

Catalog & Student Handbook

Alaska, California, Montana, New Mexico and Washington



CHARTER COLLEGE



CHARTER INSTITUTE

A Division of Charter College

WE WORK TO GET YOU TO WORK.

For the period July 17, 2017 – July 8, 2018

Charter College & Charter Institute, a Division of Charter College Catalog & Student Handbook 2017-2018

Alaska

Anchorage Campus
2221 East Northern Lights Blvd.
Suite 120
Anchorage, Alaska 99508
907-277-1000

Wasilla Campus
a learning site of Anchorage
721 W. Parks Highway
Wasilla, Alaska 99654
907-352-1000

California

Lancaster Campus
a learning site of Oxnard
43141 Business Center Parkway,
Suite 109
Lancaster, California 93535
661-341-3500

Oxnard Campus
2000 Outlet Center Drive
Suite 150
Oxnard, California 93036
805-973-1240

Canyon Country Campus
a learning site of Oxnard
19034 Soledad Canyon Road
Canyon Country, California 91351
661-252-1864

Montana

Billings Campus
a learning site of Vancouver
1595 Grand Avenue, Suite 230
Billings, Montana 59102
406-294-0156

Missoula Campus
1930 Brooks Street
Missoula, Montana 59801
406-303-3259

New Mexico

Farmington Campus
*Charter Institute, a Division of
Charter College*
3030 E 20th Street
Farmington, New Mexico 87402
505-793-8087

Washington

East Wenatchee Campus
a learning site of Vancouver
595 Grant Road, Suite 5
East Wenatchee, Washington 98802
509-415-3576

Fife Campus
3700 Pacific Highway East
Suite 150
Fife, Washington 98424
253-252-4200

Lacey Campus
a learning site of Vancouver
4520 Lacey Boulevard SE, Suite 40
Lacey, Washington 98503
360-292-7179

Pasco Campus
5278 Outlet Drive
Pasco, Washington 99301
509-546-3900

Vancouver Campus
17200 SE Mill Plain Boulevard,
Suite 100
Vancouver, Washington 98683
360-448-2000

Yakima Campus
a learning site of Pasco
2706 West Nob Hill Boulevard,
Suite 106
Yakima, Washington 98902
509-412-1694

www.chartercollege.edu

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The Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement.

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Introduction

Mission

Charter College strives to be a leader in private postsecondary, career-focused education, serving a diverse population in a student centered and collaborative learning environment, while assisting graduates to advance, enrich or change their careers.

Objectives

- Serve and offer access to a diverse student population
- Offer programs with technical, skill based and career-oriented curricula
- Provide knowledgeable and experienced teaching faculty
- Provide a caring and nurturing environment
- Provide classrooms with appropriate technical equipment
- Assist graduates in obtaining positions in their chosen field

History

Charter College in Anchorage, Alaska, opened its doors in 1985 as the first Charter College campus offering a high quality career education. The concept was to bring a unique style of higher education to the Anchorage community—a way to advance careers and expand opportunities for students by offering accelerated programs with courses specific and relevant to their chosen career field. Ten (10) years earlier, the Canyon Country, California campus had opened under a different name, Clarita Career College, but because of common leadership and mission, adopted the Charter College name.

Today, Charter College has multiple campuses throughout Alaska, California, Montana, New Mexico, and Washington. The College offers a variety of career-focused programs in a variety of fast-growing sectors. We are very proud of the success of our students and we believe their success is a result of the unique educational structure at Charter College, our committed instructors and administrators, and the resources we provide to every student.

Accreditation and Licensure

On December 15, 2016, Charter College signed a Provisional Program Participation Agreement (PPPA) with the U.S. Department of Education. The PPA permits the College to maintain its accredited status and continue to participate in Federal Financial Aid Title IV programs until June 12, 2018. The U.S. Department of Education determined that by signing the PPPA “the Secretary deems the institution to hold recognized accreditation” until June 12, 2018 “notwithstanding the loss of recognition of its accrediting agency”.

Charter College is accredited to award master’s degrees, bachelor of science degrees, associate of applied science degrees, certificates, and non-credit courses; not all degrees, programs, or non-credit courses are available at all campuses (see *Academic Programs*).

Charter College has applied for accreditation with a national accreditor. On February 8, 2017, the College received notice that it met the initial requirements for institutional accreditation; a status that indicated our application was in-process. The College continues to meet significant benchmarks along the path of securing new accreditation; a path that may be completed as early as January 2018 during the new accreditor’s commission meeting.

Documents describing the College’s accreditation, approval, or licensing are posted at the local campus; electronic copies are available by written request submitted to contact@chartercollege.edu.

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Charter College is a member of the National Council of State Authorization Reciprocity Agreements (NC-SARA), 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301, (303) 541-0283.

A State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary

institutions in a state other than the one where they reside. For more information, please their website, <http://nc-sara.org/>, to see if your state participates in NC-SARA.

Alaska

Charter College is authorized by the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316, to offer a master's degree, bachelor degrees, associate degrees, and certificates.

Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing program at Charter College – Anchorage is approved by the Alaska Board of Nursing, 550 West 7th Avenue, Suite 1500, Anchorage, Alaska 99501, 907-269-8161.

The Associate of Applied Science in Nursing program at Charter College – Anchorage received initial accreditation from the Accrediting Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, <http://www.acenursing.org/>.

California

Charter College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

Emergency Medical Technician

The Emergency Medical Technician at Charter College – Oxnard is authorized to operate by the Ventura County Emergency Medical Services Agency which is located at 2220 E. Gonzales Rd #200 Oxnard, California 93036, 805-981-5301.

The Emergency Medical Technician at Charter College – Canyon Country and Lancaster is authorized to operate by the Los Angeles County Emergency Medical Services which is located at 10100 Pioneer Blvd, Suite 200 Santa Fe Springs, California 90670, 562-347-1500.

State of California Disclosures

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Montana

Charter College – Billings and Missoula have received the necessary authorization from the Board of Regents of the Montana University System to offer postsecondary degree programs in the State of Montana.

New Mexico

Charter Institute, a Division of Charter College – Farmington is state authorized through Provisional Approval to Operate by the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, New Mexico 87505-2100, (505) 476-8400, to offer certificates.

Nevada

Charter College – Oxnard is licensed in Nevada by the Commission on Postsecondary Education to offer experiential training.

Washington

Certificate Programs

Charter College - Vancouver, Fife, Pasco, Yakima, Lacey, and East Wenatchee are licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding certificate programs at this private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, wtb.wa.gov, phone: 360-753-5662, e-mail address: wtecb@wtb.wa.gov.

Certificate in Pharmacy Technician

The Certificate in Pharmacy Technician programs at Charter College – Vancouver, Lacey, and Fife are recognized by the Washington State Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The mailing address is 310 Israel Road SE, Tumwater, Washington 98501. The phone number is 360-236-4700.

Degree Programs

Charter College - Vancouver is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institution under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, Washington 98504-3430.

Aeronautics, Aviation, and Commercial Aviation for Oxnard Students Attending Flight Partners in Washington

Charter College - Oxnard is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College - Oxnard to advertise, recruit and offer contracted courses in specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, Washington 98504-3430.

The transferability of credits earned at Charter College – Oxnard is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of student at Charter College – Oxnard will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Charter College – Oxnard to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Charter College – Oxnard will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Wyoming

Charter College – Oxnard and Vancouver are registered with the Wyoming Department of Education as accredited postsecondary degree granting institutions.

Locations and Facilities

In order to observe and evaluate staff and faculty performance, Charter College utilizes cameras and microphones in the classroom for the purpose of enhancing the learning environment. As such, students should have no expectation of privacy while in the classroom. Recordings are secure and are accessible to administrators within the Education Department for approximately one (1) week before being removed from the server.

Charter College has adequate halls, doorways, classrooms, bathrooms, and student lounges to accommodate disabled students. The parking lot includes designated parking areas for disabled students. Elevators are available at campus locations with multiple floors to assist students to upper level classrooms. Students seeking reasonable accommodations are required to communicate the specific need according to the *Policy on Accommodation for Disabled Individuals*.

Alaska

Charter College - Anchorage is located at 2221 E Northern Lights Blvd., #120, Anchorage, Alaska 99508. The campus is approximately 19,567 square feet.

Charter College - Wasilla is located at 721 W. Parks Highway, Wasilla, Alaska 99654. The learning site is approximately 11,986 square feet.

The facilities include classrooms, laboratories, computer laboratories, a traditional library resource center and/or virtual library resources. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The nursing laboratory in Anchorage includes medical-surgical simulation equipment and skills lab. The campuses include a visitor reception area and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication, and, when necessary, allows participants to virtually share documents.

Charter College - Anchorage also occupies a learning site at 5911 Old Seward Highway, Anchorage, Alaska 99518. The learning site is approximately 11,550 square feet and includes classrooms, faculty and administrative offices, one (1) HVAC/R laboratory, one (1) welding laboratory and a tool room. The classrooms and laboratories have modern technology including audiovisual equipment.

California

Charter College – Oxnard is located off of HWY101 at 2000 Outlet Center Drive, Oxnard, California 93036. The campus occupies approximately 20,100 square feet.

The facilities include classrooms, laboratories, computer laboratories, a traditional library resource center and/or virtual library resources. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The facilities include an EMT laboratory equipped with ambulance stretchers, backboards, splinting equipment, infection control supplies, and mannequins for practicing airway and cardiac arrest management. The Canyon Country facility includes a nursing laboratory with medical-surgical simulation equipment and skills lab. The Oxnard facility has a veterinary assistant laboratory equipped with a small animal ECG, exam tables, small animal tonometer, autoclave, centrifuge, exam lights, and small animal anatomical models. The Lancaster facility includes one (1) medical laboratory, one (1) dental laboratory, one (1) HVAC laboratory, and a tool room. The facilities include a visitor reception area and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication, and, when necessary, allows participants to virtually share documents.

Charter College – Oxnard also occupies a learning site at 19034 Soledad Canyon Rd, Canyon Country, California 91351. The learning site is approximately 6,746 square feet and houses classrooms, administrative offices, one (1) medical assistant laboratory, and one (1) dental assisting laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Oxnard also occupies a learning site at 43141 Business Center Parkway, Suite 109, Lancaster, California 93535. The learning site occupies approximately 7,500 square feet and houses classrooms, administrative offices, one (1) medical assistant laboratory, one (1) HVAC laboratory, and one (1) dental assisting laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Montana

Charter College – Vancouver also occupies a learning site at 1595 Grand Avenue, Suite 230 Billings, Montana 59102. The learning site is approximately 3,500 square feet.

Charter College – Missoula is located at 1930 Brooks Street, Missoula, Montana 59801. The campus is approximately 4,720 square feet.

The facilities include classrooms, laboratories, laptops, and virtual library resources. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The facilities include a visitor reception area and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication, and, when necessary, allows participants to virtually share documents.

New Mexico

Charter Institute, a Division of Charter College – Farmington is located at 3030 East 20th Street, Farmington, New Mexico 87402. The campus is approximately 5,300 square feet.

The facilities include classrooms, laboratories, virtual library resources, and laptops. The classrooms and laboratories have modern technology including audiovisual equipment. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The facilities include a visitor reception area and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication, and, when necessary, allows participants to virtually share documents.

Washington

Charter College – Fife is located at 3700 Pacific Highway East, Suite 150, Fife, Washington 98424. The campus is approximately 15,764 square feet.

Charter College – Vancouver is located at the Columbia Tech Center at 17200 SE Mill Plain Blvd. #100, Vancouver, Washington 98683. The campus is approximately 19,802 square feet.

Charter College – Pasco is located at 5278 Outlet Drive, Pasco, Washington 99301. The campus is approximately 24,385 square feet.

The facilities include classrooms, laboratories, clinics, a traditional library resource center and/or virtual library resources, and computer laboratories. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The Fife and Vancouver facilities have pharmacy technician laboratory equipped with a flow hood, demonstration doses, prescription labels, and bubble packing. The facilities include a visitor reception area and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication, and, when necessary, allows participants to virtually share documents.

Charter College - Vancouver also occupies a learning site at 17720 SE Mill Plain Blvd, Suite 170 in Vancouver, Washington 98424. The learning site is approximately 9,401 square feet and houses four (4) classrooms, faculty and administrative offices, one (1) HVAC/R laboratory, one (1) welding laboratory and a tool room. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Vancouver also occupies a learning site at 595 Grant Rd, Suite 5, in East Wenatchee, Washington 98802. The learning site is 2,600 square feet and houses classrooms, an administrative office, and one (1) medical assistant laboratory. The classrooms and laboratory have modern technology including audiovisual equipment.

Charter College – Vancouver also occupies a learning site at 4520 Lacey Blvd. SE, Suite 40, in Lacey, Washington 98503. The learning site is 4,950 square feet and houses classrooms, an administrative office, one (1) medical assistant laboratory, and one (1) pharmacy technician laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Pasco also occupies a learning site at 2706 West Nob Hill Boulevard, Suite 106, in Yakima, Washington 98902. The learning site is approximately 5,600 square feet and houses classrooms, one (1) HVAC/R laboratory, and one (1) medical assistant laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Veterans’ Benefits

Students with veterans’ benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Check with the College’s School Certifying Official to determine if the program you are interested in is currently approved for Veterans’ benefits.

Charter College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Charter College is required to limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has reached the 85% limit, the veteran may enroll but will not be eligible for VA funding. Chapter 35 and 31 veterans may continue with enrollment if the 85% limit has been reached.

California

Charter College has been approved by the California State Approving Agency for Veterans Education (CSAAVE) for the education of veterans and eligible dependents of veterans.

Students with questions or complaints should contact the California State approving Agency for Veterans Education at 1227 O Street, Suite 314, Sacramento, California 95814, www.cdva.ca.gov, phone 916-503-8317 or the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, California 95798-0810, phone 888-370-7589.

Washington

Selected programs of study at Charter College are approved by the Workforce Training and Education Coordinating Board’s State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Ownership

Charter College is a private, postsecondary institution that is owned and operated by Prospect Education LLC, 750 Sandhill Road, Suite 100, Reno, Nevada 89521. Prospect Education LLC has a four (4) member Board of Managers. The members are Gunnar Bjorklund, Chairman; Joshua Swayne, CEO; Robert McCart, Manager; and Leslie Pritchard, Manager.

Catalog Preparation

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Charter College and Prospect Education. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

Washington

All updates for certificate programs are approved by the Workforce Training and Education Coordinating Board.

Admissions - Undergraduate Degree, Certificate, and Not for Credit Programs

Admissions Requirements

Alaska, Montana, and Washington

All students must comply with one (1) of the following:

1. Attest to having a high school diploma
2. Attest to having a recognized equivalency certificate (GED)
3. Attest to having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)
4. Provide documentation of an official passing score for an approved ability to benefit test

California

All students must comply with one (1) of the following:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)
4. Provide documentation of an official passing score for an approved ability to benefit test

New Mexico

All students must comply with one (1) of the following:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or other State-authorized examination)
4. Provide documentation of an official passing score for an approved ability to benefit test

Alaska

All students must provide a valid, government-issued photo ID.

Alaska, California, Montana, New Mexico, and Washington

As applicable, a high school diploma, official transcript, Proof of Graduation letter, GED, the passing of a state-authorized examination recognized as equivalent to a high school diploma, or ability to benefit test must be from an entity which is approved by the applicable governing/state authority.

Students must be at least seventeen (17) years of age. Students may be enrolled in only one (1) program at a time.

Prior to enrollment, an admissions representative will conduct an interview to review available programs and their relation to the career objectives, training needs, and overall motivations of the prospective student.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission.

Prior to or at any time during enrollment, if a student is considering a temporary or permanent move to another State while pursuing their education, it must be discussed with the Admissions Department, the Student Academic Advisor, or Career Services Department to review any factors that may adversely impact the student's ability to complete the program or pursue employment.

In order to be admitted, prospective students who are not citizens of the United States of America must provide official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant’s primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Charter. To initiate the process, the student will provide Charter with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. Charter will then submit the information to one of the following foreign credential evaluation organizations: the Association of International Credential Evaluators, Inc. (AICE) or the National Association of Credential Evaluation Services (NACES). There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student’s enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two (2) weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Assessment

The Wonderlic SLE-Q is administered prior to enrollment in select programs.

Program	Minimum Score
Aeronautics, Aviation, Commercial Aviation	
Bachelor of Science in Aviation (Concentrations in Fixed Wing or Rotor)	17
Bachelor of Science in Aeronautics (Concentrations in Fixed Wing or Rotor)	
Associate of Applied Science in Aviation (Concentrations in Fixed Wing or Rotor)	
Associate of Commercial Aviation (Concentrations in Fixed Wing or Rotor)	
Allied Health	
Certificate in Dental Assisting	12
Certificate in Medical Assistant	
Certificate in Medical Office Administrative Assistant	
Certificate in Pharmacy Technician	
Certificate in Veterinary Assistant	
Associate of Applied Science in Allied Health	15
Bachelor of Science in Health Care Administration	
Business	
Certificate in Business Office Administration	13
Associate of Applied Science in Business Administration	15
Bachelor of Science in Business Administration	
Information Technology	
Certification in Computer Technician	13
Associate of Applied Science in Computer Networking Systems	15
Bachelor of Science in Computer Information Systems	
Not for Credit	
Emergency Medical Technician	12
Paralegal Studies	
Associate of Applied Science in Paralegal Studies	17

Trades	
Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration	12
Certificate in Welding	
Associate of Applied Science in Applied Technology	

The Wonderlic SLE-Q is administered prior to enrollment in select programs. Once the prospective student has passed the Wonderlic SLE-Q assessment, they may proceed with completing an enrollment agreement. If a prospective student does not pass the Wonderlic SLE-Q with the required minimum score, they may attempt the assessment one (1) additional time during the five (5) week enrollment cycle prior to the start date, thus the assessment may be attempted no more than two (2) times per module. A passing score is valid for five (5) years following the date the assessment was passed.

Charter graduates of an online or blended program do not need to take/retake the Wonderlic SLE-Q to enroll in a different program.

Students considering re-entry who did not previously pass the Wonderlic SLE-Q are required to pass the assessment with the required minimum score prior to re-entry.

Students transferring from one program to another, prior to graduating from a program, must meet the Wonderlic SLE-Q required minimum score of the program they wish to transfer to.

Ability to Benefit

Alaska, Montana, New Mexico

NOTE: Students who have passed an approved ability to benefit (ATB) test may enroll in certificate programs only. ATB students may not enroll in the Certificate in Medical Assistant. ATB students may be eligible to establish Title IV financial aid eligibility if they previously attended an eligible program at an eligible Title IV institution prior to July 1, 2012. Proof of attendance in such program and/or a recipient of Title IV funds prior to July 1, 2012 must be provided. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information). Charter does not administer or proctor ATB tests.

California

NOTE: Students who have passed an approved ability to benefit (ATB) test may enroll in select certificate programs only. ATB students may not enroll in the Certificate in Medical Assistant or Emergency Medical Technician. ATB students may be eligible to establish Title IV financial aid eligibility if they previously attended an eligible program at an eligible Title IV institution prior to July 1, 2012. Proof of attendance in such program and/or a recipient of Title IV funds prior to July 1, 2012 must be provided. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information). Charter College does not administer or proctor ATB tests.

Washington

NOTE: Students who have passed an approved ability to benefit (ATB) test may enroll in select certificate programs only. ATB students may not enroll in the Certificate in Medical Assistant or the Certificate in Pharmacy Technician. ATB students may be eligible to establish Title IV financial aid eligibility if they previously attended an eligible program at an eligible Title IV institution prior to July 1, 2012. Proof of attendance in such program and/or a recipient of Title IV funds prior to July 1, 2012 must be provided. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information). Charter College does not administer or proctor ATB tests.

Alaska, California, Montana, New Mexico, Washington

ATB tests may have multiple components; applicants must have a passing score in all components to apply for admission. Approved ATB tests and minimum passing scores include the following:

ATB Test	Minimum Passing Score
Wonderlic Basic Skills Test (WBST)	Verbal 200 Quantitative 210
ACCUPLACER	Reading Comprehension 55 Sentence Skills 60 Arithmetic 34

Admission Requirements for Emergency Medical Technician, Not for Credit

In addition to the above requirements, applicants must:

1. Be 18 years of age or older.
2. Provide proof of successful passage of a basic physical examination conducted within six (6) months prior to the beginning of the course of study.
 - a. The report must be signed by a physician and specify that the student has no physical limitations that would impede participation in any phase of the course of study or any infectious disease. The original document is required.
3. Provide proof of health insurance.
 - a. Student must maintain individual health insurance or worker's compensation insurance for the clinical / ride-along portion of the course, and further proof of insurance. Students are responsible for all payment for medical care related to hazardous exposure injuries and/or illness.
4. Provide proof of the following immunizations/examinations:
 - a. Hepatitis B vaccine/positive titer.
 - i. If the Hepatitis B vaccine/positive titer series has been started but not yet completed, proof that the student has started the series must be provided when the student submits the Course Application. Students electing not to receive the HBV vaccination must sign a waiver or provide documentation of HBV immunity (titer).
 - b. Measles/Mumps/Rubella (MMR)
 - i. Vaccine or positive titer is required.
 - c. Tuberculosis
 - i. A negative Tuberculosis (TB) test, purified protein derivative (PPD) Mantoux only, and/or negative chest x-ray within six (6) months prior to the beginning of the clinical portion of the course.
 1. Positive PPD requires a Systems Review and QuantiFERON blood test.
 - d. Varicella (chicken pox):
 - i. Vaccine or positive titer following disease .
 - e. T-DAP vaccine.

Note: Prior to the beginning of the third (3rd) week of the course, students must provide a copy of a current Basic Life Support for Healthcare Providers CPR card from the American Heart Association or provide a copy of a current Professional Rescuer CPR/AED card from the American Red Cross. Failure to provide this documentation will result in termination from the course.

Admissions Requirements for the Certificate in Pharmacy Technician

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must successfully pass a background check as administered by a third-party vendor of the College.

Admissions Requirements for the Associate of Applied Science in Allied Health

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in an allied healthcare concentration or be a graduate of an allied-health related field program (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Applied Technology

This program is designed for trades professionals with a certificate or coursework in a trades related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trades concentration or be a graduate of a trades related field program (i.e., HVAC, Welding, Building Maintenance, etc.).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for Aviation, Aeronautics, and Commercial Aviation Programs

The Aviation, Aeronautics, and Commercial Aviation Programs are restricted entry programs with managed enrollment. Applicant review for acceptance will be based on College's requirements that include FAA requirements and/or other requirements set forth by a flight training partner.

The College reserves the right to consider an applicant's character, academic record, medical/behavioral assessment, and conduct in granting or denying admission to the Aviation program for the protection of the educational environment and overall safety of others. Unless specifically exempted from disclosure by law or court order, students, and applicants have a duty to immediately disclose any criminal convictions or charges for violent behavior, offenses against minors, and/or any offenses punishable as a felony at any time during the admissions or enrollment periods.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

Domestic Students

1. Applicants to the program must be at least 18 years of age or older at the time of enrollment.
2. Provide and maintain photo identification that meets one (1) of the following:
 - a. Driver's license, beginning January 1, 2016, the driver's license must meet Federal REAL ID requirements;
 - b. U.S. government identification card;
 - c. U.S. Armed Forces' identification card; or,
 - d. Valid, unexpired U.S. passport.

3. Fixed Wing applicants must provide documentation of meeting the First-Class Airman Medical Certificate requirements; Rotor applicants must provide documentation of meeting the Second-Class Airman Medical Certificate requirements. The Certificate must be completed by a FAA-designated Aviation Medical Examiner (AME).
4. Provide documentation of Student Pilot Certificate issued by the FAA Civil Aviation Registry.
 - a. Applicants will register and provide the necessary information at <https://iacra.faa.gov>.
 - b. Applicants will meet with part 141 Flight School to verify:
 - i. the applicant meets the regulatory eligibility requirements;
 - ii. the application is completed properly; and,
 - iii. the applicant's photo identification.
 - c. The FAA Civil Aviation Registry will issue a Student Pilot Certificate only after successful completion of security vetting by the Transportation Security Administration (TSA).
5. Provide documentation to meet the following TSA requirements:
 - a. All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National status.
 - i. Valid, unexpired U.S. passport;
 - ii. Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture ID;
 - iii. Original certificate of birth abroad with raised seal (Form FS-545 or DS-1350) AND a government-issued picture ID;
 - iv. Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) AND government-issued pictured ID; or,
 - v. Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID.
 - b. All eligible non-U.S. Citizen applicants are required to show proof of completing the registration process with the Transportation Security Administration and proof of their eligible non-citizen classification.

An applicant will receive written notification on the status of their application. Applications are approved or denied on an applicant's ability to meet all of the Admissions Requirements as evidenced by documentation. Admission to the program will not be granted until all requirements are satisfactorily met and documented.

NOTE: ATB students may not enroll in the Aviation, Aeronautics, and Commercial Aviation Programs.

Bachelor of Science in Aeronautics: Concentration in Fixed Wing or Rotor and the Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing or Rotor

In addition to the above requirements, students must provide evidence of a Private Pilot License (PPL) recognized by the FAA.

International Students

The College does not provide visa services, does not vouch for student status, nor does it cover any associate charges.

International Students Currently Attending a Flight Partner in the U.S.

1. Students in the program must be at least 18 years of age or older at the time of enrollment.
2. Provide and maintain a valid, unexpired passport.
3. Provide and maintain a valid M-1 visa issued by the Flight Partner.
4. Provide and maintain registration with the TSA for flight training.
5. Provide a copy of the enrollment with the Flight Partner.
6. Fixed Wing applicants must provide documentation of meeting the First-Class or Second-Class Airman Medical Certificate requirements; Rotor applicants must provide documentation of meeting the Second-Class Airman Medical Certificate requirements. The Certificate must be completed by a FAA-designated Aviation Medical Examiner (AME).

Bachelor of Science in Aeronautics: Concentration in Fixed Wing or Rotor and the Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing or Rotor

In addition to the above requirements, students must provide evidence of a Private Pilot License (PPL) recognized by the FAA.

International Students from Outside of the U.S.

International students may apply for admission to the Aviation program and attempt the online portion from outside of the US. To be eligible, the applicant must 1) provide evidence of all Ground School and Flight Lab components to be evaluated through the College's *Advanced Academic Standing* policy or 2) evidence of acceptance to a Charter College Flight Partner.

NOTE: ATB and GED students may not enroll in the Aviation, Aeronautics, and Commercial Aviation Programs.

An applicant will receive written notification on the status of their application. Applications are approved or denied on an applicant's ability to meet all of the Admissions Requirements as evidenced by documentation. Admission to the program will not be granted until all requirements are satisfactorily met and documented.

In order to be admitted to Charter College, prospective students who are not citizens of the United States of America must provide Charter College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Before the first scheduled class, the student must have the official evaluation submitted, evaluated and returned to Charter College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two (2) weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Business Administration

This program is designed for business or accounting professionals with a certificate or coursework in a business or accounting related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have:
 - a. 54 quarter credit hours in a business administration or accounting concentration; or,
 - b. be a graduate of a Charter College business or accounting related program (i.e., Accounting, Business Administration, Business Office Administration, Computerized Accounting Specialist,, Hospitality, Marketing Through Digital and Social Media , Office Administration).
2. A confirmed certificate/diploma or coursework:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.

3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing program is designed to assist students in successfully passing the NCLEX-RN exam. The NCLEX-RN exam is a nationally recognized exam and successfully passing the NCLEX-RN exam is required for employment opportunities and state licensure.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must attend an information session.
2. Applicant must obtain a passing composite score of sixty (60) or greater on the TEAS entrance exam. An applicant may take the TEAS no more than two (2) times per admission period and may not exceed more than four (4) attempts at any time.
3. Applicant must successfully pass a ten (10) panel drug screen as administered by a designee of the College prior to admission and as required by clinical facilities throughout the program within three (3) business days of successfully passing the TEAS entrance exam.
4. Applicant must successfully pass a background check as administered by a third-party vendor of the College.
 - a. Social Security validation;
 - b. County criminal history for seven (7) years;
 - c. FACIS (Fraud and Abuse Control Information Systems);
 - d. Office of Inspector General (OIG) & General Services Administration (GSA) check, warrants and arrests, sex offender/child kidnapper registry, an Office of Foreign Assets Control (OFAC), and State of Alaska background verification.
 - e. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12AAC44.705.
 - f. Meet all Department of Health and Social Services (DHSS) guidelines.
5. Due to the requirements to access some clinical sites, including military bases, applicants must produce proof of one (1) of the following documents that must remain current and valid throughout enrollment.
 - a. U.S. Passport or U.S. Passport Card
 - b. Military ID
 - c. Permanent Resident card/Alien Registration Receipt Card (Form I-766)
 - d. Foreign passports with a temporary (I-551) stamp
 - e. An employment authorization document that contains a photograph (Form I-766)
 - f. Current/valid driver's license or identification card issued by a state or outlying possession of the United States which is in compliance with the REAL ID Act of 2005
 - g. Identification card issued by federal, state, or local government agencies that are REAL ID act compliant.
6. Must complete an interview with the Dean of Nursing or designee.
7. Meet the Core Performance Standards (refer to *Core Performance Standards*).
8. Provide the Dean of Nursing documentation to demonstrate the following health, immunization, and other requirements:
 - a. Tuberculosis (TB) test, either a negative IGRA or Q-Gold blood test or negative two-step tuberculin skin tests current within the last thirty (30) days, or one (1) negative chest x-ray for Tuberculosis completed within the last twelve (12) months. Information and testing must be updated annually, as needed, and cannot expire during clinical.
 - b. Measles (Rubeola)/Mumps/Rubella (MMR) presumptive evidence of immunity with one (1) of the following:
 - i. Proof of two (2) dose vaccine series (both doses must be given either before or after one (1) year of age).
 - ii. Proof of positive MMR titer.

- c. Proof of positive Hepatitis B titer. Non-responders after two (2) series of Hepatitis B immunizations must have a doctor's diagnosis of being a non-responder in accordance with Center for Disease Control (CDC) regulations.
- d. Immunity to Varicella (chicken pox) positive titer or two (2) immunizations;
- e. Tetanus, Diphtheria, and Pertussis (Tdap) within the last ten (10) years;
- f. Influenza (flu) vaccination is due by November 15 each year. If the vaccine is refused, then the declination form must be signed and clinical assignments may be unavailable.
- g. Statement from healthcare provider that the student is mentally and physically fit to be a nursing student; in accordance with the Core Performance Standards.
- h. The student's driver's license, auto insurance, and vehicle registration information must be maintained current throughout the nursing program;
- i. Written permission to share the student's last four (4) digits of the Social Security number with facilities to gain security accesses.

Clinical Admission Requirements

Prior to clinical assignments, applicants must submit to the Dean of Nursing documentation demonstrating the following:

1. Completion of scheduled orientation to the facility (may include Electronic Health Records);
2. Note, a student may be required to complete new student orientation for each facility assigned;
3. Proof of training on Health Insurance Portability and Accountability Act (HIPAA) and Bloodborne Pathogen (provided prior to clinical by Charter College); and,
4. Other site-specific training requests as deemed by the clinical facility.
5. If required by the clinical facility, must be able to demonstrate proof of health insurance by the beginning of term three (3).

Admissions Requirements for the Bachelor of Science in Business Administration

This program is designed for business administration professionals with an Associate's degree or coursework in a business administration related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses or be a graduate of a business administration related field program (i.e., Business Administration, etc.).
2. A confirmed Associate's degree or coursework:
 - a. Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Bachelor of Science in Health Care Administration

This program is designed for health care administration professionals with an Associate's degree or coursework in a health care administration related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Must have 67.5 quarter credit hours in a health care administration concentration and 22.5 quarter credits in general education courses or be a graduate of a health care administration related field program (i.e., Health Care Administration, etc.).
2. A confirmed Associate's degree or coursework:

- a. Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Disclosures

Alaska

Because most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Alaska were researched. Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Medical Assistant

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration

NOTE: If conditions for enrolling into Medical Assistant or Heating, Ventilation, Air Conditioning & Refrigeration have not been met per restrictions outlined above, do NOT complete an enrollment agreement.

Students enrolling in the A.A.S. in Nursing program must successfully pass a drug screen and background check prior to enrolling in the program.

California

Because most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for California were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

Emergency Medical Technician, Not for Credit

Prior to the beginning of the third (3rd) week of the course, students must provide a copy of a current Basic Life Support for Healthcare Providers CPR card from the American Red Cross or provide a copy of a current Professional Rescuer CPR/AED card from the American Red Cross. Failure to provide this documentation will result in termination from the course.

Prior to being placed for a ride-along, the student will need to successfully pass a background check which must meet or exceed the state requirements to be licensed as an EMT. Students must attend a clinical orientation and meet the clinical requirements to be eligible for the ride-along component of the course.

The following programs require some form of licensure and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Medical Assistant, Emergency Medical Technician

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration, Emergency Medical Technician

Aviation, Aeronautics, and Commercial Aviation Programs

Applicants must review the *Age Pairing Requirement* specified by the Federal Aviation Administration prior to enrollment.

Domestic and International Students Eligible for Employment in the United States

Since most employers conduct background checks prior to hiring, it is important to make an applicant aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

An applicant may not enroll into the any Aviation program if their background contains any of the following:

- any DUI/DWI within the last seven (7) years;
- any felony involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Employment opportunities are limited for an applicant with:

- any DUI/DWI over seven (7) years ago;
- any misdemeanor involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Montana

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Montana were researched. Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Medical Assistant

New Mexico

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions

Representative prior to enrolling. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Charter Institute, a Division of Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for New Mexico were researched. Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Charter recommends that all potential employability questions are discussed with Career Services.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Medical Assistant

Washington

Because most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Washington were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

The following programs require some form of licensure and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:

- Medical Assistant, Pharmacy Technician

The following program requires some form of state registration and requires that anyone seeking registration disclose felony criminal history (admissions will not be denied):

- Dental Assisting

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration, A.A.S. in Applied Technology

NOTE: If conditions for enrolling into Allied Health programs identified above or Heating, Ventilation, Air Conditioning & Refrigeration have not been met per restrictions outlined above, do NOT complete an enrollment agreement.

Aviation, Aeronautics, and Commercial Aviation Programs

Applicants must review the *Age Pairing Requirement* specified by the Federal Aviation Administration prior to enrollment.

Domestic and International Students Eligible for Employment in the United States

Since most employers conduct background checks prior to hiring, it is important to make an applicant aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

An applicant may not enroll into the any Aviation program if their background contains any of the following:

- any DUI/DWI within the last seven (7) years;
- any felony involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Employment opportunities are limited for an applicant with:

- any DUI/DWI over seven (7) years ago;
- any misdemeanor involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Aviation, Aeronautics, and Commercial Aviation Requirements

Flight Partners

The Ground School and Flight Lab instruction courses of the program will be delivered by a Charter College approved flight partner. Charter College enters into written partner agreements for Ground School and Flight Lab instruction to be provided by a FAA Part 141 approved flight training school. Students enrolling in the program are expected to take courses with a Charter College approved flight partner in order to graduate. For a list of current FAA Part 141 approved flight partners refer to the Catalog Addendum.

Charter College will provide academic credit for courses taken at the approved flight partner on the same basis as if it provided the training itself. A combination of the credits taken at the College campus and with the flight partner will be used to determine enrollment statuses (full-time, half-time, etc.) each term. Charter College will award the degree upon completion of the program. At no time will students take more than 25% of the program credits from a flight partner. Charter College and the flight partner will communicate regarding a student's progress and the contents of the student's file during enrollment, employment assistance, and as needed for licensing or regulatory reporting. The flight partner is responsible and liable for maintaining the fleet of training aircraft.

Progression in Aviation, Aeronautics, and Commercial Aviation Programs

To progress in Aviation, Aeronautics, and Commercial Aviation Programs and to meet the requirements for graduation, students must successfully pass all FAA written and oral exams in addition to their checkrides in order to progress to the next license/rating scheduled in the program. Students have two (2) attempts to pass these exams; only one (1) of the attempts is included in the cost of tuition. Students unable to pass an exam after the second attempt will not be allowed to progress and will be withdrawn from the program.

Bachelor of Science in Aviation: Concentration in Concentration in Fixed Wing and Associate of Applied Science in Aviation: Concentration in Fixed Wing

FAA Exam	Program Progression	Associated Course with each License/Rating
Private Pilot License (PPL)	Meet Admissions Requirements	AV1120, AV2910, AV2920
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1160, AV2930, AV2940
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1130, AV2950, AV2960, AV2970, AV2980
Certified Flight Instructor (CFI)⁸	Must pass and receive CPL prior to beginning CFI	AV2250, AV2990

Bachelor of Science in Aeronautics: Concentration in Fixed Wing and Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing

FAA Exam	Program Progression	Associated Course with each License/Rating
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1160, AV2930, AV2940
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1130, AV2950, AV2960, AV2970, AV2980
Certified Flight Instructor (CFI)	Must pass and receive CPL prior to beginning CFI	AV2250, AV2990

Bachelor of Science in Aviation: Concentration in Concentration in Rotor and Associate of Applied Science in Aviation: Concentration in Rotor

FAA Exam	Program Progression	Associated Course with each License/Rating
Private Pilot License (PPL)	Meet Admissions Requirements	AV1125, AV2915, AV2925
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1135, AV2955, AV2965, AV2975, AV2985
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1165, AV2935, AV2945
Certified Flight Instructor (CFI) ⁸	Must pass and receive CPL prior to beginning CFI	AV2255, AV2995

Bachelor of Science in Aeronautics: Concentration in Rotor and Associate of Applied Science in Commercial Aviation: Concentration in Rotor

FAA Exam	Program Progression	Associated Course with each License/Rating
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1135, AV2955, AV2965, AV2975, AV2985
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1165, AV2935, AV2945
Certified Flight Instructor (CFI)	Must pass and receive CPL prior to beginning CFI	AV2255, AV2995

⁸Domestic students must complete, pass, and receive CFI prior to graduation; international students must complete and pass CFI coursework prior to graduation.

Dental Assisting Requirements

In order for students to become employed and practice as a Dental Assistant, students may be required to pass a background check and see details at close range (near vision acuity).

Washington

In order for students to become employed and practice as a Dental Assistant, students must be registered by the Washington Department of Health, Dental Quality Assurance Commission. Upon successful completion of the program, graduates are eligible to register with the Department of Health and the process is available on their website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DentalAssistant>.

Emergency Medical Technician, Not for Credit

California

Certification as an Emergency Medical Technician (EMT) is valid for two (2) years through the State of California. Each certification card will indicate an expiration date. It is the responsibility of the “practicing” EMT to recertify before this two (2)-year period has ended.

In order to recertify, students must successfully complete a prescribed Refresher Course or obtain twenty-four (24) hours of approved continuing education (CE) for the EMT. In addition to completing a refresher course every two (2) years or meeting the continuing education requirement, EMTs must take the standardized State of California skills exam every two (2) years.

Should the EMT fail to recertify before the expiration date, a two (2)-year grace period is extended for recertification, with additional requirements based upon the length of lapse. During this two (2)-year period, an EMT may not work as an EMT until the recertification process is completed. Should the two (2) years lapse without successful recertification, the EMT must take the entire primary training program again.

Heating, Ventilation, Air Conditioning, and Refrigeration Requirements

Alaska and Washington

In order for students to become employed and practice in the HVAC field, students may be required to:

- Give and understand written and verbal directions or warnings.
- Reach in any direction.
- Stand for extended periods of time, bend, stoop, crawl, and reach overhead.
- Manually operate equipment.
- Maintain equilibrium when ascending or descending ladders or irregular shaped surfaces.
- Raise and lower bulky or heavy objects (50 lbs.)
- Have a valid driver’s license, pass a drug test and/or background check; otherwise, employment opportunities may be limited.

Although certification is not required to work in an entry-level HVAC related position, employers who work with refrigerants will require graduates to complete the Environmental Protection Agency’s (EPA) refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems. Upon successful completion of the program, graduates will be prepared to complete the test.

Medical Assistant Requirements

In order for students to become employed and practice as a Medical Assistant, students may be required to:

- Pass a background check.
- Walking, standing, moving and manipulating equipment for a majority of the professional workday, as well as lift and move objects, equipment and supplies.
- Lift 20-25 pounds on a regular basis; lifting up to 40-50 pounds may occasionally be required.
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks.

Washington

In order for students to become employed and practice as a Medical Assistant, students must be certified or registered by the Washington Department of Health, Medical Assisting Credentialing. All Medical Assistant students must pass a certification examination administered by an agency recognized by the Washington Department of Health prior to graduation; students unable to pass the examination after the maximum number of allowable attempts may continue to externship to complete the program. Charter College will sponsor students who take the national examination through the National Center for Competency Testing (NCCT).

Upon successful completion of the program, students may be eligible to apply for either the Medical Assistant-Certified or Medical Assistant-Registered through the Washington Department of Health. The criteria for certified and registered statuses, along with the application process, is available on the Department’s website at

<http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MedicalAssistant/LicenseRequirements>.

Pharmacy Technician Requirements

Washington

In order for students to become employed and practice as a Pharmacy Technician, students may be required to pass a criminal background check and see details at close range (near vision acuity).

In order for students to attend externship in the Certificate in Pharmacy Technician program, students must be licensed as Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The process to become a licensed Pharmacy Assistant through the Washington Department of Health is available on their website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyAssistant>.

In order for students to become employed and practice as a Pharmacy Technician, students must be licensed by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The process to become a licensed Pharmacy Technician through the Washington Department of Health is available on their website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyTechnician/ApplicationsandForms>. All Pharmacy Technician students are required to pass a national pharmacy technician certification examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA). Charter College will sponsor students who take the national exam with the Pharmacy Technician Certification Board which is accredited by NCCA.

Registered Nursing Requirements

Alaska

In order for students to become employed and practice as a Registered Nurse, students must be licensed by the Alaska Board of Nursing. The process to become a licensed Registered Nurse through the Alaska Board of Nursing is available on their website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing.aspx>. Graduates who choose to work as a Registered Nurse must successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Charter College will sponsor students who take the national exam.

Veterinary Assistant

California

In order for students to become employed and practice as a Veterinary Assistant, students may be required to:

- Pass a background check.
- Lift large animals (40-50 pounds) from kennels and onto exam tables.
- See details at close range (near vision acuity).

Although veterinary assistants are not required to be certified for employment, some veterinary assistant who perform special functions are required to be permitted. Effective October 1, 2016, veterinary assistants in an animal hospital setting who obtain or administer controlled substances are required to procure a Veterinary Assistant Controlled Substance Permit (VACSP) from the California Veterinary Medical Board (VMB). VACSP holders must be under the direct or indirect supervision of a California licensed veterinarian. To be permitted, applicants must pay the required fees, submit to a fingerprint background check at a Live Scan facility, be at least 18 years of age, and must not have any drug or alcohol related felony convictions.

Welding

Alaska and Washington

In order for students to become employed and practice in the Welding field, students may be required to:

- Give and understand written and verbal directions or warnings.
- Distinguish colors, shapes, and distances (depth perception).
- Reach in any direction.
- Maintain equilibrium when ascending or descending ladders or irregular shaped surfaces.
- Work in a bent-over position for extended periods of time.
- Grasp and apply consistent pressure with a pulling or pushing motion.
- Raise and lower bulky or heavy objects (50 pounds).

Cancellation of Program

The College reserves the right to cancel the start of a program if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

Student's Right to Cancel

Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information - Undergraduate Degree and Certificate Programs

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See *Satisfactory Academic Progress* for details.

Aviation, Aeronautics, and Commercial Aviation Programs

Other than those disclosed at the time of enrollment, a student will not incur additional tuition costs because of the agreement with the flight partner. However, students who exceed the budgeted number of flight instruction hours included in the program, in order to obtain the FAA certification/rating, will incur an additional financial obligation. Additional financial obligations must be resolved by the student directly with the flight partner; this financial activity will not be recorded on the student's account with the College.

For financial aid purposes, Charter College will calculate awards, disburse aid, monitor satisfactory academic progress, and determine other student eligibility requirements based on the courses taken with the College and with the flight training partner.

Cash Paying Students

Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Aviation, Aeronautics, and Commercial Aviation Programs

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. The Charter College Aviation payment options are available for those who prefer to pay in installments. Charter College offers cash payment plans without additional upfront fees. Students who are late may be subject to dismissal for non-payment. The first payment is due upon class start. Subsequent payments are due every five (5) weeks at the beginning of every module.

Charter College Discounts

Flight Certification Discount and Flight Partner Tuition Discount

Flight Certification Discount

The Flight Certification discount applies to incoming students who currently hold FAA Certificates in Private Pilot, Commercial Pilot, Instrument Rating, and Certified Flight Instructor requiring only non-flight partner academic credits to complete their degree program. The discount is 25% off the tuition charged for online courses. The discount cannot be combined with other discounts.

Flight Partner Tuition Discount

The Flight Partner Discount applies to incoming students who have received at least one FAA certification from a partnering flight school. The discount is 25% off the tuition charged for online courses and cannot be combined with other discounts. Student must provide documentation of certification from flight partner.

Aviation, Aeronautics, and Commercial Aviation Programs

Applicants and students enrolled in Aviation, Aeronautics, and Commercial Aviation Programs are eligible for the Flight Certification Discount and the Flight Partner Tuition Discount only.

Charter College Alaska Native and American Indian Tuition Discount

This discount applies to all students who are Alaska Native and American Indian and the amount of this discount is 15% of the total tuition. Current and newly enrolled students at any Charter College Campus may apply for the discount and the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Alaska Native and American Indian Tuition Discount (15%) applies to Alaska Native and American Indian students. Proof of eligibility is required as follows:
 - a. An Alaska Native person listed on the original Alaska Native Claims Settlement Act (ANCSA) roll;
 - b. A lineal descendent of a person listed on the original ANCSA roll;
 - c. A person holding a Certificate of Indian Blood (CIB) issued by the Bureau of Indian Affairs (BIA) or a federally recognized tribe;
 - d. A person recognized as an official member of a federally recognized Indian tribe (excluding honorary or other non-constitutional or non-customary forms of membership.)
2. The tuition discount applies to program charges only and cannot result in a cash payment to the student. Discount will be applied to the student's account over the remaining billing periods for his/her program.
3. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.
4. Students participating in the Alaska Native and American Indian Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.
5. Students participating in the Alaska Native and American Indian Tuition Discount program are not eligible for additional tuition discount programs with one exception; students may combine this discount with the Share the Knowledge discount if they meet the eligibility requirements of both discounts.

Charter College Alumni Advance Your Training Tuition Discount

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students, who graduate from an Associate's program and enrolls in a Bachelor's program, will receive a 25% discount off the Bachelor program's tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College Associate Degree Program
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an Alumni Advance Your Training Tuition Discount Application. This form is available through the Admissions Department. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one discount as the Alumni discount is per program.
6. Alumni Advance Your Training Discount cannot be combined with any other discounts.

Charter College Alumni Tuition Discount

Charter College/Charter Institute would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Certificate or Associate's program and enroll in another program, will receive a 15% discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College/Charter Institute.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an Alumni Tuition Discount Application. This form is available through the Admissions Department. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one discount as the Alumni Tuition Discount is per program.

Charter College Share the Knowledge Tuition Discount (STK)

Charter College/Charter Institute has created the Share the Knowledge Tuition Discount because we recognize the challenges families face when multiple members decide to attend college. The discount is 10% of total tuition costs for each family member that attends the College. Current and newly enrolled students may apply for discount, but the discount only applies to remaining unbilled tuition.

Eligibility:

1. Each student must complete an application which includes their information and the information of the family member who they bring in. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each student receiving the discount will need to fill out the application.
2. Discount is applicable to immediate family members (father, mother, son, daughter, brother, sister, stepchildren, cousins, aunts, uncles, nieces, nephews, spouses, significant others and grandparents/grandchildren) or those residing in the same household of an attending/enrolling student or graduate.
3. Because this discount can be used for multiple family members, some students may be required to fill out more than one application. (Example: Student A brings in Student B and they each complete an application. Then Student A brings in Student C and they each complete an application). Note: Student A will only receive one discount.
4. Tuition discount applies to program tuition charges only and will not result in any cash payment to student.
5. Recipients may attend different Charter College campuses.
6. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program
7. If one family member drops or withdraws from the College it does not affect the discount of the remaining student.

8. If a dropped recipient returns to Charter College the discount will be reinstated based on the original application and the student will receive the discount for the remaining unbilled tuition of the program.

The STK discount can be combined with the Alumni Tuition Discount and the Charter College Alaska Native and American Indian Tuition Discount for a total discount not to exceed 25%.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

The Cascadia Tech Academy Graduate Scholarship

This scholarship is available to incoming students who graduate from Cascadia Tech Academy and enroll in Charter College Aviation Programs. The Scholarship for enrolling in the Associate of Applied Science Aviation is \$2100 per Academic year for a total of \$4,200 and for enrolling in the Bachelor of Science in Aviation is \$2500 per Academic year for a total of \$10,000. The scholarship cannot be combined with any other discounts nor result in a cash payment to the student.

Eligibility:

- The student must be a Graduate from Cascadia Tech Academy enrolling in a Charter College Aviation Program
- Must attend college as a full-time student, maintain a cumulative grade point average of 2.5 or greater on 4.0 scale, meet attendance requirements and successfully complete the program of study; otherwise, the scholarship, or the remaining portion of it, will be withdrawn.
- Scholarship payable in the first term of each academic year.

Aviation, Aeronautics, and Commercial Aviation Programs

Applicants and students enrolled in Aviation, Aeronautics, and Commercial Aviation Programs are not eligible to apply for Charter College scholarships.

Alaska Funding Options

Alaska

Alaska Performance Scholarship (APS)

The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, earn good grades, and score well on college placement or WorkKeys exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Alaska residents who graduate from an Alaska high school (public, private, or home school), in 2011 or later and meet the following requirements are eligible for an APS award:

1. Complete a rigorous high school curriculum (listed on APS Eligibility Progress Checklists);
2. Achieve a high school Grade Point Average (GPA) of at least 2.5, or equivalent;
3. Earn a minimum score on college or career readiness test (21 on the ACT, 1450 on the SAT), or achieve a combined score of at least 13 in all three (3) WorkKeys tests, with no score lower than 4;
4. File the Free Application for Federal Student Aid (FAFSA) soon after January 1 and no later than June 30th;
5. Enroll at least half time, remain in good standing, and complete the continuing eligibility requirements in an approved program at a participating Alaska institution
6. Have at least \$500 of unmet cost of attendance, after using all other non-loan aid (e.g. federal grants or other scholarships)

There are three (3) maximum annual award levels: up to \$4,755, \$3,566, and \$2,378. Maximum levels are established based on a combination of minimum GPA and test scores. An APS award may not exceed qualifying costs of attendance (which typically include tuition; fees; required books, supplies, and equipment; room and board; and transportation) remaining after considering all other non-loan aid the student is eligible to receive. Students may remain eligible for up to 8 semesters, but must fully use the APS within six (6) years of high school graduation. Visit aps.alaska.gov for more information on the Alaska Performance Scholarship.

Alaska Education Grant (AEG)

The Alaska legislature created the Alaska Education Grant Program (AEG) to provide need-based financial assistance to eligible Alaska students attending qualifying postsecondary educational institutions in Alaska.

To be eligible to receive the AEG, the student must:

1. Be an Alaska resident and U.S. citizen or permanent resident;
2. Have a high school diploma or GED;
3. Complete the Free Application for Federal Student Aid (FAFSA) early for award prioritization. The latest the FAFSA may be filed to qualify for the AEG is June 30 each year;
4. Be admitted into an undergraduate degree or vocational certificate program at a qualifying Alaska institution;
5. Be enrolled at minimum half-time;
6. Not have earned a baccalaureate degree; and,
7. Meet satisfactory academic progress requirements.

Grant awards typically range from \$500 to \$4,000 per academic year for students who have qualifying unmet financial need. Visit http://acpe.alaska.gov/FINANCIAL_AID/Grants_Scholarships/Alaska_Education_Grant for more information.

Alaska Family Education Loan (AFEL)

AFEL is a state education loan that allows you to help meet a family member's education costs. AFEL is similar to federal PLUS loans, but can cost less. A spouse, parent, foster-parent, or grandparent can take out an AFEL on behalf of the student.

Eligibility requirements for AFEL are:

1. Borrower and student must be an Alaska residents;
2. Must have a student who is enrolled in at least full-time in an eligible postsecondary school;
3. Must not be delinquent or in default on an Alaska education loan or be past due in Alaska Child support obligations; and,
4. Meet credit and other requirements.

The following rates and benefits are for the 2017-2018 academic year, effective July 1, 2017:

1. 5.75% (5.75% APR) fixed interest rate with no origination fee;
2. Interest rate of 5.50% with borrower benefits (0.25% reduction for automatic payment)

Program	Annual	Aggregate
Undergraduate	On-time enrollment – up to \$14,000 Full-time enrollment – up to \$12,500	\$56,000
Career Training	Vocational – up to \$10,000 – programs must be at least 180 hours over a period of not less than six (6) weeks and result in a terminal certificate.	\$56,000

Alaska Supplemental Education Loan (ASEL)

ASEL is a low-cost option to pay remaining education costs not paid through savings, grants, scholarships or federal Stafford loans.

Eligibility requirements for ASEL are:

1. Be an Alaska resident, or attend an eligible Alaska school;
2. Have a FICO credit score of at least 680, or apply with an eligible cosigner;
3. Be enrolled at least half-time; and,
4. *Meet all other requirements under AS 14.43.172 and 20 AAC 15.705.*

The following rates and benefits are for the 2017-2018 academic year, effective July 1, 2017:

1. 5.75% (5.48% APR) fixed interest rate with no origination fee;
2. 2017-2018 Benefits: -0.25% Auto Pay and -0.50% Alaska Presence;

3. No payments while attending school at least half-time; and,
4. No origination fee.

Program	Annual	Aggregate
Undergraduate	On-time enrollment - up to \$14,000 Full-time enrollment - up to \$12,500 Half-time enrollment - up to \$7,500	\$56,000
Career Training	Vocational - up to \$10,000 Programs must be at least 180 hours over a period of not less than six (6) weeks and result in a terminal certificate.	\$56,000

California Funding Options

California

Cal Grant Program

The Cal Grant program is administered by the State of California and available to eligible students who have applied before the March 2nd deadline. Student eligibility must be approved by the California Student Aid Commission. Grants are based on funds available from the State, are awarded as either a Cal Grant A, Cal Grant B, or Cal Grant C award, and do not have to be repaid. The California Student Aid Commission requires Charter College to inform students of their options regarding receipt of their Cal Grant B and Cal Grant C Access award. Charter College requests written instructions from the student by having the student complete a Cal Grant Authorization Form, indicating Charter should credit Cal Grant funds directly to the student's account or release these funds directly to the student. Students have the ability to rescind the authorization, in writing, prior to the disbursement of funds and receive their Cal Grant B or Cal Grant C Access funds directly.

Chafee Grant Program

The California Chafee Grant for Foster Youth is a grant program administered by the State of California. To qualify, a student must be a current or former foster youth and not have reached their 22nd birthday as of July 1 of the award year. The court must have established the student's dependency between the ages of 16 and 18 – KinGap youth, adopted youth, guardian placement, and voluntary placement may not be eligible for the Chafee Grant, unless court dependence was established, at any time, between the ages of 16 and 18. The California Department of Social Services will verify the applicant's foster youth eligibility status. Chafee Grant payments will be credited to the student's account to cover tuition, fees, and supplies. Excess Chafee Grant funds may be used to pay for child care, rent, or transportation while attending school.

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students who are first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Charter College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following federal financial aid programs are available to qualifying students at Charter College:

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is \$50 per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are \$50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply and credit checks are conducted. Minimum payments are \$50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled.

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Charter College also participates in other federal, state and local assistance programs including but not limited to Veterans Affairs (VA), Vocational Rehabilitation, Workforce and Innovation Opportunity Act (WIOA); Washington State Worker Retraining (WRT)

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Charter College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week quarter.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within thirty (30) days of their last day of attendance. There are various methods to complete exit counseling, in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student.

Institutional Funding Option

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the College offers an institutional financing option called a *Retail Installment Contract (RIC)*; the RIC is commonly referred to as Charter College Credit. A Retail Installment Contract without credit worthiness is available.

While a student attends the College and for three (3) months after graduating, the interest rate is at 0% interest. Payments are due on the first of every month after attending class. If the finance plan extends beyond three (3) months after graduation or the student stops attending, the interest rate increases to 8% until the finance plan is paid in full. Applicants and students enrolled in Aviation, Aeronautics, and Commercial Aviation Programs are not eligible to apply for Charter College Credit.

iPay+ Tuition Payment Match Program

Students who have a Charter College Credit payment plan and make their in-school payments on time are eligible for the iPay+ Tuition Payment Match Program. The iPay+ Tuition Payment Match Program will match the dollar amount of each scheduled in-school payment paid on time.

A student must have a portion of their tuition funded by a third party (Title IV, Grants, VA, WIOA, etc.) to be eligible for the iPay+ Tuition Payment Match Program. The College reserves the right to determine eligible cash payments as it sees fit. Cash paying students, by definition, are not eligible for the iPay+ Tuition Payment Match Program.

If a student makes their in-school payment on time, an adjustment for the amount of the scheduled payment will be applied to the student's account the following business day. If a credit balance would be created by applying the iPay+ Tuition Payment Match Program adjustment, the adjustment will not be applied.

Aeronautics, Aviation, Commercial Aviation, and Emergency Medical Technician

Students enrolled in these programs are not eligible for the iPay+ Tuition Payment Match Program.

Students Using Third-Party Funding

Alaska, California, Montana, New Mexico, and Washington

Prior to attending classes, Charter must receive verbal authorization from an official of the organization to sponsor students. Within two (2) weeks after the verbal authorization, Charter must have received written authorization in

order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Alaska

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce and Innovations Opportunity Act (WIOA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year.

California

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the California Department of Rehabilitation (DOR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce and Innovations Opportunity Act (WIOA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year.

Washington

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR), and the Workforce Development Programs (WDP), must provide written approval from the sponsoring agency/company affirming the student's authorization for the quarter or academic year.

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be *Involuntarily Withdrawn*. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Student Tuition Recovery Fund (STRF)

California Campuses and California Residents Enrolled at the Vancouver Campus

The Student Tuition Recovery Fund assessment is no longer collected.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Withdrawal or Dismissal

Alaska

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75).

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

California

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn (see *Voluntary* and *Involuntary Withdrawal* sections) or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the *Refunds* section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within forty-five (45) days of the last day of attendance.

Montana

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75). The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

New Mexico

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, Charter Institute, a Division of Charter College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the Institute and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75).

The amount of tuition and fees owed to the Institute is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the *Refunds* section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the Institute will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the Institute may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the Institute.

The amount of tuition and fees owed to the Institute and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the Institute the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

Upon request by the student or NMHED, the Institute will provide an accounting for such amounts retained under within five (5) business days.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

Washington

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75). The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

Refunds

Alaska

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents the *percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.

3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Alaska Supplemental Education Loan;
2. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
3. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

California

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

Montana

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

New Mexico

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 50% of the tuition and fees for that quarter. A student that attends after the fourth (4th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	50%
Week 3	25%
Week 4	25%
Week 5-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from Charter Institute a division of Charter College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the Institute. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, the Institute will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

Washington

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:

1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see *Post Withdrawal Disbursements*).

Title IV Post Withdrawal Disbursements

Alaska, California, Montana, New Mexico, and Washington

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account within forty-five (45) days of the student's withdrawal date or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), Charter will send the student a written notice within thirty (30) days of the student's withdrawal date or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give Charter either a verbal or written approval within forty-five (45) days of the student's withdrawal date or graduation date. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the credit balance occurring on the student's account.

Institutional Leave of Absence

Alaska

Students on an approved institutional LOA that begins mid-quarter will be unregistered from any courses they had been scheduled for and receive the appropriate tuition credit for those courses. LOAs that begin at the start of a 10-week quarter will not be billed for tuition.

The approved institutional LOA may affect the student's financial aid eligibility. An LOA for seasonal employment does not meet the conditions for an "approved LOA" for Title IV funding purposes. As a result, for Title IV funding

purposes the student will be treated as a withdrawal and have their eligibility for aid recalculated based on the percentage of the payment period (10-week quarter) completed using the Return of Title IV Funds policy. While on an institutional LOA, students who received loans through the federal Direct Loan program for attendance at Charter College will enter their six (6) month grace period and any federal student loans for attendance at other institutions that are currently on an in school deferment will reenter repayment.

The student must return by the scheduled end of the approved institutional LOA or the student will be withdrawn. Time spent on an institutional LOA will not be considered time in attendance for the purposes of determining a refund.

Financial Information – Not for Credit

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their studies. All tuition and fees must be paid prior to the commencement of classes or appropriate arrangements must be made with the College.

Veterans' Assistance Programs

There are various Veterans' Assistance Programs' available to assist with educational funding. Please go to <http://gibill.va.gov/benefits/index.html> for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Payment Requirements – Emergency Medical Technician

Students enrolled in Emergency Medical Technician will be required to pay \$500 at the time of enrollment in the form of cash, credit card, or check (There will be a \$25 fee assessed to the students account for all returned checks and the student could be dismissed from the course). Any remaining balance is due once the course begins, and must be paid in full within the first eight (8) weeks of the course of study. If all tuition charges not paid by the end of the eighth (8th) week of the course, the student will be dismissed from the course.

Students Using Third-Party Funding

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the California Department of Rehabilitation (DOR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the Emergency Medical Technician course. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student. Check with a College Official to determine if the course you are interested in is eligible for third-party funding.

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two (2) weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within 30 days of receipt of signed authorization.

Student Tuition Recovery Fund (STRF)

California

The Student Tuition Recovery Fund assessment is no longer collected.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Withdrawal or Dismissal

Students have the right to withdraw from a course of study of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn (see Voluntary and Involuntary Withdrawal sections) or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Course Application, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within thirty (30) days of withdrawal.

Refunds

The following schedule is used to calculate refunds of tuition and fees. For example, if a student's last day of attendance is during week two (2) of the course of study, the student will be refunded 80% of the tuition and fees for the course of study. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-11	0%

Academics - Undergraduate Degree, Certificate, and Not for Credit Programs

Academic Awards

President's Award

Upon graduation, a student will be recognized at commencement and receive a printed certificate if the cumulative grade point average (CGPA) is:

1. Certificate Program: 4.0
2. Associate Degree: 3.9
3. Bachelor Degree: 3.8

Honors

Upon graduation a student with a CGPA of 3.7 or higher is recognized at commencement and receives a printed certificate.

Dean's List

After each module, Charter College students who have earned a grade point average (GPA) of 4.0 for the module are placed on the Dean's List.

Emergency Medical Technician

The course is not eligible for academic awards.

Academic Dishonesty

Academic honesty is essential in on-ground, blended, and online student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Willful cheating, including plagiarism, will result in an "F" grade for the course and may be grounds for dismissal from the College. However, if the student's intent is deemed benign, then an assignment grade of zero may be given.

Academic Freedom

Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Each term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Accident Insurance

California, New Mexico, Montana, and Washington

In the event a student is injured while on campus during a scheduled, supervised, and sponsored activity or at a supervised externship/clinical site, the student must report the injury to a campus representative and an Incident Report, signed by the student, must be filed with the school within 24 hours of the incident. When the injured student arrives at the medical treatment facility, if the student has his or her own medical insurance coverage, he or she must provide that information to the facility for billing purposes. The student is responsible for all costs incurred when seeking medical treatment and Prospect Education and Charter College assumes no legal or financial liability for the injury or claim.

Advanced Academic Standing

Advanced academic standing may be awarded by Academic Credit (“AC”), Certification/National Exam Credit (“CC”), Proficiency Credit (“PC”), and Transfer Credit (“TC”). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress* for more information on how advanced academic standing impacts these requirements. Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. A student cannot receive transfer credit for a course they are currently attending.

Academic Credit

Academic credit is awarded when a student meets the specific admissions requirements of a degree completion program.

Credit for Certification Examination

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the *Tuition and Fees* section for certification examination fees.

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

Official certification exams may be taken at Charter College, if available, or at any certified testing center. Fees for official Microsoft certification exams will be assessed for every attempt of the exam.

Aviation, Aeronautics, and Commercial Aviation Programs

Regarding Aviation Ground School and Flight Lab Courses, Charter College may accept credit for ground and flight instruction for any FAA Certificates, including Private Pilot, Commercial Pilot, Instrument Rating, or Flight Instructor. An applicant with a FAA Certificate must provide a copy of the Certificate to the Program Manager to review for credit toward ground and/or flight instruction course(s).

Credit for National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course

credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

Proficiency Credit

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100 per course. Students must request a proficiency exam at least ten (10) business days prior to the first day of the course and the student must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 73.5% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for AH1400, SS1001, SS1210, SS2101, SS4900, GE2310, GE3310, or Aviation Ground School or Flight Lab courses. Proficiency credit awards may not exceed more than 25% of the credits in the student's program of study.

Transfer Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one (1) course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded.

Students may not use Transfer Credit for AH1400, SS1001, and SS1210. Undergraduate courses cannot be transferred to Graduate degree level courses.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Charter College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

Charter College may accept credits earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. Charter College will use the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers. These agencies include the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators, Inc. (AICE).

To obtain transfer credit, the Charter College Registrar's Office must receive an official transcript directly from the other institution by one of the following methods:

1. Secured E-transcript: transcripts@chartercollege.edu
2. Mail: Charter College
ATTN: Registrar's Office
750 Sandhill Rd, Suite 100
Reno, NV 89521

Transcripts marked "issued to student" will not be accepted. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

Aviation, Aeronautics, and Commercial Aviation Programs

Students may not use Proficiency Credit for Aviation Ground School or Flight Lab courses.

Associate of Applied Science in Nursing

In addition to the information contained in the “Transfer of Course Credit from Other Institutions” section of the catalog, the Associate of Applied Science in Nursing program requires the following criteria be met when evaluating transfer credits:

1. Transfer credit will be considered for non-science, general education courses with a grade of “B” or higher
 - a. This coursework should be current and no older than five (5) years.
2. Transfer credit for previous nursing or science courses will not be accepted.

Emergency Medical Technician

The course is not eligible for advanced academic standing in the form of AC, CC, PC or TC.

Emergency Medical Technician Course Challenge

In accordance with California Code of Regulations Title 22, Division 9, Chapter 2, Article 3, § 100066, the College offers a course challenge option in specific circumstances. Any student may challenge the EMT course and will receive a certificate verifying that they have successfully demonstrated knowledge consistent with a student completing an approved EMT program providing that the student:

- Provides proof of current higher level medical certification or licensure such as EMT-Intermediate, Paramedic, Registered Nurse, or Physician
- Pays the appropriate fee (to be assessed at time of request for challenge)
- Successfully passes the current, at time of challenge, EMT Final Exam (1 attempt allowed)
- Successfully demonstrates psychomotor competency for NREMT and state required skills

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student’s grades.

Hours of make-up work outside of the student’s scheduled class will not be accepted as hours of class attendance.

The attendance in an online course is based on graded activity in the course.

Students who fail to attend classes for more than fourteen (14) consecutive calendar days will be subject to involuntary withdrawal (see *Involuntary Withdrawal*) from the College.

Aeronautics, Aviation, and Commercial Aviation

The fourteen (14) consecutive calendar day attendance policy does not apply to Ground School and Flight Lab courses facilitated by the Flight Partner. Attendance in these courses may be impacted by equipment maintenance or unsafe weather conditions that prevent the safe operation of aviation equipment. Students must complete the required number of Ground School and Flight Lab hours by the end of each five (5) week module in order to complete the course.

Associate of Applied Science in Nursing

In addition to the above requirements, Nursing students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than one (1) day of a NU-prefix lab or clinical course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College’s partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unavoidable situations, as determined by the Dean of Nursing, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student misses more than one (1) scheduled clinical days in a ten (10) week term, the student will be dismissed from the program. Upon successful re-entry in the Nursing program, the student must repeat the clinical course.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President/Manager and/or Education Department. The student must complete this process within the first two (2) weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Charter College during their enrollment. Students must contact the Education Department to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see *Satisfactory Academic Progress* section). Students not making SAP may transfer programs of study, if approved by the Vice President of Academic Operations. Program change requests must be approved by Thursday of the fifth (5th) week in the current module, prior to the beginning of the next module.

Class Size

The average student-to-teacher ratio is 25:1 in face-to-face lecture and 20:1 in laboratory. For online courses, the average student-to-teacher ratio is 25:1.

Copyright Policy

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the act of exercising, without permission or legal authority, one (1) or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov>.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Students who engage in unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the College's information technology system are subject to disciplinary action as identified in the *Student Conduct* policy.

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, do not copy the work.

Charter College periodically reviews legal alternatives for its students to download or otherwise acquiring copyrighted materials. Alternatives for students include, but are not limited to: purchasing the material from a brick and mortar business, purchasing the material from an online retailer, or the Educause compilation of *Legal Sources of Online Content* available at <http://www.educause.edu/legalcontent>.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online, on-ground, or blended course delivery. Days and times of attendance may vary by program and may change from module to module.

Students are registered for courses by the Registrar's Office. Students wishing to change their schedules must submit the required form, available in the student portal, on or before the first day of a module.

Aviation Aeronautics, and Commercial Aviation Programs

The Aviation, Aeronautics, and Commercial Aviation Programs require Ground School and Flight Lab courses to be completed at an approved flight partner location for completion of academic requirements, student must adjust their schedule in order to fulfill this requirement within the designated timeframe. Additionally, Ground School and Flight Lab opportunities are only available during regular business hours of the flight partner and may include Sunday through Saturday hours. A flight partner may not observe or close during holidays or those identified by the College.

Degrees, Certificates, and Not for Credit

A diploma is awarded to graduates of degree and certificate programs when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Students who successfully complete the Emergency Medical Technician course will be issued a Course Completion Certificate.

Externship/Clinical Experiences

For programs requiring an externship/clinical experience, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship/clinical facility. During the externship/clinical experience, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the externship/clinical facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit weekly attendance documentation to the College while on externship/clinical.

Externship/clinical sites are identified to meet program learning objectives and students are responsible for arranging their own transportation to the site. The College makes every effort to assign students to a site based on a reasonable and customary commuting distance; however, in some cases a site may be in a different city that requires a greater commuting distance. The College cannot guarantee a site will be available within a specific distance from the campus or the student's home.

In order to be eligible for the externship/clinical experience, students must:

- Complete all core courses
- Demonstrate program competencies to a qualified instructor of the program via the skills check-off process.
- Provide documentation of completing the Hepatitis B vaccination series (Not applicable to the Certificate in Veterinary Assistant Program)
 - Note: Due to the length of time it takes to complete the Hepatitis B Vaccination series, students will be given a grace period until January 15, 2018 to comply with this standard. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
- Provide documentation of passing a tuberculosis screening within the past year (Not applicable to the Certificate in Veterinary Assistant Program)
- Meet the requirements of Satisfactory Academic Progress (SAP)
- Provide Career Services with a current resume
- Provide Career Services with a completed student needs assessment

- Complete the non-disclosure agreement with the extern/clinical site
- Be current in financial obligations to the College

Some externships/clinicals may require students to have additional immunizations and/or a health clearance. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship/clinical, the externship/clinical site may or may not accept a student who is pregnant.

Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntarily withdrawn from the College until their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process (see the *Re-Entry* section).

The skills check-off is designed to ensure a student's skills, are appropriate to practice in a public setting. It is possible for a student to pass all of the core courses but fail the skills check-off and be unable to move to externship. Charter College will provide make-up opportunities to students in this situation; however, the College does not guarantee make-up opportunities during normally scheduled class times, and it is the student's responsibility to arrange make up days with his/her instructor. If a student passes the skills check-off but withdraws from school before completing the program, and is out of school for 35 consecutive days (equivalent to one (1) five (5) week module), the student will need to retake and pass the skills check-off again prior to returning to externship.

The skills check-off process can begin as early as ten (10) weeks prior to the student's scheduled externship start date. The outcome of the skills check-off is retained in the student's file; the Registrar confirms successful completion of the skills check-off before changing the student's status to extern.

Associate of Applied Science in Nursing

Nursing clinical experiences typically include direct patient care; that is, nursing care provided directly to patients in a faculty supervised clinical setting. When appropriate, and as identified by the College and Dean of Nursing, direct patient care may be substituted with clinical simulation patient care. Faculty supervised clinical simulation is active, dynamic, and allows for the student to experience a realistic clinical scenario. Simulation is comparable and reflective of the care that is provided to patients in the health care environment. Simulation allows for the development of clinical judgement, critical thinking skills, and hands-on skills of the student.

Emergency Medical Technician

Prior to being placed for clinical, the student will need to successfully pass a background check which must meet or exceed the state requirements to be licensed as an EMT. Students must attend a clinical orientation and meet the clinical requirements to be eligible for the clinical component of the course.

In order to successfully complete the EMT training and be eligible for certification, the student must complete a minimum of 24 hours of clinical observation and must have ten (10) patient contacts during the cumulative 24 hours. Students may need to do several shifts to meet the patient contact and hour requirements. Students must complete the clinical experience and return their check-off forms to the College on the last day of class. Students have up to fourteen (14) days following the last day of class to submit the documentation or they will be subject to involuntary withdrawal (see *Involuntary Withdrawal*) from the College. Exceptions must be approved by the Program Chair.

Grading System – Degree and Certificate Programs

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93.5-100	Superior	4.0	Y	Y	Y	Y
A-	89.5-93.4		3.7	Y	Y	Y	Y
B+	86.5-89.4		3.3	Y	Y	Y	Y
B	83.5-86.4	Excellent	3.0	Y	Y	Y	Y
B-	79.5-83.4		2.7	Y	Y	Y	Y
C+	76.5-79.4		2.3	Y	Y	Y	Y
C	73.5-76.4	Satisfactory	2.0	Y	Y	Y	Y
F	0-73.4	Fail	0.0	Y	Y	Y	Y
P	N/A	Pass	0.0	Y	Y	N	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
AC	N/A	Academic Credit (Block Credit)	0.0	N	N	N	N
AU	N/A	Academic Audit	0.00	N	N	N	N
CC	N/A	Certification /National Exam Credit	0.00	Y	Y	N	Y
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.00	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance)	0.0	N	N	N	N

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade assessment criteria. Instructors base assessment on a variety of criteria, including but not limited to, discussion questions, quizzes/midterm/final, assignments/projects, homework, and lab (hands-on skills assignment). Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within two (2) weeks following the end of the module (see *Change of Grade*). All grades are considered final thirty (30) days after the end of the module.

To pass a course in a Certificate, Associate, or Bachelor degree program, unless noted below, a grade of 73.5% or higher and 67% rate of progression must be met.

Associate of Applied Science in Nursing

To pass a course in the Associate of Applied Science in Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course is required (NU prefix courses) and 67% rate of progression requirements must be met. Additionally, Associate of Applied Science of Nursing students must meet the Core Performance Standards to progress through the program. Clinical and lab progression is on a pass/fail basis. At the end of each clinical and lab course, the student must be satisfactory in performance of clinical and lab to earn a passing grade. Failure to earn a passing grade in a course will result in *Involuntary Withdrawal* from the program; students must apply for *Re-Entry* and must repeat the course (see *Repeating a Course* and *Re-Entry*). Students are required to pass theory, lab, and clinical of numerically-similar courses (e.g., NU1010, NU1010L, NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, then the student must audit the theory course when retaking the failed component.

Quizzes and homework assignments are due on the date scheduled at the beginning of class. Missed quizzes and homework not submitted are recorded as a zero (0). If an exam is missed, a zero (0) is recorded in the gradebook until the student takes the comprehensive exam. The final grade on the comprehensive exam will be recorded in the area of any missed exam and recorded as the final comprehensive exam grade.

Auditing Courses

Current students will be automatically registered to audit a course if no other course in their schedule is available due to course failure or failure to meet required prerequisites. Audit courses do not impact credits attempted or credits earned and carry no quality points; therefore, an audited course will not affect a student's Satisfactory Academic Progress (SAP) or GPA. Students auditing a course will receive an AU grade at the end of the course; under no circumstance will an audited course change a previously earned grade. Students who audit a course are required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc. No tuition will be charged for audit courses.

Students may only audit classes for up to ten (10) weeks without attempting a for credit class. If the student is scheduled to sit-out for more than ten weeks, the student will be withdrawn from the College. Students may reenter into an audit course for up to one five (5) week module prior to starting for credit courses required for their program.

Students with less than full time schedules may also request to audit a course prior to the start of a module. Requests should be made to the Student Academic Advisor. Students may not take more than two (2) courses in a module, in any combination, audit or credit course, unless approved by the Education Department.

Charter College also offers limited refresher training to its graduates. A graduate must contact the Education department to apply for refresher training at any Charter campus offering similar courses. Refresher courses are available only if the course was successfully completed during the most recent enrollment period. All graduates returning to refresh their skills must be in good financial standing with the College. Course audits are limited to courses that are currently offered and where space is available; a stand-alone externship course may not be audited. The graduate is required to purchase, at their own expense, current textbooks or uniforms. The graduate is required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc.

While auditing the refresher course, the graduate is not attempting or earning credits and a GPA will not be calculated. The course will appear on the transcript with a grade of "AU" and this will indicate only the graduate's participation in the course and in no way reflects a learning outcome or content mastery. No more than two (2) course audits per module may be attempted at a time.

Associate of Applied Science in Nursing

Students are required to pass theory, lab, and clinical components of numerically-similar courses (e.g., NU1010, NU1010L, and NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, then the student must audit the theory course when retaking the failed component.

Incomplete

Once enrolled in a course, students should make every effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade ("I") may be granted to a student who **has completed 60% of the assignments required by the course**. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Manager). Students must complete a petition form and submit it to the instructor prior to the end of the course. Petition forms are initiated through the Student Portal. Any Incomplete petitions initiated after the close of the module or term **will not** be approved.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/F"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade at the end of these two weeks. If a student would challenge an academic grade, please refer to the *Change of Grade* section.

Externship

Students officially enrolled in an externship may also petition for an Incomplete. Unlike other courses, externs with an approved Incomplete petition may be granted up to five (5) weeks to complete the externship, contingent upon approval from the Education Department. If the requirements for externship are not met at the end of the extended period, the student will receive a grade of an “F” and must restart the externship process again with approval from the Education and Career Services Departments.

Aviation, Commercial Aviation, and Aeronautics

Students attending a Ground School or Flight Lab course with a Flight Partner may petition for an incomplete for up to five (5) weeks to complete the course requirements with the permission of the Education Department and Flight Partner. Students cannot continue to the next license/rating coursework if coursework for the previous license/rating is incomplete (refer to the Progression in Aviation, Aeronautics, and Commercial Aviation requirements). If the course requirements are not successfully completed, a grade of “F” (Fail) will be assigned and the course must be repeated.

An extension of an Incomplete may be granted due to extenuating circumstances outside the student’s control. Verification of the circumstance by the Flight Partner may be required before the extension is granted.

Failure

Any course in a program of study that is failed must be repeated and passed (see *Repeating a Course*).

Withdrawal

A course is assigned a grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average. A “WN” is assigned when a student withdraws from a course that s/he never attended.

Advanced Academic Standing

When a grade of “TC”, “CC”, or “PC” is assigned for the course it counts toward meeting the graduation requirements and the credits count toward SAP (see *Satisfactory Academic Progress*).

When a grade of “AC” is assigned it counts toward meeting the graduation requirements but does not apply to the SAP benchmarks, qualitative or quantitative (see *Satisfactory Academic Progress*).

Grading System – Not for Credit

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of Pass or Fail are considered earned grades. Official grades are issued at the completion of each course. Students who wish to dispute a grade must complete the process within the 48 hours of receipt of the grade. All grades are considered final within 14 calendar days after the end of the course.

Letter Grade	Quality
F	Fail
P	Pass
AU	Academic Audit

“P” and “F” indicate pass or fail performance in courses offered in non-credit courses. A grade of "P" indicates achievement equivalent to 80.00% or higher; a grade of “F” represent performance equivalent to 79.99% or lower. Neither the "P" nor "F" grades are assigned a grade-point value.

Failure

Any course within the course that is failed must be repeated and passed (see *Repeating a Course*).

Auditing Courses

Charter College offers limited refresher training to its completers. A completer must contact the Education department to apply for refresher training at any Charter campus offering similar courses. Refresher courses are available only if the course was successfully completed during the most recent enrollment period. All completers returning to refresh their skills must be in good financial standing with the College. Course audits are limited to courses that are currently offered and where space is available; a stand-alone externship course may not be audited. The completer is required to purchase, at their own expense, current textbooks or uniforms. The completer is required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc.

While auditing the refresher course, the completer is not attempting or earning credits and a GPA will not be calculated. The course will appear on the transcript with a grade of “AU” and this will indicate only the completer’s participation in the course and in no way reflects a learning outcome or content mastery. No more than two (2) course audits may be attempted at a time.

Grade Point Average

To calculate a Grade Point Average (GPA), multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Emergency Medical Technician

A GPA is not calculated for the Emergency Medical Technician course.

Graduation Requirements – Degree and Certificate Programs

To be eligible for graduation, students must:

1. Complete all required courses in Certificate, Associate, and Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable, see program information).

Completion Requirements – Not for Credit

To be eligible for completion of the Emergency Medical Technician course, students must:

1. Complete all required courses with a “P”;
2. Meet the specific grade and other course requirements for specific modules (if applicable);
3. Successfully complete clinical requirements.

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. The College will attempt to notify students of the closing by any of the following means: local television announcement (via website or during broadcast), phone, email, student portal notification, etc. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

Aviation, Aeronautics, and Commercial Aviation Programs

The flight partner reserves the right to suspend or cancel class due to unsafe weather conditions that prevent the safe operation of aviation equipment. Students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and

presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Institutional Leave of Absence

Alaska

Students with a demonstrated need to work during seasonal time in the state of Alaska, may be eligible for a Leave of Absence (LOA) from the College (the seasonal timeframe is defined as seasonal employment during the months of April through September). The student must make a written (in writing or e-mail) request for a LOA and submit the information to the Student Academic Advisor and/or Campus President/Manager. The written request must state the reason for the leave and when the student is planning to resume classes. Additionally, the student must be in good academic standing (i.e. not on any type of Satisfactory Academic Progress warning or probation). The LOA must be for a minimum of 14 days and may not exceed 180 calendar days within any 12-month period. The request for LOA must be approved by the College and the LOA must begin at the start of a module and the student must return at the start of a module. Once approved, the student is considered to be on an approved LOA.

The approved LOA may affect the student's financial aid eligibility. The student must return by the scheduled end of the approved LOA or the student will be withdrawn. Prior to returning, the student must meet with the Financial Aid department to determine Title IV eligibility. Additionally, students approved for a LOA, upon return, will need to understand that future courses may not be offered in a sequence that prevents further interruptions. Students on an approved LOA also will be provided a revised anticipated graduation date.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence. Students who are receiving any type of state of Alaska financial aid must notify the appropriate agency of the approved leave of absence. Students who are participating in Title IV funding understand any loans could enter repayment while on an approved LOA. If a student is on a Leave of Absence and is part of the Institutional Loan Program (Charter College Credit), the student will be required to continue to make payments while on an approved LOA.

Leave of Absence

California, Montana, New Mexico, and Washington

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress, if applicable*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances*)

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the *Re-Entry* section.

Make-Up Work

All graded assignments are expected to be handed in by the due date. However, in case of unforeseen emergencies or life events that may delay submission, the student may turn in work up to seventy-two (72) hours after the due date.

Please note, however, that the following assignments **cannot** be made-up: weekly discussion questions in the online classroom and skills lab sessions.

All make-up work is due within seventy-two (72) hours of the due date and will receive a 15% grade reduction. If the assignment is not submitted within seventy-two (72) hours, the student will receive a zero (0) for that assignment. Once any late work is submitted, the student must immediately notify the instructor via email, indicating that late work has been completed and specifying which assignment(s) were submitted. If said notification is not completed, the student may not receive credit for the assignment(s).

Make-up work cannot be accepted for any assignments due in the last week of class. All work must be submitted on or before the last day of class. No make-up work can be accepted after the last day of class unless the student has an approved Incomplete.

If circumstances prevent the student from completing make-up work within seventy-two (72) hours, or the unforeseen situation arises during the last week of the module or term, a student may petition for an Incomplete ("I") grade to be granted. For more information on an Incomplete petition, please refer to the *Grading System*.

Make-Up Skills Lab

If a student is unable to attend a face-to-face skills lab session, the student will not be allowed to make-up the points or the attendance hours related to that skills lab session. To gain the skills missed, the student may coordinate with the instructor to arrange for a skills lab practice session (contingent upon instructor and classroom/lab availability). Note: this does not apply to the Nursing program.

Make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Associate of Applied Science in Nursing

In addition to the above requirements, Nursing students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than one (1) day of a NU-prefix lab or clinical course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up time may not be available and absences may result in involuntary withdrawal. In the event of unavoidable situations, efforts will be made to provide make-up opportunities.

If a student misses more than one (1) scheduled skills-lab or clinical day in a ten (10) week term, the student will be dismissed from the program. Upon successful re-entry in the Nursing program, the student must repeat the clinical and/or skills-lab course.

If a student is tardy by more than five (5) minutes to any clinical or laboratory environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence. All clinical and laboratory time must be made up. Clinical and laboratory make-up time must be scheduled through Dean of Nursing or designee.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Charter College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Charter College to determine if your credits, degree, diploma or certificate will transfer.

Aviation, Aeronautics, and Commercial Aviation Programs

The transferability of Ground School and Flight Lab hours completed at a FAA Part 141 flight partner to another flight school would be determined by the flight school and FAA regulations.

Aeronautics, Aviation, and Commercial Aviation for Oxnard Students Attending Flight Partners in Washington

The transferability of credits earned at Charter College – Oxnard is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of student at Charter College – Oxnard will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Charter College – Oxnard to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Charter College – Oxnard will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Online/Blended Courses

Charter College offers programs in an on-ground, online or blended format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Blended learning combines a hands-on classroom experience with online education. Students taking courses online or blended must complete the online orientation prior to the first day of the first course. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Safari, and Internet Explorer). Other system requirements include the following:

- A functioning e-mail account (provided by Charter College)
- Access to Microsoft Office 2013 or Microsoft Office 365
- Intel I3 Processor or higher
- Minimum 4 GB of RAM
- High-speed Internet access
 - Internet connection (DSL or faster)
 - Wireless connection (802.11n or ac)
 - While dial-up may work, it may not be suitable for many applications (Dial up and DSL are not recommended while using SimNet)
- A supported web browser
 - Mozilla Firefox, version 37 or greater
 - Internet Explorer, version 10 or greater
 - Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
 - Windows 7 - 32 or 64 bit
 - Windows 8
 - Windows 10
 - Windows Media Player
- Operating Systems for Mac users
 - OS X 10 - version 10.8x or newer
- Media Player
 - Apple QuickTime for Mac users
 - Windows Media Player for PC users

The following software is recommended for PC and Mac users:

- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

To check your computer's compatibility visit <http://onlinecoursesupport.com/chartercollege>. The platform for online or blended courses is Moodle Rooms. Students enrolled in online or blended courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

Online/Blended Course Support Center

Support for online distance education courses is available through the Online Course Support Center (eLearning, formerly AELearn) submitting a ticket at <https://chartercollege.zendesk.com>.

Online/Blended Student Identity Authentication and Privacy

The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Retention Department. The Retention Department interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Retention Department contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedures, and current program requirements. A re-entry fee will not be charged to the student, but the Financial Aid Department may require a payment for students with account balances or balances that are 120 days past due.

Associate of Applied Science in Nursing

In addition to the requirements listed in the *Re-Entry* section, students who wish to re-enter the Associate of Applied Science in Nursing program must meet the following criteria to be considered for re-entry:

1. Submit a letter to the Dean of Nursing describing why the student was previously unsuccessful in the program and what significant changes the student has made in order to be successful upon re-entry to the program.
2. Letter to the Dean of Nursing requesting re-entry must be received no later than eight (8) weeks prior to the proposed re-entry start date. The Dean of Nursing determines if space is available for reentry, and notifies the Admissions team.
3. Applicant must successfully pass a drug screen as administered by a designee of the College.
 - a. A successful drug screen yields no evidence of non-prescription, controlled or illegal substance.
4. Applicant must successfully pass a background check as administered by a third party vendor of the College.
 - a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
 - b. Meet all DHSS guidelines.
5. Medical record information form must be up to date.
6. Applicant must demonstrate a mastery of knowledge from all courses successfully completed and validated by scoring a Level 2 or higher on the ATI Content Mastery Exams. The exams will be scheduled by the Dean of Nursing prior to the student being accepted for re-entry.

7. Applicant must demonstrate a mastery of skills previously learned during successfully completed courses via a lab skills check-off, which may include a simulated experience(s). The lab skills check-off will be scheduled by the Dean of Nursing prior to the student being accepted for re-entry.
8. If curriculum changes have occurred since the previous enrollment, all prior course work will be reviewed for transfer credit into the new curriculum.
9. Re-entry is based on space availability for the desired start date.
10. Students may re-enter the program one (1) time. If after re-entry the student is unsuccessful, then the student will be withdrawn and will not be eligible for re-entry in the future.
11. Successful completion of all *Admissions Requirements* and *Re-entry* requirements must be validated by the Dean of Nursing. Re-entry is subject to Dean of Nursing approval and will be confirmed in writing.
12. Due to the requirements to access some clinical sites, including military bases, applicants must produce proof of one (1) of the following documents that must remain current and valid throughout enrollment.
 - a. U.S. Passport or U.S. Passport Card
 - b. Military ID
 - c. Permanent Resident card/Alien Registration Receipt Card (Form I-766)
 - d. Foreign passports with a temporary (I-551) stamp
 - e. An employment authorization document that contains a photograph (Form I-766)
 - f. Current/valid driver's license or identification card issued by a state or outlying possession of the United States which is in compliance with the REAL ID Act of 2005
 - g. Identification card issued by federal, state, or local government agencies that are REAL ID act compliant.

Repeating a Course

Students who do not achieve a letter grade of “C” (73.5%) or better in any course are considered to have failed that course and must repeat it. When students repeat a failed course, the grade received is used to calculate the Cumulative Grade Point Average. Both the original and repeat attempt(s) will be counted in Rate of Progress calculations. If repeating the course is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course only two (2) times (see *Satisfactory Academic Progress* and *Grading System*). A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. Additionally, the ability to repeat a course is on a “seat availability” basis. A student’s training may be interrupted if the course to be repeated is not available until a later date. Students repeating courses will be charged the per credit hour cost for each repeated course.

Associate of Applied Science in Nursing

To pass a course in the Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course requirements (NU prefix) and progression requirements must be met. Students are required to pass theory, lab, and clinical of numerically-similar courses (e.g., NU1010, NU1010L, and NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, that student must audit the theory course when retaking the failed component.

Emergency Medical Technician

This course is graded on a pass/fail basis. A student who has received a failing grade (“F”) in a course, must repeat the course to meet the requirements of the student’s course of study. A course in which a student has received an “F” grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in a Certificate, Diploma, Associate’s, or Bachelor’s degree program must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two (2) ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and Rate of Progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree Programs	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate Programs	1 st	Minimum of 1.6 and 50%
	2 nd	Minimum of 1.8 and 60%
	3 rd and thereafter	Minimum of 2.0 and 66.67%
Full Associate's Degree Programs	1 st	Minimum of 1.0 and 33.33%
	2 nd	Minimum of 1.6 and 50%
	3 rd	Minimum of 1.8 and 60%
	4 th and thereafter	Minimum of 2.0 and 66.67%
Associate's Degree Completion Programs	1 st and thereafter	Minimum of 2.0 and 66.67%
Full Bachelor's Degree Programs	1 st	Minimum of 1.0 and 33.33%
	2 nd	Minimum of 1.6 and 50%
	3 rd	Minimum of 1.8 and 60%
	4 th and thereafter	Minimum of 2.0 and 66.67%
Bachelor's Degree Completion Programs	1 st and thereafter	Minimum of 2.0 and 66.67%

Students not meeting these benchmarks are not making SAP. The first time a student is not making SAP, the student is placed on Academic Warning. If the student receives financial aid, the student will be placed on Financial Aid Warning. Students on Academic Warning/Financial Aid Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Student Academic Advisor, and will receive advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to SAP Dismissal/Financial Aid Probation and the student's school status will be changed to Academic Probation. At this time, the student may be eligible to appeal, see *Appealing SAP Dismissal/FA Probation* below. If the appeal is denied, the student's school status will be changed to Dismissal (Academic).

Students with an approved SAP Appeal will continue on Academic Probation and, if the student receives financial aid, they will be allowed to receive funds for one (1) additional evaluation point. If it is identified that the student will need more than one evaluation point to reach success, the student may be allowed to continue on Academic Probation, with a specific, detailed Academic Success Plan to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Student Academic Advisor, and will receive advising to assist them in improving their academic progress. Students on Academic Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks.

At the end of Academic Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be institutionally dismissed and ineligible for return to the program in which they were dismissed. The students with Academic Success Plans will be reviewed according to the individual plan benchmarks. Students do not have a right to appeal the determination if institutionally dismissed.

Appealing SAP Dismissal/FA Probation

Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (see *Grading System* for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students in the following scenarios: 1) those who cannot complete the program within the 150% maximum timeframe or 2) those who were dismissed for failing the same course after three (3) attempts.

If a student wishes to appeal their SAP Dismissal/FA Probation they must submit their appeal packet either in person or electronically to the Student Academic Advisor by midnight, two (2) business days from the notification of SAP Dismissal/FA Probation. The appeal packet must include the following:

1. The **Dismissal-Probation Appeal form** stating the circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the Dismissal-Probation Appeal form. In addition, the Appeal form must state what steps have been taken to correct the situation.
2. An **Academic Success Worksheet** will be completed during an advising appointment with a Student Academic Advisor and Academic Success Plan options will also be discussed.

The Student Academic Advisor will notify the student via the student portal regarding the outcome of the appeal within three (3) business days.

A student that does not appeal SAP Dismissal/FA Probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP Dismissal/FA Probation" process.

Associate of Applied Science in Nursing

Students in the Associate of Applied Science in Nursing program who are appealing an academic dismissal may attend class and lab while waiting to hear results of the appeal. Students appealing an academic dismissal are not allowed to attend clinicals.

Appealing Academic Dismissal

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal, including students seeking to enroll with a change of program. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on Academic Probation and, if eligible, may receive financial aid until the next evaluation point or as indicated in the Academic Success Plan.

SAP and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no quality points and therefore does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's CGPA and Rate of Progress.

Advanced Academic Standing and SAP Academic Credit

When a student receives academic credit (AC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. As the block credit is an admission requirement the total number of allowable credit hours attempted is decreased by the number of credit hours accepted by the College. For example, upon admission the college accepts 54 credit hours into a program with 90 credit hours, the number of allowable credit hours attempted will equal $90 - 54 = 36$, and 1.5 times $36 = 54$ maximum credits hours attempted allowed.

Transfer Credit

When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 55, and 1.5 times 55 = 82.5 maximum credit hours attempted allowed.

Certification/National Exam Credit and Proficiency Credit

When a student receives Certification/National Exam Credit (CC) or Proficiency Credit (PC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. These credits do count toward credits attempted/earned for purposes of Rate of Progress.

Changing Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising

Students not making SAP must meet with the Student Academic Advisor for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an Academic Success Worksheet to address the circumstances. This worksheet becomes part of a student's academic file. Students requiring an Academic Success Plan must meet weekly with the Student Academic Advisor to determine progress toward completing the requirement of the Plan.

Emergency Medical Technician

The SAP policy does not apply to this program.

Textbooks

The cost of textbooks and e-books are part of the program tuition. Textbooks and e-books will be provided to students on or before the first day of a course. Students receive links to the e-books, where the students download the e-book onto their computer, tablet, or other device. Textbooks are provided for student use during the course and are expected to be returned at the end of each course in good condition. Failure to return a textbook or returning it in poor condition may result in a fee being assessed. Students taking online courses are not required to return textbooks.

Associate of Applied Science in Nursing

Textbooks are utilized by Nursing students throughout the program of study and to prepare for the NCLEX examination. Textbooks issued to Nursing students are not returned to the College.

Transcripts

Charter College will provide a transcript of the student's academic record upon request. An official copy will be provided to the appropriate person and/or institution. If the student is past due or placed with an outside collection agency on their institutional or federal loans, an official transcript will not be released to the student. The College archives academic transcripts indefinitely. For more information or to request a transcript, please visit www.chartercollege.edu/transcripts.

California

The College maintains all required student files for a minimum of five (5) years. The College archives academic transcripts indefinitely.

Transfer from One Charter College to Another Charter College

Students may transfer from one (1) Charter College campus to another Charter College campus. However, because the program offerings or requirements may differ from campus to campus, students should meet with the Education department to ensure a full understanding before requesting a transfer.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the *Re-Entry* section.

Student Services - Undergraduate Degree, Certificate, and Not for Credit Programs

Career Services

Career Services provides resources to students and graduates to assist with personal growth and professional development. Career Services supports students and graduates in becoming productive employees and lifelong learners. Career Services creates effective partnerships in the communities and industries it serves.

“We Work to Get You to Work” by providing Career Services that will empower students and graduates to be confident in their career searches and to be successful in seeking opportunities throughout their career.

Career Services works to connect students and graduates with prospective employers through a variety of resources. Career Services also provides students and graduates with a range of support services including career exploration, resume and cover-letter writing and review, locating interviewing resources, and occupational resource materials.

Employment assistance is available to all College students and graduates. However, such employment assistance is successful only when cooperation exists between the student and graduate and Career Services. Therefore, the student or graduate must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. Charter College assists our graduates in finding opportunities with organizations in the professions for which we prepare students. The College will not violate employers’ trust in and respect for the College and may not recommend a student or graduate who does not demonstrate these personal qualifications.
2. Make independent attempts to secure employment and not to rely solely on Career Services to secure a position. Career Services offers advice and coaching. Career success will depend mainly on the student’s attitude, the effort put into studies, the diligence of the job search, and the job finally accepted. Therefore, we do not and cannot guarantee graduates a job. Securing employment is the graduate’s responsibility.
3. Provide true and accurate background information in the development of a resume and preparation for interviewing.
4. Participate in activities recommended by Career Services. This may include meetings for resume writing/review, mock interviews, professional coaching, exit interviews, and more. Additionally, remain responsive to communication from Career Services (e.g., phone, email, text) as this will be instrumental to increasing employment opportunities, and will include notification of time-sensitive job leads.
5. Keep Career Services advised of any changes in employment or contact information for at least one year following graduation. Graduate employment data and graduate and employer survey feedback is used to

benchmark successes each year; this feedback also identifies opportunities to improve the College's programs and affiliations with community employers.

6. Graduates who secure employment through their own efforts are expected to notify Career Services so the records used to verify Charter College graduate employment statistics to our accrediting agency can be updated.

Enrollment Validation

Charter College provides enrollment validation services to students (e.g. completion letter, enrollment letter, third party verifications). The validation request form is located in the student portal.

Library

The purpose of the Charter College virtual library is to support the educational goals of its students and faculty by providing access to informational resources and is designed to support the programs offered by the College. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. The virtual library can be accessed from computers on campus or from any computer connected to the Internet with the proper account login and passwords.

Students and faculty are encouraged to use the virtual library for educational and professional development purposes. All materials in the library may be used for conducting research and completing class/homework assignments. The virtual library never closes and is not limited to any one campus location. The Corporate Librarian is available to provide assistance and can be reached through the Charter College library website at <http://libguides.chartercollege.edu>.

Policy on Accommodation for Disabled Individuals

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the ADA Coordinator identified in the Catalog Supplement.

Students with Disabilities

Charter College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Campus President/Manager either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.
2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.
3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances.

Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one (1) student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.

4. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Education Department and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Campus President/Manager.

Student Services

Charter College is committed to the academic and personal support of all of our students. The Campus President/Manager can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Campus President/Manager immediately to learn of any resource the College has available.

Student Success Coaching

Student Success Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct - Undergraduate Degree, Certificate, and Not for Credit Programs

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting future employment referrals from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

On-ground, blended, and online students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

On-ground, blended, and online students will be held accountable for, or should report, the following violations while on the College or externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Violation of the Copyright Policy.
3. Theft or destruction of College or the private property of individuals associated with the College.
4. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
5. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
6. The use of profanity, insubordination, dishonesty and violation of safety rules.
7. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
8. Smoking or the use of tobacco products on campus (e.g., cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco).
9. Failure to comply with the Campus Dress Code.
10. Food or drink in the classrooms.
11. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
12. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
13. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Aeronautics, Aviation, Commercial Aviation

In addition to the *Student Conduct* policy, all Aviation students will abide by the safety standards and operational procedures, consistent with FAA requirements, while at the flight partner's location and during flight partner experiences. The Aviation program involves the flying of aircraft which may present risk. Instruction is provided to students in techniques relative to reducing risks and ensuring the safety of everyone associated to any such risk; however, it is impossible to provide a guarantee against all risks. Safety instructions and detailed information, including proper flight preparations and procedures, are part of the course content. It is the responsibility of the student to follow safety instructions provided by the flight partner in conjunction with FAA requirements. Violation of these requirements may lead to dismissal from the College.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student,

probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting future employment referrals from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Washington

Students in Certificate programs: nothing in this grievance policy prevents you from contacting the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, WA 98504-3105, (360) 709-4600, at any time with a concern or complaint.

Illegal Drugs and Alcohol

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code - Undergraduate Degree, Certificate, and Not for Credit Programs

Accounting, Business Administration, Information Technology, Paralegal Studies Programs

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Clothing</u>	
<ul style="list-style-type: none"> • Slacks similar to Dockers and other makers of cotton or synthetic material pants • Wool pants • Flannel suit pants • Professional capris • Well-groomed dress synthetic pants • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sports jackets 	<ul style="list-style-type: none"> • Jeans • Sweatpants, exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, midriff tops • Shirts with potentially offensive works, terms, logos, pictures, cartoons, or slogans • Halter tops, tops with bare shoulders • Sweatshirts • T-shirts unless worn under another blouse, shirt, jacket or dress
<u>Skirts, Dresses, and Skirted Suits</u>	
<ul style="list-style-type: none"> • Casual dresses split at or below the knee • Skirts that are split at or below the knee • Dress and skirt length should be at a length to sit comfortably in public 	<ul style="list-style-type: none"> • Short/mini, tight skirts that ride halfway up the thigh when sitting or standing • Skorts • Sundresses, beach dresses • Spaghetti-strap dresses
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Conservative walking shoes • Loafers, leather deck-type shoes • Boots • Flats/dress sandals • Dress heels 	<ul style="list-style-type: none"> • Athletic shoes • Thongs, flip-flops and slippers • Clogs • Sneakers, tennis shoes
<u>Hats, Jewelry, Perfume, and Cologne</u>	
<ul style="list-style-type: none"> • Should be in good taste • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • Facial piercings • Strong perfumes or cologne (many are allergic to these) • Hats are never appropriate inside the building
<u>Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).</u>	

Allied Health Programs

Charter College expects Allied Health students to dress professionally at all times. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the shoulders; non-porous, solid top shoes and no piercings. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts, Tops and Jackets</u>	
<ul style="list-style-type: none"> • White T-shirts • White sweaters 	<ul style="list-style-type: none"> • Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural ○ Neutral colored and well maintained at all times 	<ul style="list-style-type: none"> • Strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Long fingernails
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Hats are never appropriate
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • Large hoops • Facial piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).</u>	

Associate of Applied Science in Nursing Program

Charter College expects Nursing students to dress professionally at all times. The dress code is based on the expectations of the employers in the Nursing field. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Monogrammed scrub set • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Other scrubs • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts, Tops and Jackets</u>	
<ul style="list-style-type: none"> • Scrub jacket • Black sweater • Black undershirts 	<ul style="list-style-type: none"> • Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Black non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural • Cosmetics <ul style="list-style-type: none"> ○ Neutral colors, light application 	<ul style="list-style-type: none"> • Strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Colored, clear or neutral color polish • Long fingernails • Cosmetics applied heavily
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders, out of face 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Large hair accessories • Hats are never appropriate
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • Large hoops • Facial or tongue piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • No visible tattoos • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Tattoos must be covered at all times
<u>Charter College ID must be worn at all times</u>	

Applied Technician, Heating, Ventilation, Air Conditioning, and Refrigeration, Welding Programs

Charter College expects HVAC-R and Welding students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back; black, steel-toed boots and no piercings. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts and Jackets</u>	
<ul style="list-style-type: none"> • White t-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather) 	<ul style="list-style-type: none"> • Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
<u>Footwear</u>	
<ul style="list-style-type: none"> • Black steel-toed boots 	<ul style="list-style-type: none"> • Any other shoes
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair must be kept neat • Long hair should be tied back 	<ul style="list-style-type: none"> • Hats are never appropriate inside the campus
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional • Piercings kept to earlobes 	<ul style="list-style-type: none"> • Facial piercings
Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Emergency Medical Technician Campus Dress Code

Charter College expects Emergency Medical Technician students to dress professionally at all times. Our dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no rips or stains; hair that is off the collar; white, non-canvas topped shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts, Tops, Pants, and Jackets</u>	
<ul style="list-style-type: none"> • Blue collared, button-down shirt • Black or dark-blue slacks • Belt for pants 	<ul style="list-style-type: none"> • Colored shirts or jackets • Jackets or sweatshirts over uniforms • Shirts not tucked in and may not hang below the uniform
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Black solid top boots 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural ○ Neutral colored and well maintained at all times 	<ul style="list-style-type: none"> • Strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Long fingernails
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Hats are never appropriate
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes • Wristwatch 	<ul style="list-style-type: none"> • Large hoops • Facial piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
Charter College ID must be worn at all times or Ride-Along Badge as deemed by the Company	

Grievance and Appeals Policy - Undergraduate Degree, Certificate, and Not for Credit Programs

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President/Manager. A “Complaint Form” can be obtained from the Campus President/Manager or the Education Department.

Step 3: The Campus President/Manager will meet with the student to discuss the issue. The Campus President/Manager may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President/Manager, and/or instructor.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Vice President of Student Finance and Compliance at 775-525-2152.

Step 6:

Alaska

A student or any member of the public may file a complaint or appeal about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Campus President/Manager.

California

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897. Students may contact the Bureau to file a grievance prior to filing a grievance with the College.

Montana

After exhausting the above remedies student complaints concerning consumer protection violations should be directed to the Montana Department of Justice Office of Consumer Protection <http://www.doj.mt.gov/consumer/>. Complaints concerning institutional academic practices may be directed to the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC, 20002-4241, (202) 336-6780.

New Mexico

Grievances and appeals are reviewed by an impartial representative of the College who is not directly involved in the area of the complaint; this may include, but is not limited to, the Campus President/Manager, member of the Grievance Committee, or Vice President of Student Finances and Compliance. The College will take no adverse action against the complainant for registering the complaint.

A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the New Mexico Higher Education Department (NMHED) in writing on a form provided by NMHED/PPSD available at <http://www.hed.state.nm.us/institutions/complaints.aspx>. A student must file a complaint with NMHED/PPSD within three (3) years of his/her last date of enrollment. The information may be submitted to NMHED/PPSD, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100, (505) 476-8442, or (505) 476-8416.

Oklahoma

If the student pursues the complaint via the institution's formal procedures for complaints to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against a higher education institution in Oklahoma with the Oklahoma State Regents for Higher Education (OSRHE). Complaints must be submitted on the official student complaint form. OSRHE staff request permission to contact the institution on the student's behalf to identify any possible resolution. The student complaint form is available on OSRHE's website at <http://www.okhighered.org/current-college-students/complaints.shtml>. OSRHE may be contacted at 655 Research Parkway, Suite 200, Oklahoma City, OK 73101, 405-225-9100.

Washington

Students in Certificate programs: nothing in this grievance policy prevents you from contacting the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, WA 98504-3105, (360) 709-4600, at any time.

Students in Associate's, Bachelor's programs: once the College grievance process is completed, a student may contact the Washington Student Achievement Council (WSAC). WSAC has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

Wyoming

Complaints related to consumer protection should be submitted to the Wyoming Attorney General's Office. Additional information relative to consumer protection may be found at the following URL: <http://attorneygeneral.state.wy.us/consumer.htm>.

Complaints related to postsecondary licensure should be submitted to the Private School Licensing Program in the Wyoming Department of Education (WDE). The Student Complaint form may be found at the following URL: http://edu.wyoming.gov/Programs/schools/private_school_licensing.aspx.

Complaints related to quality of education should be submitted to the Private School Licensing Program in the Wyoming Department of Education (WDE). The Student Complaint form may be found at the following URL: http://edu.wyoming.gov/Programs/schools/private_school_licensing.aspx.

Step 7:

NC-SARA (For students that are not residents of Alaska, California, Montana, New Mexico, or Washington)

If a complaint is not resolved at the institutional level, a student enrolled via the policies and standards of the National Council for State Authorization Reciprocity Agreements (NC-SARA) may appeal to the portal agency of the home state in which the institution is legally domiciled, Washington Student Achievement Council (WSAC). Information on NC-SARA's complaint resolution process is available at <http://nc-sara.org/content/sara-policies-and-standards>.

Montana residents: Complaints concerning proper licensure under Montana law (see Board of Regents' Policy 221, <http://www.mus.edu/borpol/bor200/221.pdf>), including, if applicable, complaints related to State Authorization Reciprocity Agreement standards, may be directed to the Montana University System Office of the Commissioner of Higher Education, 2500 Broadway PO Box 203201, Helena, Montana 59620-3201, 406-444-6570.

Step 8: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC, 20002-4223
202-336-6780

Step 9: Any student who has a complaint relating to the Title IV eligibility or administration, the quality of education received at the College, or otherwise relating to the accreditation standards of the College's former accrediting agency, ACICS, can submit a complaint directly to the College and/or any of the following:

- The US DOE's Office for Civil Rights Complaint website available at:
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.
 - Documents may be emailed to ocr@ed.gov or mailed to U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100.
- The State Office of Attorney General:
 - **Alaska:** Office of the Attorney General, 1031 West 4th Avenue, Suite 200, Anchorage, AK 99501
 - **California:** Attorney General's Office, California Department of Justice, Attn: Public Inquiry Unit, P.O. Box 944255, Sacramento, CA 94244-2550
 - **Montana:** Attorney General, 215 N Sanders St, Helena, MT 59601
 - **New Mexico:** Office of the Attorney General, 111 Lomas Blvd NW, Ste 120, Albuquerque, NM 87102
 - **Washington:** Office of the Attorney General, 1125 Washington Street SE, PO Box 40100, Olympia, WA 98504-0100
- The State Office of Consumer Affairs:
 - **Alaska:** Alaska Department of Law, Consumer Protection Unit, 1031 West 4th Avenue, Suite 200, Anchorage, AK 99501
 - **California:** Department of Consumer Affairs, Consumer Information Division, 1625 North Market Blvd., Suite N 112, Sacramento, CA 95834
 - **Montana:** Montana Department of Justice Office of Consumer Protection, 555 Fuller Avenue, Helena, MT, 59601-3394 or P. O. Box 200151, Helena, MT 59620-0151
 - **New Mexico:** Consumer Protection Division 111 Lomas Blvd NW, Ste 120, Albuquerque, NM 87102
 - **Washington:** Attorney General's Office, Consumer Resource Center, 800 Fifth Avenue, Suite 2000, Seattle, WA 98104

Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Prospect Education and Charter College Student Sexual Harassment Policy – Undergraduate Degree, Certificate, and Not for Credit Programs

Introduction

Prospect Education LLC and Charter College, LLC (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment- free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employee participants in the College community, such as vendors, contractors, visitors, and externship site employees.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Anchorage	Campus President	907-277-1000	2221 East Northern Lights Boulevard #120, Anchorage, AK 99508
Billings	Campus Manager	406-294-0156	1595 Grand Avenue, Suite 230, Billings, Montana, 59102
Canyon Country	Campus Manager	661-252-1864	19034 Soledad Canyon Rd, Canyon Country, CA 91351
East Wenatchee	Campus Manager	509-415-3576	595 Grant Road, Suite 5, East Wenatchee, WA 98802
Farmington	Campus Manager	505-793-8087	3030 E 20 th St, Farmington, NM 87402
Fife	Campus President	253-252-4200	3700 Pacific Highway East, Suite 150, Fife, WA 98424
Lacey	Campus Manager	360-292-7179	4520 Lacey Blvd. SE, Suite 40, Lacey, WA 98503
Lancaster	Campus Manager	661-341-3500	43141 Business Center Parkway, Suite 109, Lancaster, CA 93535
Missoula	Campus Manager	406-303-3259	1930 Brooks Street, Missoula, MT 59801
Oxnard	Campus President	805-973-1240	2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Pasco	Campus President	509-546-3900	5278 Outlet Drive, Pasco, WA 99301
Vancouver	Campus President	360-448-2000	17200 SE Mill Plain Blvd, Vancouver, WA 98683
Wasilla	Campus Manager	907-352-1000	721 West Parks Highway, Wasilla, AK 99654
Yakima	Campus Manager	509-412-1694	2706 W Nob Hill Blvd, Suite 106, Yakima, WA 98902

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. Any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

General Information - Undergraduate Degree, Certificate, and Not for Credit Programs

Administrative Hours of Operation

Charter College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Articulation Agreements

California

Charter College has not entered into any articulation or transfer agreements with any other college or university.

Washington

Charter College – Vancouver and Cascadia Tech Academy (CTA) have developed an articulation agreement to allow CTA high school graduates the opportunity to earn credit towards the following aviation degrees offered by the College:

- Bachelor of Science in Aeronautics: Concentration in Fixed Wing
- Bachelor of Science in Aeronautics: Concentration in Rotor
- Bachelor of Science in Aviation: Concentration in Fixed Wing
- Bachelor of Science in Aviation: Concentration in Rotor
- Associate of Applied Science in Aviation: Concentration in Fixed Wing
- Associate of Applied Science in Aviation: Concentration in Rotor
- Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing
- Associate of Applied Science in Commercial Aviation: Concentration in Rotor

CTA graduates must meet the following requirements:

1. Earn a letter grade of “B” (equivalent to 83.5%) or higher in each of the CTA classes identified below as evidenced through an official transcript.
2. Provide a letter from CTA attesting that the graduate has met all requirements for transfer of credit.
3. Meet all Charter College *Admissions Requirements* for the selected aviation degree program.

After acceptance into the College, and pursuant to the *Advanced Academic Standing* policy in the Catalog, the CTA graduate will receive Transfer Credit (TC) for the following courses:

Charter College Course	Cascadia Tech Academy Course
AV1120 Ground School – Private Pilot – Fixed Wing	Year 1: Aviation History Year 2: Aviation Ground School
AV1140 Aviation Navigation	Year 1: Avionics Year 2: Navigation and Flight Planning
AV1150 Aircraft Systems and Components	Year 1: Aircraft Systems Year 1: Aircraft Maintenance References and Processes Year 2: Airframe Processes
AV1170 Aviation Safety and Human Factors	Year 1: Safety and Security Year 2: Safety and Security Year 2: Aviation Environment and Human Factors
AV2230 Aerodynamics and Aircraft Performance	Year 1: Applied Aerodynamics Year 1: Flight Dynamics Year 1: Propulsion Systems
AV2245 Aviation Meteorology	Year 2: Fundamentals of Meteorology
AV2295 Air Traffic Control and Airspace	Year 2: National Airspace Systems

Bankruptcy Statement

California

Charter College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five (5) years, or has had a petition in bankruptcy filed against the College within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq).

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Charter College. It is disruptive to others and it may be hazardous for the children. Charter College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

Employment Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Charter College may choose to “opt out” of such announcements by providing a request in writing to Career Services at the time of or prior to securing employment.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parent(s)/guardian(s)) have a right to inspect and review their education records by submitting a written request to the Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students (if under 18 years of age, their parent(s)/guardian(s)) may then request that the College correct amendment their records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardian(s)) has the right to a formal hearing.

In compliance with FERPA, Charter College will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, academic award and commencement information. Students may consent to release additional personally identifiable information in their education records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. The College may also release information to school officials at other schools to which a student is transferring and to appropriate parties in connection with financial aid to a student. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College’s responses to student requests for education record corrections may be appealed in accordance with Charter’s Career College Grievances and Appeals Policy. Students who have a grievance regarding the College’s compliance with FERPA may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Charter College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate against students, potential students, or employees on the basis of race, creed, color, national origin, sex, gender, sexual orientation, religion, veteran or military status, age, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. Contact the Campus President or Campus Manager of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Charter College students give to the College absolute rights and permission, unless waived on the Enrollment Agreement, to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit <http://www.chartercollege.edu>.

Report a Criminal Offense

The best method of reporting a non-emergency criminal action is to fill out an “Incident Report” which can be obtained from the Campus President/Manager. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

The students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Charter College Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Charter College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

California

Effective October 1, 2003, under the Violent Crime Control and Law Enforcement Act of 1994, colleges must make students aware of the web address concerning registered sex offenders, which is: <http://caag.state.ca.us/megan/index.htm>.

Security Report

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus Security

Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Charter College Annual Campus Security Report

Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President/Manager and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President/Manager.

Student Consumer Information

Charter College publishes student consumer information in compliance with the United States Department of Education and other accrediting agencies. Due to the consistency with which this information changes, student consumer information can be found at <http://www.chartercollege.edu/student-consumer-information>.

Student Housing

California

Charter College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing. There are numerous types of housing options available located reasonably near the College's facilities, ranging from renting out a single room from a family home (about \$500 per month) to apartment or condo that can cost \$1,200 or more per month. Besides renting, purchasing a property in the area is also an option and can cost an estimated \$150,000 or more depending on the property's size and its location.

Academic Programs - Undergraduate Degree, Certificate, and Not for Credit Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
AC: Accounting	GE: General Education	PA: Paralegal Studies
AH: Allied Health	HCA: Health Care Administration	PT: Pharmacy Technician
AV: Aviation	HV: Heating, Ventilation, Air Conditioning and Refrigeration	NU: Nursing
CIS: Computer Science	MA: Medical Assistant	SC: Science
CM: Communications	MED: Medical Administration	SS: Student Success
DA: Dental Assisting	MOA: Medical Office Administration	VA: Veterinary Assistant
EM: Emergency Medical Technician	OFM: Office Administration	WE: Welding

Undergraduate Programs

The four (4) numeric digits indicate the level of the course. Course numbers that are 1000-level, and 2000-level indicate lower division courses generally taken early in a program. Course numbers that are 3000-level and 4000-level indicate courses that are upper division courses and are generally taken later in a program. For the Aviation, Aeronautics, and Commercial Aviation Programs, ground school courses are typically 1000-level courses and the corresponding flight lab courses are 2000-level.

Credit Hours

Coursework at Charter College is measured in quarter credit hours or semester credit hours (refer to the program information to determine if the coursework is offered in quarter or semester credit hours).

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Semester Credit Hours

One (1) semester credit hour equals (15) contact hours of lecture, thirty (30) hours of laboratory, or forty-five (45) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Bachelor of Science in Aviation: Concentration in Fixed Wing

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 120 Weeks

The Bachelor of Science in Aviation: Concentration in Fixed Wing program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. These courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. Aviation, the flying or operating of aircraft, starts on the ground in the classroom and evolves into the intricate skill set of flying aircraft. Technical, critical thinking, and problem solving skills support students throughout the process of obtaining the various pilot credentials. Piloting spans many commercial aviation occupations such as airline pilot, agricultural pilot, cargo pilot, recreational pilot, or private pilot. The flight lab portion will provide the flight hours necessary for a student to complete the knowledge exams as prescribed by the Federal Aviation Administration (FAA). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial airplane pilots or certified flight instructors in any of the many areas of the aviation industry must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the FAA.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate an understanding of aviation and navigation.
2. Apply knowledge in aviation to adapt to emerging aviation trends.
3. Analyze the role of aviation safety and human factors to the aviation industry.
4. Describe meteorology as it relates to aviation.
5. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's aviation career goals.
6. Communicate effectively using both written and verbal skills.
7. Demonstrate proficiency in math computation for aviation and modern society.
8. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Bachelor of science in Aviation: Concentration in Fixed Wing program, students will be transferred to the Bachelor of Science in Aeronautics: Concentration in Fixed Wing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1120	Ground School - Private Pilot - Fixed Wing ²	35	3.5
AV1130	Ground School - Commercial Pilot - Fixed Wing ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1160	Ground School - Instrument Rating- Fixed Wing ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2250	Ground School - Certified Flight Instructor - Fixed Wing ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5

AV2910	Flight Lab - Private Pilot - Fixed Wing ²	20	1.0
AV2920	Flight Lab - Private Pilot - Fixed Wing ²	30	1.5
AV2930	Flight Lab - Instrument Rating - Fixed Wing ²	30	1.5
AV2940	Flight Lab - Instrument Rating - Fixed Wing ²	20	1.0
AV2950	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2960	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2970	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2980	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2990	Flight Lab - Certified Flight Instructor - Fixed Wing ²	30	1.5
AV3310	Physics: Aircraft Performance and Aerodynamics	45	4.5
AV3320	Aviation Security	45	4.5
AV3330	Applied Aviation Meteorology	45	4.5
AV3340	Aviation Communication	45	4.5
AV3350	Aviation Flight Path Management	45	4.5
AV4400	Introduction to Airport and Airline Management	45	4.5
AV4410	Navigation Systems and International Flight Operations	45	4.5
AV4420	Introduction to Jet Turbines	45	4.5
AV4430	Aviation Decision Making and Risk Management	45	4.5
AV4440	Aviation Safety Management System	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1524	139.0
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	610	58.5
	Grand Total	2135	197.5

²This course is facilitated at the flight partner location.

Bachelor of Science in Aeronautics: Concentration in Fixed Wing

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 120 weeks

The Bachelor of Science in Aeronautics: Concentration in Fixed Wing program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. These courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. Aeronautics, the science of dealing with the operation of aircraft, starts on the ground in the classroom and evolves into the intricate skill set of flying aircraft. Technical, critical thinking, and problem solving skills support students throughout the process of obtaining the various pilot credentials. Piloting spans many commercial aviation occupations such as airline pilot, agricultural pilot, cargo pilot, recreational pilot, or private pilot. The flight lab portion will provide the flight hours necessary for a student to complete the knowledge exams as prescribed by the Federal Aviation Administration (FAA). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial pilots or certified flight instructors in any of the many areas of the aviation industry must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating, as regulated by the FAA.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate an understanding of aviation and navigation.
2. Apply knowledge in aviation to adapt to emerging aviation trends.
3. Analyze the role of aviation safety and human factors to the aviation industry.
4. Describe meteorology as it relates to aviation.
5. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's aviation career goals.
6. Communicate effectively using both written and verbal skills.
7. Demonstrate proficiency in math computation for aviation and modern society.
8. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Bachelor of science in Aviation: Concentration in Fixed Wing program, students will be transferred to the Bachelor of Science in Aeronautics: Concentration in Fixed Wing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1130	Ground School - Commercial Pilot - Fixed Wing ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1160	Ground School - Instrument Rating- Fixed Wing ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2250	Ground School - Certified Flight Instructor - Fixed Wing ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5

AV2930	Flight Lab - Instrument Rating - Fixed Wing ²	30	1.5
AV2940	Flight Lab - Instrument Rating - Fixed Wing ²	20	1.0
AV2950	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2960	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2970	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2980	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2990	Flight Lab - Certified Flight Instructor - Fixed Wing ²	30	1.5
AV3310	Physics: Aircraft Performance and Aerodynamics	45	4.5
AV3320	Aviation Security	45	4.5
AV3330	Applied Aviation Meteorology	45	4.5
AV3340	Aviation Communication	45	4.5
AV3350	Aviation Flight Path Management	45	4.5
AV4400	Introduction to Airport and Airline Management	45	4.5
AV4410	Navigation Systems and International Flight Operations	45	4.5
AV4420	Introduction to Jet Turbines	45	4.5
AV4430	Aviation Decision Making and Risk Management	45	4.5
AV4440	Aviation Safety Management System	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1440	133.0
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	610	58.5
	Grand Total	2050	191.5

²This course is facilitated at the flight partner location.

Bachelor of Science in Aviation: Concentration in Rotor

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 120 Weeks

The Bachelor of Science in Aviation: Concentration in Rotor program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. Aviation, the flying or operating of aircraft, starts on the ground in the classroom and evolves into the intricate skill set of flying aircraft. Technical, critical thinking, and problem solving skills support students throughout the process of obtaining the various pilot credentials. The flight lab portion will provide the flight hours necessary for a student to complete the knowledge exams as prescribed by the Federal Aviation Administration (FAA). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial helicopter pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the FAA.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate an understanding of aviation and navigation.
2. Apply knowledge in aviation to adapt to emerging aviation trends.
3. Analyze the role of aviation safety and human factors to the aviation industry.
4. Describe meteorology as it relates to aviation.
5. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's aviation career goals.
6. Communicate effectively using both written and verbal skills.
7. Demonstrate proficiency in math computation for aviation and modern society.
8. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Bachelor of Science in Aviation: Concentration in Rotor program, students will be transferred to the Bachelor of Science in Aeronautics: Concentration in Rotor.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1125	Ground School - Private Pilot - Rotor ²	35	3.5
AV1135	Ground School - Commercial Pilot - Rotor ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1165	Ground School - Instrument Rating - Rotor ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2255	Ground School - Certified Flight Instructor - Rotor ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2915	Flight Lab - Private Pilot - Rotor ²	20	1.0
AV2925	Flight Lab - Private Pilot - Rotor ²	20	1.0

AV2935	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2945	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2955	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2965	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2975	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2985	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2995	Flight Lab - Certified Flight Instructor - Rotor ²	30	1.5
AV3310	Physics: Aircraft Performance and Aerodynamics	45	4.5
AV3320	Aviation Security	45	4.5
AV3330	Applied Aviation Meteorology	45	4.5
AV3340	Aviation Communication	45	4.5
AV3350	Aviation Flight Path Management	45	4.5
AV4400	Introduction to Airport and Airline Management	45	4.5
AV4410	Navigation Systems and International Flight Operations	45	4.5
AV4420	Introduction to Jet Turbines	45	4.5
AV4430	Aviation Decision Making and Risk Management	45	4.5
AV4440	Aviation Safety Management System	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1485	137.0
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	610	58.5
	Grand Total	2095	195.5

²This course is facilitated at the flight partner location.

Bachelor of Science in Aeronautics: Concentration in Rotor

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 120 weeks

The Bachelor of Science in Aeronautics: Concentration in Rotor program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. Aeronautics, the science of dealing with the operation of aircraft, starts on the ground in the classroom and evolves into the intricate skill set of flying aircraft. Technical, critical thinking, and problem solving skills support students throughout the process of obtaining the various pilot credentials. The flight lab portion will provide the flight hours necessary for a student to complete the knowledge exams as prescribed by the Federal Aviation Administration (FAA). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial helicopter pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the FAA.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate an understanding of aviation and navigation.
2. Apply knowledge in aviation to adapt to emerging aviation trends.
3. Analyze the role of aviation safety and human factors to the aviation industry.
4. Describe meteorology as it relates to aviation.
5. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's aviation career goals.
6. Communicate effectively using both written and verbal skills.
7. Demonstrate proficiency in math computation for aviation and modern society.
8. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Bachelor of Science in Aviation: Concentration in Rotor program, students will be transferred to the Bachelor of Science in Aeronautics: Concentration in Rotor.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1135	Ground School - Commercial Pilot - Rotor ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1165	Ground School - Instrument Rating - Rotor ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2255	Ground School - Certified Flight Instructor - Rotor ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2935	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2945	Flight Lab - Instrument Rating - Rotor ²	20	1.0

AV2955	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2965	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2975	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2985	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2995	Flight Lab - Certified Flight Instructor - Rotor ²	30	1.5
AV3310	Physics: Aircraft Performance and Aerodynamics	45	4.5
AV3320	Aviation Security	45	4.5
AV3330	Applied Aviation Meteorology	45	4.5
AV3340	Aviation Communication	45	4.5
AV3350	Aviation Flight Path Management	45	4.5
AV4400	Introduction to Airport and Airline Management	45	4.5
AV4410	Navigation Systems and International Flight Operations	45	4.5
AV4420	Introduction to Jet Turbines	45	4.5
AV4430	Aviation Decision Making and Risk Management	45	4.5
AV4440	Aviation Safety Management System	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1410	131.5
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	610	58.5
	Grand Total	2020	190.0

²This course is facilitated at the flight partner location.

Bachelor of Science in Business Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 50 Weeks

The Bachelor of Science in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business administration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify and apply strategies for personal, academic, and professional success.
2. Apply the correct procedures for properly creating and editing documents, spreadsheets, and presentations using commonly known software.
3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of business.
4. Identify and apply commonly practiced accounting concepts.
5. Identify and analyze legal and ethical issues presented within a given business setting.
6. Analyze core theories and models of leadership, marketing, and economics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
Total		590	126.0
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
Total		325	54.0
Grand Total		915	180.0

¹This course is taught on-ground, blended, or online.

Bachelor of Science in Computer Information Systems

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 100 Weeks

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer information systems related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.
15. Configure a computer operating system.
16. Illustrate the processes of information systems project management from project initiation to completion.
17. Identify the ethical issues and responsibilities of the computer professional such as ethical hacking.
18. Demonstrate knowledge of Human Computer Interaction (HCI).
19. Perform computer system analysis and design.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS3115	Network Security Applications	55	4.5
CIS3125	Configuring Windows Server	55	4.5
CIS3135	Computer Information Systems Project Management	50	4.5
CIS3145	Technology in Contemporary Society	45	4.5
CIS3155	Trends in Computer Networks & Cybersecurity	45	4.5
CIS3165	Human Computer Interaction	45	4.5
CIS4115	Ethical Hacking	55	4.5
CIS4125	Virtualization	50	4.5
CIS4135	Systems Integration	50	4.5
CIS4145	Systems Analysis and Design	50	4.5
CIS4155	Network Planning and Maintenance	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
Total		1460	126.0
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
Total		565	54.0
Grand Total		2025	180.0

¹This course is taught on-ground, blended, or online.

Bachelor of Science in Health Care Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 60 Weeks

The Bachelor of Science in Health Care Administration program provides healthcare practitioners holding an associate degree in an allied health field with the skills and competencies to function as supervisors and managers in healthcare settings. The program prepares health care professionals to meet increasing responsibilities in the healthcare system by providing a foundation in management and interpersonal skills. The courses contain information on the healthcare delivery system and its many and varied issues and challenges. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates could enhance an existing health care career or seek entry-level positions in hospitals, clinics, and long-term care facilities.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Describe the management and leadership strategies, as well as, healthcare theories and components pertinent to the health care delivery system in the United States.
2. Identify and apply strategies to influence the health policy making process and serve as an advocate for improving the health of a community.
3. Identify legal ethical principles relevant to health care systems and analyze health care or health administrative issues based on these principles.
4. Describe the socio-cultural, economic, and political factors that affect the health of a population and explain the need for multi-cultural knowledge and understanding in dealing with diverse populations and evolving human institutions.
5. Employ analytical and critical-thinking skills to increase effectiveness and efficiency in the workplace and in the health care field.
6. Solve problems and improve performance in healthcare organizations using principles of accounting, law, management, operations analysis, strategic planning, and marketing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AC1110	Accounting Fundamentals	50	4.5
BA1220	Leadership and Followership	45	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3308	Economics for Managerial Decision Making	45	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4401	Organizational Management	45	4.5
HCA300	The Health Care System	45	4.5
HCA305	Health Care Economics	45	4.5
HCA403	Research Methodologies in Healthcare Applications	45	4.5
HCA490	Capstone Project	50	3.0
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in healthcare administration	0	67.5
Total		780	142.5
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE2002	Psychology	45	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
Total		320	54.0
Grand Total		1100	196.5

Associate of Applied Science in Allied Health

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 20 Weeks

The Associate of Applied Science in Allied Health program provides healthcare professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing allied health career, seek, or obtain entry-level employment in an allied health related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
4. Describe the purposes and intents of key federal, state and local healthcare policies.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Healthcare	45	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in an allied healthcare concentration	0	54.0
Total		140	67.5
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
Total		240	22.5
Grand Total		380	90.0

Associate of Applied Science in Applied Technology

Delivery Method: Online Modality Only

Campus: Vancouver

Length: 20 Weeks

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and written communication, ethics, and advanced office software. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing trade or craft career, seek, or obtain entry-level employment in a trades or craft related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply effective verbal and written communication strategies consistent with the standards and best practices of the Applied Technology professional.
2. Demonstrate knowledge and application of word processing and spreadsheet software as needed in the Applied Technology fields.
3. Apply critical thinking skills and logic in order to evaluate and solve problems.
4. Articulate an understanding of the ethical framework and professional code of conduct necessary to make appropriate decisions as an Applied Technology professional.
5. Analyze and apply project management concepts using project management software.
6. Apply customer service skills and knowledge necessary to successfully engage and collaborate with customers and clients.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in a trade or craft concentration	0	54.0
Total		145	67.5
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
Total		240	22.5
Grand Total		385	90.0

Associate of Applied Science in Business Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 20 Weeks

The Associate of Applied Science in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, and evaluation, as well as, customer service management and office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
2. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
3. Describe the marketing, and management components and functions of business organizations.
4. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
5. Describe the need for an understanding of basic sociological principles as well as the diverse ethical principles inherent in the global economy in order to plan for and manage a successful business organization.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in business administration	0	54.0
Total		140	63.0
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
Total		240	22.5
Grand Total		380	90.0

Associate of Applied Science in Aviation: Concentration in Fixed Wing

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 70 Weeks

The Associate of Applied Science in Aviation: Concentration in Fixed Wing program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial airplane pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Associate of Applied Science in Aviation: Concentration in Fixed Wing program, students will be transferred to the Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1120	Ground School - Private Pilot - Fixed Wing ²	35	3.5
AV1130	Ground School - Commercial Pilot - Fixed Wing ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1160	Ground School - Instrument Rating- Fixed Wing ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2250	Ground School - Certified Flight Instructor - Fixed Wing ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2910	Flight Lab - Private Pilot - Fixed Wing ²	20	1.0
AV2920	Flight Lab - Private Pilot - Fixed Wing ²	30	1.5
AV2930	Flight Lab - Instrument Rating - Fixed Wing ²	30	1.5
AV2940	Flight Lab - Instrument Rating - Fixed Wing ²	20	1.0
AV2950	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2960	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2970	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2980	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2990	Flight Lab - Certified Flight Instructor - Fixed Wing ²	30	1.5
AV2295	Air Traffic Control and Airspace	45	4.5
BA2025	Leadership and Team Management	50	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1030	89.5
General Education Requirements			
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	285	27.0
	Grand Total	1315	116.5

²This course is facilitated at the flight partner location.

Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 70 Weeks

The Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial airplane pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Associate of Applied Science in Aviation: Concentration in Fixed Wing program, students will be transferred to the Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1130	Ground School - Commercial Pilot - Fixed Wing ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1160	Ground School - Instrument Rating- Fixed Wing ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2250	Ground School - Certified Flight Instructor - Fixed Wing ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2930	Flight Lab - Instrument Rating - Fixed Wing ²	30	1.5
AV2940	Flight Lab - Instrument Rating - Fixed Wing ²	20	1.0
AV2950	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2960	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2970	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2980	Flight Lab - Commercial Pilot - Fixed Wing ²	30	1.5
AV2990	Flight Lab - Certified Flight Instructor - Fixed Wing ²	30	1.5
BA2025	Leadership and Team Management	50	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	945	83.5
General Education Requirements			
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	285	27.0
	Grand Total	1230	110.5

²This course is facilitated at the flight partner location.

Associate of Applied Science in Aviation: Concentration in Rotor

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 70 Weeks

The Associate of Applied Science in Aviation: Concentration in Rotor program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion of the program will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial helicopter pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Associate of Applied Science in Aviation: Concentration in Rotor, students will be transferred to the Associate of Applied Science in Commercial Aviation: Concentration in Rotor.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1125	Ground School - Private Pilot - Rotor ²	35	3.5
AV1135	Ground School - Commercial Pilot - Rotor ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1165	Ground School - Instrument Rating - Rotor ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2255	Ground School - Certified Flight Instructor - Rotor ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2915	Flight Lab - Private Pilot - Rotor ²	20	1.0
AV2925	Flight Lab - Private Pilot - Rotor ²	20	1.0
AV2935	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2945	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2955	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2965	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2975	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2985	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2995	Flight Lab - Certified Flight Instructor - Rotor ²	30	1.5
BA2025	Leadership and Team Management	50	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	990	87.5
General Education Requirements			
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	285	27.0
	Grand Total	1275	114.5

²This course is facilitated at the flight partner location.

Associate of Applied Science in Commercial Aviation: Concentration in Rotor

Delivery Method: Blended Modality Only

Campus: Oxnard, Vancouver

Length: 70 Weeks

The Associate of Applied Science in Commercial Aviation: Concentration in Rotor program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion of the program will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial helicopter pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

DISCLOSURE: Upon earning the Private Pilot License from the FAA, which is completed in the Associate of Applied Science in Aviation: Concentration in Rotor, students will be transferred to the Associate of Applied Science in Commercial Aviation: Concentration in Rotor.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AV1135	Ground School - Commercial Pilot - Rotor ²	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1165	Ground School - Instrument Rating - Rotor ²	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2255	Ground School - Certified Flight Instructor - Rotor ²	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2935	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2945	Flight Lab - Instrument Rating - Rotor ²	20	1.0
AV2955	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2965	Flight Lab - Commercial Pilot - Rotor ²	20	1.0
AV2975	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2985	Flight Lab - Commercial Pilot - Rotor ²	30	1.5
AV2995	Flight Lab - Certified Flight Instructor - Rotor ²	30	1.5
BA2025	Leadership and Team Management	50	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
Total		915	82.0
General Education Requirements			
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
Total		285	27.0
Grand Total		1200	109.0

²This course is facilitated at the flight partner location.

Associate of Applied Science in Computer Networking Systems

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 60 Weeks

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer networking or computer information systems related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1025	85.5
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	240	22.5
	Grand Total	1265	108.0

¹This course is taught on-ground, blended, or online.

Associate of Applied Science in Nursing

Delivery Method: On Ground

Campus: Anchorage

Length: 80 Weeks

The Associate of Applied Science in Nursing program prepares students to become a registered nurse. The program covers how to assess health outcomes, teach, administer, supervise, delegate, and evaluate nursing practice. The program includes general and specific health care needs of individuals from birth to the oldest adult. Emphasis is placed on Medical-Surgical nursing and specialty areas including, obstetrical nursing, pediatric nursing, psychiatric mental health nursing, and gerontological nursing. The program consists of didactic instruction, lab application, and clinical rotations in hospitals, clinics, and healthcare agencies in the region. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a nursing related field. Graduates who choose to work as a Registered Nurse must successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Appraise current evidence into clinical practice for the purpose of improving patient/family/community health outcomes.
2. Summarize information technology to ensure application of evidence-based practice.
3. Evaluate others in the provision of individualized, safe, quality patient/family care.
4. Formulate plans to promote continuity of care with interdisciplinary team members.
5. Evaluate health -related evidence and nursing science tools in order to educate patient/families.
6. Evaluate nursing services that are patient/ family centered and culturally sensitive across the lifespan.
7. Evaluate nursing care based on physiological and psychosocial needs of patients/ families across the lifespan.
8. Value professional integrity. Ethical and legal behaviors that promote or exceed the standards of practice.
9. Evaluate quality improvement tools to affect positive change.
10. Evaluate safe environments for patient/family, self and others.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
NU1010	Fundamentals of Nursing	35	3.5
NU1010L	Fundamentals of Nursing Lab	40	2.0
NU1010C	Fundamentals of Nursing Clinical	60	2.00
NU1015	Pharmacology for Nursing	40	4.0
NU1015L	Pharmacology for Nursing Lab	30	1.5
NU1015C	Pharmacology for Nursing Clinical	60	2.0
NU1020	Gerontological Nursing and Community Health	40	4.0
NU1205	Medical-Surgical Nursing I	60	6.0
NU1205L	Medical-Surgical Nursing I Lab	40	2.0
NU1205C	Medical-Surgical Nursing I Clinical	60	2.0
NU2305	Medical-Surgical Nursing II	60	6.0
NU2305L	Medical-Surgical Nursing II Lab	40	2.0
NU2305C	Medical-Surgical Nursing II Clinical	60	2.0
NU2405	Maternal/Child Nursing	40	4.0
NU2405L	Maternal/Child Nursing Lab	20	1.0
NU2405C	Maternal/Child Nursing Clinical	60	2.0
NU2505	Pediatric Nursing	40	4.0
NU2505L	Pediatric Nursing Lab	20	1.0
NU2505C	Pediatric Nursing Clinical	60	2.0
NU2605	Mental Health Nursing	40	4.0
NU2605C	Mental Health Nursing Clinical	60	2.0
NU2705	Leadership and Management	40	4.0
NU2705C	Leadership and Management Clinical	120	4.0
NU2800	NCLEX Review	40	4.0
SC1800	Anatomy & Physiology I	60	5.0
SC1900	Anatomy & Physiology II	60	5.0
	Total	1285	81.0
General Education Requirements			
GE1105	Human Growth and Development	45	4.5
GE1115	Sociology of the Family	45	4.5
GE2110	College Mathematics	50	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
SC2310	Microbiology	55	4.5
	Total	285	27.0
	Grand Total	1570	108.0

Associate of Applied Science in Nursing Program Information

Mission Statement

The mission of the Associate of Applied Science in Nursing program is to provide accessible, high quality undergraduate nursing education to diverse student populations for the development of safe effective nursing professionals. The Mission will be accomplished through delivery of an innovative program that reflects the needs and current trends of society and community. Our program is implemented by faculty who are committed to education of the highest standards and who promote clinical practice through evidence based practice.

Progression in Nursing Courses

The nursing program participates in Assessment Technologies Institute (ATI) proctored achievement exams in the following areas:

ATI Content Mastery Exam	Course Associated with Testing
Fundamentals	End of NU1015 Pharmacology for Nursing
Pharmacology	End of NU2505 Pediatric Nursing
Adult Medical Surgical	End of NU2305 Medical-Surgical Nursing II
Nursing Care of the Children	End of NU2505 Pediatric Nursing
Maternal Newborn	End of NU2405 Maternal/Child Nursing
Mental Health	End of NU2605 Mental Health Nursing
Community Health	End of NU1020 Gerontological Nursing and Community Health
Leadership	End of NU2705 Leadership and Management
Nutrition	End of NU2405 Maternal/Child Nursing

Students are required to achieve proficiency at the Level 2 criterion in order to progress in the nursing program. Students scoring below Level 1 will **not** be allowed to progress and will be withdrawn from the program. Students get two (2) attempts a term to meet this expectation.

If on the second (2nd) attempt a Level 1 is scored, the student may progress but a remediation plan will be required and signed by the student specifying the remediation requirements in order to progress.

A third (3rd) attempt to achieve a Level 2 score will be given at the end of the remediation. Failure to achieve the required Level 2 will result in withdrawal from the program. Students will be required to participate in focused reviews and remediation based on their score. Achievement exams are graded according to levels. The following scores result in the actions below:

Student Scores on ATI Achievement Exam	
Below Level 1	Does not progress. Students will be withdrawn and required to re-enter the program if desired.
Level 1	Required remediation with a faculty member will be assigned for the next term of study. This includes required assignments and scheduled time on campus.
Level 2	ATI Focused review should be completed by the student and submitted to the Dean of Nursing before term end.
Level 3	ATI Focused review recommended but not required.

The RN Comprehensive Predictor is required for NU2800 NCLEX Review and a score of 65 or higher is required to successfully pass the course. Only two (2) attempts to pass this exam are allowed. Failure to pass with a score of 65 or higher results in an “F” for the course.

Core Performance Standards

Associate of Applied Science in Nursing students must meet the Core Performance Standards throughout the program. The Core Performance Standards include:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal, written, and electronic form.
4. Physical Abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and Fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Tactile ability sufficient for physical assessment.
8. Visual ability sufficient for observation and assessment necessary in nursing care.

Certificate in Business Office Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 40 Weeks

The Certificate in Business Office Administration program includes topics in management of technology, marketing, business fundamentals, human relations, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Knowledge of Work Environments
 - a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
 - b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
 - a. Use word processing software to correctly format and complete business documents in mailable formats.
 - b. Produce complex documents containing graphics and tables with relative speed and efficiency.
 - c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
 - a. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
 - b. Use appropriate business English in written and verbal communication
 - c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
 - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Marketing Skills
 - a. Use marketing theory and strategies to explore all aspects of marketing
 - b. Produce a marketing plan from initial analysis to final implementation and evaluation.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication ¹	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service ¹	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	760	72.0

¹This course is taught on-ground, blended, or online.

Certificate in Computer Technician

Delivery Method: Online Modality Only

Campus: Vancouver

Note: The Anchorage campus is not accepting new enrollments in this program.

Length: 40 Weeks

The Certificate in Computer Technician program provides the information and technical skills required for entry-level careers in the field of computer information systems. Computer technicians provide information to users on computer questions, install application software, and gather information for the purposes of computer operation and integrity. They install, configure, and manage hardware and software devices in an effort to provide an efficient running computer system. Computer technicians are also responsible for implementing system policy and procedures and troubleshooting the computer system for users and in the client and server environment. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer technician or computer information systems related positions.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
4. Diagnose common computer issues and replace field-replaceable parts.
5. Setup and configure basic software applications.
6. Setup, configure, and secure a wireless network.
7. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
8. Perform basic subnetting tasks.
9. Properly document all work, including generating tickets and using language appropriate for the end user to understand.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
Grand Total		860	72.0

¹This course is taught on-ground, blended, or online.

Certificate in Dental Assisting

Delivery Method: Blended Modality Only

Campus: Canyon Country, Lancaster, Oxnard, Fife, Pasco, Vancouver

Length: 40 Weeks

The Certificate in Dental Assisting program prepares students to seek entry-level employment in a variety of dental settings. Typical job titles for a graduate entering the field would be chair-side dental assistant, and dental X-ray technician. The content of the program provides students with didactic, laboratory and clinical instruction in chair-side assisting procedures, infection control and treatment procedures commonly performed in a dental office setting. Students will also receive basic training in front office procedures. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a dental assisting related field.

Program Outcomes:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the dental field and dental assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level dental assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate skills and attitudes that contribute to safe working conditions in the dental office.
6. Demonstrate knowledge of environmental issues, including bloodborne pathogens, as they relate to infection control and dentistry.
7. Expose, process, mount, and evaluate diagnostic radiographs.
8. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of dental assisting as defined by state and local regulations and/or licensure requirements.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments ⁴	45	4.5
DA1110	Introduction to Dental Assisting	55	4.5
DA1120	Dental Office Administrative Procedures	55	4.5
DA1130	Dental Pharmacology and Emergencies	55	4.5
DA1210	Dental Sciences	55	4.5
DA1220	Dental Care Delivery and Techniques	55	4.5
DA1310	Preventative Dentistry	55	4.5
DA1410	Introduction to Prosthodontics	55	4.5
DA1420	Dental Specialty	55	4.5
DA1510	Dental Radiology I	55	4.5
DA1520	Dental Radiology II	55	4.5
DA1990	Dental Assisting Externship ⁵	180	6.0
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
	Grand Total	915	69.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

⁵This course is completed off-site at an externship facility.

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

Delivery Method: Blended Modality Only

Campus: Anchorage, Lancaster, Pasco, Vancouver, Yakima

Length: 40 Weeks

The Certificate in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC Science and Electrical	45	4.5
HV1210	Basic Refrigeration and Air Properties	45	4.5
HV1220	Refrigeration Pipe, Duct and Flue Systems	55	4.5
HV1230	Refrigerants and Oils	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
HV1310	Maintenance and Start up Skills	55	4.5
HV1410	Residential and Commercial Controls	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5
HV1510	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
HV1610	Gas and Oil Heating Systems	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
Grand Total		835	72.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

Certificate in Medical Assistant

Delivery Method: Blended Modality Only

Campus: Anchorage, Wasilla, Canyon Country, Lancaster, Oxnard, Billings, Missoula, East Wenatchee, Fife, Lacey, Pasco, Vancouver, Yakima

Length: 40 Weeks

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

All students: This program requires that students pass a certification exam in Medical Assistant prior to graduation.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Upon successful completion of this program, graduates should be able to: demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments ⁴	45	4.5
MA1120	Administrative Procedures ¹	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1990	Medical Assistant Externship ⁵	180	6.0
MED1115	Medical Terminology Fundamentals ¹	45	4.5
MED1151	Functions of Health Records Management ⁴	45	4.5
MOA1130	Medical Insurance Billing and Coding ⁴	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
	Grand Total	895	69.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

⁵This course is completed off-site at an externship facility.

Note: When MA1120 is repeated, it may be taught online.

Certificate in Medical Office Administrative Assistant

Modality: Online Modality Only

Campus: Anchorage, Vancouver

Length: 40 Weeks

The Medical Office Administration program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. Typical job titles for students entering the field would be: medical secretary, medical insurance billing and coder and medical receptionist. The content of the program provides students with specialized training in industry-current medical administrative procedures. The program includes hands-on training with medical office computer programs. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employing in the medical office administrative assistant field.

Program Outcomes:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical office administrative assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments	45	4.5
MED1115	Medical Terminology Fundamentals	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2280	Healthcare Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies	45	4.5
Grand Total		765	72.0

¹This course is taught on-ground, blended, or online.

Certificate in Pharmacy Technician

Delivery Method: Blended Modality Only

Campus: Fife, Lacey, Vancouver

Length: 40 Weeks

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employment in the pharmacy technician field.

Washington

In order for students to attend externship, students must be licensed as a Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission.

All Pharmacy Technician students are required to pass a national pharmacy technician certification examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA). Charter College will sponsor students who take the national exam with the Pharmacy Technician Certification Board which is accredited by NCCA. This exam must be successfully passed prior to graduation.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the pharmacy field and pharmacy technicians.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level pharmacy technician in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the transcribing skills, compounding procedures, and appropriate operational functions of pharmacy technicians defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments ²	45	4.5
PT1110	Introduction to Pharmacy	50	4.5
PT1120	Pharmacy Operations and Administration	55	4.5
PT1130	Pharmacy Law and Ethics	45	4.5
PT1210	Infection Control and Safety	55	4.5
PT1310	Pharmacy Calculations	50	4.5
PT1320	Pharmacy Measurements	50	4.5
PT1330	Compounding	55	4.5
PT1410	Pharmacology	50	4.5
PT1420	Pharmacodynamics	50	4.5
PT1430	Pharmacokinetics	55	4.5
PT1990	Pharmacy Technician Externship ⁵	180	6.0
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
	Grand Total	880	69.0

¹This course is taught on-ground, blended, or online.

²This course is taught online.

⁵This course is completed off-site at an externship facility.

Certificate in Veterinary Assistant

Delivery Method: Blended Modality Only

Campus: Oxnard

Length: 40 Weeks

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a veterinary clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional veterinary setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
VA1000	Veterinary Practice Management	50	4.5
VA1100	Small Animal Musculoskeletal and Circulatory Systems and Diseases	55	4.5
VA1120	Small Animal Cardiorespiratory and Nervous Systems and Diseases	55	4.5
VA1130	Small Animal Digestive and Urogenital Systems and Diseases	55	4.5
VA1140	Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases	55	4.5
VA1150	Small Animal Endocrinology and Oncology	55	4.5
VA1200	The Veterinary Exam Room and Preventative Care	55	4.5
VA1300	Small Animal Nursing	55	4.5
VA1400	Small Animal Pharmacology and Toxicology	55	4.5
VA1500	Veterinary Laboratory Procedures	55	4.5
VA1600	Small Animal Radiology and Surgical Assisting	55	4.5
VA1990	Veterinary Assistant Externship ⁵	180	6.0
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
Grand Total		920	69.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

⁵This course is completed off-site at an externship facility.

Certificate in Welding

Delivery Method: Blended Modality Only

Campus: Anchorage, Vancouver

Length: 40 Weeks

The Certificate in Welding program is an exploration of basic welding methods. The welding program provides instruction and practice in safety processes, the fitting and metalworking processes, blueprint reading, and fabrication skills necessary for entry level positions in a variety of welding settings, including repair shops, construction, facility maintenance, and manufacturing. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a welding related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment	45	4.5
WE1210	Trades Math and Welding Details	45	4.5
WE1310	Basic Welding	55	4.5
WE1320	Cutting Procedures	55	4.5
WE1340	Beads and Fillet Welds	55	4.5
WE1350	Groove Welds and Joint Fit	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead	55	4.5
WE1430	Open-Root V-Groove Pipe Welds	55	4.5
WE1510	Gas Metal Arc Welding	55	4.5
WE1520	Flux-Cored Arc Welding	55	4.5
WE1530	Shielded Metal Arc Welding: Pipe	55	4.5
WE1540	Gas Tungsten Arc Welding	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
Grand Total		835	72.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

Emergency Medical Technician

Delivery Method: Blended Modality Only

Campus: Canyon Country, Lancaster, and Oxnard

Note: Not for credit

Length: 10 Weeks

The Emergency Medical Technician (EMT) non-credit course presents the curriculum necessary to meet the educational requirements for the Emergency Medical Technician basic licensure. The non-credit course prepares students interested in pursuing an entry-level position in a career in public safety by exposing students to the basic life support skills necessary to handle emergencies. The non-credit course offers a foundation in anatomy and physiology to prepare for coverage in airway management, oxygen therapy, patient assessment, patient triage, treatment of shock, control of bleeding, cardiac arrest, trauma treatment including fractures, spinal immobilization, and appropriate pharmacology and medication administration. Students are also exposed to various other medical emergencies within the defined scope of practice, as well as, provided the opportunity to practice treatment skills through simulated, lab exercises. Upon successful completion of the course, students could seek or obtain entry-level employment as an EMT or related field. *Students must pass a national exam administered by the National Registry of Emergency Medical Technicians (NREMT) and must obtain state certification in order to work in the field of employment as an EMT. Student must also obtain and maintain a current Cardiopulmonary Resuscitation (CPR) card and Emergency Cardiovascular Care at the Healthcare Provider level prior to enrolling in the course.*

Course Code	Course Title	Contact Hours
	Concentration Requirements	
EM1100	Emergency Medical Technician I	80
EM1110	Emergency Medical Technician II	104
	Grand Total	184

Inactive Programs with Veteran Affairs Benefits

The following information represents a program in which students receiving benefits from Veteran Affairs may be actively enrolled. However, unless otherwise noted, Charter College is not enrolling new or returning students into these program. Unless otherwise noted, all new or returning students will be entered into the most current program version.

Area of Study		
AC: Accounting	CM: Communications	MOA: Medical Office Administration
AH: Allied Health	GE: General Education	OFM: Office Administration
BA: Business	MA: Medical Assistant	PA: Paralegal Studies
CJ: Criminal Justice	MED: Medical Administration	SS: Student Success

Associate of Applied Science in Paralegal Studies

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Note: The College is not accepting new enrollments in this program.

Length: 55 Weeks

The Associate of Applied Science in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify and apply strategies for personal, academic, and professional success.
2. Apply the correct procedures for properly creating and editing legal and other documents using commonly known software.
3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of paralegal practice.
4. Identify and analyze legal and ethical issues presented within a law office setting.
5. Demonstrate a fundamental knowledge of communication, social, scientific, and customer-focused skills necessary to provide an informed perspective of current and future working environments.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA1035	Essentials of Business English	50	4.5
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
CM1010	Business Communication	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA2320	Bankruptcy	45	4.5
Total		635	63
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
Total		240	22.5
Other Requirements			
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies	45	4.5
Total		140	13.5
Grand Total		1015	99.0

¹This course is taught on-ground, blended, or online.

Certificate in Accounting

Delivery Method: Online Modality Only

Campus: Anchorage

Length: 35 Weeks

Note: The College is not accepting new enrollments in the program.

The Certificate in Accounting program provides the information and skills in business administration, financial transaction reporting, computerized accounting, office software, and personal and professional development. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an accounting related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Identify and apply strategies for personal, academic, and professional success.
2. Apply the correct procedures for properly creating and editing documents, spreadsheets, and presentations using commonly known software.
3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of business.
4. Identify and apply commonly practiced accounting concepts.
5. Identify and analyze legal and ethical issues presented within a given business setting.
6. Analyze core theories and models of leadership, marketing, and economics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AC1110	Accounting Fundamentals	50	4.5
AC1160	Advanced Accounting Fundamentals	55	4.5
AC1210	Payroll Fundamentals	55	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
AC1510	Cost Accounting Fundamentals	55	4.5
AC1520	Managerial Accounting and Decision-Making	55	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2580	Microeconomics	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	690	63.0

¹This course is taught on-ground, blended, or online.

Certificate in Business Office Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Note: The College is not accepting new enrollments in the program.

Length: 40 Weeks

The Certificate in Business Office Administration program includes topics in management of technology, accounting and business fundamentals, accounting software systems, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Knowledge of Work Environments
 - a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
 - b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
 - a. Use word processing software to correctly format and complete business documents in mailable formats.
 - b. Produce complex documents containing graphics and tables with relative speed and efficiency.
 - c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
 - a. Use good human relations skills, in interpersonal interactions, as well as verbal and written communications.
 - b. Use appropriate business English in written and verbal communication
 - c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
 - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Accounting Skills
 - a. Use accounting principles and software relatable to the business environment
 - b. Produce accounting spreadsheets, cash balance, and journals

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Note: Charter College is not enrolling new students into this program.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AC1110	Accounting Fundamentals	50	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication ¹	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service ¹	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	775	72.0

¹This course is taught on-ground, blended, or online.

Certificate in Medical Assistant

Delivery Method: Blended Modality Only

Campus: Anchorage, Wasilla, Canyon Country, Lancaster, Oxnard, Billings, Missoula, Farmington, East Wenatchee, Fife, Lacey, Pasco, Vancouver, Yakima

Note: Charter College is not enrolling new students into this program.

Length: 40 Weeks

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

All students: This program requires that students pass a certification exam in Medical Assistant prior to graduation.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Upon successful completion of this program, graduates should be able to: demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments ⁴	45	4.5
MA1120	Administrative Procedures	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1990	Medical Assistant Externship ⁵	180	6.0
MED1115	Medical Terminology Fundamentals ⁴	45	4.5
MED1151	Functions of Health Records Management ⁴	45	4.5
MOA1102	Medical Insurance Processing and Coding ⁴	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ⁴	45	4.5
	Grand Total	895	69.0

¹This course is taught on-ground, blended, or online.

⁴This course is taught online.

⁵This course is completed off-site at an externship facility.

Admissions - Graduate Programs

Admissions Requirements for the Master's in Business Administration

This program is designed for professionals with a confirmed bachelor's degree in a business related program.

All students must comply with the following minimum requirements for admission to the program:

1. A confirmed Bachelor's degree in a business related field or:
 - a. A confirmed Bachelor's degree with 12 quarter credits in business coursework or;
 - b. A confirmed Bachelor's degree with three (3) to five (5) years of work experiences in business as evidenced through a resume or Curriculum Vitae.
2. Coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts with a minimum 2.5 GPA.
3. Three (3) letters of recommendation from a professional and/or academic reference stating how a prospective student would be successful in a master's level program.
4. A current copy of the resume or Curriculum Vitae.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make employment assistance effective.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission to the College.

Students may be enrolled in only one (1) program at a time.

Prior to or at any time during enrollment, if a student is considering a temporary or permanent move to another State while pursuing their education, it must be discussed with the Admissions Department, the Student Academic Advisor, or Career Services Department to review any factors that may adversely impact the student's ability to complete the program or pursue employment.

In order to be admitted to Charter College, prospective students who are not citizens of the United States of America must provide Charter College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a Bachelor's degree from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. Bachelor's degree in conjunction with the *Admissions Requirements* for the Master's program. The evaluation of a foreign credential must be complete prior to the beginning of the first course. To initiate the process, the student will provide the College with official copies of all foreign transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the Bachelor's degree is not equivalent to a U.S. Bachelor's degree consistent with the *Admissions Requirements* or the process is not completed prior to the beginning of the first course, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two (2) weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Cancellation of Program

The College reserves the right to cancel the start of a program if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

Student's Right to Cancel

Students who have signed a new Enrollment Agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh (7th) business day (excluding weekends and holidays) after the first class attended.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, e-mail, hand delivery, or fax; the Notice of Cancellation must include a signature from the student. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within seven (7) business days following the date of Notice of Cancellation. If a student fails to return this equipment, including books (except online students), or other materials, in good condition within the seven (7) business day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information - Graduate Programs

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their program.

Students who receive third-party funding must maintain satisfactory academic progress (see *Satisfactory Academic Progress*).

Student Tuition Recovery Fund (STRF)

California Residents Enrolled at the Vancouver Campus

The Student Tuition Recovery Fund assessment is no longer collected.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Students Using Third-Party Funding

Alaska and Washington

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two (2) weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student

Alaska

Students sponsored by foundations, companies, or governmental agencies, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year.

Washington

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR), and the Workforce Development Programs (WDP), must provide written approval from the sponsoring agency/company affirming the student's authorization for the quarter or academic year.

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be ***Involuntarily Withdrawn***. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75).

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

Refunds

Alaska

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Washington

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Institutional Leave of Absence

Alaska

Students on an approved institutional LOA that begins mid-quarter will be unregistered from any courses they had been scheduled for and receive the appropriate tuition credit for those courses. LOAs that begin at the start of a 10-week quarter will not be billed for tuition.

The approved institutional LOA may affect the student's financial aid eligibility. An LOA for seasonal employment does not meet the conditions for an “approved LOA” for Title IV funding purposes. As a result, for Title IV funding purposes the student will be treated as a withdrawal and have their eligibility for aid recalculated based on the percentage of the payment period (10-week quarter) completed using the Return of Title IV Funds policy. While on an institutional LOA, students who received loans through the federal Direct Loan program for attendance at Charter College will enter their six (6) month grace period and any federal student loans for attendance at other institutions that are currently on an in school deferment will reenter repayment.

The student must return by the scheduled end of the approved institutional LOA or the student will be withdrawn. Time spent on an institutional LOA will not be considered time in attendance for the purposes of determining a refund.

Academics - Graduate Programs

Academic Awards

President’s Award

Upon graduation, a student will be recognized at commencement and receive a certificate if the cumulative grade point average (CGPA) is 4.0.

Academic Dishonesty

Academic honesty is essential in on-ground, blended, and online student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Willful cheating, including plagiarism, will result in an “F” grade for the course and may be grounds for dismissal from the College. However, if the student’s intent is deemed benign, then an assignment grade of zero may be given.

Academic Freedom

Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Each term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Advanced Academic Standing

Advanced academic standing may be awarded by Transfer Credit (“TC”). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress*

for more information on how advanced academic standing impacts these requirements. Tuition will be adjusted accordingly for course credit.

No more than 50% of the credit hours in a program may be awarded by transfer of credit.

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 500-level, 5000-level, 600-level, 6000-level completed with a grade of “B” or higher or the equivalent. Prior coursework should be current and no older than eight (8) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one (1) course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded. Transfer credit evaluation must be completed prior to a student posting attendance in a course.

Undergraduate courses cannot be transferred to Graduate degree level courses.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to either semester credits or quarter credits, depending on the credit hour system of the Charter College program. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5). When converting semester credits to quarter credits, the semester credits are multiplied by one-and-a-half (1.5).

Charter College may accept credits earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. Charter College will use the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers. These agencies include the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators, Inc. (AICE).

To obtain transfer credit, the Charter College Registrar’s Office must receive an official transcript directly from the other institution by one of the following methods:

1. Secured E-transcript: transcripts@chartercollege.edu
2. Mail: Charter College
ATTN: Registrar’s Office
750 Sandhill Rd, Suite 100
Reno, NV 89521

Transcripts marked “issued to student” will not be accepted. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market.

Attendance is mandatory for all courses. Attendance is taken in each course and is recorded permanently; the attendance in an online course is based on graded activity in the course.

Students who fail to attend classes for more than fourteen (14) consecutive calendar days will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not

satisfied with the instructor's decision, the student may meet with the Campus President/Manager and/or Education Department. The student must complete this process within the first two (2) weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Class Size

The average class size is 15 students, and the average student-to-teacher ratio is 15:1.

Copyright Policy

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the act of exercising, without permission or legal authority, one (1) or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov>.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Students who engage in unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the College's information technology system are subject to disciplinary action as identified in the *Student Conduct* policy.

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, do not copy the work.

Charter College periodically reviews legal alternatives for its students to download or otherwise acquiring copyrighted materials. Alternatives for students include, but are not limited to: purchasing the material from a brick and mortar business, purchasing the material from an online retailer, or the Educause compilation of *Legal Sources of Online Content* available at <http://www.educause.edu/legalcontent>.

Course Schedules and Registration

The graduate program is delivered 100% online. Students are registered for courses by the Registrar's Office. Students wishing to change their course load must contact the Registrar's Office on or before the first day of a module.

Degrees

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F are considered earned grades. Official grades are issued at the completion of each module. Students who wish to

dispute a grade must complete the process within two (2) weeks following the end of the module (see *Change of Grade*). All grades are considered final thirty (30) days after the end of the module.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93.5-100	Superior	4.0	Y	Y	Y	Y
A-	89.5-93.4		3.7	Y	Y	Y	Y
B+	86.5-89.4		3.3	Y	Y	Y	Y
B	83.5-86.4	Excellent	3.0	Y	Y	Y	Y
F	0 – 83.4	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance)	0.0	N	N	N	N

To pass a course in a Master’s degree program, a grade of 83.5% or higher in the course requirements and 67% rate of progression must be met (see *Repeating a Course* and *Re-Entry*).

Incomplete

Once enrolled in a course, students should make every effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade (“I”) may be granted to a student who **has completed 60% of the assignments required by the course**. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Manager). Students must complete a petition form and submit it to the instructor prior to the end of the course. Petition forms are initiated through the Student Portal. Any Incomplete petitions initiated after the close of the module or term **will not** be approved.

Students who are granted an Incomplete will receive a grade of “I” followed by a “/” and the grade earned thus far in the course (e.g., “I/F”). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade at the end of these two weeks. If a student would challenge an academic grade, please refer to the *Change of Grade* section.

Failure

Any course in a program of study that is failed must be repeated and passed (see *Repeating a Course*).

Withdrawal

A course is assigned a grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average. A “WN” is assigned when a student withdraws from a course that s/he never attended.

Advanced Academic Standing

When a grade of “TC” is assigned for the course it counts toward meeting the graduation requirements and the credits count toward SAP (see *Satisfactory Academic Progress*).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all required courses with a Cumulative Grade Point Average of at least 3.0 Cumulative Grade Point Average in Master's degree programs;
2. Meet the specific grade and other program requirements (if applicable);
3. Achieve Satisfactory Academic Progress; and
4. Complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College's facility will close due to holidays, bad weather or other natural phenomena. The online classroom will remain open.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Institutional Leave of Absence

Alaska

Students with a demonstrated need to work during seasonal time in the state of Alaska, may be eligible for a Leave of Absence (LOA) from the College (the seasonal timeframe is defined as seasonal employment during the months of April through September). The student must make a written (in writing or e-mail) request for a LOA and submit the information the Student Academic Advisor and/or Campus President/Manager. The written request must state the reason for the leave and when the student is planning to resume classes. Additionally, the student must be in good academic standing (i.e. not on any type of Satisfactory Academic Progress warning or probation). The LOA must be for a minimum of 14 days and may not exceed 180 calendar days within any 12-month period. The request for LOA must be approved by the College and the LOA must begin at the start of a module and the student must return at the start of a module. Once approved, the student is considered to be on an approved LOA.

The approved LOA may affect the student's financial aid eligibility. The student must return by the scheduled end of the approved LOA or the student will be withdrawn. Prior to returning, the student must meet with the Financial Aid department to determine Title IV eligibility. Additionally, students approved for a LOA, upon return, will need to understand that future courses may not be offered in a sequence that prevents further interruptions. Students on an approved LOA also will be provided a revised anticipated graduation date.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence. Students who are receiving any type of state of Alaska financial aid must notify the appropriate agency of the approved leave of absence. Students who are participating in Title IV funding understand any loans could enter repayment while on an approved LOA. If a student is on a Leave of Absence and is part of the Institutional Loan Program (Charter College Credit), the student will be required to continue to make payments while on an approved LOA.

Leave of Absence

Washington

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances*)

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

Make-Up Work

All graded assignments are expected to be handed in by the due date. However, in case of unforeseen emergencies or life events that may delay submission, the student may turn in work up to seventy-two (72) hours after the due date. Please note, however, that the following assignments **cannot** be made-up: weekly discussion questions in the online classroom.

All make-up work is due within seventy-two (72) hours of the due date and will receive a 15% grade reduction. If the assignment is not submitted within seventy-two (72) hours, the student will receive a zero (0) for that assignment. Once any late work is submitted, the student must immediately notify the instructor via email, indicating that late work has been completed and specifying which assignment(s) were submitted. If said notification is not completed, the student may not receive credit for the assignment(s).

Make-up work cannot be accepted for any assignments due in the last week of class. All work must be submitted on or before the last day of class. No make-up work can be accepted after the last day of class unless the student has an approved Incomplete.

If circumstances prevent the student from completing make-up work within seventy-two (72) hours, or the unforeseen situation arises during the last week of the module or term, a student may petition for an Incomplete (“I”) grade to be granted. For more information on an Incomplete petition, please refer to the *Grading System*.

Online Courses

Charter College offers programs in an online format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Students taking courses online must complete the online orientation prior to the first day of the first course. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

- A functioning e-mail account (provided by Charter College)
- Access to Microsoft Office 2013 or Microsoft Office 365
- Intel I3 Processor or higher
- Minimum 4 GB of RAM
- High-speed Internet access
 - Internet connection (DSL or faster)
 - Wireless connection (802.11n or ac)
 - While dial-up may work, it may not be suitable for many applications (Dial up and DSL are not recommended while using SimNet)
- A supported web browser
 - Mozilla Firefox, version 37 or greater
 - Internet Explorer, version 10 or greater

- Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
 - Windows 7 - 32 or 64 bit
 - Windows 8
 - Windows 10
 - Windows Media Player
- Operating Systems for Mac users
 - OS X 10 - version 10.8x or newer
- Media Player
 - Apple QuickTime for Mac users
 - Windows Media Player for PC users

The following software is recommended for PC and Mac users:

- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

To check your computer's compatibility visit <http://onlinecoursesupport.com/chartercollege>. The platform for online courses is Moodle Rooms. Students enrolled in online courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.

Online Course Support Center

Support for online distance education courses is available through the Online Course Support Center (eLearning, formerly AELearn) by calling 1-888-998-6030. Students may also request support by submitting an online help ticket; a hot link to <http://onlinecoursesupport.com/chartercollege> is located in the upper right portion of the screen. eLearning is available by phone from 9 A.M. to 9 P.M. (Pacific Time). 24 hour support is available for tickets submitted through the website; after submitting a ticket, students will receive a callback within four (4) hours from eLearning.

Online Student Identity Authentication and Privacy

The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been compromised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the College must contact the Admissions Department. The Admissions Department interviews the student and the student completes a petition form. The College reviews the student's petition, academic record, and financial aid. The Admissions Department contacts the student as to the petition decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Repeating a Course

A student who has received a failing grade (“F”) or a withdrawal (“W”) in a course, must repeat the course to meet the requirements of the student’s program. To pass a course in a Master’s degree program, a grade of 83.5% or higher in the course requirements and 67% rate of progress must be met.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student’s Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a “W” or “F” grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in the Master’s program must have a Cumulative Grade Point Average (CGPA) of 3.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two (2) ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and Rate of Progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree Programs	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Master’s Program	1 st and thereafter	Minimum 3.0 and 66.67%

Students not meeting these benchmarks are not making SAP. The first time a student is not making SAP, the student is placed on Academic Warning. If the student receives financial aid, the student will be placed on Financial Aid Warning. Students on Academic Warning/Financial Aid Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Student Academic Advisor, and will receive academic advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student’s SAP status will be changed to SAP Dismissal/Financial Aid Probation and the student’s school status will be changed to Academic Probation. At this time, the student may be eligible to appeal, see *Appealing SAP Dismissal/FA Probation* below. If the appeal is denied, the student’s school status will be changed to Dismissal (Academic).

Students with an approved SAP Appeal will continue on Academic Probation and, if the student receives financial aid, they will be allowed to receive funds for one (1) additional evaluation point. If the student is allowed to continue on Academic Probation, a specific, detailed Academic Success Plan must be generated to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Student Academic Advisor, and will receive academic advising to assist them in improving their academic progress. Students on Academic Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks.

At the end of Academic Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be institutionally dismissed and ineligible for return to the program in which they were dismissed. Students do not have a right to appeal the determination if institutionally dismissed.

Appealing SAP Dismissal/FA Probation

Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (See Grading System for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students in the following scenarios: 1) those who cannot complete the program within the 150% maximum timeframe or 2) those who were dismissed for failing the same course after three (3) attempts.

If a student wishes to appeal their SAP Dismissal/FA Probation they must submit their appeal packet either in person or electronically to the Education Department by midnight, two (2) business days from the notification of SAP Dismissal/FA Probation. The appeal packet must include the following:

1. The **Dismissal-Probation Appeal form** stating the circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the Dismissal-Probation Appeal form. In addition, the Appeal form must state what steps have been taken to correct the situation.
2. An **Academic Success Worksheet** which will be completed during an advising appointment with an Student Academic Advisor to discuss Academic Success Plan options.

The Student Academic Advisor will notify the student via the student portal regarding the outcome of the appeal within three (3) business days.

A student that does not appeal SAP Dismissal/FA Probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP Dismissal/FA Probation" process.

Appealing Academic Dismissal

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal, including students seeking to enroll with a change of program. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on Academic Probation and, if eligible, may receive financial aid until the next evaluation point.

SAP and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no quality points and therefore does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's CGPA and Rate of Progress.

Advanced Academic Standing and SAP Transfer Credit

When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 55, and $1.5 \times 55 = 82.5$ maximum credit hours attempted allowed.

Changing Programs

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating GPA.

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising

Students not making SAP must meet with the Student Academic Advisor for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an Academic Success Plan to address the circumstances. This plan becomes part of a student's academic file. Students with an Academic Success Plan must meet weekly with the Student Academic Advisor to determine progress toward completing the requirement of the Plan.

Textbooks

The cost of textbooks and e-books are part of the program tuition. Textbooks and e-books will be provided to students on or before the first day of a course. Students receive links to the e-books, where the students download the e-book onto their computer, tablet, or other device. Textbooks are provided for student use during the course and are expected to be returned at the end of each course in good condition. Failure to return a textbook or returning it in poor condition may result in a fee being assessed. Students taking online courses are not required to return textbooks.

Transcripts

Charter College will provide a transcript of the student's academic record upon request. An official copy will be provided to the appropriate person and/or institution. If the student is past due or placed with an outside collection agency on their institutional or federal loans, an official transcript will not be released to the student. The College archives academic transcripts indefinitely. For more information or to request a transcript, please visit www.chartercollege.edu/transcripts.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Charter College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Charter College to determine if your credits, degree, diploma or certificate will transfer.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.

Student Services - Graduate Programs

Career Services

Career Services provides resources to students and graduates to assist with personal growth and professional development. Career Services supports students and graduates in becoming productive employees and lifelong learners. Career Services creates effective partnerships in the communities and industries it serves.

“We Work to Get You to Work” by providing Career Services that will empower students and graduates to be confident in their career searches and to be successful in seeking opportunities throughout their career.

Career Services works to connect students and graduates with prospective employers through a variety of resources. Career Services also provides students and graduates with a range of support services including career exploration, resume and cover-letter writing and review, locating interviewing resources, and occupational resource materials.

Employment assistance is available to all College students and graduates. However, such employment assistance is successful only when cooperation exists between the student and graduate and Career Services. Therefore, the student or graduate must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. Charter College assists our graduates in finding opportunities with organizations in the professions for which we prepare students. The College will not violate employers’ trust in and respect for the College and may not recommend a student or graduate who does not demonstrate these personal qualifications.
2. Make independent attempts to secure employment and not to rely solely on Career Services to secure a position. Career Services offers advice and coaching. Career success will depend mainly on the student’s attitude, the effort put into studies, the diligence of the job search, and the job finally accepted. Therefore, we do not and cannot guarantee graduates a job. Securing employment is the graduate’s responsibility.
3. Provide true and accurate background information in the development of a resume and preparation for interviewing.
4. Participate in activities recommended by Career Services. This may include meetings for resume writing/review, mock interviews, professional coaching, exit interviews, and more. Additionally, remain responsive to communication from Career Services (e.g., phone, email, text) as this will be instrumental to increasing employment opportunities, and will include notification of time-sensitive job leads.
5. Keep Career Services advised of any changes in employment or contact information for at least one year following graduation. Graduate employment data and graduate and employer survey feedback is used to benchmark successes each year; this feedback also identifies opportunities to improve the College’s programs and affiliations with community employers.
6. Graduates who secure employment through their own efforts are expected to notify Career Services so the records used to verify Charter College graduate employment statistics to our accrediting agency can be updated.

Enrollment Validation

Charter College provides enrollment validation services to students (e.g. completion letter, enrollment letter, third party verifications). The validation request form is located in the student portal.

Library

The purpose of the Charter College virtual library is to support the educational goals of its students and faculty by providing access to informational resources and is designed to support the programs offered by the College. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. The virtual library can be accessed from computers on campus or from any computer connected to the Internet with the proper account login and passwords.

Students and faculty are encouraged to use the virtual library for educational and professional development purposes. All materials in the library may be used for conducting research and completing class/homework assignments. The virtual library never closes and is not limited to any one campus location, The Corporate Librarian is available to provide assistance and can be reached through the Charter College library website at <http://libguides.chartercollege.edu>.

Policy on Accommodation for Disabled Individuals

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the ADA Coordinator identified in the Catalog Supplement.

Students with Disabilities

Charter College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Campus President/Manager either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.
2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.
3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one (1) student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.
4. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Education Department and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Campus President/Manager.

Student Services

Charter College is committed to the academic and personal support of all of our students. The Campus President/Manager can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Campus President/Manager immediately to learn of any resource the College has available.

Student Success Coaching

Student Success Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct - Graduate Programs

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting future employment referrals from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College property:

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Violation of the Copyright Policy.
3. Theft or destruction of College or the private property of individuals associated with the College.
4. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
5. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
6. The use of profanity, insubordination, dishonesty and violation of safety rules.
7. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
8. Smoking on campus.
9. Failure to comply with the Campus Dress Code.
10. Food or drink in the classrooms.
11. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
12. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting future employment referrals from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the “yellow pages” of the local phone book under “Alcohol and Drug Abuse.”

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code - Graduate Programs

Business Administration

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Clothing</u>	
<ul style="list-style-type: none"> • Slacks similar to Dockers and other makers of cotton or synthetic material pants • Wool pants • Flannel suit pants • Professional capris • Well-groomed dress synthetic pants • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sports jackets 	<ul style="list-style-type: none"> • Jeans • Sweatpants, exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, midriff tops • Shirts with potentially offensive works, terms, logos, pictures, cartoons, or slogans • Halter tops, tops with bare shoulders • Sweatshirts • T-shirts unless worn under another blouse, shirt, jacket or dress
<u>Skirts, Dresses, and Skirted Suits</u>	
<ul style="list-style-type: none"> • Casual dresses split at or below the knee • Skirts that are split at or below the knee • Dress and skirt length should be at a length to sit comfortably in public 	<ul style="list-style-type: none"> • Short/mini, tight skirts that ride halfway up the thigh when sitting or standing • Skorts • Sundresses, beach dresses • Spaghetti-strap dresses
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Conservative walking shoes • Loafers, leather deck-type shoes • Boots • Flats/dress sandals • Dress heels 	<ul style="list-style-type: none"> • Athletic shoes • Thongs, flip-flops and slippers • Clogs • Sneakers, tennis shoes
<u>Hats, Jewelry, Perfume, and Cologne</u>	
<ul style="list-style-type: none"> • Should be in good taste • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • Facial piercings • Strong perfumes or cologne (many are allergic to these) • Hats are never appropriate inside the building
<u>Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).</u>	

Grievance and Appeals Policy - Graduate Programs

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President/Manager. A “Complaint Form” can be obtained from the Campus President/Manager or the Education Department.

Step 3: The Campus President/Manager will meet with the student to discuss the issue. The Campus President/Manager may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President/Manager, instructor and/or Program Chair.

The following steps must be followed:

- a. All parties involved must complete a “Complaint Form”.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Vice President of Student Finance and Compliance at 775-525-2152.

Step 6:

Alaska

A student or any member of the public may file a complaint or appeal about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Campus President/Manager.

Washington

Once the College grievance process is completed, a student may contact the Washington Student Achievement Council (WSAC). WSAC has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

Step 7:

NC-SARA (For students that are not residents of Alaska, California, Montana, New Mexico, or Washington)

If a complaint is not resolved at the institutional level, a student enrolled via the policies and standards of the National Council for State Authorization Reciprocity Agreements (NC-SARA) may appeal to the portal agency of the home state in which the institution is legally domiciled, Washington Student Achievement Council (WSAC). Information on NC-SARA’s complaint resolution process is available at <http://nc-sara.org/content/sara-policies-and-standards>.

Montana residents: Complaints concerning proper licensure under Montana law (see Board of Regents’ Policy 221, <http://www.mus.edu/borpol/bor200/221.pdf>), including, if applicable, complaints related to State Authorization

Reciprocity Agreement standards, may be directed to the Montana University System Office of the Commissioner of Higher Education, 2500 Broadway PO Box 203201, Helena, Montana 59620-3201, 406-444-6570.

Step 8: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College’s accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC, 20002-4223
202-336-6780

Step 9: Any student who has a complaint relating to the Title IV eligibility or administration, the quality of education received at the College, or otherwise relating to the accreditation standards of the College’s former accrediting agency, ACICS, can submit a complaint directly to the College and/or any of the following:

- The US DOE’s Office for Civil Rights Complaint website available at:
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.
- Documents may be emailed to ocr@ed.gov or mailed to U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100.
- The State Office of Attorney General:
 - **Alaska:** Office of the Attorney General, 1031 West 4th Avenue, Suite 200, Anchorage, AK 99501
 - **Washington:** Office of the Attorney General, 1125 Washington Street SE, PO Box 40100, Olympia, WA 98504-0100
- The State Office of Consumer Affairs:
 - **Alaska:** Alaska Department of Law, Consumer Protection Unit, 1031 West 4th Avenue, Suite 200, Anchorage, AK 99501
 - **Washington:** Attorney General’s Office, Consumer Resource Center, 800 Fifth Avenue, Suite 2000, Seattle, WA 98104

Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Prospect Education and Charter College Student Sexual Harassment Policy – Graduate Programs

Introduction

Prospect Education LLC and Charter College, LLC (the “College”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College’s commitment to providing a harassment- free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employee participants in the College community, such as vendors, contractors, visitors, and externship site employees.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College’s Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Anchorage	Campus President	907-277-1000	2221 East Northern Lights Boulevard #120 Anchorage, AK 99508
Vancouver	Campus President	360-448-2000	17200 SE Mill Plain Blvd, Vancouver, WA 98683

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual

harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

General Information - Graduate Programs

Administrative Hours of Operation

Charter College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Charter College. It is disruptive to others and it may be hazardous for the children. Charter College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

Employment Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Charter College may choose to “opt out” of such announcements by providing a request in writing to Career Services at the time of or prior to securing employment.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parent(s)/guardian(s)) have a right to inspect and review their education records by submitting a written request to the Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students (if under 18 years of age, their parent(s)/guardian(s)) may then request that the College correct amendment their records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardian(s)) has the right to a formal hearing.

In compliance with FERPA, Charter College will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, academic award and commencement information. Students may consent to release additional personally identifiable information in their education records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. The College may also release information to school officials at other schools to which a student is transferring and to

appropriate parties in connection with financial aid to a student. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College's responses to student requests for education record corrections may be appealed in accordance with Charter's Career College Grievances and Appeals Policy. Students who have a grievance regarding the College's compliance with FERPA may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Charter College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate against students, potential students, or employees on the basis of race, creed, color, national origin, sex, gender, sexual orientation, religion, veteran or military status, age, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. Contact the Campus President or Campus Manager of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Charter College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit <http://www.chartercollege.edu>.

Report a Criminal Offense

As mentioned above under "Reporting Criminal Actions" the best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Campus President/Manager. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Charter College Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Charter College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a “Campus Security Report”. The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:

- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Charter College Annual Campus Security Report

Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President/Manager and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President/Manager.

Student Consumer Information

Charter College publishes student consumer information in compliance with the United States Department of Education and other accrediting agencies. Due to the consistency with which this information changes, student consumer information can be found at <http://www.chartercollege.edu/student-consumer-information>.

Academic Programs - Graduate Level

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study
MBA: Master Business Administration

Graduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 500-level indicate lower division courses generally taken early in a program. Course numbers that are 600-level indicate courses that are upper division courses and are generally taken later in a program.

Credit Hours

Coursework at Charter College is measured in quarter credit hours.

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Master's in Business Administration

Delivery Method: Online Modality Only

Campus: Anchorage, Vancouver

Length: 35 Weeks

The MBA program is designed to enable graduates for career growth from supervisory to management or leadership positions in an organization or business. The program presents theory and practical skills for managing a business. The concepts covered in this program include but are not limited to; organizational communication, marketing, using information technology to manage, strategy planning, and human resources. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able:

1. Communicate effectively in a variety of business environments.
2. Analyze and interpret data and information related to organizational activities.
3. Utilize qualitative and quantitative methods to investigate and solve critical business problems.
4. Integrate tools and concepts from multiple functional areas (i.e., finance, marketing, economics, information technology, and human resources.) to support business operations.
5. Evaluate and integrate ethical considerations when making business decisions.
6. Incorporate diversity and multicultural perspectives as a holistic approach to organizational culture and business operations. Apply knowledge to various business circumstances through a conceptual understanding of relevant business concepts and practical application.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MBA500	Principles of Management	40	4.0
MBA510	Organizational Communication	40	4.0
MBA520	Marketing for Management	40	4.0
MBA530	Information Technology and Business	40	4.0
MBA540	Human Resource Management	40	4.0
MBA550	Organizational Development	40	4.0
MBA620	Leadership Theory and Practice	40	4.0
MBA635	Accounting for Managers	40	4.0
MBA645	Managerial Economics	40	4.0
MBA650	Statistics for Business	40	4.0
MBA665	Organization Strategic Planning	40	4.0
MBA670	Financial Management	40	4.0
MBA680	International Business Management	40	4.0
MBA699	Capstone Project	70	4.0
	Grand Total	590	56.0

Course Descriptions - Undergraduate Degree, Certificate, and Not for Credit Programs

AC1110 Accounting Fundamentals

4.5 Quarter Credit Hours

Prerequisite: None

This course provides an introduction to the basic accounting fundamentals used in to record, report and interpret business transactions. Students will explore the accounting standards and ethics in accounting, the accounting cycle, the reporting of current assets and liabilities, as well as, the financial statements for merchandizing organizations, and internal controls.

AC1160 Advanced Accounting Fundamentals

4.5 Quarter Credit Hours

Prerequisite: AC1110 Accounting Fundamentals

This course is a continuing study of Accounting Fundamentals with emphasis on more complex aspects of financial transactions. Topics include long term assets, short and long term liabilities, investments, statement of cash flow, analyzing financial statements, business structures, accounting for stocks and dividends, and fair value accounting.

AC1210 Payroll Fundamentals

4.5 Quarter Credit Hours

Prerequisite: AC1110 Accounting Fundamentals

This course introduces students to payroll accounting. Topics include payroll laws and regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to bank reconciliations.

AC1320 Accounting Software Systems and Principles

4.5 Quarter Credit Hours

Prerequisites: AC1110 - Accounting Fundamentals

This course introduces students to accounting principles using widely recognized accounting software. The course explores how accounting information is both produced and used. Students develop computerized accounting skills by preparing financial statements, setting up accounting systems, recording business transactions, adjusting entries, preparing bank reconciliations, and creating budgets using computerized accounting software.

AC1510 Cost Accounting Fundamentals

4.5 Quarter Credit Hours

Prerequisites: AC1110 Accounting Fundamentals

This course provides an introduction to cost accounting by exploring cost accounting principles and methods. Students are exposed to cost accounting concepts used to analyze data and assist with managerial decision making. Topics include variable, activity based, job order, and process costing, as well as, standard costing and variable analysis. Break-even point and cost-volume-profit analysis will also be presented.

AC1520 Managerial Accounting and Decision-Making

4.5 Quarter Credit Hours

Prerequisites: AC1110 Accounting Fundamentals

This course is an advanced study of managerial cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard versus actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior.

AH1400 Compliance in Healthcare Environments

4.5 Quarter Credit Hours

Prerequisite: None

This course introduces the student to compliance regulations within a healthcare facility. Students study workplace safety, universal precautions, personal protective equipment, OSHA, The Joint Commission, Bloodborne pathogens, HIV/AIDS, and HIPAA.

AH2110 The Health Care System**4.5 Quarter Credit Hours***Prerequisite: None*

This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States, including healthcare provider and government roles, relationships between stakeholders, and the general continuum of health care. Healthcare administration and management practices are examined, and the goals of health research discussed.

AH2120 Legal and Ethical Issues in Healthcare**4.5 Quarter Credit Hours***Prerequisite: None*

This course focuses on the laws, regulations, guidelines, ethics and bioethics in the health care industry. Legal topics include the various components of the US legal system, sources of law, licensure and certification requirements, laws specific to health care, and the legal responsibilities of medical personnel. Concepts related to health care ethics, such as ethical decision-making in various medical areas, AMA's ethical principles, the protection of patient's rights, and standard of care will be discussed. The additional topics of managed health care and plans, medical record-keeping, charting, and rules and regulations in the workplace will be explored.

AV1120 Ground School – Private Pilot – Fixed Wing**3.5 Quarter Credit Hours***Prerequisites: None*

This course provides aeronautical knowledge to pass the FAA Private Pilot Knowledge Exam. Aeronautical Information Manual, use of charts for navigation, radio communication, aviation weather, safety, aircraft systems and performance, weight and balance computations, aerodynamics, stall and spin awareness, aeronautical decision-making and preflight preparation are covered.

AV1125 Ground School – Private Pilot - Rotor**3.5 Quarter Credit Hours***Prerequisites: None*

Provides aeronautical knowledge to pass the FAA Private Pilot Knowledge Exam. Aeronautical Information Manual, use of charts for navigation, radio communication, aviation weather, safety, aircraft systems and performance, weight and balance computations, aerodynamics, stall and spin awareness, aeronautical decision-making and preflight preparation are covered.

AV1130 Ground School - Commercial Pilot – Fixed Wing**3.5 Quarter Credit Hours***Prerequisites: AV1160 Ground School - Instrument Rating- Fixed Wing, AV2930 Flight Lab – Instrument Rating - Fixed Wing, AV2940 Flight Lab – Instrument Rating - Fixed Wing*

Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV1135 Ground School - Commercial Pilot – Rotor**3.5 Quarter Credit Hours***Prerequisites: AV1165 Ground School – Instrument Rating – Rotor, AV2935 Flight Lab – Instrument Rating – Rotor, AV2945 Flight Lab – Instrument Rating – Rotor*

Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV1140 Aviation Navigation**4.5 Quarter Credit Hours***Prerequisites: None*

This course will focus on the navigation systems including HSI, RMI, Loran, Doppler, VOR, NDB, and GPS. Students will learn about navigation theory, in-flight emergencies, electronic instrumentation, and advanced flight computing problems. Students will learn flight skills with the use of computer flight simulation applications. Additionally students will learn the radio navigation skills necessary for the instrument pilot.

AV1150 Aircraft Systems and Components**4.5 Quarter Credit Hours***Prerequisites: None*

A study of aircraft systems and components at the technical level. Areas of study include aircraft electrical, hydraulic, fuel, propeller, and auxiliary systems, including theory of operation, calculations, and related Federal Aviation Regulations.

AV1160 Ground School - Instrument Rating – Fixed Wing**3.0 Quarter Credit Hours***Prerequisites: None*

An introduction to flight under IFR conditions. Course includes basic instrument flying, flight instruments, IFR charts and approach plate, IFR regulations and procedures, ATC clearances and IFR flight planning. Completion of the course will prepare the student for the Instrument Knowledge Exam.

AV1165 Ground School - Instrument Rating – Rotor**3.0 Quarter Credit Hours***Prerequisites: None*

An introduction to flight under IFR conditions. Course includes basic instrument flying, flight instruments, IFR charts and approach plate, IFR regulations and procedures, ATC clearances and IFR flight planning. Completion of the course will prepare the student for the Instrument Knowledge Exam.

AV1170 Aviation Safety and Human Factors**4.5 Quarter Credit Hours***Prerequisites: None*

This course is an in-depth study of aviation safety, including the causes and investigation practices of aircraft accidents, safety awareness in aviation systems management, and the development of aircraft accident prevention programs. The focus of this course is on the various human, mechanical, and environmental factors that impact aviation safety.

AV2230 Aerodynamics and Aircraft Performance**4.5 Quarter Credit Hours***Prerequisites: None*

This course will provide the student with a study of the physical principles of airplane aircraft aerodynamics, thereby fostering an appreciation of the factors affecting aircraft performance. Additionally, stability and control, and special flight considerations experienced by commercial pilots will be covered.

AV2235 Aviation Law and Regulations**4.5 Quarter Credit Hours***Prerequisites: None*

This course provides a detailed study of the regulations and procedures common to the aviation industry as well as a survey of the legal environment and the standards of conduct required of professional pilots.

AV2245 Aviation Meteorology**4.5 Quarter Credit Hours***Prerequisites: None*

This course introduces the environmental factors that are critical to safe flight operations. Students will be introduced to thermal patterns, horizontal and vertical motion, moisture clouds, precipitation, air masses, fronts, cyclones, thunderstorms and aviation hazards. Additionally, information about meteorological flight planning, use of weather information systems, and reports and charts used for aviation weather reporting and forecasting will be covered.

AV2250 Ground School – Certified Flight Instructor – Fixed Wing**4.0 Quarter Credit Hours**

Prerequisites: AV1130 Ground School – Commercial Pilot – Fixed Wing, AV2950 Flight Lab – Commercial Pilot - Fixed Wing, AV2960 Flight Lab – Commercial Pilot - Fixed Wing, AV2970 Flight Lab – Commercial Pilot - Fixed Wing, AV2980 Flight Lab – Commercial Pilot - Fixed Wing

Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques.

AV2255 - Ground School – Certified Flight Instructor – Rotor**4.0 Quarter Credit Hours**

Prerequisites: AV1135 Ground School – Commercial Pilot – Rotor, AV2955 Flight Lab – Commercial Pilot – Rotor, AV2965 Flight Lab – Commercial Pilot – Rotor, AV2975 Flight Lab – Commercial Pilot – Rotor, AV2985 Flight Lab – Commercial Pilot – Rotor

Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques. Provides preparation for the FAA Certified Instructor Knowledge Exam.

AV2265 Commercial Aviation**4.5 Quarter Credit Hours**

Prerequisites: None

A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry such as regulation, the organization and management of aviation businesses (particularly airlines), airline marketing, airfreight and modes of competition in the airline and aircraft industry.

AV2275 Aviation Physiology**4.5 Quarter Credit Hours**

Prerequisites: None

This course explores aero- medical information. Topics include causes, symptoms, prevention, and treatment of flight environment disorders. Altitude effects, spatial disorientation, body heat imbalance, visual anomalies, and psychological factors are included as they relate to pilot performance and survival effectiveness.

AV2285 Crew Resource Management**4.5 Quarter Credit Hours**

Prerequisites: None

This course is designed to develop a detailed understanding of the organizational behavior, interpersonal relationships skills, and other critical behavioral dynamics of professional flight crews. The history of Crew Resource Management, concepts of communication processes, problem solving, group dynamics, workload management, and situational awareness will be investigated. Aircraft incidents and accidents related to the evolution of Crew Resource Management training programs and FAA regulations will be analyzed. Intrapersonal and psychomotor skills will be addressed as they relate to safe, legal, and efficient flight operations.

AV2295 Air Traffic Control and Airspace**4.5 Quarter Credit Hours**

Prerequisite: None

This course provides students with a fundamental knowledge of the US Air Traffic Control System (ATC) and information on the NextGen of ATC. Students will learn about duties and responsibilities of those who work in the tower, approach, and center and how these groups interact as a unit in the ATC. Additionally, radar and non-radar control environments and the pilot's responsibility in each is also covered. Information on FAA's Safety Management System (SMS), and publications, manuals, maps, charts, and regulations used by pilots and air traffic controllers in the National Airspace System (NAS) are discussed.

AV2910 Flight Lab – Private Pilot – Fixed Wing**1.0 Quarter Credit Hours**

Corequisite: AV1120 Ground School - Private Pilot – Fixed Wing

Students must complete 20 of 50 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2915 Flight Lab – Private Pilot – Rotor**1.0 Quarter Credit Hours**

Corequisite: AV1125 Ground School - Private Pilot – Rotor

Students must complete 20 of 40 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2920 Flight Lab – Private Pilot – Fixed Wing**1.5 Quarter Credit Hours**

Prerequisites: AV1120 Ground School - Private Pilot – Fixed Wing

Students must complete 30 of 50 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2925 Flight Lab – Private Pilot – Rotor**1.0 Quarter Credit Hours***Prerequisites: AV1125 Ground School - Private Pilot – Rotor*

Students must complete 20 of 40 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2930 Flight Lab – Instrument Rating– Fixed Wing**1.5 Quarter Credit Hours***Corequisite: AV1160 Ground School – Instrument Rating – Fixed Wing*

Students must complete 30 of 50 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2935 Flight Lab – Instrument Rating – Rotor**1.0 Quarter Credit Hours***Corequisite: AV1165 Ground School – Instrument Rating – Rotor*

Students must complete 20 of 40 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2940 Flight Lab – Instrument Rating – Fixed Wing**1.0 Quarter Credit Hours***Prerequisites: AV1160 Ground School – Instrument Rating – Fixed Wing*

Students must complete 20 of 50 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2945 Flight Lab – Instrument Rating – Rotor**1.0 Quarter Credit Hours***Prerequisites: AV1165 Ground School – Instrument Rating – Rotor*

Students must complete 20 of 40 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2950 Flight Lab – Commercial Pilot – Fixed Wing**1.5 Quarter Credit Hours***Corequisite: AV1130 Ground School - Commercial Pilot – Fixed Wing*

Students must complete 30 of 120 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2955 Flight Lab – Commercial Pilot – Rotor**1.0 Quarter Credit Hours***Corequisite: AV1135 Ground School - Commercial Pilot – Rotor*

Students must complete 20 of 100 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2960 Flight Lab – Commercial Pilot – Fixed Wing**1.5 Quarter Credit Hours***Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing*

Students must complete 30 of 120 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2965 Flight Lab – Commercial Pilot – Rotor**1.0 Quarter Credit Hours***Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor*

Students must complete 20 of 100 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2970 Flight Lab – Commercial Pilot – Fixed Wing**1.5 Quarter Credit Hours***Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing*

Students must complete 30 of 120 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2975 Flight Lab – Commercial Pilot – Rotor**1.5 Quarter Credit Hours***Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor*

Students must complete 30 of 100 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2980 Flight Lab – Commercial Pilot – Fixed Wing**1.5 Quarter Credit Hours***Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing*

Students must complete 30 of 120 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2985 Flight Lab – Commercial Pilot – Rotor**1.5 Quarter Credit Hours***Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor*

Students must complete 30 of 100 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2990 Flight Lab – Certified Flight Instructor – Fixed Wing**1.5 Quarter Credit Hours***Prerequisites: AV2250 Ground School – Certified Flight Instructor – Fixed Wing*

Students must complete 30 hours of dual and solo flight time for fixed wing training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2995 Flight Lab – Certified Flight Instructor – Rotor**1.5 Quarter Credit Hours***Prerequisites: AV2255 Ground School – Certified Flight Instructor – Rotor*

Students must complete 30 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV3310 Physics: Aircraft Performance and Aerodynamics 4.5 Quarter Credit Hours*Prerequisite: GE3110 College Algebra*

This course covers elementary physics, focused on the physics of flight. Stress will be placed on the principles and concepts of physics as they apply to the study of aerospace sciences. Additionally, this course will provide the student with a study of the physical principles of airplane aerodynamics fostering an appreciation of the factors affecting aircraft performance, stability and control, and special flight considerations experienced by commercial pilots.

AV3320 Aviation Security**4.5 Quarter Credit Hours***Prerequisite: None*

This course presents advanced security issues related to aviation including passenger screening, profiling, hijacking, bomb threats and passenger disruptions. Students will study about historical incidents and a variety of responses to threats from various countries. Additionally, the role of the Department of Homeland Security, the Transportation Security Administration, pilots and other flight crew in security, including the Federal Flight Deck Officers Program is covered. Other topic to include a discussion of regulatory issues and laws established since the 9/11 attacks.

AV3330 Applied Aviation Meteorology**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers interpretation, selection, and compilation of appropriate weather data. Students will examine METAR, TAF, PIREPS, AIRMET's, SIGMET's and other sources of applicable weather information including how these sources are created by the various agencies. Additionally the use of sample reports, data, and charts are discussed.

AV3340 Aviation Communication**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides instruction and practice in listening and speaking the words and phrases used in pilot-controller-dispatcher radio communication. Emphasis is placed on accuracy and efficiency. Students will learn how to apply the principles of for clear and concise communication as it relate to air traffic control. Additionally, information about how to communicate clearly and concise under pressure are discussed.

AV3350 Aviation Flight Path Management**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers information on modern flight deck systems for use in flight path management that focuses on technology and automation. Students will learn about the “moving map” and the relationship to relevant navigation waypoints expressed in latitude and longitude. Students will learn about how commercial airlines safely manage aircraft navigational systems in today’s technology advanced flight environment. Additionally, the components used in the Flight Management System (FMS) and how to prevent pilot entry errors is covered.

AV4400 Introduction to Airport and Airline Management**4.5 Quarter Credit Hours***Prerequisite: None*

This course examines the four major areas of air carrier operations, including ground, technical, flight and systems operations, and airline economics. Other topics to include the Federal Air Regulations governing airlines and the operation and administration of commercial airports are also covered in this course. The course will additionally examine the complex element of airport planning and responsibilities of major roles at an airport.

AV4410 Navigation Systems and International Flight Operations**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the advanced navigation systems of commercial aircraft; investigates FAR Part 121 domestic and flag regulations, and evaluate their impact on long-range domestic and international flights. Information covering the operation of the modern "Glass Cockpit" and its associated flight management systems (FMS); and the challenges associated with high altitude flying is discussed.

AV4420 Introduction to Jet Turbines**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides information on turbine driven engines, thrust vectoring, pneumatics, electrical, hydraulic, and auxiliary systems for the commercial pilot. Information included in this course covers pressurization, de-ice and anti-ice, environmental, and warning systems. Additionally, schematic drawings and various jet operating manuals is covered.

AV4430 Aviation Decision Making and Risk Management**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the Aviation Decision Making (ADM) model and factors in risk management. Information on how to improve a pilot's ADM skills with the goal of mitigating the risk factors and improving safety associated with flight in both classic and automated aircraft is also covered.

AV4440 Aviation Safety Management System**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers flight safety issues and statistics as it relates to aviation accidents. Students will learn about personal and organizational safety/security procedures and the philosophy for accident prevention. Additionally, the principles of accident investigation is also covered.

BA1035 Essentials of Business English**4.5 Quarter Credit Hours***Prerequisite: None*

This is a study of the essential language skills for business contexts. This course explores how to become proficient in communication in the workplace, participation in meetings, writing skills in business situations, and written conflict resolution techniques. This course will also focus on composition basics, grammatical usage, business writing, proposals and reports, and visual design basics.

BA1110 Business Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to the core functional areas of business. Students are exposed to common business language, as well as, introductory theories in employee motivation, leadership, economics, and strategic planning. This course also provides an introduction to the accounting cycle, the marketing mix, and financial management.

BA1115 Human Relations in Organizations**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to the principles and concepts of human behavior in developing inter and intra-relationships in the business environment. Students will develop skills to help understand themselves better, improve efficiency on the job, and obtain knowledge of human relations and motivation theory.

BA1220 Leadership and Followership**4.5 Quarter Credit Hours***Prerequisite: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This course examines theories and models of leadership and analyzes the components, perspectives, strengths and weaknesses of each. Followership as both a component of the leadership process and a form of leadership shall be explored. The connection between leadership and followership theory and practice in real world settings will be researched and examined. Students will be encouraged to develop critical thinking skills while formulating their own personal leadership philosophies with a goal toward becoming more effective leaders and followers.

BA1410 Marketing Fundamentals**4.5 Quarter Credit Hours***Prerequisites: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This course provides an introduction to marketing theory and strategies. Students will explore the development of a marketing plan from the initial environmental analysis to the final implementation and evaluation stages. Topics include target marketing, consumer behavior, product development, branding, ethics, global marketing, and the marketing mix.

BA2025 Leadership and Team Management**4.5 Quarter Credit Hours***Prerequisite: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.

BA2203 Marketing with Technology**4.5 Quarter Credit Hours***Prerequisites: None*

This is a study of marketing with emphasis on usage with technology. Topics include identifying target markets, identifying niches, meeting customer needs using technology to create sales promotions, and using electronic media to market products.

BA2220 Managing People: Human Resources Development**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces how to hire, train, supervise, motivate, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling. The strategic planning process, with an emphasis on mission, vision, and goal setting will be emphasized. Management by objectives will be examined, and the global environment and the need to manage across borders will be presented.

BA2320 Business Law and Ethics**4.5 Quarter Credit Hours***Prerequisite: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution, the Uniform Commercial Code, employment law, white collar crime, and corporate social responsibility.

BA2420 Customer Focused Management**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to the concepts of customer services and is designed to promote professional customer service knowledge and skills. Topics include the role of customer service in the value chain within profitable business operations; the current theories, techniques, methods, and concepts of effective customer service; and the necessary communication skills to be a successful customer service professional. Emphasis is placed on meeting the needs and wants of the diverse and sometimes difficult customer, and effective strategies for anticipating, preventing, or solving customer problems will be presented. The unique if often overlooked role of customer service in marketing is also explored.

BA2580 Microeconomics**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to the fundamentals of microeconomic theory. The course focuses on theories related to the consumer, the producer, and the market to include such topics as supply and demand analysis, market forms, consumer choice theory, production costs, elasticity, competition, international trade, and the role of government in public policy.

BA2720 Developing and Implementing Projects**4.5 Quarter Credit Hours***Prerequisite: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This course presents the design, set up, and maintenance of a business management project to completion. The project process to include initiating, planning, controlling, reporting, and closing a project are introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing. A project management software shall be introduced and utilized throughout the study and application of project management.

BA3308 Economics for Managerial Decision Making**4.5 Quarter Credit Hours***Prerequisites: None*

This course presents principles and tools in economics for managerial decision making. Topics incorporate both microeconomics and macroeconomic applications including pricing for profit maximization, market structures, management of business expansion and recessions, monetary policy, and survival in the new economy.

BA3520 Finance Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the basic concepts and principles of corporate financial management. Financial planning, capital budgeting, strategic planning, the time value of money, financial return measurements, and stocks and bonds will be discussed.

BA3620 Data Driven Decision Making**4.5 Quarter Credit Hours***Prerequisite: None*

This course will focus on the use of data as a foundation for informed decision making. Case study analysis will provide the basis of study and application as students learn to use tools to gather and analyze data and propose actions derived from the analyses. Risk analysis as well as predictive statistics will be emphasized.

BA3640 Efficiency and Effectiveness**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides a foundation in quality management with a focus on improving effectiveness and efficiency organization wide. The history and creators of quality management are presented, with the resultant theories and principles providing focus, from scientific management to Six Sigma and beyond. Students will be encouraged to develop an understanding of the integration of quality management with strategic planning and effective decision making.

BA3920 Contemporary Issues in Business**4.5 Quarter Credit Hours***Prerequisite: None*

While much of the climate of business is stable or slow-moving, our economic system is also subject to shocks that change the framework of the business enterprise over relatively short periods of time. This course allows the student to investigate the impact of current events on a specific business or industry. The faculty member facilitates each student investigating the impact of recent events on the business, and therefore the careers, of the individual student. Students will explore the latest economic, legal, technological, financial, and social factors that will impact their professional lives.

BA4220 Managing Conflict: Dispute Resolution**4.5 Quarter Credit Hours***Prerequisite: None*

This course is a study of conflict management as it applies to Alternative Dispute Resolution (ADR). Topics include mediation, arbitration, and negotiation. The techniques that are instrumental in managing conflicts in a constructive way are investigated, roles in disputes analyzed, and individual conflict styles explored. Alternative Dispute Resolution as an approach to resolving conflicts in the business setting will be analyzed for application in the real world.

BA4401 Organizational Management**4.5 Quarter Credit Hours***Prerequisites: None*

This course is a study of organizational behavior and management. The course explores the power of employees and teams to navigate successfully the changing world of work. The course introduces the theories that form the foundation of this science, and practical skills and behaviors that lead to organizational success. Topics include organizational theory and design, organizational communication, teamwork, decision-making, and conflicts.

BA4580 Business Tactics and Execution**4.5 Quarter Credit Hours***Prerequisite: None*

This course explores the ability of organizations to execute an existing strategic plan. Students will apply both qualitative and quantitative tools to identify organizational challenges impacting the execution of its strategic goals. Topics include theory of second best, cognitive limitations impacting decision analysis, prospect theory, profit and performance measurement, portfolio theory, and strategic intent.

BA4590 Strategy Development**4.5 Quarter Credit Hours***Prerequisites: None*

This course focuses on the strategic planning process from situational analysis to implementation and evaluation. This course exposes students to various tools used in assessing performance from both the organization and industry perspectives, thus allowing students to analyze data in order to identify opportunities for competitive advantage. Topics include the strategic planning process, situational analysis, creating a sustainable competitive advantage, competitive strategies, and corporate social responsibility.

BA4820 Global Influences on Business**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers the different areas of international business, the process of globalization, and its impact on businesses large and small. The policies, principles, organizations, and markets governing international business are presented and explored, and the unique challenges of business management in the international environment provide further focus.

BA4920 Entrepreneurship and Small Business Strategies**4.5 Quarter Credit Hours***Prerequisite: None*

This course is designed to provide students with an in depth look at entrepreneurship and small business. The process of starting, buying, franchising, and owning and managing a small business will be explored. Topics include entrepreneurial strategies, writing business plans, strategic management and planning, tactics, financial and legal components and issues, marketing, Human Resource management, and international environments. Comparison of small business to corporate business processes will be presented.

CIS1115 A+ Hardware**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips, and interface cards. The student is taught to work with the hardware in a safe and effective way.

CIS1125 A+ Software**4.5 Quarter Credit Hours***Prerequisite: CIS1115 A+ Hardware*

This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems.

CIS1135 Operating Systems Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an overview of computer operating systems concepts to include the main functions, similarities, and differences. A variety of topics are explored: configurations, file systems, security, administration, interfacing, multitasking, and performance analysis.

CIS1145 Client Administration & Support**4.5 Quarter Credit Hours***Prerequisite: None*

This course prepares students to install, configure, and administer a desktop operating system, automate operating system installation, set up and manage user accounts, configure local file systems, configure and troubleshoot both local and network printers, manage and troubleshoot access to shared folders, and recover from system failures.

CIS1155 Windows Administration**4.5 Quarter Credit Hours***Prerequisite: CIS1135 Operating Systems Fundamentals, CIS1125 A+ Software*

This course prepares the student to administer a configuration of desktop systems, peripherals, and servers using Microsoft Windows server software. Specific areas covered include installing, configuring, and troubleshooting user accounts, file access, data storage, printers, and server security.

CIS1165 CISCO Switches and Routers**4.5 Quarter Credit Hours***Prerequisite: CIS1135 Operating Systems Fundamentals, CIS1125 A+ Software*

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance.

CIS1175 Technology Infrastructure**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces fundamental concepts of the technology infrastructure. Students learn about the structure and purpose of hardware components (computer, networks, and interface devices) and software components (middleware, applications, and systems software).

CIS1185 Software Applications**4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

CIS1195 Linux Administration**4.5 Quarter Credit Hours***Prerequisite: CIS1135 Operating Systems Fundamentals, CIS1125 A+ Software*

This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration tasks for the system and peripherals.

CIS1215 Computer Security Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

CIS1225 Fundamentals of Networking**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

CIS1235 Computer Troubleshooting**4.5 Quarter Credit Hours***Prerequisite: None*

This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

CIS2115 Windows Server Administration**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

CIS2125 Cloud Computing**4.5 Quarter Credit Hours***Prerequisite: CIS2115 Windows Server Administration, CIS1165 CISCO Switches and Routers*

This course will cover the skills required to understand cloud computing terminology; to implement, maintain, and deliver cloud technologies and infrastructures; and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

CIS2145 Network Security Concepts**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides training with high-level security measures for web access, email, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources. Topics will include network security defense techniques and countermeasures, prevention and prosecution of criminal activity, and procedures and tools for collecting and investigating evidence from illegal or inappropriate computer use.

CIS2155 Windows Server Active Directory Administration**4.5 Quarter Credit Hours***Prerequisite: CIS2115 Windows Server Administration*

This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

CIS2165 Server Application Infrastructure**4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches students to configure a server application infrastructure. Students will deploy images, create a virtual network, and configure a network load balancing (NLB) cluster. Students will also configure a remote desktop (RD) licensing server, secure socket layer (SSL), and are introduced to Windows Media Services (WMS).

CIS3115 Network Security Applications**4.5 Quarter Credit Hours***Prerequisite: None*

This course will focus on network security perimeter, network, host, application, and data defenses. Students will learn how to assess and perform an audit on a network.

CIS3125 Configuring Windows Server**4.5 Quarter Credit Hours***Prerequisite: CIS3115 Network Security Applications, CIS2155 Windows Server Active Directory Administration*

This course covers the fundamental features of Windows Exchange Server software. Topics will include maintaining a multisite network, managing volumes and folders, and utilizing the event log for purposes of information collection and analysis.

CIS3135 Computer Information Systems Project Management**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces students to the knowledge, tools, and techniques needed to successfully manage information technology projects throughout a project life cycle.

CIS3145 Technology in Contemporary Society**4.5 Quarter Credit Hours***Prerequisite: None*

This course will introduce the student to importance of understanding the dimensions of technology in our society. The students will research the advantages and disadvantages of technology as it relates to the social network environment.

CIS3155 Trends in Computer Networks & Cybersecurity**4.5 Quarter Credit Hours***Prerequisite: CIS3115 Network Security Applications*

This course will focus on past, present, and the future of computer networks and cybersecurity. Students will research the beginning of data transference over telephony lines to how information is exchanged today and project for the future. The importance of cybersecurity and how the evolution of data protection effect everyday transference of information will also be discussed.

CIS3165 Human Computer Interaction**4.5 Quarter Credit Hours***Prerequisite: None*

This course will examine interaction design, implementation, and evaluation. Students will research the theory behind successful human-computer interaction, as well as an awareness of established procedures for good user interface design, including the 'usability engineering' process. A look at specific interface success stories and spectacular failures to learn from past experiences. An examination of portions of the design cycle, as well as familiarizing students about sound programming practices and effective tools and techniques to create successful user interfaces.

CIS4115 Ethical Hacking**4.5 Quarter Credit Hours***Prerequisite: CIS3155 Trends in Computer Networks & Cybersecurity*

This course will expose students to a different way of achieving optimal information security posture. Students will learn about scanning, testing, hacking, and securing systems. The importance of knowing different standards of computer information system ethical practices will also be examined.

CIS4125 Virtualization**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides the student skills in a virtual server. Students will practice skills in securing virtual server networking, configure shared storage, data stores, deploy/administer virtual machines and virtual applications, establish and maintain service levels, perform basic troubleshooting and monitoring a virtual server implement and manage virtual server alarms.

CIS4135 Systems Integration**4.5 Quarter Credit Hours***Prerequisite: None*

This course will focus on the integration of information. Students will examine the process by which different computing systems and software applications are linked together physically or functionally.

CIS4145 Systems Analysis and Design**4.5 Quarter Credit Hours***Prerequisite: CIS4135 Systems Integration*

This course examines the system requirements (functional/nonfunctional), structural and function design, modeling, design representations and tools, application frameworks, security aspects of interfaces, and documentation.

CIS4155 Network Planning and Maintenance**4.5 Quarter Credit Hours***Prerequisite: CIS4145 Systems Analysis and Design*

This course will examine the life cycle of a network plan and maintenance. Students will utilize the system develop life cycle theory to design a network plan and follow-up maintenance. Different life cycle models will also be discussed.

CJ1160 American Legal System and Constitutional Law**4.5 Quarter Credit Hours***Prerequisites: None*

This course is a comprehensive survey of the role and function of the courts and the law in the United States, from the appellate level to the Supreme Court. Civil and criminal procedures and the sources of law including the constitution, federal codes, state statutes, and case law shall be examined. Operations of trial-level courts hearing criminal cases will be a focus. The roles and duties of courtroom participants, the structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts shall be presented. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement.

CJ1310 Criminal Law and Evidence**4.5 Quarter Credit Hours***Prerequisites: None*

This course provides an overview to criminal law and evidence. Crimes against person, property, and the state are examined, and types and rules of evidence are presented. The complexities of criminal law for the criminal justice professional are discussed, including criminal states of mind, potential harm, acts of omission, and purposes of punishment.

CM1010 Business Communication**4.5 Quarter Credit Hours***Prerequisites: None*

This course explores the practical application of diverse forms of written and oral business communication with the aid of technology. Topics include writing memos and reports, email messages, using multimedia PowerPoint slides in presentations, facilitating business meetings, using online blogs and wikis, and handling the challenges of cross-cultural communication.

DA1110 Introduction to Dental Assisting**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the basic components in the practice of dental assisting. Emphasis is placed on the role of the dental assistant, certifications for the dental assistant, patient assessment, infection control, blood borne pathogen training, and the legal and ethical responsibilities of the dental assistant. A brief overview of the history of dentistry will also be discussed.

DA1120 Dental Office Administrative Procedures**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course is a comprehensive study on the administrative components in the dental office. Effective forms of communication and understanding cultural diversity will be discussed. Different systems for information management, appointment scheduling, recalling, and inventory management will be presented. Additionally, patient and insurance billing, receivables, payables, collections, and financial policies will be examined.

DA1130 Dental Pharmacology and Emergencies**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies, with an emphasis on prevention is presented. This course presents the procedures associated with assisting in the administration of local anesthesia.

DA1210 Dental Sciences**4.5 Quarter Credit Hours***Prerequisite: None*

This course details terminology, anatomy and physiology related to dentistry. Emphasis will be placed on the anatomy of the head and neck, pathology, oral histology, and various procedures performed by the dental assistant.

DA1220 Dental Care Delivery and Techniques**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course provides concepts related to general dentistry procedures with an emphasis on dental assisting during amalgam and composite restorative procedures, tray set-ups and chair side procedures. Topics include theory and practice in instrumentation basics, ergonomics, handpieces, rotary cutting instruments, and dental burs. The student is introduced to the patient record and assessment procedures including medical history, oral inspection and treatment planning.

DA1310 Preventative Dentistry**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course provides discussion of the setting, techniques, materials, and equipment to meet the needs of all patients in a dental practice, with the emphasis on, but not limited to, the specialty of pediatrics. This course provides theory and practices to fluoride therapies, water fluoridation, preventive dentistry, coronal polishing and pit and fissure sealants. Students are required to demonstrate laboratory competency and preclinical competencies on student partners prior to successfully completing clinical competencies on patients. Nutrition and health promotion are also introduced.

DA1410 Introduction to Prosthodontics**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course addresses concepts related to fixed prosthodontics procedures with an emphasis on crown and bridge, inlay, onlay, veneers, and esthetic procedures. Topics include related dental materials, tray set-ups, chairside, and laboratory procedures. Materials, steps, indications and contraindications, and current trends are discussed.

DA1420 Dental Specialties**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences*

This course provides theory and discussion regarding the setting, procedures, instruments, dental materials, and the dental assistant's role associated with specialty dental practices of periodontics, orthodontics, and oral maxillofacial surgery. Students gain knowledge of and skills in a variety of procedures related to the treatment of orthodontic patients during laboratory experience.

DA1510 Dental Radiology I**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences. Co-Requisite: DA1520 Dental Radiology II*

This course provides the theory, history, science, and general procedures for dental radiography. Topics include: Radiation physics and biology, radiation protection and safety, infection control, recognition of normal anatomical landmarks and abnormal conditions, exposure and processing techniques, prevention of errors, mounting/sequencing, viewing, intraoral techniques, armamentaria, holding devices, interproximal examination, intraoral examination, and identification and correction of faulty radiographs. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

DA1520 Dental Radiology II**4.5 Quarter Credit Hours***Prerequisite: DA1110 Introduction to Dental Assisting and DA1210 Dental Sciences. Co-Requisite: DA1510 Dental Radiology I*

This course provides theory, and practice of dental radiography. Topics include: quality assurance, patients with special needs, legal considerations, and supplemental techniques including the principles of bisecting technique, occlusal technique, extraoral radiography and computerized digital radiography. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

DA1990 Dental Assisting Externship**6.0 Quarter Credit Hours***Prerequisite: Completion of all core (AH, DA and SS prefix courses) in the Dental Assisting Certificate Program*

This is an advanced course applying professional dental assisting knowledge and skills at a sponsoring dental office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional dental assisting and front office procedures.

EM1100 Emergency Medical Technician I**80 Clock Hours***Prerequisite: None*

This course presents the first half of the curriculum necessary to meet the educational requirements for the Emergency Medical Technician basic licensure requirements in most states. Students will be presented with information regarding scope of practice, scene safety, EMS communication protocols, pertinent medical regulations, ethics, and federal agencies. Basic anatomy and physiology is provided as foundation to the study of body systems, their pathophysiology, and implications for medical care in the field. Life span development and implications of patient age in providing emergency care are covered. Students will learn the importance of vital signs, normal ranges, the implications of abnormal measurements, and how to obtain and communicate vital sign measurements as part of primary and secondary patient assessment presentation and practice. The basics of pharmacology provide a foundation for use and application as determined by local medical direction and policy. Cardiac and respiratory conditions and emergencies are studied, and response practices will be presented and performed. Some medical conditions and proper response are covered as are mental states, status, and methods of assessment. Application and practice of new knowledge is emphasized through scenario based education.

EM1110 Emergency Medical Technician II**104 Clock Hours***Prerequisite: EM1100 Emergency Medical Technician I*

This course presents the second half of the curriculum necessary to meet the educational requirements necessary for Emergency Medical Technician licensure in most states. Students are presented with information, demonstrations, and scenario based practice for professional EMT duties and response. Topics include information about and response to allergic reaction, anaphylaxis, abdominal emergencies, renal failure, behavioral emergencies, poisonings, traumas, burns, skull and brain injuries, environmental emergencies, obstetric and gynecologic emergencies, and pediatric emergencies. Students will learn about EMS operations, emergency vehicles, air transport and landing zones, protocols regarding hazardous materials response (hazmat), extrication procedures, highway safety protocols and procedures, and basic information regarding terrorism incidents and response. Written tests and lab practical exams will assist with evaluation of student knowledge, skills, and abilities. Students will complete externship hours serving time aboard ambulances and/or in hospital emergency room settings.

GE1105 Human Growth and Development**4.5 Quarter Credit Hours***Prerequisites: None*

The course provides a foundation of human psychological development theory in the context of case examples. The theories are connected to the developmental domains each theory addresses and develop the understanding that no one theory currently in existence adequately addresses all of the developmental domains. The domains addressed in this course include personality, social, emotional, cognitive, language, moral, and gender role development. Subjects including perceptual, neuropsychological, genetic, environmental, psychobiological, and ecological development are also addressed to provide additional perspectives to help the student increase understanding of the complex nature of human psychological development.

GE1115 Sociology of the Family**4.5 Quarter Credit Hours***Prerequisites: None*

The course is an introduction to the sociology of the family. The course is designed to be an overview of the major models used to define and understand the interactions taking place in family units. Students develop an understanding of the basic functions all families perform including how values and beliefs are formed within and across cultures and the stages through which families develop. Students also gain an appreciation for the wide range of forms families can take and the circumstances under which the family units survive and develop.

GE2002 Psychology**4.5 Quarter Credit Hours***Prerequisite: None*

This is an introduction to a scientific study of behavior with emphasis on terminology and principles that are fundamental to psychological thinking. Topics include: the scientific method, sensation, perception, consciousness, intelligence, learning, memory, personality, motivation, and emotion.

GE2110 College Mathematics**4.5 Quarter Credit Hours***Prerequisite: None*

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

GE2210 Environmental Science**4.5 Quarter Credit Hours***Prerequisite: None*

This laboratory course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

GE2310 Written and Oral Communication Practices**4.5 Quarter Credit Hours***Prerequisite: None*

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

GE2410 Ethical Principles Across Societies**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

GE2510 Introduction to Sociology**4.5 Quarter Credit Hours***Prerequisite: None*

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others.

GE3110 College Algebra**4.5 Quarter Credit Hours***Prerequisites: None*

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, power functions, logarithms, and exponential functions.

GE3210 Scientific Discovery**4.5 Quarter Credit Hours***Prerequisites: None*

This course provides a survey of the major sciences, including physics, chemistry, biology, earth science, and astronomy. Basic theories, concepts, and facts of each science are explored and discussed. Achievements made possible by each science will be presented, both past and present, and their effects on society, both national and global, debated. Critical thinking and problem solving are encouraged as the ethics of science and discovery are presented and applicable questions posed.

GE3310 Interpersonal Communication**4.5 Quarter Credit Hours***Prerequisites: None*

This course covers the dynamics and skills needed for effective interpersonal communications. The principle tools and skill of interpersonal communication will be examined and application methods for various situations are explored. Topics include communication and self, verbal and nonverbal communications, the importance of perception, conflict management, cross cultural communication and the influence of the media and technology on interpersonal communication.

GE3330 Advanced Written and Oral Communication Practices**4.5 Quarter Credit Hours***Prerequisite: None*

In this course, students deepen their understanding of oral and written communication by extending their critical thinking ability, researching to a greater depth, and producing both written and oral presentations, including literature reviews. Development of pertinent research questions is stressed, as is the development of well written and organized reports, essays, case studies, speeches, and presentations based on research information. As a further extension, students will be encouraged to learn and practice principles of participating in and conducting effective meetings and conferences. Interpersonal communication skills to accompany oral presentations are presented and practiced. APA publication format is stressed throughout.

GE3410 Logic and Reasoning**4.5 Quarter Credit Hours***Prerequisites: None*

This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

GE3510 Macroeconomics**4.5 Quarter Credit Hours***Prerequisites: None*

This course provides an introduction to the principles of macroeconomics, focusing on economic factors including the functioning of markets, economic growth, inflation, unemployment, recession, economic institutions, and the policies that define and affect them. Various economic models are presented and their application to current events and situations explored. The United States' role in the world economy is also emphasized.

GE4560 Economic Performance, Political Structures, and Personal Responsibility**4.5 Quarter Credit Hours***Prerequisites: None*

We live in a society where our attention focuses almost equally on economic performance and our political system, with much less thought given on a daily basis to the personal responsibility of our citizens to contribute to the economy and political life. This course explores the intersection of economics, political systems, and personal values and responsibilities. Philosophical, economic and political discussions are framed in the issues of everyday life. Students will be challenged to consider their own obligations to those they work with, those they live with, and those with whom they share our political system.

HCA300 The Health Care System**4.5 Quarter Credit Hours***Prerequisite: None*

This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States.

HCA305 Health Care Economics**4.5 Quarter Credit Hours***Prerequisite: None*

In this course the students will analyze economic models that control health care markets. The content focuses on complex federal, state, and local policies that affect overall health care policy.

HCA403 Research Methodologies in Healthcare Applications**4.5 Quarter Credit Hours***Prerequisite: None*

This is a study of qualitative and quantitative research methods needed to design, interpret and analyze research in the healthcare world. Topics include electronic research, designing, sampling methodologies, analyzing data, and interpreting results.

HCA490 Capstone Project**3.0 Quarter Credit Hours***Prerequisite: All Health Care Administration Concentration Requirement courses*

This is an advanced course that addresses the special skills and attitudes that a worker must possess to be recognized as a healthcare professional. This course stresses the idea that professional recognition is not automatically bestowed upon a person when he or she completes an educational program. When finished you will have a grasp of meeting that challenge by describing the professional standards that apply to all health care workers, the common ground that everyone shares in providing the quality care and service excellence that today's patients deserve and demand.

HV1110 Basic HVAC Science and Electrical**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces the basic principles and theories of electricity and HVAC, and emphasizes safety concepts and practices. Appropriate mathematics will be introduced and practiced through study and use of Ohm's Law and its application to electrical circuits; and gas laws and their application to the HVAC industry.

HV1210 Basic Refrigeration and Air Properties**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces some refrigeration concepts including safety issues, practices and applicable EPA laws, system components, and the mathematics necessary for AC and heat pump operations. Basic air properties and applicable physics as well as appropriate hand and power tools are presented.

HV1220 Refrigeration Pipe, Duct and Flue Systems**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to refrigeration pipe technology, duct and flue systems. Safety procedures and practices will be emphasized, and those of oxy and acetylene equipment focused upon. Materials covered include soft and hard drawn copper, PVC and black iron pipe. Procedures for how to size, handle, cut, bend, thread, and fit different pipe materials are presented. The student will learn to identify different duct systems used in the HVAC industry and the various materials used in the construction of residential and commercial duct systems. Identification of flue systems used for combustion heating systems is covered. The need for Make-air in systems is presented as are the different materials used based on application.

HV1230 Refrigerants and Oils**4.5 Quarter Credit Hours***Prerequisites: HV1110 Basic HVAC Science and Electrical and HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of refrigeration chemicals and types as described by the Environmental Protection Agency. This class will overview correct refrigerant and refrigerant oil handling procedures and prepare the student for the US EPA refrigerant handling test and certification. The student will be introduced to the specific high pressure safety concerns and systems that operate with R410A refrigerants.

HV1240 Mid Temperature and Low Temperature Commercial Refrigeration Systems**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of refrigeration systems used for product cooling and making ice. The entire course will be detailed in mid and low temp refrigeration cycles. Four components of compressor, evaporator, condenser, and metering devices will be discussed within the context of the product cooling segment of the refrigeration industry. Safety precautions and procedures will be emphasized. System maintenance and troubleshooting procedures will provide focus.

HV1310 Maintenance and Start up Skills**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of residential, commercial HVAC maintenance and start up skill sets. This course is centered on the basic skills needed for entry into the HVAC construction trade. Emphasis is on evacuation, charging, cleaning and troubleshooting using industry key performance indicators such as superheat, sub cooling, condenser split, delta t and temperature difference, humidity, and amp draw to determine system performance.

HV1410 Residential and Commercial Controls**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of residential, commercial HVAC safety controls and operational controls and components. In addition there will be a fan and compressor motor segment focusing on how motors operate and start controls for fans and compressors. The student will learn basic ladder diagram development.

HV1420 Introduction to DDC, PLC, and Pneumatic Control Logic**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of Direct Digital Control (DDC), Pneumatic Logic Controllers (PLC) and Pneumatic Control Logic. The student will learn terminology, applications, control loops, input and output schedules and comparison to set point controls. This course will give the HVAC student needed knowledge to interface with the controls industry in the field.

HV1510 Construction Drawings, Building Specifications, and Design Considerations**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the construction process. Building drawings and specifications for work will be presented and practiced. The authority chain of the construction project and design considerations when constructing an HVAC project will provide a focus.

HV1610 Gas and Oil Heating Systems**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of Gas and Oil heating systems in residential and commercial applications. Fuels, circuits, combustion systems, thermostats, electronic modules and boards, and ignition approaches will be presented. New system technology will be discussed. Emphasis will be placed on safety concerns and procedures with both gas and oil heating systems, particularly their fuels. Troubleshooting problems associated with both systems will be presented, discussed, and demonstrated.

HV1620 Boiler, Chiller, and Cooling Tower Systems**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of low pressure and high pressure boiler systems, and low pressure, high pressure, absorption, and cooling towers in chilled water systems. The course will cover application in residential, commercial and industrial systems. Troubleshooting problems associated with the same systems as well as specific safety issues and procedures will be emphasized.

HV1630 Residential and Commercial AC and Heat Pumps**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of Air Conditioning and Heat Pump systems. The entire course will be detailed in high temp refrigeration cycles. Compressors, Evaporators, Condensers, and metering devices will be presented as the four major components within AC and Heat Pump Systems. Troubleshooting, maintenance, and service provide a foundation for the course.

HV1710 Energy Conservation, Heat Recovery, and Air Quality**4.5 Quarter Credit Hours***Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*

This course introduces the student to the basics of Energy Conservation practice and equipment, Indoor Air Quality practice, testing, and equipment as well as the effects of humidity on human comfort and methods of control are investigated. Heating Recover Ventilators and Energy Recovery Ventilators will be presented. Service and corrective action measures will provide a focus.

MA1120 Administrative Procedures**4.5 Quarter Credit Hours***Prerequisite: None*

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

MA1320 Patient Care Concepts**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA1340 Specimen Collection and Analysis**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA1420 Minor Surgical Procedures**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

MA1520 Pharmacology**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MA1620 Medical Office Emergencies**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment, and diagnostic testing for the cardiac and respiratory systems. The medical assistant's role in emergency preparedness and response is emphasized throughout.

MA1640 Cardiac Care**4.5 Quarter Credit Hours***Prerequisites: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, Circulatory, Respiratory, and Lymphatic) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.

MA1990 Externship**6.0 Quarter Credit Hours***Prerequisite: Completion of all core (AH, MA and SS prefix courses) in the Medical Assistant Certificate Program*

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 180 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor.

MED1115 Medical Terminology Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

MED1151 Functions of Health Records Management**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals*

This course provides a more detailed look at Electronic Health Records. The course examines the creation of a Superbill, adding comprehensive office visit information, entering of medical tests, sending faxes, accessing the bulletin board and the utilization of diagnoses and procedural coding information. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

MED1230 Institutional Billing, Coding and Reimbursement**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MOA1103 Insurance Billing and Bookkeeping*

This is an introduction to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. The course presents how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form. Medical terminology, anatomy and physiology are also covered.

MED1270 Confidentiality of Health Care Records**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals*

This course covers concepts for correctly dealing with patient health information utilized throughout multiple allied health careers. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorization forms.

MED2240 Reimbursement Methodologies**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MOA1103 Insurance Billing and Bookkeeping*

This course will show students the reimbursement side of health care and the importance of correct coding and billing practices to both the facility and the patient. Students will gain insight into the various types of health insurance plans, and also study compliance as it relates to reimbursement. How to complete, interpret, and process manual and automated insurance claim forms for government and third party payers are explored.

MED2280 Healthcare Delivery Systems**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals*

This course covers the history, and current issues in the U.S. healthcare delivery systems. Interrelationships among system components and care providers are explored. Licensing, accreditation and regulatory compliance activities are discussed, safety and security, and the role of health information professionals. The evolution, and emerging trends in health information systems are explored.

MED2285 Pathophysiology and Pharmacology**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals*

This course is a study of human diseases using a systems approach. The course explores the basics of diseases, including causes, categories, terminology and pharmacological applications.

MED2290 Regulatory Issues in Health Information**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MOA1103 Insurance Billing and Bookkeeping*

This course covers legal and regulatory issues in healthcare, with emphasis on delivery of healthcare services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a healthcare context. Legal terminology pertaining to civil liability and the judicial and legislative processes are covered.

MOA1101 Computerized Billing and Coding**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MOA1103 Insurance Billing and Bookkeeping*

The course will focus on the use of technology for computerized billing and coding procedures. Students will learn the basics of an electronic health record and practice management. It will incorporate the front office activities in a medical facility, information management, and billing and coding principles. Medical terminology, anatomy and physiology will also be covered.

MOA1102 Medical Insurance Processing and Coding**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals*

The course will focus on coding diagnostic and professional services rendered by the physician. Emphasis is placed on the use of procedural and diagnostic coding utilized in insurance claim processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course.

MOA1103 Insurance Billing and Bookkeeping**4.5 Quarter Credit Hours***Prerequisite: None*

This course will focus on the basics of accounting principles including the utilization of the 10-key to assist in solving math problems, developing speed, understanding charge slips and proficiency in the recording of accounting transactions. The application of basic bookkeeping, insurance billing, and reconciliation of bank statements are covered. Medical terminology, anatomy, and physiology are also covered.

MOA1105 Insurance Claims Processing**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MOA1103 Insurance Billing and Bookkeeping*

In this course, students will learn to process claims in accordance with benefit and claims requirements. Responsibilities are to research, interpret client directives, and determine correct action to be taken for adjudication. Input claims in payment system. Special claims projects are required. Document action taken in payment system and letters to members and submitters. Medical terminology, anatomy and physiology are also covered.

MOA1130 Medical Insurance Billing and Coding**4.5 Quarter Credit Hours***Prerequisite: MED1115 Medical Terminology Fundamentals and MA1120 Administrative Procedures*

This course will focus on coding diagnostic and professional services rendered by the physician, and insurance and billing processes. Emphasis is placed on the use of procedural and diagnostic coding and systems utilized in insurance claim submission and processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course. Major insurance companies, government-sponsored health systems, and bookkeeping procedures used in healthcare are also discussed.

NU1010 Fundamentals of Nursing**3.5 Quarter Credit Hours***Prerequisites: SC1800 Anatomy & Physiology I, SC1900 Anatomy & Physiology II**Corequisites: SC2310 Microbiology, NU1010L Fundamentals of Nursing Lab, NU1010C Fundamentals of Nursing Clinical*

This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process.

NU1010L Fundamentals of Nursing Lab**2.0 Quarter Credit Hours***Prerequisites: SC1800 Anatomy & Physiology I, SC1900 Anatomy & Physiology II**Corequisites: SC2310 Microbiology, NU1010 Fundamentals of Nursing, NU1010C Fundamentals of Nursing Clinical*

This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The skills lab provides the opportunity for application of the course objectives.

NU1010C Fundamentals of Nursing Clinical**2.0 Quarter Credit Hours***Prerequisites: SC1800 Anatomy & Physiology I, SC1900 Anatomy & Physiology II**Corequisites: SC2310 Microbiology, NU1010 Fundamentals of Nursing, NU1010L Fundamentals of Nursing Lab*

This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The clinical experience provides the application phase of the course objectives.

NU1015 Pharmacology for Nursing**4.0 Quarter Credit Hours***Prerequisites: GE2110 College Mathematics, NU1010 Fundamentals of Nursing, NU1010L Fundamentals of Nursing Lab, NU1010C Fundamentals of Nursing Clinical**Corequisites: NU1015L Pharmacology for Nursing Lab, NU1015C Pharmacology for Nursing Clinical, GE1115 Sociology of the Family*

This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations.

NU1015L Pharmacology for Nursing Lab**1.5 Quarter Credit Hours***Prerequisites: GE2110 College Mathematics, NU1010 Fundamentals of Nursing, NU1010L Fundamentals of Nursing Lab, NU1010C Fundamentals of Nursing Clinical**Corequisites: NU1015 Pharmacology for Nursing, NU1015C Pharmacology for Nursing Clinical, GE1115 Sociology of the Family*

This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations. The skills lab provides the opportunity for application of the course objectives.

NU1015C Pharmacology for Nursing Clinical**2.0 Quarter Credit Hours***Prerequisites: GE2110 College Mathematics, NU1010 Fundamentals of Nursing, NU1010L Fundamentals of Nursing Lab, NU1010C Fundamentals of Nursing Clinical**Corequisites: NU1015 Pharmacology for Nursing, NU1015L Pharmacology for Nursing Lab, GE1115 Sociology of the Family*

This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations. The clinical experience provides the application phase of the course objectives.

NU1020 Gerontological Nursing and Community Health**4.0 Quarter Credit Hours***Prerequisites: NU1015 Pharmacology for Nursing, NU1015L Pharmacology for Nursing Lab, NU1015C Pharmacology for Nursing Clinical**Corequisites: NU1205 Medical-Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing I Clinical*

This course provides a detailed study of the aging process including the health care needs and associated cultural considerations of our aging population. Analysis of the needs of the individual and family with associated community and system challenges will foster development of effective nursing interventions. The course uses evidence-based information that is pertinent to providing wellness-oriented care for older adults with a major focus on promoting health and improving quality of life for older adults.

NU1205 Medical-Surgical Nursing I**6.0 Quarter Credit Hours***Prerequisites: NU1015 Pharmacology for Nursing, NU1015L Pharmacology for Nursing Lab, NU1015C Pharmacology for Nursing Clinical**Corequisites: NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing I Clinical, NU1020 Gerontological Nursing and Community Health*

This course provides the evidence based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course.

NU1205L Medical-Surgical Nursing I Lab**2.0 Quarter Credit Hours**

Prerequisites: NU1015 Pharmacology for Nursing, NU1015L Pharmacology for Nursing Lab, NU1015C Pharmacology for Nursing Clinical

Corequisites: NU1205 Medical-Surgical Nursing I, NU1205C Medical-Surgical Nursing Clinical, NU1020 Gerontological Nursing and Community Health

This course provides the evidence based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. The skills lab provides the opportunity for application of the course objectives.

NU1205C Medical-Surgical Nursing I Clinical**2.0 Quarter Credit Hours**

Prerequisites: NU1015 Pharmacology for Nursing, NU1015L Pharmacology for Nursing I Lab, NU1015C Pharmacology for Nursing Clinical

Corequisites: NU1205 Medical-Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1020 Gerontological Nursing and Community Health

This course provides the evidence based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. The clinical experience provides the application phase of the course objectives.

NU2305 Medical-Surgical Nursing II**6.0 Quarter Credit Hours**

Prerequisites: NU1205 Medical- Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical Surgical Nursing I Clinical, NU1020 Gerontological Nursing and Community Health

Corequisites: NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course.

NU2305L Medical-Surgical Nursing II Lab**2.0 Quarter Credit Hours**

Prerequisites: NU1205 Medical- Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing Clinical, NU1020 Gerontological Nursing and Community Health

Corequisites: NU2305 Medical-Surgical Nursing II, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. The skills lab provides the opportunity for application of the course objectives.

NU2305C Medical-Surgical Nursing II Clinical**2.0 Quarter Credit Hours**

Prerequisites: NU1205 Medical Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing I Clinical, NU1020 Gerontological Nursing and Community Health

Corequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. The clinical experience provides the application phase of the course objectives.

NU2405 Maternal/Child Nursing**4.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisite: NU2405L Maternal/Child Nursing Lab, NU2405C Maternal/Child Nursing Clinical, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention.

NU2405L Maternal/Child Nursing Lab**1.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisites: NU2405 Maternal/Child Nursing, NU2405C Maternal/Child Nursing Clinical, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention. The skills lab provides the opportunity for application of the course objectives.

NU2405C Maternal/Child Nursing Clinical**2.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisites: NU2405 Maternal/Child Nursing, NU2405L Maternal/Child Nursing Lab, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention. The clinical experience provides the application phase of the course objectives.

NU2505 Pediatric Nursing**4.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisites: NU2405 Maternal/Child Nursing, NU2405L Maternal/Child Nursing Lab, NU2405C Maternal/Child Nursing Clinical, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

This course presents evidence based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors.

NU2505L Pediatric Nursing Lab**1.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisites: NU2405 Maternal/Child Nursing, NU2405L Maternal/Child Nursing Lab, NU2405C Maternal/Child Nursing Clinical, NU2505 Pediatric Nursing, NU2505C Pediatric Nursing Clinical

This course presents evidence based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors. The skills lab provides the opportunity for application of the course objectives.

NU2505C Pediatric Nursing Clinical**2.0 Quarter Credit Hours**

Prerequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing, NU2605C Mental Health Nursing Clinical

Corequisites: NU2405 Maternal/Child Nursing, NU2405L Maternal/Child Nursing Lab, NU2405C Maternal/Child Nursing Clinical, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab

This course presents evidence based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors. The clinical experience provides the application phase of the course objectives.

NU2605 Mental Health Nursing**4.0 Quarter Credit Hours**

Prerequisites: NU1205 Medical-Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing I Clinical, NU1020 Gerontological Nursing and Community Health

Corequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605C Mental Health Nursing Clinical

This course focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed.

NU2605C Mental Health Nursing Clinical**2.0 Quarter Credit Hours**

Prerequisites: NU1205 Medical-Surgical Nursing I, NU1205L Medical-Surgical Nursing I Lab, NU1205C Medical-Surgical Nursing I Clinical, NU1020 Gerontological Nursing and Community Health

Corequisites: NU2305 Medical-Surgical Nursing II, NU2305L Medical-Surgical Nursing II Lab, NU2305C Medical-Surgical Nursing II Clinical, NU2605 Mental Health Nursing

This course focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The clinical experience provides the application phase of the course objectives.

NU2705 Leadership and Management**4.0 Quarter Credit Hours**

Prerequisites: NU2405 Maternal/Child Nursing, NU2405C Maternal/Child Nursing Clinical, NU2405L Maternal/Child Nursing Lab, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

Corequisites: NU2705C Leadership and Management Clinical, NU2800 NCLEX Review

This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports.

NU2705C Leadership and Management Clinical**4.0 Quarter Credit Hours**

Prerequisites: NU2405 Maternal/Child Nursing, NU2405C Maternal/Child Nursing Clinical, NU2405L Maternal/Child Nursing Lab, NU2505 Pediatric Nursing, NU2505C Pediatric Nursing Clinical, NU2505L Pediatric Nursing Lab

Corequisites: NU2705 Leadership and Management, NU2800 NCLEX Review

This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports. The clinical experience provides the application phase of the course objectives.

NU2800 NCLEX Review**4.0 Quarter Credit Hours**

Prerequisites: NU2405 Maternal/Child Nursing, NU2405L Maternal/Child Nursing Lab, NU2405C Maternal/Child Nursing Clinical, NU2505 Pediatric Nursing, NU2505L Pediatric Nursing Lab, NU2505C Pediatric Nursing Clinical

Corequisites: NU2705 Leadership and Management, NU2705C Leadership and Management Clinical

The NCLEX-RN Exam Review course covers the registered nursing curriculum from basic concepts to the complexities of specialty areas, while incorporating the nursing process throughout. The entire course is organized in a concise format to enhance study, and is followed by review questions. Practice online exams, focused reviews, and a comprehensive examination are included.

OFM1010 Microsoft Word**4.5 Quarter Credit Hours**

Prerequisite: SS1110 Technology Fundamentals

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

OFM1020 Microsoft Excel**4.5 Quarter Credit Hours***Prerequisite: SS1110 Technology Fundamentals*

Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

OFM1030 – Microsoft Outlook & Office Communication**4.5 Quarter Credit Hours***Prerequisite: SS1110 Technology Fundamentals*

This course will provide students with the skills necessary to start sending and responding to email, as well as maintaining the Calendar, scheduling meetings, and creating tasks. Through this course the student will gain knowledge of written communications including letters and memos meeting a variety of situations in the business environment through the use of email and traditional communication formats. Included with this course are the writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

OFM1040 Microsoft PowerPoint**4.5 Quarter Credit Hours***Prerequisite: SS1110 Technology Fundamentals*

This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.

OFM1050 Customer Service**4.5 Quarter Credit Hours***Prerequisite: BA1110 Business Fundamentals and BA1115 Human Relations in Organizations*

This course explores the elements required to have great customer service skills. The intent of the topics covered in this course is to provide knowledge and skills to take a proactive approach to maintaining customer relations. Topics explored include communication (verbal, written, and technology), problem solving, handling different situations, professionalism, customer focus culture, managing stress, and developing a customer service team.

PA1220 Legal Research and Writing**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides an introduction to legal research and writing using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws, and effective legal writing techniques and methods.

PA1320 Civil and Federal Litigation**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.

PA1340 Contracts and Remedies**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course explores the concepts of the law of contracts from formation to termination. Topics include contractual doctrines, the Uniform Commercial Code, performance and non-performance, warranties, breach, and remedies.

PA1360 Torts**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course examines various types of torts. Emphasis will be made on the concepts of negligence, intentional torts, damages, and liabilities.

PA1520 Wills and Trusts**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course introduces students to the estate-planning process, and explores intestate and testate successions. Students will research laws governing estate law and practice legal writing skills by drafting estate-planning documents. In addition, students will explore the paralegal's role in estate planning, beginning with initial fact gathering through the process of administering an estate.

PA1540 Real Estate Law**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course introduces students to the terms, concepts, principles, and laws of real estate. Different property ownership laws will be emphasized. An overview of how land ownership is recorded, the rights and limitations of landowners, and the laws regarding the financing of the purchase of land will be discussed.

PA1620 Family Law**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course provides an introduction to the practical and procedural aspects of family law practice. Topics explored include the role of the paralegal in family law, premarital agreements, marriage, separation and divorce, domestic partnerships, child custody and support, and family violence.

PA1820 Dispute Resolution**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course offers students an overview of Alternative Dispute Resolution by presenting the theories defining negotiation, arbitration, and mediation. Topics include the types of conflict and the roles of participants. Students will learn the distinguishing characteristics of each of the alternative approaches to disputes and will consider the ethical and legal considerations that may arise with each. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical and legal considerations are covered.

PA1990 Paralegal Externship**6.0 Quarter Credit Hours***Prerequisite: Completion of all core (BA, CJ, PA and SS prefix courses, as applicable) in the Paralegal Studies Program*

This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a lawyer or site supervisor. The course provides 180 hours of supervised work involving paralegal practical skills and career professionalism. Students will be expected to perform entry-level paralegal duties, as assigned by the designated supervisor.

PA2320 Bankruptcy**4.5 Quarter Credit Hours***Prerequisite: PA1220 Legal Research and Writing*

This course familiarizes students with the common forms of bankruptcy under Chapters 7, 11, and 13 of the United States Bankruptcy Code. The course explores the evolution of bankruptcy law, multiple participants in bankruptcy, voluntary and involuntary bankruptcy, and the federal and local procedures associated with bankruptcy filings.

PT1110 Introduction to Pharmacy**4.5 Quarter Credit Hours***Prerequisite: None*

This course explores the past, present, and future of the pharmacy professions. Medical terminology and abbreviations specific to the practice of pharmacy will be discussed. Additional topics include the evolution of the pharmacy technician, types of pharmacy practices, educational and licensure/certification requirements, and the regulations involved in maintaining confidentiality for healthcare patients.

PT1120 Pharmacy Operations and Administration**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces students to administrative components in the health-system pharmacy and includes the conceptual knowledge necessary to be a part of a successfully managed and operated pharmacy practice or facility. The fundamentals of record keeping, including customer service, patient confidentiality laws and policies, purchasing systems, pricing, and merchandising are presented. Accounting formulas and procedures, calculations, and insurance and other billing approaches and procedures are examined. The fundamentals of reading, processing, and filling prescriptions and medication orders, as well as dosing systems will be emphasized. Telepharmacy and other pharmacy technology approaches are also presented.

PT1130 Pharmacy Law and Ethics**4.5 Quarter Credit Hours***Prerequisite: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course examines the major federal regulations and regulating agencies relating to pharmacy practice. Additionally, patient rights, drug monographs, and the ethical and moral philosophies pertaining to the practice of pharmacy will be discussed.

PT1210 Infection Control and Safety**4.5 Quarter Credit Hours***Prerequisite: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. Proper IV preparation, sterile products, and patient safety relating to pharmacy practice will be discussed. A thorough examination of proper hand washing, basic first aid, and CPR is included.

PT1310 Pharmacy Calculations**4.5 Quarter Credit Hours***Prerequisite: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course exposes students to the concepts and theories involved in pharmaceutical calculations in the creation of medications. The fundamentals of drug dosage calculations and conversions, concentrations and dilutions and the use of the alligation grid will be discussed. Calculations for flow rates, TPN, and other IV medications will be explored.

PT1320 Pharmacy Measurements**4.5 Quarter Credit Hours***Prerequisite: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course presents the fundamental components used in measuring medications in the pharmacy practice. An emphasis will be placed on basic math skills needed by the pharmacy technician. Thorough discussions on the various systems of measurement will round out the course.

PT1330 Compounding**4.5 Quarter Credit Hours***Prerequisites: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course is a comprehensive exploration of compounding in pharmacy technology. The latest equipment, techniques and methods of compounding medication will be discussed. Students will learn to identify and use sterile, non-sterile, and cytotoxic products, as well as the important aspects of IV compounding. The fundamentals of dosage forms and medicinal flavoring are also presented.

PT1410 Pharmacology**4.5 Quarter Credit Hours**

Prerequisites: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration This course focuses on the definitions, terms, and concepts of pharmacology, including drug nomenclature, sources, classifications, dosages, and administration. The particular challenges of neonatal, pediatric, and geriatric drug administrations and dosage adjustments are covered. Medication errors and prevention strategies are presented including the rights of medication administration. The description of drug addiction and dependency and the implications for the pharmacy industry are discussed. Legislation and regulations regarding drugs are emphasized.

PT1420 Pharmacodynamics**4.5 Quarter Credit Hours***Prerequisites: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course introduces the terms, concepts, and processes of pharmacodynamics. The class will focus upon the pathways by which drugs act upon the body. Factors affecting medication potency, efficacy, and response are emphasized, including age, body mass, gender, administration, genetic factors, and psychological factors are reviewed. The challenges of medication therapy in neonatal, pediatric, geriatric, pregnant, and lactating patients are considered. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered.

PT1430 Pharmacokinetics**4.5 Quarter Credit Hours***Prerequisites: PT1110 Introduction to Pharmacy and PT1120 Pharmacy Operations and Administration*

This course introduces the definition and concepts of pharmacokinetics. The course examines the basic body processes involved in drug uptake and elimination, and reviews the anatomy and physiology of the body systems involved. Specific disorders and abnormalities affecting the body are introduced to include actions and uses of drugs on each body system are covered.

PT1990 Pharmacy Technician Externship**6.0 Quarter Credit Hours***Prerequisite: Completion of all core (AH, PT and SS prefix courses) in the Pharmacy Technician Certificate Program*

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

SC1800 Anatomy & Physiology I**5.0 Quarter Credit Hours***Prerequisites: None*

This laboratory course examines the structure and function of the systems in the human body. In this course cells and tissues, the urinary system, the musculoskeletal system, the nervous system, the senses, the integumentary system, and fluid and electrolyte balance will be covered. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC1900 Anatomy & Physiology II**5.0 Quarter Credit Hours***Prerequisites: SC1800 Anatomy & Physiology I*

This laboratory course examines the structure and function of the systems in the human body. In this course, the circulatory system, respiratory system, metabolism and the endocrine system, digestive system, immunology and lymphatic system, reproductive system, the blood, and growth and development will be covered. This course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC2310 Microbiology**4.5 Quarter Credit Hours***Prerequisites: GE2110 College Mathematics*

This course focuses on the essentials of diagnostic microbiology. Information progresses from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problem-solving skills. The course explains basic principles and concepts to set-up a firm foundation in microbiology.

SS1001 Student Success Strategies**4.5 Quarter Credit Hours***Prerequisite: None*

This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

SS1110 Technology Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets, word processing, spreadsheet, and presentation software.

SS1210 Professional Success Strategies**4.5 Quarter Credit Hours***Prerequisite: None*

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

SS2101 Academic Success Strategies**4.5 Quarter Credit Hours***Prerequisite: None*

This course provides associate degree students in Charter College programs with strategies for academic success. Topics include self-directed learning, study habits, academic research and writing, and foundational math review. Using assignments, homework, and directed group discussions, students apply these foundational skills in measurable ways. Additionally, students receive actionable feedback and guidance in preparation for success in future classes.

SS2110 Software Fundamentals**4.5 Quarter Credit Hours***Prerequisite: None*

This course explores Microsoft Office, Word and Excel. Topics covered in Microsoft Word include formatting text, styles, mail merge, protecting documents, macros, tables, auto correct, spell and grammar check, and table of contents. Topics covered in Microsoft Excel include functions in formula, headers and footers, conditional formatting, charts, IF statements, and protecting worksheets and workbooks.

SS4900 Developing and Managing a Career**4.5 Quarter Credit Hours***Prerequisite: None*

This course is intended as a study of career planning and management with a focus on portfolio production. Emphasis is placed on assisting students to improve their marketability in the job market. Topics include self-assessment, interviewing skills, networking, completing employment applications, writing cover letters, resumes, and follow up letters, and the creation of a professional portfolio to showcase their knowledge, skills, and competencies for prospective employers. Online and social media applications and websites are also explored as a method for networking and seeking employment.

VA1000 Veterinary Practice Management**4.5 Quarter Credit Hours***Prerequisite: None*

In this introduction to the small animal hospital, students will explore the roles of the veterinary health-care team as well as the main organizations that play a part in veterinary medicine. This course will cover professional client communication skills, medical records, and general veterinary terminology. An overview of disinfection in the small animal clinic and universal safety precautions will be discussed and practiced. Students will learn about the procedures and emotional issues surrounding euthanasia in the small animal clinic.

VA1100 Small Animal Musculoskeletal and Circulatory Systems and Diseases**4.5 Quarter Credit Hours***Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care*

In this course, students will study the gross musculoskeletal anatomy of dogs and cats. This section will cover immunology and the cells that circulate in the blood stream. The student will gain an understanding of the most common diseases seen in the small animal clinic of bone, immune and blood origins upon completion of this course. Examples of topics covered include anemia, osteoarthritis and inflammation.

VA1120 Small Animal Cardiorespiratory and Nervous Systems and Diseases**4.5 Quarter Credit Hours***Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care*

In this course, students will learn the gross anatomy, function and terminology associated with the heart and lungs of both dogs and cats. Students will explore how the nervous system is organized. Upon completion of this section, students should be able to understand the most commonly encountered diseases of the cardiorespiratory and nervous systems in small animal medicine. Examples of topics include heart failure, murmurs and seizures in pets.

VA1130 Small Animal Digestive and Urogenital Systems and Diseases**4.5 Quarter Credit Hours***Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care*

In this course, students will explore the gross anatomy, function and terminology of the organs that make up the digestive system in dogs and cats. This section will also discuss the signs and symptoms of the diseases of the digestive system in small animals. An overview of small animal reproductive cycles, pregnancy and birth will be presented. Students will be introduced to the anatomy and function of the urinary systems, as well as the most common diseases pertaining to the kidneys and bladder of dogs and cats. Topics covered include vomiting, principles of birthing, and kidney failure in pets.

VA1140 Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases**4.5 Quarter Credit Hours***Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care*

In this course, students will study the structure, function, terminology and common diseases of the small animal eye. This lesson will also explore the structure and common diseases of the skin and ears of pets and will demonstrate the skin tests that veterinarians perform on a daily basis. An introduction to dental terminology and disease in dogs and cats will be discussed. Topics covered in this section include glaucoma, ear cleanings and dental charting.

VA1150 Small Animal Endocrinology and Oncology**4.5 Quarter Credit Hours**

Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care

This course will cover the most common cancers seen in small animals and the principles of chemotherapy in pets. Students will learn about the most common endocrine diseases of dogs and cats and their respective treatments. Examples of topics include diabetes, thyroid disorders and sarcomas.

VA1200 The Veterinary Exam Room and Preventative Care**4.5 Quarter Credit Hours**

Prerequisite: None

This course introduces students to the physical exam process and patient restraint. Students will explore the most important topics that a veterinary assistant may need to provide client education on such as vaccines, heartworm preventatives, nutrition and common behavioral issues in dogs and cats. Examples of topics include nail trimming, ear cleaning and anal gland expression.

VA1300 Small Animal Nursing**4.5 Quarter Credit Hours**

Prerequisite: VA1000 Veterinary Practice Management, VA1200 Veterinary Exam Room and Preventative Care

This course focuses on the essentials of nursing care that an assistant will provide to dogs and cats in veterinary hospitals. Students will explore medication administration, injection techniques and venipuncture. Topics include emergency care, bandaging and fluid therapy in small animals.

VA1400 Small Animal Pharmacology and Toxicology**4.5 Quarter Credit Hours**

Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care

In this course, students will learn about common calculations, proper prescription labels and the most common categories of drugs dispensed from a small animal clinic. This section will also explore how to handle poisoning emergencies and the most common toxins encountered by dogs and cats. Topics include antibiotics, oral pain medications and chocolate toxicity.

VA1500 Veterinary Laboratory Procedures**4.5 Quarter Credit Hours**

Prerequisite: VA1000 Veterinary Practice Management and VA1200 The Veterinary Exam Room and Preventative Care

On a typical day, a trained veterinary assistant will spend more time in the laboratory than the doctor. This course will examine how blood chemistries, CBCs and the urinalysis aid in assessing a pet's health. Students will also review diagnostic testing of the skin and ears and blood smears. Identification and treatment of both internal and external parasites will be explored further in this section.

VA1600 Small Animal Radiology and Surgical Assisting**4.5 Quarter Credit Hours**

Prerequisite: VA1000 Veterinary Practice Management, VA1200 Veterinary Exam Room and Preventative Care

This course will emphasize the safety, terminology and positioning in taking radiographs of dogs and cats. In the surgery room, topics such as aseptic technique, surgical instrumentation and monitoring of the surgical patient will be explored. Common surgical procedures and perioperative pain control will be addressed in this section.

VA1990 Veterinary Assistant Externship**6.0 Quarter Credit Hours**

Prerequisite: Completion of all core (SS and VA prefix courses) in the Veterinary Assistant Certificate Program

This course allows students to apply veterinary assisting knowledge and skills at a sponsoring veterinary office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional veterinary assisting skills and front office procedures.

WE1110 Welding Safety and Equipment**4.5 Quarter Credit Hours**

Prerequisite: None

In this course, students will be introduced to Basic Principles of Welding, to principles of Welding Safety and the basic welding equipment. The student will be exposed to the general safety considerations that apply to welding and metal cutting. Joint design and how to prepare metal joints for welding will be addressed. Students will learn the types and use of shielded metal arc welding machines.

WE1210 Trades Math and Welding Details**4.5 Quarter Credit Hours***Prerequisite: None*

In this course students are exposed to the intricacies associated with construction math, blueprints and identifying and interpreting detailed drawings with regard to welding symbols, procedures, lines, fills, pipe breaks, object views, dimensioning, notes, and materials used. In addition, students will be introduced to the physical and mechanical characteristic and classifications of common ferrous and nonferrous metals as well as methods used in identifying each type.

WE1310 Basic Welding**4.5 Quarter Credit Hours***Prerequisite: None*

In this course students will be exposed to training on how Shielded Metal Arc Welding is executed. The students will prepare the welding area and the welding machine. The scratch and strike methods of striking an arc will be covered. Students will practice setting up welding equipment, striking an arc, and extinguishing an arc. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1320 Cutting Procedures**4.5 Quarter Credit Hours***Prerequisite: None*

This course teaches the principles of oxyfuel, plasma arc, and carbon arc cutting. The students will learn safety and operating requirements for all three cutting procedures. Area preparation and equipment setup, care, and maintenance are also covered. Preheating, interpass temperature control, post heating procedures, weldment strength, ductility, and weld quality will also be covered throughout.

WE1340 Beads and Fillet Welds**4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures*

This course provides the foundations for proper creation of stringer, weave, and overlapping beads. Restarting and terminating beads will be addressed. Students will learn and practice fillet beads in the horizontal, vertical and overhead positions. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1350 Groove Welds and Joint Fit**4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures*

This course focuses on job code specifications, using gauges to check joint fit-up, fitting up joints using pipe and plate fit-up tools, controlling distortion, and checking for misalignment and poor fit-up. Performing groove welds with backing in the flat, horizontal, vertical, and overhead positions using electrodes will also be discussed. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1410 Open V-Groove Welds I: Flat and Horizontal**4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures*

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the flat and horizontal positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1420 Open V-Groove Welds II: Vertical and Overhead**4.5 Quarter Credit Hours***Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures*

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the vertical and overhead positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1430 Open-Root V-Groove Pipe Welds**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course provides students with an understanding of how to prepare shielded metal arc welding (SMAW) equipment for open-root V-groove pipe welds. In addition, students will be given instruction on how to make open-root V-groove pipe welds in all positions using SMAW equipment. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1510 Gas Metal Arc Welding**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the vertical and overhead positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1520 Flux-Cored Arc Welding**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

In this course students are presented with an overview of the equipment required for flux-cored arc welding. Topics include safety practices, power sources, equipment setup, and filler metals. Students will also learn how to make fillet and open V-groove welds on carbon steel plate using flux-cored arc welding (FCAW) in all positions. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1530 Shielded Metal Arc Welding: Pipe**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course provides students with an understanding of how to prepare shielded metal arc welding (SMAW) equipment for open-root V-groove pipe welds. In addition, students will be given instruction on how to make open-root V-groove pipe welds in all positions using SMAW equipment. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1540 Gas Tungsten Arc Welding**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, and equipment setup. Primary focus involves lessons on the creating of fillet and V-groove welds on carbon steel plate coupons in all welding positions.

Course Descriptions - Graduate Programs

MBA500 Principles of Management

4.0 Quarter Credit Hours

Prerequisite: None

This course focuses on the theoretical and practical concepts of management. Issues and practices related to managing a business operation are examined. The role of the manager in today's business enterprise is emphasized.

MBA510 Organizational Communication

4.0 Quarter Credit Hours

Prerequisite: None

This course contains a practical approach to communication within the business enterprise. The students will be exposed to the principles of communication within an organization. Various strategies for effective communication are presented and practiced.

MBA520 Marketing for Management

4.0 Quarter Credit Hours

Prerequisite: None

The course presents the process by which a marketing plan is developed and implemented. All elements of marketing the organization are addressed. The metrics of successful marketing are discussed. The course also emphasizes the impact of modern information technology and telecommunications on marketing.

MBA530 Information Technology and Business

4.0 Quarter Credit Hours

Prerequisite: None

This course presents the key elements of information technology and its application to the business organization. The rapid complex changes brought on by ever evolving technology and its impact on business is emphasized.

MBA540 Human Resource Management

4.0 Quarter Credit Hours

Prerequisite: None

This course addresses all of the major concepts involved in managing human resources. Topics include equal employment opportunity, job analysis, recruitment, selection, orientation, training, and performance appraisal. Labor-management relations, compensation, safety and health are also covered. The role of Human Resources in the strategic planning process is also discussed.

MBA550 Organizational Development

4.0 Quarter Credit Hours

Prerequisite: None

This course surveys the concepts and practices of organizational development. Various organizational models are presented through the use of case studies and readings. The course content covers environmental, technological, and interpersonal elements of an organization's operation.

MBA620 Leadership Theory and Practice

4.0 Quarter Credit Hours

Co-requisite: MBA699 Capstone Project

This course addresses the theory and practice of leadership in organizations. Traditional and modern theories of leadership will be explored, as well as the practical application of these theories in the workplace. This course also examines the power and influence a leader has in an organization.

MBA635 Accounting for Managers

4.0 Quarter Credit Hours

Prerequisite: None

Accounting procedures related to recording, reporting, analyzing, and interpreting financial data are presented. The course examines the relationship between financial data and business decisions. Emphasis is placed on applying accounting procedures to the evaluation and analysis of business events.

MBA645 Managerial Economics

4.0 Quarter Credit Hours

Prerequisite: None

This course addresses the micro and macro concepts and their application to organizational decision-making. Methods of analysis of internal and external economic variables are emphasized. The impact of economic events on the organization is covered in the course.

MBA650 Statistics for Business**4.0 Quarter Credit Hours***Prerequisite: None*

The application of statistical approaches to analyze business issues is presented. Students are exposed to tools for statistical analysis and utilization of these tools for solving business challenges is demonstrated. Features of the course include case studies, readings, and in-depth discussions of statistical models.

MBA665 Organization Strategic Planning**4.0 Quarter Credit Hours***Prerequisite: None*

The development, formulation, and implementation of strategic planning is explored. Tools for conducting strategic planning are addressed. Students are exposed to the metrics by which the success of the strategic planning process is measured.

MBA670 Financial Management**4.0 Quarter Credit Hours***Prerequisite: None*

In this course students will examine the importance of the concepts of corporate finance in the success of the organization. Students will apply these corporate finance topics to relevant business cases. The role of financial strategies in the overarching corporate strategic plan is emphasized.

MBA680 International Business Management**4.0 Quarter Credit Hours***Prerequisite: None*

This course identifies the concepts and skills necessary to succeed in the global marketplace. Concepts such as multinational strategies, cross cultural management, risks analysis in international markets are addressed. Students are exposed to successful international organizational and operational management models.

MBA699 Capstone Project**4.0 Quarter Credit Hours**

Perquisite: MBA500 Principles of Management, MBA510 Organizational Communication, MBA520 Marketing for Management, MBA530 Information Technology and Business, MBA540 Human Resource Management, MBA550 Organizational Development, MBA635 Accounting for Managers, MBA645 Managerial Economics, MBA650 Statistics for Business, MBA665 Organization Strategic Planning, MBA670 Financial Management, and MBA680 International Business Management

Co-requisite: MBA620 Leadership Theory and Practice

Students will be required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program.

Appendix A – Emergency Preparedness Plan

Introduction

This guidebook was designed to give members of the Charter College community a ready-reference on how to respond in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **Awareness.** Pay attention to the little things around you! If you see something, say something. Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

Active Shooter

Quickly determine the best way to protect your life.

Run.

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide.

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Fight.

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. If available, discharge the fire extinguisher aiming at the shooter's eyes and nose.

CALL 911 AS SOON AS IT IS SAFE TO DO SO.

Biohazardous Materials

Part of learning to be a healthcare professional will be learning to deal with biohazardous materials. Charter College laboratories are designed to simulate a health care facility and deal with biohazardous materials accordingly. All federal, state and local laws are complied with, sharps containers and biohazardous disposal bins are available at appropriate locations in the labs. In the event of exposure on campus the student will report the incident to the Lead Instructor, or in the case of exposure while on externship the student will report the incident to the site supervisor and Lead Instructor, to file an incident report.

Bloodborne Pathogens

Bloodborne pathogens are viruses that can be transmitted through contact with blood and other body fluids. The most important viruses affecting health care workers exposed to blood and body fluids are Hepatitis B, HIV, and Hepatitis C. For students enrolled in programs that may include exposure to bloodborne pathogens, the curriculum includes information about personal protective equipment and how to limit exposure. In the event of exposure on campus the student will report the incident to the Lead Instructor, or in the case of exposure while on externship the student will report the incident to the site supervisor and Lead Instructor, to file an incident report.

While on campus should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the student will report the incident to the Lead Instructor to file an Incident Report. In the case of exposure

while on externship, the student will report the incident to the site supervisor and Lead Instructor to file an Incident Report.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and inform the Campus President/Manager immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

Child Abuse and Neglect Reporting

Charter College strongly believes that protecting children in danger is everyone's responsibility. The Child Abuse and Neglect Reporting Act is designed to protect the children from suffering harm. Protecting the child may also provide the opportunity to protect other children in the home. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may lower the risk of abuse.

Should an employee of Charter College be made aware of a child or student under the age of 18 being directly or indirectly abused by another student and/or family member of a student, that employee must report the information to his or her supervisor/Campus President/Campus Leadership and the appropriate authorities within his or her county. Failure to do so could result in disciplinary action and/or legal actions outside the school.

Earthquakes

Taking the proper actions, such as "Drop, Cover and Hold On", can save lives and reduce the risk of injury. In most situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.

HOLD ON until shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

Indoors: *Drop, Cover and Hold On*. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances and cabinets with heavy objects or glass. However, do not try to move more than 5 to 7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor, bend forward, *Cover* your head with your arms, and *Hold On* to your neck with both hands.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs buildings, vehicles and other hazards. Then *Drop, Cover and Hold On*. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

Emergency Notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Charter College:

- Charter College website: www.chartercollege.edu.
- Charter College social media pages (e.g., Facebook).
- Student and faculty portals.
- Broadcast emails.

Evacuating the Disabled

- **Pre-Planning is Important.** If you may need assistance evacuating in an emergency, advise your Campus President/Manager.
- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them (e.g, consider the pros and cons of being carried, etc.). Plan for a variety of conditions (e.g, how to evacuate if you and/or your helpers are injured, etc.).

Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you if time permits.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or College officials deem it safe to reenter.

Fire

In the event of a fire on campus:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or the Campus President/Manager deem it safe to reenter.

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

Infectious Diseases

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Manager/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of the campus. The orderly lockdown of a building during an emergency depends on early warning and student, faculty, and staff awareness of proper lockdown procedures. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible. If the office or classroom does not lock, the occupant(s) should barricade the door with a secure object (i.e. desk, etc.) until given the "all clear".
- Avoid being seen from the outside, if possible, and turn out all lights.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the Campus President/Manager.

- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an “all clear” from a police officer, emergency responder, or the Campus President/Manager.

Media Calls

The Chief Marketing Officer (CMO) and/or Chancellor serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Marketing Officer at the Corporate Office. The CMO speaks on behalf of Charter College and has the most accurate and up-to-date information. In addition, the CMO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Campus President/Manager. The Campus President/Manager will:
 - To assist the CMO in responding as quickly as possible, obtain the following information and forward to the CMO:
 - The reporter’s name and phone number.
 - The media organization he/she represents.
 - The type of information he/she is seeking.
 - The reporter’s deadline.
 - Regardless of the situation or what the media questions might be, never say “No Comment.” A better response is “Thanks for calling. Allow me to refer you to our CMO who handles media questions and they will be able to assist you.”
 - Never talk “off the record” with the media. Always assume that they will use any and all information they obtain in their report.

Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness (e.g., whether or not the victim is conscious, etc.).
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the Campus President/Manager.

Radiation Exposure and Monitoring

Certificate in Dental Assisting

Radiation protection and monitoring devices are available for each Dental Assisting student. All Dental Assisting student will be issued a dosimeter within the first module of attendance. Charter College will provide the dosimeters to all students quarterly. Students will leave the dosimeters on the campus in a designated location in the lab.

In the event of abnormal exposure levels:

1. It will be necessary for the campus to find out why the exposure is abnormal, and correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.
3. The campus will follow all regulatory requirements for over-exposure.

Reporting Crime

All crimes should be reported to the Campus President/Manager. Charter College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

Sexual Assault

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

- Go to a safe place; go somewhere to receive emotional support
- Report a sexual assault on campus to the Campus President
- Report the assault to the police. If requested, Charter College will assist with notification
- Preserve all physical evidence

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Charter College notification systems (student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Campus President.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Charter College authorized official.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Campus President/Manager immediately.

Quick Reference for helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

Tornado/Severe Weather

- A *tornado watch* is issued by the National Weather Service when tornadoes are possible in the area.
- A *tornado warning* is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- **DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.**
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

CATALOG ADDENDUM 2017-2018

In the Associate of Applied Science in Business Administration program, the total quarter credit hours for the *Concentration Requirements* are 67.5.

Consortium Agreements

Blended Course Option

Students in certain programs have the option to complete a portion of their program of study through blended courses. These blended courses require student to have available a computer and high-speed Internet access, and a supported web browser. For more information, see the Online/Blended Courses section or contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in blended courses.

The *Advanced Academic Standing* section was revised to include the Council for Higher Education Accreditation (CHEA).

Advanced Academic Standing

Transfer Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one (1) course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded.

The following was revised to include:

Grading System

Successful completion of the online orientation is indicated on the transcript as “OC” for Orientation Complete. Failure to complete the online orientation is recorded as “ON” for Orientation Not Complete on the transcript.

The phone number for NMHED found in the *Grievance and Appeals Policy* was revised to read:

Grievance and Appeals Policy

The information may be submitted to NMHED/PPSD, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100, (505) 476-8400.

Effective: 08/21/2017

Pages: 19, 21-22

The *Admissions Requirements* for the Associate of Applied Science in Allied Health, the Associate of Applied Science in Applied Technology, and the Associate of Applied Science in Business Administration were revised to include CHEA:

Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts.

Effective: 08/21/2017

Pages: 23-24

The *Admissions Requirements* for the Bachelor of Science in Business Administration and the Bachelor of Science in Health Care Administration were revised to include CHEA:

Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts.

Effective: 08/21/2017

Page: 140

The *Admissions Requirements* for the Master's in Business Administration were revised to include CHEA:

Coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts with a minimum 2.5 GPA.

Effective: 08/21/2017

Pages: 60-61

The following was revised to read:

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student in a certificate program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Effective: 08/21/2017

Page: 148

The following was revised to read:

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Effective: 08/21/2017

Page: 88

The *Academic Programs* statement was revised to read:

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student in a certificate program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

Effective: 08/21/2017

Page: 165

The *Academic Programs* statement was revised to read:

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

Effective: 08/21/2017

The *out-of-class activities* statement in the program descriptions was revised to read:

A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

The revision applies to the following degree programs:

- Master's in Business Administration
- Bachelor of Science in Aviation: Concentration in Fixed Wing
- Bachelor of Science in Aeronautics: Concentration in Fixed Wing
- Bachelor of Science in Aviation: Concentration in Rotor
- Bachelor of Science in Aeronautics: Concentration in Rotor
- Bachelor of Science in Business Administration
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Health Care Administration
- Associate of Applied Science in Allied Health
- Associate of Applied Science in Applied Technology
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Aviation: Concentration in Fixed Wing
- Associate of Applied Science in Commercial Aviation: Concentration in Fixed Wing
- Associate of Applied Science in Aviation: Concentration in Rotor
- Associate of Applied Science in Commercial Aviation: Concentration in Rotor
- Associate of Applied Science in Computer Networking Systems
- Associate of Applied Science in Nursing

The program description was revised to read:

Associate of Applied Science in Business Administration

The Associate of Applied Science in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, evaluation, and customer service management. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business related field.

The *Incomplete* policy within the *Grading System* was revised to read:

Grading System

Incomplete

Aviation, Commercial Aviation, and Aeronautics

Students attending a Ground School or Flight Lab course with a Flight Partner may petition for an incomplete for up to five (5) weeks to complete the course requirements with the permission of the Education Department. Students should refer to the Progression in Aviation, Aeronautics, and Commercial Aviation requirements to determine if they are eligible to continue to the next license/rating coursework if coursework for the previous license/rating is incomplete. If the course requirements are not successfully completed, a grade of "F" (Fail) will be assigned and the course must be repeated.

An Incomplete Extension may be granted with approval from the Director of Aviation and the Education Department for up to five (5) additional weeks to complete the lab hours required by the course due to extenuating circumstances (i.e., weather, mechanical issues or military requirements). Students must petition to receive an incomplete extension in the course.

An Incomplete Extension for Certification may be granted with approval from the Director of Aviation and the Education Department for up to ten (10) additional weeks for students who have completed the hours required by the course and are waiting for FAA Scheduling to complete Certification. Students must petition to receive an incomplete extension in the course.

The following eligibility requirement was revised to read:

Charter College Share the Knowledge Tuition Discount (STK)

2. Discount is applicable to immediate family members (father, mother, son, daughter, brother, sister, stepchildren, cousins, aunts, uncles, nieces, nephews, spouses, significant others and grandparents/grandchildren) or those residing in the same household of an attending/enrolling student, completer, or graduate.

The following was revised to read:

Admissions Requirements

Alaska, California, Montana, New Mexico, and Washington

Students must be at least seventeen (17) years of age. Students may be enrolled in only one (1) program at a time.

Prior to enrollment, an admissions representative will conduct an interview to review available programs and their relation to the career objectives, training needs, and overall motivations of the prospective student.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission.

Prior to or at any time during enrollment, if a student is considering a temporary or permanent move to another State while pursuing their education, it must be discussed with the Admissions Department, the Student Academic Advisor, or Career Services Department to review any factors that may adversely impact the student's ability to complete the program or pursue employment.

In order to be admitted, prospective students who are not citizens of the United States of America must provide official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Charter. To initiate the process, the student will provide Charter with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. Charter will then submit the information to one of the following foreign credential evaluation organizations: the Association of International Credential Evaluators, Inc. (AICE) or the National Association of Credential Evaluation Services (NACES). There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two (2) weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

The following statements regarding *Ability to Benefit* were revised to read:

Ability to Benefit

Montana, New Mexico

NOTE: ATB students may not enroll in the Certificate in Medical Assistant.

Alaska, California, Washington

ATB tests may have multiple components; applicants must have a passing score in all components to apply for admission.

The following course delivery method disclosure for the Certificate in Medical Assistant program was revised to read:

¹This course is taught blended or online.

The *Attendance* policy, specific to graded activities in online and blended courses, was revised to read:

Attendance

The attendance in an online course, or the distance education portion of a blended course, is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance; if no activity is submitted, then it cannot be graded and attendance will not be recorded for the student. Attendance is posted automatically from the Learning Management System (LMS) into the student record management system daily for the previous day. The student record management system tracks each individual graded activity as 20 minutes of attendance. This number does not represent and should not be considered the actual time in clock hours the assignment takes to complete.

The *Attendance* policy, specific to graded activities in an online course, was revised to read:

Attendance

The attendance in an online course is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance; if no activity is submitted, then it cannot be graded and attendance will not be recorded for the student. Attendance is posted automatically from the Learning Management System (LMS) into the student record management system daily for the previous day. The student record management system tracks each individual graded activity as 20 minutes of attendance. This number does not represent and should not be considered the actual time in clock hours the assignment takes to complete.

The following was added to the *Charter College Discounts* section:

Back to School Tuition Discount

The Back to School Discount is available to Charter College students who graduated with a certificate or associate degree and want to return to earn a higher credential. Available to students who begin classes on September 25, 2017 and October 30, 2017. The amount of the Back to School tuition discount is \$1500. The tuition discount applies to program charges only and will not result in a cash payment to the student. The tuition discount will be applied evenly to the student's account each term during the first academic year. Students receiving this discount can also receive other discounts. If the recipient of the discount petitions for a program change, the tuition discount will adjust to a percentage of the new total tuition charges remaining for the program.

The *Re-Entry* policy for the Associate of Applied Science in Nursing program was revised to read:

Re-Entry

Associate of Applied Science in Nursing

In addition to the requirements listed in the *Re-Entry* section, students who wish to re-enter the Associate of Applied Science in Nursing program must meet the following criteria to be considered for re-entry. Students may re-enter the program one (1) time. If after re-entry the student is unsuccessful, then the student will be withdrawn and will not be eligible for re-entry in the future.

1. Submit a letter to the Dean of Nursing describing why the student was previously unsuccessful in the program and what significant changes the student has made in order to be successful upon re-entry to the program.
 - a. The letter must be received no later than ten (10) weeks prior to the proposed re-entry start date. The Dean of Nursing determines if the student is eligible to apply for re-entry.
2. Re-entry applicants will be ranked based on their last NU or SC prefix final course grades. Additionally, re-entry is also based on space availability for the desired start date.
3. A re-entry student must successfully meet the *Progression in Nursing Courses* requirements by scoring a Level 2 or higher on the ATI Content Mastery Exams as administered in the cohort they re-enter.
4. Students are required to audit the prior NU-or-SC course to demonstrate a mastery of knowledge, competency, and safety. Depending on the NU-or-SC prefix course, this is demonstrated by scoring a 73.5% on the final exam, by having an exam average of 73.5%, by successfully passing the lab skills check-off, and/or by successfully meeting clinical objectives. The required score(s) will allow the student to move forward with repeating the course previously failed.
5. Applicant must successfully pass a drug screen as administered by a designee of the College.
 - a. A successful drug screen yields no evidence of non-prescription, controlled or illegal substance.
6. Applicant must successfully pass a background check as administered by a third party vendor of the College.
 - a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
 - b. Meet all DHSS guidelines.
7. Medical record information form must be up to date.
8. Certification in American Heart Association BLS must be current through graduation date.
9. If curriculum changes have occurred since the previous enrollment, all prior course work will be reviewed for transfer credit into the new curriculum.
10. Due to the requirements to access some clinical sites, including military bases, applicants must produce proof of one (1) of the following documents that must remain current and valid throughout enrollment.
 - a. U.S. Passport or U.S. Passport Card
 - b. Military ID
 - c. Permanent Resident card/Alien Registration Receipt Card (Form I-766)
 - d. Foreign passports with a temporary (I-551) stamp
 - e. An employment authorization document that contains a photograph (Form I-766)
 - f. Current/valid driver's license or identification card issued by a state or outlying possession of the United States which is in compliance with the REAL ID Act of 2005
 - g. Identification card issued by federal, state, or local government agencies that are REAL ID act compliant.
11. Successful completion of all *Admissions Requirements* and *Re-entry* requirements must be validated by the Dean of Nursing. Re-entry is subject to Dean of Nursing approval and will be confirmed in writing.

The *Auditing Courses* policy was revised for the Associate of applied Science in Nursing program as follows:

Associate of Applied Science in Nursing

Students are required to pass theory, lab, and clinical components of numerically-similar courses (e.g., NU1010, NU1010L, and NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, then the student must audit the other course portions when retaking the failed component. When a student is auditing a course, or courses, this is considered as the second entry into the program; Nursing students are allowed no more than two entries.

The following expectations are expected while auditing a course:

1. Students are expected to attend every course as scheduled. Catalog attendance policies apply.
2. Students are required to demonstrate a mastery of knowledge, competency, and safety in NU-or-SC prefix courses. Depending on the NU-or-SC prefix course, this is demonstrated by scoring a 73.5% on the final exam, by having an exam average of 73.5%, by successfully passing the lab skills check-off, and/or by successfully meeting clinical objectives.
 - a. If auditing a clinical course, students will be scheduled for a clinical site and may not proceed to the site until they receive confirmation of the schedule.
3. Upon successful completion of auditing a course, the student will receive an AU grade; the original grade earned in the course does not change. The student is encouraged to complete all ATI and other course assignments to enhance learning; the assignments are optional.
4. Students auditing courses must communicate with Financial Aid regarding their aid while auditing; further, in-school payments must continue.
5. The student will receive a new ATI product code upon auditing courses.
6. While auditing courses, the student must successfully meet the *Progression in Nursing Courses* requirements by scoring a Level 2 or higher on the ATI Content Mastery Exams whether or not a Level 2 was achieved previously.

The following policy in the *Emergency Preparedness Plan* was updated to include:

Radiation Exposure and Monitoring

Associate of Applied Science in Nursing

If a student experiences an exposure while at the clinical site they are to follow the agency's radiation exposure and monitoring policy.

The following policy was revised to read:

Repeating a Course

Students who do not achieve a letter grade of "C" (73.5%) or better in any course are considered to have failed that course and must repeat it. When students repeat a failed course, the grade received is used to calculate the Cumulative Grade Point Average. Both the original and repeat attempt(s) will be counted in Rate of Progress calculations. If repeating the course is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course only two (2) times (see *Satisfactory Academic Progress* and *Grading System*). A student who does not successfully complete a course after the third attempt will be academically dismissed from the College. Additionally, the ability to repeat a course is on a "seat availability" basis. A student's training may be interrupted if the course to be repeated is not available until a later date. Students repeating courses will be charged the per credit hour cost for each repeated course.

The following was revised to read:

Satisfactory Academic Progress

Appealing SAP Dismissal/FA Probation

Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (see *Grading System* for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students who cannot complete the program within the 150% maximum timeframe.

The following was updated to read:

Advanced Academic Standing

Credit for Certification Examination

Aviation, Aeronautics, and Commercial Aviation Programs

Regarding Aviation Ground School and Flight Lab Courses, Charter College may accept credit for ground and flight instruction for any FAA Certificates, including Private Pilot, Commercial Pilot, Instrument Rating, or Flight Instructor. An applicant with a FAA Certificate must provide a copy of the Certificate no later than five (5) business days before the module start date to the Program Manager to review for credit toward ground and/or flight instruction course(s).

Student Tuition Recovery Fund (STRF)

California Campuses and California Residents Enrolled at the Vancouver Campus

The Student Tuition Recovery Fund assessment is no longer collected.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Announced: 10/05/2017

Page: 60

Announced 10/05/2017 and retroactive to 07/01/2017, the following policy was updated to read:

Graduation Requirements – Degree and Certificate Programs

To be eligible for graduation, students must:

1. Complete all required courses in Certificate, Associate, and Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and,
5. For the Certificate in Medical Assistant and the Certificate in Pharmacy Technician programs, successfully pass, or attempt at least twice, a recognized national credentialing examination.

Announced: 10/05/2017

Page: 29

The following was revised 08/29/2017 and updated 10/05/2017; the policy is retroactive to 07/01/2017:

Admissions Disclosures

Medical Assistant Requirements

In order for students to become employed and practice as a Medical Assistant, students may be required to:

The Catalog Addendum is part of the Catalog & Student Handbook.

Page 11 of 24

- Pass a background check.
- Walking, standing, moving and manipulating equipment for a majority of the professional workday, as well as lift and move objects, equipment and supplies.
- Lift 20-25 pounds on a regular basis; lifting up to 40-50 pounds may occasionally be required.
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks.

To meet *Graduation Requirements*, all Medical Assistant students must pass, or attempt at least twice, a certification examination. Students who do not pass, or attempt at least twice, a certification examination, are able to complete the program but will not be considered a graduate. Students unable to pass the examination on the first attempt may continue to externship. Charter College will sponsor students who take the national examination through the National Center for Competency Testing (NCCT) (refer to the *Catalog Supplement* and *Other Costs* for information on examination fees).

Washington

In order for students to become employed and practice as a Medical Assistant, students must be certified or registered by the Washington Department of Health, Medical Assisting Credentialing.

Upon successful completion of the program, students may be eligible to apply for either the Medical Assistant-Certified or Medical Assistant-Registered through the Washington Department of Health. The criteria for certified and registered statuses, along with the application process, is available on the Department's website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MedicalAssistant/LicenseRequirements>.

Announced: 10/05/2017

Page: 125

Announced 10/05/2017 and retroactive to 07/01/2017, the following statement in the program description was updated to read:

Certificate in Medical Assistant

All students: To meet *Graduation Requirements*, all students must pass, or attempt at least twice, a certification examination.

Announced: 10/05/2017

Page: 30

Announced 10/05/2017 and retroactive to 07/01/2017, the following policy was updated to read:

Pharmacy Technician Requirements

Washington

In order for students to become employed and practice as a Pharmacy Technician, students may be required to pass a criminal background check and see details at close range (near vision acuity).

In order for students to attend externship in the Certificate in Pharmacy Technician program, students must be licensed as Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The process to become a licensed Pharmacy Assistant through the Washington Department of Health is available on their website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyAssistant>.

In order for students to become employed and practice as a Pharmacy Technician, students must be licensed by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The process to become a licensed Pharmacy Technician through the Washington Department of Health is available on their website at <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyTechnician/ApplicationsandForms>. All Pharmacy Technician students are required to pass a national pharmacy technician certification

examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA). To meet *Graduation Requirements*, all Pharmacy Technician students must pass, or attempt at least twice, a certification examination. Students who do not pass, or attempt at least twice, a certification examination, are able to complete the program but will not be considered a graduate. Students unable to pass the examination on the first attempt may continue to externship. Charter College will sponsor students who take the national exam with the Pharmacy Technician Certification Board which is accredited by NCCA.

Announced: 10/05/2017

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Announced 10/05/2017 and retroactive to 07/01/2017, the following statement in the program description was updated to read:

Washington

In order for students to attend externship, students must be licensed as a Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission.

All Pharmacy Technician students are required to pass a national pharmacy technician certification examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA). To meet *Graduation Requirements*, all Pharmacy Technician students must pass, or attempt at least twice, a certification examination.

Effective: 10/10/2017

The Vancouver campus is not accepting enrollments in the following programs:

- Associate of Applied Science in Aviation: Concentration in Fixed Wing
- Associate of Applied Science in Aviation: Concentration in Rotor
- Associate of Applied Science in Commercial Aviation: Concentration in Rotor
- Bachelor of Science in Aeronautics: Concentration in Rotor
- Bachelor of Science in Aeronautics: Concentration in Fixed Wing
- Bachelor of Science in Aviation: Concentration in Rotor

Effective: 10/30/2017

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The following was updated and announced 09/25/2017; it is effective 10/30/2017:

Charter College Share the Knowledge Tuition Discount (STK)

Charter College/Charter Institute has created the Share the Knowledge Tuition Discount because we recognize the challenges families face when multiple members decide to attend college. The discount is 10% of total tuition costs for each family member that attends the College as well as family members of current employees. Current and newly enrolled students may apply for discount, but the discount only applies to remaining unbilled tuition.

2. Discount is applicable to immediate family members (father, mother, son, daughter, brother, sister, stepchildren, cousins, aunts, uncles, nieces, nephews, spouses, significant others and grandparents/grandchildren) or those residing in the same household of an attending/enrolling student, completer, graduate, current employee.
8. If the employee ceases employment with the college it does not affect the discount of the family member enrolled.

The following was updated to read:

Applied Technician, Heating, Ventilation, Air Conditioning, and Refrigeration, Welding Programs

Charter College expects HVAC and Welding students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back; and, no piercings. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
Uniforms	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
Shirts and Jackets	
<ul style="list-style-type: none"> • White t-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather) 	<ul style="list-style-type: none"> • Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Footwear	
<ul style="list-style-type: none"> • Welding: black steel-toed boots • HVAC: Sturdy closed toed shoes/boots 	<ul style="list-style-type: none"> • Any other shoes
Hair and Hats	
<ul style="list-style-type: none"> • Hair must be kept neat • Long hair should be tied back • Lab only: clean, inoffensive ball caps or welding caps 	<ul style="list-style-type: none"> • Hats are not appropriate inside the campus common areas or classrooms
Tattoos	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
Jewelry	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional • Piercings kept to earlobes 	<ul style="list-style-type: none"> • Facial piercings
Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Charter College – Anchorage and Vancouver are not accepting new or returning students in the Master's in Business Administration program.

The following was revised to read:

Externship/Clinical Experiences

For programs requiring an externship/clinical experience, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship/clinical facility. During the externship/clinical experience, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the externship/clinical facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit regular attendance and skills tracking documentation to the College while on externship/clinical.

Students may not replace or substitute for the site's existing staff or be compensated while participating in externships/clinicals. Externship/clinical sites are identified to meet program learning objectives and students are responsible for arranging their own transportation to the site. The College makes every effort to assign students to a site based on a reasonable and customary commuting distance; however, in some cases a site may be in a different city that requires a greater commuting distance. The College cannot guarantee a site will be available within a specific distance from the campus or the student's home.

In order to be eligible for the externship/clinical experience, students must:

- Complete all core courses
- Demonstrate program competencies to the Lead Instructor of the program via the skills check-off process.
- Provide documentation of completing the Hepatitis B vaccination series (Not applicable to the Certificate in Veterinary Assistant Program)
 - Note: Due to the length of time it takes to complete the Hepatitis B Vaccination series, students will be given a grace period until January 15, 2018 to comply with this standard. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
- Provide documentation of passing a tuberculosis screening within the past year (Not applicable to the Certificate in Veterinary Assistant Program)
- Meet the requirements of Satisfactory Academic Progress (SAP)
- Provide Career Services with a current resume
- Provide Career Services with a completed student needs assessment
- Complete the non-disclosure agreement with the extern/clinical site
- Be current in financial obligations to the College

Some externships/clinicals may require students to have additional immunizations and/or a health clearance. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship/clinical, the externship/clinical site may or may not accept a student who is pregnant.

Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntarily withdrawn from the College until their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process (see the *Re-Entry* section).

The skills check-off is designed to ensure a student's skills, are appropriate to practice in a public setting. It is possible for a student to pass all of the core courses but fail the skills check-off and be unable to move to externship. Charter College will provide make-up opportunities to students in this situation; however, the College does not guarantee make-up opportunities during normally scheduled class times, and it is the student's responsibility to arrange make up days with his/her instructor. If a student passes the skills check-off but withdraws from school before completing

the program, and is out of school for 35 consecutive days (equivalent to one (1) five (5) week module), the student will need to retake and pass the skills check-off again prior to returning to externship.

The skills check-off process can begin as early as ten (10) weeks prior to the student's scheduled externship start date. The outcome of the skills check-off is retained in the student's file; the Registrar confirms successful completion of the skills check-off before changing the student's status to extern.

Effective: 10/30/2017

The following prerequisites were revised to read:

Course Descriptions

DA1990 Dental Assisting Externship

6.0 Quarter Credit Hours

Prerequisite: Demonstrate program competencies to the Lead Instructor of the program via the skills check-off process, completion of all core (AH, DA and SS prefix courses) in the Dental Assisting Certificate Program

This is an advanced course applying professional dental assisting knowledge and skills at a sponsoring dental office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional dental assisting and front office procedures.

MA1990 Externship

6.0 Quarter Credit Hours

Prerequisite: Demonstrate program competencies to the Lead Instructor of the program via the skills check-off process, completion of all core (AH, MA and SS prefix courses) in the Medical Assistant Certificate Program

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 180 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor.

PT1990 Pharmacy Technician Externship

6.0 Quarter Credit Hours

Prerequisite: Demonstrate program competencies to the Lead Instructor of the program via the skills check-off process, completion of all core (AH, PT and SS prefix courses) in the Pharmacy Technician Certificate Program

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

VA1990 Veterinary Assistant Externship

6.0 Quarter Credit Hours

Prerequisite: Demonstrate program competencies to the Lead Instructor of the program via the skills check-off process, completion of all core (SS and VA prefix courses) in the Veterinary Assistant Certificate Program

This course allows students to apply veterinary assisting knowledge and skills at a sponsoring veterinary office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional veterinary assisting skills and front office procedures.

Effective: 11/13/2017

Charter College – Oxnard, Canyon Country, and Lancaster are not accepting new or returning students in Emergency Medical Technician at this time.

The following was announced 11/15/2017 and effective 12/04/2017:

Online/Blended Courses

Charter College offers programs in an on-ground, online or blended format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Blended learning combines a hands-on classroom experience with online education. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses.

Charter College provides online orientation to ensure the student is acclimated to the specific distance education learning methodology and technology required to succeed in the online environment. Students taking online or blended courses must complete the online orientation prior to the third day (Wednesday) of the first week; this requirement must be completed prior to the due date of the first graded activity in the course.

In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Safari, and Internet Explorer).

Two courses, GE1105 and GE1115, were added to the *Proficiency Credit* section of the *Advanced Academic Standing* policy.

Advanced Academic Standing

Proficiency Credit

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100 per course. Students must request a proficiency exam at least ten (10) business days prior to the first day of the course and the student must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e., driver’s license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 73.5% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for AH1400, GE1105, GE1115, GE2310, GE3310, SS1001, SS1210, SS2101, SS4900, or Aviation Ground School or Flight Lab courses. Proficiency credit awards may not exceed more than 25% of the credits in the student’s program of study.

Announced 11/17/2017 and effective 01/15/2017, the dress code will be revised to read:

Associate of Applied Science in Nursing Program

Charter College expects Nursing students to dress professionally at all times. The dress code is based on the expectations of the employers in the Nursing field. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

<u>Appropriate</u>	<u>Inappropriate</u>
Uniforms	
<ul style="list-style-type: none"> • Charter College issued monogrammed scrub set; neat, clean, and pressed 	<ul style="list-style-type: none"> • Other scrubs • Wrinkled uniform • Dirty, bleached or torn uniform

<ul style="list-style-type: none"> • Scrub pants hemmed to avoid touching the floor 	
<u>Shirts, Tops and Jackets</u>	
<ul style="list-style-type: none"> • Charter College issued scrub jacket • Black sweater or knit jacket • Black long-sleeved undershirts, tucked in 	<ul style="list-style-type: none"> • Colored shirts, jackets, or sweaters • Jackets or sweatshirts over uniforms • Sweaters or jackets with hoods or logos • T-shirts hanging below the scrub top
<u>Shoes and Footwear</u>	
<ul style="list-style-type: none"> • Black non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) 	<ul style="list-style-type: none"> • Any other shoes
<u>Personal Hygiene</u>	
<ul style="list-style-type: none"> • Fingernails: <ul style="list-style-type: none"> ○ Short cut ○ Natural • Cosmetics: <ul style="list-style-type: none"> ○ Neutral colors, light application • Deodorant: <ul style="list-style-type: none"> ○ Light or neutral scent 	<ul style="list-style-type: none"> • Strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Colored, clear or neutral color polish • Long fingernails • Cosmetics applied heavily
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair: <ul style="list-style-type: none"> ○ Kept up off shoulders, out of face • Facial hair: <ul style="list-style-type: none"> ○ Neat, trimmed, must pass N95 respirator fit test 	<ul style="list-style-type: none"> • Long, loose hair that is not clean • Large hair accessories • Hats are never appropriate • Untrimmed, long facial hair
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional ○ Piercings kept to earlobes 	<ul style="list-style-type: none"> • Large hoops • Any other visible piercings
<u>Tattoos</u>	
<ul style="list-style-type: none"> • No visible tattoos • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Tattoos must be covered at all times
<u>Charter College ID must be worn at all times</u>	

Effective: 01/11/2018

Aviation Program Information

Flight Partners

The College holds agreements with FAA Part 141 approved flight partners including:

Fixed Wing

Flight Partner	Campus
Aero Maintenance, Inc., LLC, 101 East Reserve St., Vancouver, WA 98661.	Oxnard, Vancouver
American Aviation Academy, 2035 N. Marshall Avenue, El Cajon, CA 92020.	Oxnard
Avian Flight Center, 8900 State Highway 3 SW, Suite 101, Bremerton, WA 98312.	Oxnard, Vancouver
Aviation Academy of America Inc., 900 Vandenburg Road, Hondo, TX 78861	Oxnard
Cornerstone Aviation Flight Schools, 176 N 2200 W, Suite 195, Salt Lake City, UT 84116.	Oxnard
Elite Flight Training, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032.	Oxnard
Marcair, Inc, 11310 Cleveland Gibbs Road, Roanoke, TX 76262.	Oxnard
NexGen Aviation, LLC, 4144 Aviator Boulevard, Suite 100, Lexington, KY 40510.	Oxnard
Northway Aviation, 10108 32nd Avenue W, Building C-3, Everett, WA 98204.	Oxnard
Sky Safety Inc., 8603 Mission Road, San Antonio, TX 78214.	Oxnard
Snohomish Flying Service, 9900 Airport Way, Harvey Field, Snohomish, WA 98296-8218; including the adjacent building at 9832 Airport Way, Building 15, Harvey Field, Snohomish, WA 98296.	Oxnard, Vancouver
Specialized Helicopters, Inc., 150 Aviation Way, Suite 101, Watsonville, CA 95076.	Oxnard
Upper Limit Aviation, 37350 Sky Canyon Drive, Murrieta, CA 92563.	Oxnard
Upper Limit Aviation, 619 N. 2360 W. Salt Lake City, UT 84116.	Oxnard
Wings of Wyoming Inc, 3803 Evans Avenue, Cheyenne, WY 82001.	Oxnard

Rotor

Flight Partner	Campus
Airmen Testing and Training Inc., d.b.a. Palm Beach Helicopters, 2615 Lantana Rd., Suite A, Lantana, FL 33462.	Oxnard
American Aviation Academy, 7060 Curran Street, Suite B. San Diego, CA 92154.	Oxnard
Capital Helicopters, 6151 Freeport Blvd., Suite 166, Sacramento, CA 95822.	Oxnard
Elite Flight Training, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032.	Oxnard
Helipro, Inc., 945 B Airport Drive, San Luis Obispo, CA 93401.	Oxnard
Los Angeles Helicopters LLC, 3333 E. Spring Street #134, Long Beach, CA 90806.	Oxnard
Snohomish Flying Service, 9900 Airport Way, Harvey Field, Snohomish, WA 98296-8218; including the adjacent building at 9832 Airport Way, Building 15, Harvey Field, Snohomish, WA 98296.	Oxnard, Vancouver
Specialized Helicopters, Inc., 150 Aviation Way, Suite 101, Watsonville, CA 95076.	Oxnard
Upper Limit Aviation, 37350 Sky Canyon Drive, Murrieta, CA 92563.	Oxnard
Upper Limit Aviation, 619 N. 2360 W. Salt Lake City, UT 84116.	Oxnard
Utah Helicopters Inc., 2050 N 300 W., Spanish Fork, UT 84660.	Oxnard
Utah Helicopters Inc., 7220 S. 4450 W., West Jordan, UT 84084.	Oxnard
Veracity Aviation, LLC, 2475 Rudeloff Road, Seguin, TX 78155.	Oxnard
Veracity Aviation, LLC, 212 Stearman Drive, Georgetown, TX 78628.	Oxnard
Veracity Aviation, LLC, 17622 Airfield Lane, Pearland, TX 77581.	Oxnard

Veteran's Benefits and Flight Partners

Check with the College's School Certifying Official to determine if the program and/or flight partner you are interested in is currently approved for Veterans' benefits.

Certificate in Welding

New students will, and re-entry students may, be scheduled to attend WE-prefix courses on-ground.

The following disclosure for the Heating, Ventilation, Air Conditioning & Refrigeration program was revised to read:

Admissions Disclosures

Alaska, California, and Washington

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs, and/or a suspended or revoked driver's license within three (3) years of their expected graduation date may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration

The following was added:

Admissions Waitlist

Prospective students will be notified if their program of interest is under a current waitlist prior to enrollment by the Admissions department.

At the time of enrollment, all applicants will be ranked on the waitlist based on: 1) meeting admissions requirements and 2) confirming financial arrangements for my tuition. Applicants may forfeit their place on the waitlist if they fail to attend and complete new student and online Orientation, or fail to attend the first scheduled day of class. Applicants who delay completing these requirements may find themselves superseded by applicants who began the process later, but completed the entire process sooner.

Final selections from the waitlist are confirmed no later than close of business on Tuesday following the first scheduled day of class. If an applicant is not confirmed for the current module, they are confirmed for a seat in the next module provided they remain eligible for admission. Applicants on the waitlist will be notified of their status and may choose to cancel their enrollment (see *Student's Right to Cancel*).

Military Service & Waitlist

In the event a student in good standing withdraws due to military commitments, the service member may be eligible to return in good standing. The service member is not subject to a waitlist.

The *Auditing Courses* policy was revised to read:

Auditing Courses

Current students will be automatically registered to audit a course if no other course in their schedule is available due to course failure or failure to meet required prerequisites. Audit courses do not impact credits attempted or credits earned and carry no quality points; therefore, an audited course will not affect a student's Satisfactory Academic Progress (SAP) or GPA. Students auditing a course will receive an AU grade at the end of the course; under no circumstance will an audited course change a previously earned grade. Students who audit a course are required to

adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc. No tuition will be charged for audit courses.

Students may only audit classes for up to ten (10) weeks without attempting a for credit class. If the student is scheduled to sit-out for more than ten weeks, the student will be withdrawn from the College. Students may reenter into an audit course for up to one five (5) week module prior to starting for credit courses required for their program.

Students with less than full time schedules may also request to audit a course prior to the start of a module. Requests should be made to the Student Academic Advisor. Students may not take more than two (2) courses in a module, in any combination, audit or credit course, unless approved by the Education Department.

Charter College also offers limited refresher training to its graduates. A graduate must contact the Education department to apply for refresher training at any Charter campus offering similar courses. Refresher courses are available only if the course or its equivalent was successfully completed as part of the graduate's program. All graduates returning to refresh their skills must be in good financial standing with the College. Course audits are limited to courses that are currently offered and where space is available; a stand-alone externship course may not be audited. The graduate is required to purchase, at their own expense, current textbooks or uniforms. The graduate is required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc.

While auditing the refresher course, the graduate is not attempting or earning credits and a GPA will not be calculated. The course will appear on the transcript with a grade of "AU" and this will indicate only the graduate's participation in the course and in no way reflects a learning outcome or content mastery. No more than two (2) course audits per module may be attempted at a time.

Effective: 02/19/2018

Announced 01/15/2018 and effective 02/19/2018 for new and re-entry students:

Admissions Requirements for Bachelor of Science Programs

Alaska, California, and Washington

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the Bachelor of Science programs:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)

Documentation must be provided to the College prior to the first scheduled course.

Effective: 02/08/2018

Page: 9

Accreditation and Licensure

Charter College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award bachelor of science degrees, associate of applied science degrees, and certificates; not all degrees and programs are available at all campuses (see *Academic Programs*). ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Documents describing the College's accreditation, approval, or licensing are posted at the local campus; electronic copies are available by written request submitted to compliance@prospecteducation.com.

Effective: 02/08/2018

Charter College describes its campus locations based on accreditation terminology. All references throughout the Catalog, Addendum, and Supplement are revised to read:

Campus	Former Accreditor's Terminology	ABHES' Terminology
Anchorage	Branch	Non-main
Billings	Learning Site	Non-main
Canyon Country	Learning Site	Non-main
East Wenatchee	Learning Site	Non-main
Farmington	Branch	Non-main
Fife	Branch	Non-main
Lacey	Learning Site	Non-main
Lancaster	Learning Site	Non-main
Missoula	Branch	Non-main
Pasco	Branch	Non-main
Oxnard	Branch	Non-main
Vancouver	Main	Main
Wasilla	Learning Site	Non-main
Yakima	Learning Site	Non-main

Effective: 03/26/2018

Pages 120-121

Announced on 02/08/2018, and effective 03/26/2018, the delivery method for the Certificate in Business Office Administration at the Anchorage campus is revised to blended. The delivery method for the program at the Vancouver campus is unchanged.

Certificate in Business Office Administration

Delivery Method: Blended modality

Campus: Anchorage

Delivery Method: Online modality with select courses available in a blended modality

Campus: Vancouver

Length: 40 Weeks

The Certificate in Business Office Administration program includes topics in management of technology, marketing, business fundamentals, human relations, Microsoft Office software, leadership, multi-media design, software applications, project management, business law, and managerial communications. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an office administration related field.

Program Outcomes:

Upon successful completion of this program, graduates should be able to:

1. Knowledge of Work Environments
 - a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
 - b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
 - a. Use word processing software to correctly format and complete business documents in mailable formats.
 - b. Produce complex documents containing graphics and tables with relative speed and efficiency.
 - c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills

- a. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
 - b. Use appropriate business English in written and verbal communication
 - c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
- a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Marketing Skills
- a. Use marketing theory and strategies to explore all aspects of marketing
 - b. Produce a marketing plan from initial analysis to final implementation and evaluation.

Delivery Method: Blended modality

Campus: Anchorage

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English ²	50	4.5
BA1110	Business Fundamentals ²	45	4.5
BA1115	Human Relations in Organizations ²	45	4.5
BA1220	Leadership and Followership ²	45	4.5
BA1410	Marketing Fundamentals ²	45	4.5
BA2025	Leadership and Team Management ²	50	4.5
BA2320	Business Law and Ethics ²	45	4.5
BA2720	Developing and Implementing Projects ²	50	4.5
OFM1010	Microsoft Word ²	50	4.5
OFM1020	Microsoft Excel ²	50	4.5
OFM1030	Microsoft Outlook and Office Communication ²	50	4.5
OFM1040	Microsoft PowerPoint ²	50	4.5
OFM1050	Customer Service ²	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ³	45	4.5
Grand Total		760	72.0

¹This course is taught on-ground, blended, or online.

²This course is taught in a blended format. When a course is repeated, it may be taught in an online format.

³This course is taught in an online format

Delivery Method: Online Modality Only

Campus: Vancouver

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English ³	50	4.5
BA1110	Business Fundamentals ³	45	4.5
BA1115	Human Relations in Organizations ³	45	4.5
BA1220	Leadership and Followership ³	45	4.5
BA1410	Marketing Fundamentals ³	45	4.5

BA2025	Leadership and Team Management ³	50	4.5
BA2320	Business Law and Ethics ³	45	4.5
BA2720	Developing and Implementing Projects ³	50	4.5
OFM1010	Microsoft Word ³	50	4.5
OFM1020	Microsoft Excel ³	50	4.5
OFM1030	Microsoft Outlook and Office Communication ³	50	4.5
OFM1040	Microsoft PowerPoint ³	50	4.5
OFM1050	Customer Service ³	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ³	45	4.5
Grand Total		760	72.0

¹This course is taught on-ground, blended, or online.

²This course is taught in a blended format

³This course is taught in an online format

CHARTER COLLEGE

Catalog Supplement 2017-2018
Oxnard
Canyon Country and Lancaster – learning sites of Oxnard

The Catalog Supplement is part of the Catalog & Student Handbook.
Oxnard, CA
Canyon Country and Lancaster, CA - learning sites of Oxnard

Administration

Effective: 01/23/2018

Paul Dilger
Campus President
ADA Coordinator
Oxnard

Juan Tabanera
Campus President
ADA Coordinator
Canyon Country – a learning site
of Oxnard

Kimberly Thunderbird
Campus President
ADA Coordinator
Lancaster – a learning site of
Oxnard

Jill James
Chancellor

Joel Nelson
Vice President of Academic
Operations

Matthew Jaques
Director of Library Services

Sarah Kirton
Regional Director of Financial Aid

Shellee Kilbride
Director of Student Finance

Marilyn Lim-Carreon
Director of Career Services

Tracy McClenathan
Director of Retention

Susan Orosco
Senior Director of Admissions

Faculty

Helzer, Dawn - Program Manager Campus: Oxnard, Canyon Country, Lancaster
Subject: Medical Assistant
B.S., Charter College-Anchorage, Health Care Administration; A.A.S., Columbia Basin College, Medical Assistant

Ruiz, Christy - Program Manager Campus: Oxnard, Canyon Country, Lancaster
Subject: Student Success
M.B.A., Everest University, Human Resources; B.S.B.A., California State University-San Marcos, Management/Marketing; A.A., North Idaho College, Psychology

Simpson, Linda - Program Manager Campus: Oxnard, Canyon Country, Lancaster
Subject: Dental Assisting, Veterinary Assistant
M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development; Diploma, ETON Technical Institute, Medical Assisting

Tremblay, Larry - Program Manager Campus: Oxnard, Canyon Country, Lancaster
Subject: Aviation, Online Health, Heating, Ventilation, Air Conditioning, and Refrigeration
M.A., Georgia Southern University, English; B.A., Western Carolina University, English

Ackerman, George - Adjunct Instructor Campus: Oxnard
Subject: Business Administration
Ph.D, Capella University, Criminal Justice; J.D., Nova Southeastern University, Law; M.B.A, Nova Southeastern University, Business; M.S., Nova Southeastern University, Criminal Justice; M.S., Lynn University, Sports; B.A, Nova Southeastern University, Criminal Justice

Alvarez, Angie - Lead Instructor Campus: Oxnard
Subject: Medical Assistant
Certificate, Western Technical Institute, Medical Assisting

Faculty

Bard, Paul - Adjunct Instructor Subject: Student Success M.S., Baker College, Information Systems; B.S., University of Phoenix, Information Technology	Campus: Canyon Country
Barnett, CJ - Adjunct Instructor Subject: Medical Assistant	Campus: Oxnard
Barone, Lindsey - Adjunct Instructor Subject: Dental Assisting Certificate, Cypress College, Dental Assisting	Campus: Canyon Country
Brown, Michael – Program Supervisor (Part Time) Subject: Aviation M.A., Biola University, Christian Apologetics; B.S., University of Colorado, Aerospace Engineering	Campus: Oxnard
Burke, Holly - Adjunct Instructor Subject: General Education M.A., Chapman University, Counseling; B.A., University of San Diego, Communication	Campus: Oxnard
Chavez, Scott – Full Time Instructor Subject: Dental Assisting B.S., California State University, Northridge, Health Science	Campus: Oxnard
Cortez, Mary - Adjunct Instructor Subject: Medical Assistant Diploma, Bryman College, Medical Office Management	Campus: Canyon Country
DeMartino, VirLynda - Adjunct Instructor Subject: General Education Ph.D., University of Florida, Nuclear Engineering; M.S.E., University of Florida, Nuclear Engineering; B.S.E., University of Florida, Nuclear Engineering	Campus: Oxnard
Duncan, Jeffrey - Adjunct Instructor Subject: Aviation B.S., Utah Valley University, Aviation Science	Campus: Oxnard
Durand, Christian - Adjunct Instructor Subject: Dental Assisting B.S., University of California-Riverside, Biology; A.A., Oxnard College, Liberal Arts & Science	Campus: Oxnard
Edwards, Amanda - Full Time Student Success Online Instructor Subject: Student Success M.B.A., Grand Canyon University, Business Administration; B.S., Oregon Institute of Technology, Marketing and Small Business Management	Campus: Oxnard
Fields, Joyce - Full Time Student Success Online Instructor Subject: Student Success M.S., California State University-East Bay, Education; B.S., Pittsburg State University, Education	Campus: Oxnard

Faculty

Ortiz-Colella, Irene - Adjunct Instructor

Campus: Oxnard

Subject: Medical Assistant

D.C., Palmer College of Chiropractic, Chiropractic; B.S., Lynn University, Biology; A.A.S., Palm Beach Community College, General Education

Overman, Mark - Adjunct Instructor

Campus: Oxnard

Subject: Aviation

M.S., Everglades Illinois University, Aviation Management; B.A., Southern Illinois University, Political Science

Phillips, Jacqueline - Lead Instructor

Campus: Lancaster

Subject: Medical Assistant

A.A.S., Charter College, Allied Health; Certificate, Metro Tech, Surgical Technology; Certificate, Maric College, Medical Assisting

Pine, Dwayne – Full Time Instructor

Campus: Canyon Country

Subject: Medical Assistant

A.A., Kings University, Christian Ministries; Certificate, Clarita Career College, Medical Assistant

Pustlynik, Nina - Adjunct Instructor

Campus: Lancaster

Subject: Medical Assistant

M.B.A., University of Phoenix, Health Care Management; D.H.A., University of Phoenix, Health Administration

Ramey, Christy - Lead Instructor

Campus: Oxnard

Subject: Dental Assisting

Diploma, Concorde Career Institute, Dental Assisting

Riley, Angelina - Adjunct Instructor

Campus: Lancaster

Subject: Medical Assistant

Certificate, Charter College, Medical Assistant

Rollings, Regina - Adjunct Instructor

Campus: Oxnard

Subject: General Education

Ph.D., California School of Organizational Psychology, Organizational Psychology; M.A., California School of Organizational Psychology, Organizational Psychology, M.A., San Jose State University, Speech Communication; B.A., University of Georgia, Journalism

Rogers, Kimberly – Program Supervisor

Campus: Lancaster

Subject: Online Health

M.B.A., Colorado Technical University, Health Care Management; M.B.A., Colorado Technical University, Human Resource Management; B.S., Grand Valley State University, Liberal Studies; A.A., Grand Rapids Community College, Nursing

Schieltz, Sharon - Lead Instructor

Campus: Oxnard

Subject: Veterinary Assistant

R.V.T., Pierce College; A.A., Moorpark College, Liberal Arts and Science

Starr, Theresa - Adjunct Instructor

Campus: Oxnard

Subject: Medical Assistant

Faculty

Villella, Jamie - Full Time Instructor
Subject: Dental Assisting
Diploma, Clarita Career College, Dental Assistant

Campus: Lancaster

Weltman, Laura - Adjunct Instructor
Subject: Student Success
J.D., University of Laverne College of Law, Law; M.P.A., University of Southern California, Judicial Administration;
B.A., University of California-Santa Barbara, Law and Society

Campus: Oxnard

Academic Calendar

Effective: 01/23/2018

Program Start Dates

Year	Module Dates		Estimated Completion Dates by Program Length (in weeks)		
	Start Date	End Date	40	70	120
2017	01/23/17	02/26/17	10/29/17	06/03/18	05/26/19
	02/27/17	04/02/17	12/03/17	07/08/18	06/30/19
	04/03/17	05/07/17	01/14/18	08/12/18	08/04/19
	05/08/17	06/11/17	02/18/18	09/16/18	09/08/19
	06/12/17	07/16/17	03/25/18	10/21/18	10/13/19
	07/17/17	08/20/17	04/29/18	11/25/18	11/17/19
	08/21/17	09/24/17	06/03/18	01/06/19	12/22/19
	09/25/17	10/29/17	07/08/18	02/10/19	02/02/20
	10/30/17	12/03/17	08/12/18	03/17/19	03/08/20
2018	12/04/17	01/14/18	09/16/18	04/21/19	04/12/20
	01/15/18	02/18/18	10/21/18	05/26/19	05/17/20
	02/19/18	03/25/18	11/25/18	06/30/19	06/21/20
	03/26/18	04/29/18	01/06/19	08/04/19	07/26/20
	04/30/18	06/03/18	02/10/19	09/08/19	08/30/20
	06/04/18	07/08/18	03/17/19	10/13/19	10/04/20
	07/09/18	08/12/18	04/21/19	11/17/19	11/08/20
	08/13/18	09/16/18	05/26/19	12/22/19	12/13/20
09/17/18	10/21/18	06/30/19	02/02/20	01/24/21	

Charter College observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787 signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

Holidays and Make-Up Days

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

Holiday	Make-Up Day
November 23, 2017	November 17, 2017
November 24, 2017	December 8, 2017
December 25-31, 2017	N/A
January 1, 2018	January 5, 2018
January 15, 2018	January 19, 2018
May 28, 2018	May 18, 2018
July 4, 2018	June 29, 2018
September 3, 2018	September 7, 2018
November 22, 2018	November 16, 2018
November 23, 2018	November 9, 2018
December 24-30, 2018	N/A
January 1, 2019	January 4, 2019

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
HV1240	11/23/2017 6:00pm-8:00pm	11/10/2017 8:15pm-10:15pm	Lancaster
HV1630	11/23/2017 8:15pm-10:15pm	12/01/2017 8:15pm-10:15pm	Lancaster
DA1110	11/23/2017 1:30pm-3:30pm	12/01/2017 1:30pm-3:30pm	Oxnard
DA1110	11/23/2017 8:15pm-10:15pm	12/01/2017 8:15pm-10:15pm	Oxnard
DA1510	11/23/2017 9:00am-11:00am	12/01/2017 9:00am-11:00am	Oxnard
DA1510	11/23/2017 9:00am-11:00am	12/01/2017 9:00am-11:00am	Oxnard
DA1510	11/23/2017 6:00pm-8:00pm	12/01/2017 6:00pm-8:00pm	Oxnard
DA1520	11/23/2017 11:15am-1:15pm	12/01/2017 11:15am-1:15pm	Oxnard
DA1520	11/23/2017 11:15am-1:15pm	12/01/2017 11:15am-1:15pm	Oxnard
DA1520	11/23/2017 8:15pm-10:15pm	12/01/2017 8:15pm-10:15pm	Oxnard
HV1210	11/24/2017 6:00pm-8:00pm	11/17/2017 6:00pm-8:00pm	Lancaster
VA1400	11/27/2017 6:45pm-10:30pm	12/01/2017 6:00pm-9:45pm	Oxnard
VA1200	11/28/2017 6:00pm-10:30pm	11/29/2017 6:00pm-10:30pm	Oxnard
VA1200	11/28/2017 9:00am-1:30pm	11/30/2017 9:00am-1:30pm	Oxnard
VA1200	11/30/2017 9:00am-11:00am	12/01/2017 9:00am-11:00am	Oxnard
MED1115	12/05/2017 6:00pm-10:30pm	12/15/2017 6:00pm-10:30pm	Oxnard
DA1210	12/05/2017 6:00pm-10:30pm	12/13/2017 6:00pm-10:30pm	Oxnard
DA1130	12/04/2017 10:00pm-10:30pm	12/07/2017 10:00pm-10:30pm	Oxnard
VA1000	12/05/2017 6:00pm-10:30pm	12/15/2017 6:00pm-10:30pm	Oxnard
VA1100	12/04/2017 10:00pm-10:30pm	12/07/2017 10:00pm-10:30pm	Oxnard
SS1110	12/04/2017 10:00pm-10:30pm	12/18/2017 10:00pm-10:30pm	Oxnard
MA1340	12/04/2017 10:00pm-10:30pm	12/13/2017 10:00pm-10:30pm	Oxnard
MA1340	01/01/2018 9:00 am to 1:30pm	01/12/2018 9:00 am to 1:30pm	Oxnard
HV1210	01/19/2018 6:00pm-8:00pm	01/19/2018 4:00pm-6:00pm	Lancaster

Tuition and Fees

Effective: 07/17/2017

Certificate Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Dental Assisting (Available at All Campuses)	69.0	\$6,048	\$23,184	\$0	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Available at Lancaster Only)	72.0	\$6,120	\$24,480	\$0	\$0	\$0	\$24,480
Medical Assistant (Available at All Campuses)	69.0	\$6,030	\$23,115	\$0	\$0	\$0	\$23,115
Veterinary Assistant (Available at Oxnard Only)	69.0	\$6,030	\$23,115	\$0	\$0	\$0	\$23,115

Associate of Applied Science Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	116.5	\$13,050	\$80,000	\$0	\$0	\$0	\$80,000
Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	116.5	\$20,610	\$38,700	\$0	\$0	\$0	\$38,700
Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	114.5	\$15,075	\$95,964	\$0	\$0	\$0	\$95,964
Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	114.5	\$22,635	\$38,700	\$0	\$0	\$0	\$38,700
Commercial Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	110.5	\$13,050	\$69,190	\$0	\$0	\$0	\$69,190
Commercial Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	110.5	20,610	\$38,700	\$0	\$0	\$0	\$38,700

Commercial Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	109.0	\$13,850	\$82,578	\$0	\$0	\$0	\$82,578
Commercial Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	109.0	\$21,410	\$38,700	\$0	\$0	\$0	\$38,700

Bachelor of Science Programs

Program	Credit Hours	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program	Recovery Fund*	Books & Supplies	Fees	Total
Aviation: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	191.5	\$13,050	\$104,300	\$0	\$0	\$0	\$104,300
Aviation: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	191.5	\$20,610	\$73,530	\$0	\$0	\$0	\$73,530
Aviation: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	190.0	\$15,075	\$120,264	\$0	\$0	\$0	\$120,264
Aviation: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	190.0	\$22,635	\$73,530	\$0	\$0	\$0	\$73,530
Aeronautics: Concentration in Fixed Wing (Domestic Students Only)*** (Available at Oxnard Only)	191.5	\$13,050	\$93,490	\$0	\$0	\$0	\$93,490
Aeronautics: Concentration in Fixed Wing (M-1 Visa International Students Only)*** (Available at Oxnard Only)	191.5	\$20,610	\$73,530	\$0	\$0	\$0	\$73,530
Aeronautics: Concentration in Rotor (Domestic Students Only)*** (Available at Oxnard Only)	190.0	\$13,850	\$106,878	\$0	\$0	\$0	\$106,878
Aeronautics: Concentration in Rotor (M-1 Visa International Students Only)*** (Available at Oxnard Only)	190.0	\$21,410	\$73,530	\$0	\$0	\$0	\$73,530

*The Student Tuition Recovery Fund Assessment is non-refundable.

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. Although Charter College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Freshmen have successfully completed less than thirty-six (36) quarter credit hours. Sophomores have successfully completed at least thirty-six (36) quarter credit hours, but fewer than ninety (90) quarter credit hours. Juniors are those students who have successfully completed at least ninety (90) quarter credit hours. Seniors have successfully completed at least one hundred thirty-six (136) quarter credit hours.

Aviation Programs

***Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program.

Domestic Students

Tuition Billing by Quarter Credit Hour	
Courses delivered online by the College and Ground School delivered by the Flight Partner	\$300 per quarter credit hour
Fixed Wing Flight Lab courses delivered by the Flight Partner	\$3,904 per quarter credit hour
Rotor Flight Lab courses delivered by the Flight Partner	\$6,168 per quarter credit hour

M-1 Visa International Students

Tuition Billing	
Courses delivered online by the College	\$430 per quarter credit hour

Other Costs

Credit Earned by Proficiency Exam* (per course)	\$100
Duplicate Certificate Fee	\$50
Official Transcript Fee	\$7
Administration fee**	\$75
NCCT Exam Fee (2 nd or 3 rd attempt, fee is per attempt)	\$90
Lost Dosimeter Replacement Fee	\$25
Duplicate CPR card	\$7

*Non-refundable; this charge is per attempt.

**This fee is assessed when a student officially withdraws or is involuntarily withdrawn or dismissed. See the *Withdrawal or Dismissal* section.