



SENT VIA E-MAIL ONLY

REVISED- April 19, 2016

Ms. Alison Roope
Associate Director of Compliance
17200 SE Mill Plain Boulevard
Vancouver, WA 98683
ACICS_VAN@chartercollege.edu
alison.roope@prospecteducation.com

SUBJECT: Approval of Branch Campus Application
00035142 Charter College, Vancouver, WA (**Main Campus**)

Dear Ms. Roope:

This letter acknowledges receipt of an application for a branch campus at the following locations:

Charter College – Missoula Branch
1930 Brooks St.
Missoula, MT 59801
ACICS ID: 00275965

The Council has acted to approve the expansion of the institution's scope of accreditation to include a new branch campus in Missoula, Montana. The grant of accreditation for the campus expires on December 31, 2018.

As a result of the expansion to the institution's scope of accreditation, the Council will conduct a quality assurance monitoring visit to Charter College, Missoula, MT in September 2016 - October 2016. A staff member will contact the school approximately prior to the visit to provide further guidance and schedule the date.

Please notify the Council immediately if the institution's information changes. The highest credential offered by this campus is the **Certificate/Diploma**. The following programs are approved at this campus in a *residential and online format*:



Certificate/Diploma

<u>Program Title</u>	<u>Contact Hours</u>	<u>Quarter Credit Hours</u>	<u>Weeks day/evening</u>
Medical Assistant	895	69	40
Business Office Administration	775	72	40

In accordance with this decision, the campus will be required to complete the following steps:

1. Submission of the Campus Accountability Report on **November 1, 2017**.
2. Submission of a Renewal of Accreditation Application and Self-Study due no later than **September, 2017. Failure to submit this application in a timely manner may result in a late fee.**

The campus has been assigned **ID Code 00275965**. Please use this code on all correspondence regarding this location. Thank you for keeping us informed of developments at your institution. If you have any questions about this matter, please contact Dr. Terron King at (202) 336-6771 or tking@acics.org.

Sincerely,

Joseph E. Gurubatham, Ed. D.
Senior Vice President
Accreditation and Institutional Development

cc: Ms. Cathy Sheffield, U.S. Department of Education
Mr. Douglass Parrott, U.S. Department of Education, School Participation Team- Region V
Dr. John E. Cech, Montana University School, Office of the Commissioner of Higher Education