as combination products regulations and regulatory submissions. The course explores advertising and promotion regulatory framework and teaches concepts of pharmacovigilance regulations and regulatory process.

PEA01R5 –Course 5. Practical Project 2 credits. Online delivery.

In this course, the students will be provided with a fictional drug Common Technical Document (CTD) regulatory submission. The students are required to extract assigned regulatory deficiencies, prepare the regulatory response, and prepare the complete CTD submission according to the USFDA regulations.

***Regulatory Affairs of Drugs and Medical Devices Training Program
(MENA Region) Program Outline***

PEA02R1 – Course 1. Drug, Biologic, and Biosimilar Regulatory Process, International Perspective (MENA Region) 2 credits. Online delivery

This course focuses on clinical trials, Good Clinical Practices (GCP), Good Manufacturing Practice (GMP), and drug regulations and regulatory submissions in MENA Region. In addition, biologic and biosimilar regulations and regulatory submissions in these regions are introduced and discussed.

PEA02R2 - Course 2: Medical Device, Combination Products, Cosmetics, & Pharmacovigilance, International Perspective (MENA Region) 2 credits. Online delivery.

Medical device regulations, medical device classifications, and regulatory submissions in the MENA region are the focus of this course. The course explores cosmetic as well as combination products regulatory processes and teaches concepts of pharmacovigilance regulations and regulatory framework.

PEA02R3 – Course 3. Practical Project 2 credits. Online delivery.

In this course, the students will be provided with a fictional drug Common Technical Document (CTD) regulatory submission. The students are required to extract information from the CTD, and fill the challenging regulatory forms that are required from the Saudi FDA, Jordan FDA, and the UAE Ministry of Health as a practice to register this fictitious drug in these countries.

Tuition and Fees

Application Fee (non-refundable)	\$ 100
<i>Regulatory Affairs of Drugs and Medical Devices Training Program (USA & Europe)</i> <i>Cost per Credit Hour</i>	\$768
<i>Regulatory Affairs of Drugs and Medical Devices Training Program (MENA Region)</i> <i>Cost per Credit Hour</i>	\$768
<i>Regulatory Affairs of Drugs and Medical Devices Training Program (USA & Europe)</i> Total Program Cost	\$ 12,902
<i>Regulatory Affairs of Drugs and Medical Devices Training Program (MENA Region)</i> Total Program Cost	\$5,990

Payment is due in full at the time of registration. If a student has a balance 30 days after the start of the program.

The program tuition fees could be paid in three installments per school year at the beginning of each academic term. The costs encompass all programs in-person, blended, and virtual services. Certificate service fees and Textbooks are not included in the tuition costs.

A hold and late fees will be placed on the account until the balance is paid in full.

Finance

PEARA Global Education Director or designee will answer any questions regarding payments and/or student account, as well as facilitate processing of payments of tuition and fees, and refunds.

Cancellation and Refund Policy

1. Cancellation may be requested in person, via email, or via postal services.
2. All fees are to be refunded if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment, with the exception of the application fee.
3. Cancellation after the third business day, but before the first class, will result in a refund of 80% of the total fees paid with the exception of the application fees.
4. Cancellation after attendance has begun, through 40% completion of the program, will result

in a pro rata refund computed on the number of hours completed to the total program hours. Cancellation after completing more than 40% of the program will result in no refund.

5. Termination date: the termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Actual attendance is measured by the date of last communication between student and PEARA Global Education representative or the school's instructor(s).
6. Students who cancel their enrollment before having completed full payment for a course, will have their tuition recalculated and their pro-rata refund deducted from the full tuition price. Students will complete payment of tuition owed after the recalculation.
7. Refunds will be made within 30 days of receipt of cancellation notice.
8. Students who cancel their enrollment after paying in full, but are not eligible for a refund, are entitled to retain access to the online courses they paid for, as well as receive any applicable course materials.
9. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules. Students who are dismissed will be refunded as per the Institute's refund schedule.
10. If the school terminates a program for any reason, and the school is unable to meet its commitments to teach-out students from the program, those who have paid will receive a 100% refund on fees paid to the school.
11. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

Leave Of Absence

Students may request a Leave of Absence (LOA) for up to one calendar year. To request a LOA, the student submits the Leave of Absence form to the Director. Included in the request is the expected date of return. The Director will maintain contact with the student during the LOA to monitor the student's plans to return to studies.

Facilities & Technology Requirements

PEARA Global Education is located at 150 South Pine Island Road, Suite 360, Plantation, FL 33324 near the intersection of South Pine Road and West Broward Blvd, with a separate entrance identified for students and visitors.

All programs and courses offered through PEARA Global Education are offered online. Computers used for the coursework must meet the following technology requirements:

- Microsoft Windows 10 Pro 64-bit or newer.
- High Speed Internet Access.
- Intel® i5 or i7 Quad-Core or Xeon Ivy Bridge or newer processors.
- 3.0 GHz or greater processor speed.
- 8 GB Memory recommended: 4 GB minimum.
- 256 GB Hard Drive or greater.
- Wireless Network Adapter.
- Adobe Flash version 9 or above.
- Web camera.
- Microsoft Office 2016 or above, or a subscription to Microsoft Office 365.
- Adobe Reader version 7 or above.

Adequate access to tech resources is the key to student success in an online learning environment.

Online Learning Expectations

PEARA Global Education uses asynchronous learning through the Google classroom learning platform and live sessions. Students are scheduled for online live learning sessions each week. Students are responsible for all material taught in a course. This includes material taught via lecture, interactive class session, or discussion board. Assignments must be submitted on time. The instructor may reduce the grade for an assignment as a penalty for discussion posts or work submitted late. Graded work that receives below an 80% will require a discussion with the instructor.

Instructor Interactions

Instructors interact with students via the Google Classroom, during weekly Office Hours, and by email. Instructors offer up to two hours per week to meet with students live. The office hours are posted on the course homepage as well as in the syllabus. These sessions take place either via conference call, or online via web conferencing. Additionally, students may email the instructor directly. Every instructor informs students of his/her email address and any other contact information of their choice, and responds within 24/48-hours, unless it is a holiday or weekend. Students may post general questions or comments in the appropriate venue within the course.

Assignment Submission Policy

All assigned coursework should be submitted in the format outlined, unless the student has received prior approval. This includes but is not limited to forum postings, projects, and instructor emails. Each assignment must be submitted by its due date. Assignments submitted late may be subject to partial credit, or in some cases not accepted as determined by the course instructor. All assignments should be submitted prior to the end of course date. Students who fail to submit all coursework by program end will be issued a Fail (F) for the course. If special circumstances require an extension for submitting coursework past the end of the program, students may request an extension and be issued an Incomplete grade.

Instructors have the option to modify the Assignment Submission policy. If an instructor chooses to modify it, the instructor is required to inform students of the policy during the first week of class.

The default policy for late work is as follows:

Faculty and staff of PEARA Global Education realize that emergencies do occur. If a student knows that he/she will be unable to complete an assignment by the due date, he/she is to contact the instructor PRIOR to the due date. Early contact is best, as plans can be made to keep the student from falling behind, and ensure the highest possible grade.

Student Identity Verification Policy

PEARA Global Education takes measures to assure that students' identity is verified and only the individual who was accepted and is enrolled in the Institute has access to course materials, examinations, and grade reports.

Student identity is verified during the application process by submitting a copy of a valid government-issued photo identification document, such as a driver's license or passport. In addition, a phone or web-conferencing interview helps the Admissions personnel to confirm that personal identifying information is accurate, through informal discussion and verification of personal details.

When a student applies to PEARA Global Education he/she receives a unique login and password. Most of the course content and all online gradebooks can only be accessed when the student logs into the website with his/her individual username and password. Prior to sharing information with a student by email, the student is asked to provide identifying information.

Student Services and Career Services

Counseling is available to all students regarding their academic progress, placement opportunities and other related matters. Students must make an appointment with the Director of Education or Student Services Coordinator.

When the student successfully completes the program, PEARA Global Education will assist the graduate with job placement at no additional charge. PEARA Global Education does not guarantee employment to its graduates. The school, however, takes diligent efforts to assist its graduates in finding employment.

The Director and Student Services Coordinator will meet with students during their program and are available to answer questions and assist students/graduates during their job search. Students are assisted with additional activities such as writing/revising resumes, contacting potential employers, follow up on job leads, and scheduling of actual interviews. No fee is charged to graduates or employers for use of this service.

Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect their educational records upon reasonable notice within 45 days after the day PEARA Global Education receives a request for access. A student should submit to the school Director a written request that identifies the record(s) the student wishes to inspect. The school Director will make arrangements for access. Students have the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school's Director and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others. Generally, PEARA Global Education must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA (34 CFR §99.31) allows schools to release student information without the student's written consent if the disclosure is to:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, diplomas/degrees, enrollment status, and dates of attendance. However, the student may specifically request in writing that such directory information not be disclosed, in which case the information should not be released. Students who feel that their rights under the Act have been violated are entitled to request a hearing before a school official who has no direct interest in the outcome of such hearing in an effort to resolve the problem.

Student Code of Conduct and Sanctions

PEARA Global Education expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the Institute or interferes with the rights of the student community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with the school's policies, procedures and regulations, or with the directions of school's officials acting in performance of their duties, harassment, and verbal abuse.

The school reserves the right to terminate any student for one or more of the following:

- Non-compliance, or failure, to abide by school rules.
- Unbecoming conduct.
- Excessive absences.
- Failure to pay school fees / tuition.
- Cheating, stealing, plagiarism.
- Sexual harassment of another student, or of school personnel.
- Harassment of any kind (Intimidation/Discrimination).
- Verbal or physical violence.
- Use of abusive language, or profanity.
- Failure to maintain required academic progress.
- Insubordination to faculty or staff.

Appeals

A student will have 10 business days following the issuance of a grievance decision to file an appeal. Appeals must be in writing. Appeals may be made on the following grounds:

- **Unsupported Findings:** The findings made by the Director or her/his designee are not supported by the reasons offered in the written decision.
- **New Information:** There is new information available that wasn't available at the time the grievance was originally filed and that is sufficient to alter the original decision.

All appeals will be reviewed and decided upon within 7 business days after the receipt of such appeal.

Student Grievance Policy

- Any student who has a grievance with the University or an instructor should first discuss the problem with the instructor or pertinent staff member. When possible, student complaints should be resolved during this initial and informal stage without the need to resort to formal proceedings.

If a resolution is not reached, the student should make a written complaint and submit it to the school Director asking for a written response. The school Director will either personally investigate the complaint or formally appoint a designee with no prior involvement in the matter to undertake the investigation. The Director or designee will undertake the investigation with the intention of arriving at a solution that is acceptable to all parties involved. He/she may consult with the student or other persons as appropriate. The student will be advised in writing within 30 days of the receipt of the student complaint of the outcome of their complaint and of any consequential action to be taken. This will include a summary of the reasons for the decision.

- If a satisfactory resolution of the problem is not obtained, the student may contact:

Florida Commission for Independent Education

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

Email: cieinfo@fldoe.org

Fax: 850-245-3238

<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>