

**CHARTER COLLEGE**

**CHANGE YOUR LIFE. START HERE.**

**CATALOG ADDENDUM 2015-2016**

**Effective: 03/17/2016**

*The list of flight partners was revised to read:*

***Associate of Applied Science in Aviation: Concentrations in Fixed Wing or Rotor Information Flight Partners***

The College holds agreements with FAA Part 141 approved flight partners including:

***Fixed Wing***

<b>Flight Partner</b>	<b>Campus</b>
Aero Academy International, LLC, 250 "D" Grady Montgomery Drive, Jackson, TN 38301.	Oxnard
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	Vancouver
Bird Acquisition, LLC d/b/a, TransPac Aviation Academy, Phoenix Deer Valley Airport, 530 W. Deer Valley Rd., Suites 100, 200, 300, Phoenix, AZ 85027; and Chandler Municipal Airport, 2270 S. Airport Dr., Suites 1 and 2, Chandler, AZ 85286.	Oxnard
Carson Aviation Academy, 2640 East College Parkway HC2, Carson City, NV 89706.	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
Jacobs Flight Services, LLC, 1090 Airglades Boulevard., Clewiston, FL 33440.	Oxnard
JLS Aviation LLC, 3380 Shannon Airport Cir, Fredericksburg, VA 22408.	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
Pacific States Aviation, Inc., 81 John Glenn Drive, Concord, CA 94520.	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
University Air Center, 4701 NE 40 Terrace, Gainesville, FL 32609.	Oxnard

***Rotor***

<b>Flight Partner</b>	<b>Campus</b>
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
Classic Helicopter Corp, 8535 Perimeter Road South, Seattle, WA 98108.	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
Reno Tahoe Helicopters/HeliMinden, LLC, DBA Altitude Helicopter Academy, 1151 Airport Road, Suite 104, Minden, NV 89423.	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
Veracity Aviation, LLC, 2475 Rudeloff Road, Seguin, TX 78155.	Oxnard

***Veteran's Benefits and Flight Partners***

Veteran students are eligible to use their GI Bill benefits with the following VA approved flight partners:

<b>VA Approved Flight Partners</b>
Currently, the Associate of Applied Science: Concentration in Fixed Wing and Associate of Applied Science: Concentration in Rotor programs are not approved for Veterans Education benefits.

Steps 6 of the *Grievance and Appeals Policy – Undergraduate Programs* was revised to include:

## **Grievance and Appeals Policy - Undergraduate Programs**

### **Step 6:**

#### *California*

##### *Certificate in Vocational Nursing*

Students have the right to contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) at 2353 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800.

The discount was revised to read:

## **Charter College Alumni Tuition Discount**

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Alumni who enroll in another program with Charter College after graduating from the institution 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.
2. Students completing the EMT course are eligible so long as the EMT course has been paid in full.
3. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
4. To apply, the recipient must complete an **Alumni Tuition Discount Application**. This form is available through the Student Success and/or Admissions departments. This can be completed at any time prior to or after graduation of the recipient.
5. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
6. Student may receive more than one (1) discount as the alumni discount is per program.

The *Admissions Disclosure* was revised to read:

## **Admissions Disclosure**

#### *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, 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 the campus Director of 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:**

- Allied Health Program:
  - Medical Assistant, A.A.S. in Allied Health, Criminal Justice

**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, Welding, A.A.S. in Applied Technology

NOTE: If conditions for enrolling into Criminal Justice, Allied Health, 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 the campus Director of 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:**

- Allied Health Programs:
  - Massage Therapy, Pharmacy Technician, Vocational Nursing

**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

### *Associate of Applied Science in Aviation: Concentration in Fixed Wing and Rotor*

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.

### **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 the campus Director of 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:**

- Allied Health Programs
  - Medical Assistant, Pharmacy Technician, A.A.S. in Allied Health, Massage Therapy, Vocational Nursing

**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.

### ***Associate of Applied Science in Aviation: Concentration in Fixed Wing and Rotor***

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.

**Effective: 02/18/2016**

**Catalog Page Number: 69-112**

The following campuses are no longer accepting new or returning students into the programs identified below. New or returning students may apply for the programs via the Vancouver campus.

<b>Program</b>	<b>Campus</b>
Bachelor of Science in Accounting	Oxnard, Fife, Lynnwood
Bachelor of Science in Business Administration	Oxnard, Fife, Lynnwood
Bachelor of Science in Health Care Administration	Oxnard, Fife, Lynnwood
Associate of Applied Science in Allied Health	Oxnard, Fife, Lynnwood, Pasco
Associate of Applied Science in Applied Technology	Oxnard, Fife, Lynnwood, Pasco
Associate of Applied Science in Business Administration	Oxnard, Fife, Lynnwood, Pasco
Associate of Applied Science in Paralegal Studies	Oxnard, Fife, Lynnwood, Pasco
Certificate in Accounting	Oxnard, Fife, Lynnwood, Pasco
Certificate in Business Office Administration	Oxnard, Lynnwood, Pasco, Fife
Certificate in Hospitality	Oxnard, Bellingham, Fife, Lynnwood, Pasco
Certificate in Medical Office Administrative Assistant	Oxnard, Bellingham, Fife, Lynnwood, Pasco
Certificate in Paralegal Studies	Oxnard, Bellingham, Fife, Lynnwood, Pasco

**Effective: 02/18/2016**

**Catalog Page Number: 101**

The Certificate in Marketing Through Digital and Social Media is also available at the Vancouver campus.

**Effective: 02/18/2016**

**Catalog Page Number: 86-87**

The Associate of Applied Science in Computer Networking Systems is also available at the Vancouver campus.

**Effective: 02/18/2016**

**Catalog Page Number: 73-75**

The Bachelor of Science in Computer Information Systems is also available at the Vancouver campus.

**Effective: 02/15/2016**

**Catalog Page Number: 9-10**

The following was revised to include:

## **Accreditation and Licensure**

### *Montana*

Charter College – Billings has received the necessary authorization from the Board of Regents of the Montana University System to offer post-secondary degree programs in the State of Montana.

**Effective: 02/15/2016**

**Catalog Page Number: 11-12**

The following was revised to include:

## **Locations and Facilities**

### *Montana*

Charter College – Vancouver also occupies a learning site at 1595 Grand Avenue, Suite 230 Billings, Montana. The learning site is approximately 3,500 square feet and houses classrooms, an administrative office, and one (1) medical assistant laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

The following was revised to include:

## **Admissions - Undergraduate Programs**

### **Admissions Requirements**

#### *Montana*

All students must comply with one 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

#### *Montana*

NOTE: Students who have passed an ability to benefit (ATB) test may enroll in Charter College. ATB students may be eligible to receive Title IV financial aid only if they have received Title IV funds prior to July 1, 2012. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information).

#### *Montana*

Students at Charter College must be at least seventeen (17) years of age.

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 placement 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 on program at a time.

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. 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 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 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 was revised to include:

## Refunds

### 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 (6<sup>th</sup>) 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 (17<sup>th</sup>) 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**

##### **Montana**

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 at the College 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), the College 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 the College 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.

**Effective: 02/15/2016**

**Catalog Page Number: 61-62**

The Steps 6 and 7 of the *Grievance and Appeals Policy – Undergraduate Programs* was revised to include:

### **Grievance and Appeals Policy - Undergraduate Programs**

#### **Step 6:**

##### **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.

**Effective: 02/15/2016**

**Catalog Page Number: 103**

The Certificate in Medical Assistant is also available at the Billings campus.

**Effective: 02/15/2016**

**Catalog Page Number: 3**

The following campus was added:

##### **Montana**

##### **Billings Campus**

a learning site of Vancouver  
1595 Grand Avenue, Suite 230  
Billings, Montana, 59102

406-294-0156

The following was revised to include:

## Admissions Disclosure

### *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:**

- Allied Health Programs
  - Medical Assistant

The following was revised to read:

## Students Using Third-Party Funding

### *Alaska, California, Montana, and Washington*

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two 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, including, but not limited to, 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 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 Investment Act (WIA) 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.

The following was revised to include:

### Withdrawal or Dismissal

*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.

The following was revised to include:

### Leave of Absence

*Montana*

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.

The College’s Title IX Coordinator listed in the *Prospect Education and Charter College Student Sexual Harassment Policy – Undergraduate Programs* policy was revised to include:

Campus	Title IX Coordinator	Phone	Address
Billings	Campus Manager	406-294-0156	1595 Grand Avenue, Suite 230, Billings, Montana, 59102

The Associate of Applied Science in Aviation: Concentration in Fixed Wing is also available at the Vancouver campus.

**Effective: 02/11/2016**

**Catalog Page Number: 82-83**

The Associate of Applied Science in Aviation: Concentration in Rotor is also available at the Vancouver campus.

**Effective: 02/11/2016**

**Catalog Page Number: 9-10**

The *Accreditation and Licensure* section was revised to read:

***Nevada***

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

***Washington***

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, WA 98504-3430.

Charter College, Vancouver, Fife, Pasco, Yakima, Lynnwood, Bellingham, 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](http://wtb.wa.gov), phone: 360-753-5662, e-mail address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

**Effective: 02/11/2016**

**Catalog Page Number: 22**

The following was revised to read:

**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.

**Effective: 02/11/2016**

**Catalog Page Number: 110-111**

The following was added to the *Certificate in Vocation Nursing Program Information* section:

***Core Performance Standards***

The Certificate in Vocational 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 basic assessment (data collection)
8. Visual ability sufficient for observation and basic assessment necessary in nursing care.

**Effective: 02/11/2016**

**Catalog Page Number: 36**

The following was added to the *Academics – Undergraduate Programs* section:

## **Accident Insurance**

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.

**Effective: 02/11/2016**

**Catalog Page Number: 148-149**

The *Institutional Leave of Absence* policy for Graduate Programs is no longer available to new or returning students.

**Effective: 02/11/2016**

**Catalog Page Number: 141**

The following Graduate Program policy was revised to read:

## **Students Using Third-Party Funding**

### *Washington*

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two 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.

### *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. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

**Effective: 02/11/2016**

**Catalog Page Number: 141-142**

The following Graduate Program policy was revised to read:

## **Withdrawal or Dismissal**

### *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.

**Effective: 02/11/2016**

**Catalog Page Number: 143**

The following Graduate Program policy was revised to read:

## Refunds

### *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 (6<sup>th</sup>) 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 (17<sup>th</sup>) 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**

##### ***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 at the College 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), the College 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 the College 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.

**Effective: 02/15/2016**

**Catalog Page Number: 61-62**

The Steps 6 and 7 of the *Grievance and Appeals Policy – Undergraduate Programs* was revised to read:

## **Grievance and Appeals Policy - Undergraduate Programs**

### **Step 6:**

#### ***Washington***

*Students in Certificate programs:* nothing in this grievance policy prevents you from contacting the Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> 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.

### **Step 7:**

#### ***NC-SARA (For students that are not residents of AK, CA, or WA)***

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>.

**Effective: 02/11/2016**

**Catalog Page Number: 159-160**

The Steps 6 and 7 of the *Grievance and Appeals Policy – Graduate Programs* was revised to read:

## **Grievance and Appeals Policy - Graduate Programs**

### **Step 6:**

#### *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 AK, CA, or WA)*

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>.

**Effective: 02/11/2016**

**Catalog Page Number: 161-162**

The College's Title IX Coordinator listed in the *Prospect Education and Charter College Student Sexual Harassment Policy – Graduate Programs* policy was revised to read:

Campus	Title IX Coordinator	Phone	Address
Vancouver	Campus President	360-448-2000	17200 SE Mill Plain Blvd, Vancouver, WA 98683

**Effective: 02/01/2016**

**Catalog Page Number: 17-18**

*The Admissions Requirements for the Associate of Applied Science in Nursing* were revised to read:

## **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.
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. Must complete an interview with the Director of Nursing or designee.
  6. Meet the Core Performance Standards (refer to *Core Performance Standards*).
  7. Provide the Director of Nursing documentation to demonstrate the following health, immunization, and other requirements:
    - a. Tuberculosis (TB) test, purified protein derivative (PPD) and/or negative chest x-ray, is current, less than one (1) year old and cannot expire during clinical;
    - b. Measles (Rubeola)/Mumps/Rubella (MMR) presumptive evidence of immunity with one 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 digits of the Social Security number with facilities to gain security accesses.

#### Clinical Admission Requirements

Prior to clinical assignments, applicants must submit to the Director 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.

**Effective: 02/01/2016**

**Catalog Page Number: 19**

*The Admissions Requirements for the Certificate in Vocational Nursing were revised to read:*

### **Admission Requirements for the Certificate in Vocational Nursing**

The Certificate in Vocational Nursing program is designed to assist students in successfully passing the NCLEX-PN exam. The NCLEX-PN exam is nationally recognized exam and successfully passing the NCLEX-PN 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. Be 18 years of age or older.
3. Applicant must pass two skills-based tests, Wonderlic test minimum of 275 Verbal and 250 Math.
4. Applicant must pass the Scholastic Level Exam with a minimum score of 12.
5. 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.
6. 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 California background/FBI verification.
  - e. Meet all Department of Health and Social Services (DHSS) guidelines.
7. Must complete an interview with the Director of Vocational Nursing or designee.
8. Meet the Core Performance Standards (refer to *Core Performance Standards*).
9. Provide the Director of Nursing documentation to demonstrate the following health, immunization, and other requirements:
  - a. Tuberculosis (TB) test, purified protein derivative (PPD) and/or negative chest x-ray, is current, less than one (1) year old and cannot expire during clinical;
  - b. Measles (Rubeola)/Mumps/Rubella (MMR) presumptive evidence of immunity with one 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. Written permission to share the student's last four digits of the Social Security number with facilities to gain security accesses.

#### Clinical Admission Requirements

Prior to clinical assignments, applicants must submit to the Director 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.

*The Make-Up Work policy for Undergraduate Programs was revised to read:*

## **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 must immediately contact the instructor to arrange to make-up any missed assignments. The following assignments cannot be made-up: weekly discussion questions in the online classroom and skills lab session.

All make-up work is due within seventy-two (72) hours of the due date and will receive a 20% grade reduction. If the assignment is not submitted within seventy-two (72) hours, the student will receive a zero (0) for that assignment.

All make-up work must be submitted by 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.

### ***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 on instructor and classroom/lab availability). Note: this does not apply to the nursing programs.

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

*The Attendance policy for the Associate of Applied Science in Nursing policy was revised to read:*

### ***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 10% of a NU-prefix 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, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student misses more than two (2) 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.

*The following course descriptions were revised to read:*

### **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.

**AV2910 Flight Lab – Private Pilot – Fixed Wing****1.0 Quarter Credit Hours***Prerequisites: 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***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.

**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***Prerequisites: 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***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.

**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***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.

**AV2955 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.

**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.

**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.

*Under the Advanced Academic Standing policy, the Credit by Certification Examination and Proficiency Credit requirements for the Associate of Applied Science in Aviation Programs were revised to read:*

**Credit by 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.

***Associate of Applied Science in Aviation Programs***

Regarding Aviation Ground School and Flight Lab Courses, Charter College may accept credit for prior ground and flight instruction. Credit may be awarded 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).

**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 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS1001, SS1210, 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.

***Associate of Applied Science in Aviation Programs***

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