

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

CATALOG ADDENDUM 2017-2018

ACICS Accreditation Notice

U.S. Department of Education Decision

As a current, prospective student, or existing graduate, you may have heard about a decision involving the U.S. Department of Education (US DOE) and the Accrediting Council for Independent Colleges and Schools (ACICS).

The US DOE decided to withdraw the federal recognition of ACICS, the institutional accrediting agency that accredits Charter College; the decision was made on December 12, 2016.

It is important to note that ACICS' operational standards and practices are under scrutiny with the US DOE and not those of Charter College. We have a long history of maintaining high standards in our curriculum, in the quality of our faculty, and by providing opportunities for our students to positively impact their communities.

Can the College Continue to Participate in Federal Student Aid Programs?

While ACICS seeks legal action against the US DOE in federal court, a process that is currently pending and may take several months to resolve, Charter remains in good standing with the US DOE. Specifically, the US DOE continues to acknowledge Charter as an institution that holds recognized accreditation. As we actively pursue other means of accreditation, Charter maintains its ability to participate in federal student aid programs through the US DOE.

Does Charter have an in-process application with another accreditor?

Yes, Charter has an in-process application with another accreditor. On February 8, 2017, an accreditor, recognized by the US DOE, accepted our application for accreditation. With that acceptance, Charter has successfully met a significant benchmark required by the US DOE.

US DOE Benchmark June 12, 2018 and Potential Outcomes:

The US DOE requires we have a new accreditor by June 12, 2018, 18 months from the US DOE's decision.

Is Charter on-track to meet the June 12, 2018 benchmark?

- Yes, the College is on-track to meet the benchmark.
- As Charter continues to meet the required benchmarks towards accreditation, the new accreditor will meet in January 2018 to make a determination on our accreditation status. We may not know the outcome of the decision until a few weeks after the meeting, but the outcome will be shared with all students.
- This timeframe puts us well in advance of the June 12, 2018 deadline set by the US DOE.

What happens if Charter does not meet the June 12, 2018 benchmark?

- If we are not accredited by another agency by June 12, 2018, federal student aid could not be used at Charter.
- If you qualify for and want to continue using federal student aid to pay for school, you would need to transfer to another institution.

Academic Credits

The decision made by the US DOE on December 12, 2016 does not impact the value of academic credits earned at Charter for its current students and existing graduates; at the time the credits were earned, you attended an accredited school whose accreditor was recognized by the US DOE.

As Charter has an in-process application with another accreditor, which is a required benchmark towards new accreditation, the value of academic credits for current and prospective students will be maintained. Again, Charter is still in good standing with the US DOE and is acknowledged to hold recognized accreditation at this time.

Further, if the June 12, 2018 benchmark referenced above is met, current and prospective students will graduate from an institution whose accreditor is recognized by the US DOE.

If required benchmarks are not met prior to June 12, 2018, credits earned after this date would be issued from a non-accredited institution and may not be transferable. While possible, this scenario is unlikely as we are actively pursuing accreditation.

Ultimately, if you decide to transfer out of Charter, it is up to the receiving institution whether or not the academic credits are accepted. This has always been true and has not changed as a result of the US DOE's decision.

Contacts

The US DOE publishes a blog which you may find helpful; there is information about accreditation and what the announcement means to you; you can find it here: <https://blog.ed.gov/2016/12/college-accreditation-update/>.

Charter is here to help you navigate these special circumstances. Please contact your Campus President/Manager if we can answer any additional questions you may have about accreditation.

Effective: 02/27/2017

The Vancouver campus is not accepting enrollments in the Associate of Applied Science in Aviation: Concentration in Rotor program at this time.

Effective: 04/20/2017

Charter College – Anchorage is not accepting new enrollments in the Certificate in Welding program.

Effective: 08/03/2017

Page: 105

In the Associate of Applied Science in Business Administration program, the total quarter credit hours for the *Concentration Requirements* are 67.5.

Effective: 08/03/2017

Page: 85

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.

Effective: 08/08/2017

Pages: 51, 145

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.

Effective: 08/15/2017

Pages: 57, 146

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.

Effective: 08/18/2017

Page: 80

The phone number for NMHED found in the *Grievance and Appeals Policy* was revised to read:

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.

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.

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.

The *Academic Programs* statement was revised to read:

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.

The *Academic Programs* statement was revised to read:

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.

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 for the following programs was revised to read:

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.

Effective: 08/28/2017

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.	Vancouver
American Aviation Academy, 2035 N. Marshall Avenue, El Cajon, CA 92020.	Oxnard
American Helicopters Inc. DBA American Aviation, 10502 Wakeman Drive, Manassas Regional Airport, Manassas, VA 20110.	Oxnard
Avian Flight Center, 8900 State Highway 3 SW, Suite 101, Bremerton, WA 98312	Vancouver
Aviation Academy of America Inc., 900 Vandenburg Road, Hondo, TX 78861	Oxnard
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
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
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
American Helicopters Inc. DBA American Aviation, 10502 Wakeman Drive, Manassas Regional Airport, Manassas, VA 20110.	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
Reno Tahoe Helicopters/HeliMinden, LLC, DBA Heli-Vertex 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, Vancouver
Specialized Helicopters, Inc., 150 Aviation Way, Suite 101, Watsonville, CA 95076	Oxnard
Upper Limit Aviation, 37350 Sky Canyon Drive, Murrieta, CA 92563.	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.

Effective: 08/28/2017

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The following eligibility requirement was revised to read:

Share the Knowledge Tuition Discount (STK)

- 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.

Effective: 08/29/2017

Pages: 15-16

The following was revised to read:

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.

Effective: 08/29/2017

Page: 17

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.

Effective: 08/29/2017

Pages: 125-126

The following course delivery method disclosure for the Certificate in Medical Assistant program was revised to read:

¹This course is taught blended or online.

Effective: 08/29/2017

Page: 29

The following was revised to read:

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.

All Medical Assistant students must pass a certification examination prior to graduation; students unable to pass the examination on the first attempt may continue to externship to complete the program but will not be considered a graduate of the program. 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

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.

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:

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.

Effective: 09/05/2017

Page: 58

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.

Effective: 09/07/2017

Page: 208

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.