

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

Catalog Addendum
2018-2019

The Catalog Addendum is part of the Catalog & Student Handbook
for the period February 12, 2018 – March 17, 2019

Inactive Programs

Charter College is not enrolling new or returning students into these program. Unless otherwise noted, all new or returning students will be entered into the most current program version.

Certificate in Medical Assistant

Delivery Method: Blended

Campus: Farmington

Length: 40 Weeks

Note: The College is not accepting new enrollments in this program version.

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

All students: This program requires that students pass a certification exam in Medical Assistant prior to graduation.

Program Outcomes:

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

1. Upon successful completion of this program, graduates should be able to: demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments ²	45	4.5
MA1120	Administrative Procedures	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1990	Medical Assistant Externship ³	180	6.0
MED1115	Medical Terminology Fundamentals ²	45	4.5
MED1151	Functions of Health Records Management ²	45	4.5
MOA1102	Medical Insurance Processing and Coding ²	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
	Grand Total	895	69.0

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

²This course is taught online.

³This course is completed off-site at an externship facility.

The *Campus Dress Code* sections were revised to read:

Allied Health Programs

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

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

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

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

<u>Appropriate</u>	<u>Inappropriate</u>
<u>Uniforms</u>	
<ul style="list-style-type: none"> • Neat • Clean and pressed 	<ul style="list-style-type: none"> • Wrinkled uniform • Dirty, bleached or torn uniform
<u>Shirts and Jackets</u>	
<ul style="list-style-type: none"> • Neutral colored short or long-sleeved t-shirts (i.e., white, black, gray) • Blue jackets (in cold weather) • White, gray or black thermals (in cold weather) 	<ul style="list-style-type: none"> • Non-Neutral colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in, may not hang below the uniform, and may not have graphics, images, or text
<u>Footwear</u>	
<ul style="list-style-type: none"> • Welding: black steel-toed boots • HVAC: Sturdy closed toed shoes/boots 	<ul style="list-style-type: none"> • Any other shoes
<u>Hair and Hats</u>	
<ul style="list-style-type: none"> • Hair must be kept neat • Long hair should be tied back • Lab only: clean, inoffensive ball caps or welding caps 	<ul style="list-style-type: none"> • Hats are not appropriate inside the campus common areas or classrooms
<u>Tattoos</u>	
<ul style="list-style-type: none"> • Be aware that visible tattoos will impede your job search 	<ul style="list-style-type: none"> • Offensive tattoos must be covered at all times
<u>Jewelry</u>	
<ul style="list-style-type: none"> • Pierced ears <ul style="list-style-type: none"> ○ One (1) earring per ear ○ Earrings should be small and professional • Piercings kept to earlobes 	<ul style="list-style-type: none"> • Facial piercings
Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

The following *Charter College Tuition* Discounts were revised to read:

Charter College Alumni Advance Your Training Tuition Discount

3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Financial Aid Department. This can be completed at any time prior to or after graduation of the recipient.

Charter College Alumni Tuition Discount

3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Financial Aid Department. This can be completed at any time prior to or after graduation of the recipient.

The following was added to Step 7 of the *Grievance and Appeals Policy*:

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.

The following was added to the *Accreditation and Licensure* section:

California

Charter College – Vancouver is Registered as an Out-of-State Institution with the Bureau for Private Postsecondary Education Pursuant to California Education Code, Section 94801.5.

The following was added:

Admissions Requirements for the Certificate in Business Office Administration

Alaska

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

1. Applicants who wish to enroll into the online delivery method must receive approval from the Appeals Committee (comprised of the VP of Academic Operations, Chancellor, and VP of Admissions) prior to signing the enrollment agreement.

The following was added:

Re-Entry

Alaska

Certificate in Business Office Administration

A student who wishes to re-enter the program must receive approval from the Appeals Committee (comprised of the VP of Academic Operations and Chancellor) prior to signing the enrollment agreement.

Certificate in Business Office Administration

Delivery Method: Online

Campus: Anchorage

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
Grand Total		760	72.0

Beginning with the 06/04/2018 module, students enrolling in Billings and Farmington must meet the following addition to the *Admissions Requirements*:

Admissions Requirements

Billings, Montana and Farmington, New Mexico Only

All students must have and maintain a functional computer throughout enrollment.

Beginning with the 06/04/2018 module, the following *Course Descriptions* are revised to read:

WE1340 Beads and Fillet Welds**4.5 Quarter Credit Hours**

Prerequisite: WE1110 *Welding Safety and Equipment*, WE1210 *Trades Math and Welding Details*

This course provides the foundations for proper creation of stringer, weave, and overlapping beads. Restarting and terminating beads will be addressed. Students will learn and practice fillet beads in the horizontal, vertical and overhead positions. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1350 Groove Welds and Joint Fit**4.5 Quarter Credit Hours**

Prerequisite: WE1110 *Welding Safety and Equipment*, WE1210 *Trades Math and Welding Details*

This course focuses on job code specifications, using gauges to check joint fit-up, fitting up joints using pipe and plate fit-up tools, controlling distortion, and checking for misalignment and poor fit-up. Performing groove welds with backing in the flat, horizontal, vertical, and overhead positions using electrodes will also be discussed. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

Beginning with the 06/04/2018 module, the following revision applies to the *Attendance* policy:

Attendance

Associate of Applied Science in Nursing

In addition to the above requirements, Nursing students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than one (1) day of a NU-prefix lab or clinical course, or 10% of a NU-prefix lecture course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unavoidable situations, as determined by the Dean of Nursing, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student is tardy by more than five (5) minutes to any clinical or laboratory environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence.

Announced on May 17, 2018, the updated program version will be in effect for the June 4, 2018 module start for all new students at the Vancouver campus. Re-entry and matriculating students will be advised if they are scheduled for the updated program version.

Certificate in Welding

Delivery Method: Blended

Campus: Vancouver

Length: 40 Weeks

The Certificate in Welding program is an exploration of basic welding methods. The welding program provides instruction and practice in safety processes, the fitting and metalworking processes, blueprint reading, and fabrication skills necessary for entry level positions in a variety of welding settings, including repair shops, construction, facility maintenance, and manufacturing. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a welding related field.

Program Outcomes:

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment ⁴	45	4.5
WE1210	Trades Math and Welding Details ⁴	45	4.5
WE1310	Basic Welding ³	55	4.5
WE1320	Cutting Procedures ³	55	4.5
WE1340	Beads and Fillet Welds ³	55	4.5
WE1350	Groove Welds and Joint Fit ³	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal ³	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead ³	55	4.5
WE1445	Welding Fabrication Fundamentals ³	55	4.5
WE1510	Gas Metal Arc Welding ³	55	4.5
WE1520	Flux-Cored Arc Welding ³	55	4.5
WE1540	Gas Tungsten Arc Welding ³	55	4.5
WE1545	Aluminum and Stainless Welding Fundamentals ³	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
Grand Total		835	72.0

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

²This course is taught online.

³This course is taught on-ground.

⁴This course is taught blended.

WE1445 Welding Fabrication Fundamentals**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course provides students with an understanding of how to plan, design, prepare, and execute a project as they would in a welding fabrication shop. Students will design blueprints, build a materials list, gather materials, cut steel to the approved specifications, and complete their project during the course. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

WE1545 Aluminum and Stainless Welding Fundamentals**4.5 Quarter Credit Hours**

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course builds upon the student's knowledge of the basics of steel welding and introduces new concepts, process, and procedures when working with other base materials, specifically aluminum and stainless steel. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

Effective: 05/17/2018**Pages: 73-74**

The following was revised to read:

Prospect Education and Charter College Student Sexual Harassment Policy

Introduction

Prospect Education LLC., and Charter College, LLC., (the "College") is committed to providing a working and educational environment for all faculty, staff, and students that is free of unlawful harassment, sexual violence or discrimination. College policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex, military or veteran status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence (collectively referred to as "sexual misconduct") and the College has jurisdiction over Title IX complaints.

This policy applies to all persons involved in the operation of the College and prohibits sexual misconduct by any employee of the College, as well as students, customers, vendors or anyone who does business with the College. It further extends to prohibit sexual misconduct by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in sexual misconduct, the College will take appropriate corrective action.

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

Definitions

Sexual Harassment is defined as unwelcomed conduct of a sexual nature. It includes unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. A hostile environment is created when the alleged conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education program and activities.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person’s incapacitation (including voluntary intoxication).

Domestic Violence is defined as a felony or misdemeanor crime of violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

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

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities. If you believe you have been retaliated against, you should promptly notify the Campus President, your supervisor, Human Resources or the Title IX Coordinator.

Procedure for Reporting Sexual Misconduct

If you believe that you have experienced or witnessed sexual misconduct, notify someone as soon as possible after the incident. Students should notify the Title IX Coordinator or the Campus President and employees should notify the Title IX Coordinator, their supervisor, or Human Resources. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the College is exempt from the prohibitions in this policy. All complaints involving a student will be referred to the Title IX Coordinator and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual misconduct (including issues related to dating violence, domestic violence, sexual assault, and stalking), they understand how this policy operates, and understand how to conduct an investigation that protects the safety of victims and promotes accountability. Because reports can also be filed with an employee’s supervisor or Human Resources, these employees also receive training on the College’s procedures and any other procedures used for investigating reports of sexual misconduct.

A report may be made to either or both the police and the Title IX Coordinator. In order to ensure availability of witnesses and fresh memories of the alleged sexual misconduct, all reports should be made as promptly as possible after the alleged conduct. Where there is any question about whether an incident of sexual misconduct occurred, a report should be made to the College for assistance in determining the nature of the incident.

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

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

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

Response to Sexual Harassment Allegations

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

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

Reporting Requirements

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

False Reports

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

Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the College's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Effective: 05/17/2018

Page: 137

The following course description was revised to read:

BA2720 Developing and Implementing Projects

4.5 Quarter Credit Hours

Prerequisite: BA1110 Business Fundamentals

This course presents the design, set up, and maintenance of a business management project to completion. The project process, to include initiating, planning, controlling, reporting, and closing a project is introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing. A project management software shall be introduced and utilized throughout the study and application of project management.

The *Progression in Aviation, Aeronautics, and Commercial Aviation Programs* in the *Aviation, Aeronautics, and Commercial Aviation Disclosures* were revised to read:

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

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

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

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

The following *Course Descriptions* were revised to read:

Course Descriptions

AV1130 Ground School - Commercial Pilot – Fixed Wing

3.5 Quarter Credit Hours

Prerequisites: Private Pilot License

Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV1135 Ground School - Commercial Pilot – Rotor**3.5 Quarter Credit Hours***Prerequisites: Private Pilot License*

Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV2250 Ground School – Certified Flight Instructor – Fixed Wing**4.0 Quarter Credit Hours***Prerequisites: Commercial Pilot License*

Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques.

AV2255 - Ground School – Certified Flight Instructor – Rotor**4.0 Quarter Credit Hours***Prerequisites: Commercial Pilot License*

Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques. Provides preparation for the FAA Certified Instructor Knowledge Exam.

AV2990 Flight Lab – Certified Flight Instructor – Fixed Wing**1.5 Quarter Credit Hours***Corequisites: 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***Corequisites: AV2255 Ground School – Certified Flight Instructor – Rotor*

Students must complete 30 hours of dual and solo flight time for rotor training in this course. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV3310 Physics: Aircraft Performance and Aerodynamics**4.5 Quarter Credit Hours***Prerequisite: None*

This course covers elementary physics, focused on the physics of flight. Stress will be placed on the principles and concepts of physics as they apply to the study of aerospace sciences. Additionally, this course will provide the student with a study of the physical principles of airplane aerodynamics fostering an appreciation of the factors affecting aircraft performance, stability and control, and special flight considerations experienced by commercial pilots.

Effective: 07/09/2018**Pages: 47-48**

The following was revised to read:

Course Schedules and Registration

Students are registered for courses by the Registrar's Office according to program requirements and course availability. Courses are scheduled from enrollment start date to graduation. Students are scheduled for two (2) courses per five (5) week module, when available, to maintain full-time status.

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

Students wishing to change the days or times of their course schedules must submit the required form, available in the student portal, on or before the first day of a module. All requests must be approved by the Education Department in order to take effect. Class size and availability will be taken into consideration when reviewing student requests.

The following course prerequisites were revised to read:

BA2320 Business Law and Ethics

4.5 Quarter Credit Hours

Prerequisite: None

This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution, the Uniform Commercial Code, employment law, white collar crime, and corporate social responsibility.

BA2720 Developing and Implementing Projects

4.5 Quarter Credit Hours

Prerequisite: None

This course presents the design, set up, and maintenance of a business management project to completion. The project process, to include initiating, planning, controlling, reporting, and closing a project is introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing. A project management software shall be introduced and utilized throughout the study and application of project management.

The following was revised to read:

Alaska Funding Options

Alaska

Alaska Performance Scholarship (APS)

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

Alaska residents who graduate from an Alaska high school (public, private, or home school), within the last 6 years and meet the following requirements are eligible for an APS award:

1. Complete a rigorous high school curriculum (listed on APS Eligibility Progress Checklists);
2. Achieve a high school Grade Point Average (GPA) of at least 2.5, or equivalent;
3. Earn a minimum score on college or career readiness test (21 on the ACT, 1450 on the SAT (old version), 1060 on the SAT (new version)), or achieve a combined score of at least 13 in all three (3) WorkKeys tests, with no score lower than 4 (WorkKeys only qualifies you for Certificate Programs);
4. File the Free Application for Federal Student Aid (FAFSA) soon after October 1st and no later than June 30th;
5. Enroll at least half time, remain in good standing, and complete the continuing eligibility requirements in an approved program at a participating Alaska institution
6. Have at least \$500 of unmet cost of attendance, after using all other non-loan aid (e.g. federal grants or other scholarships)

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

Alaska Education Grant (AEG)

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

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

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

Grant awards typically range from \$500 to \$4,000 per academic year for students who have qualifying unmet financial need. Visit <https://acpe.alaska.gov/FINANCIAL-AID/AK-Education-Grant> for more information.

Alaska Family Education Loan (AFEL)

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

Eligibility requirements for AFEL are:

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

The following rates and benefits are for the 2018-2019 academic year, effective July 1, 2018:

1. 6.90% (6.90% APR) fixed interest rate with no origination fee;
2. Interest rate of 6.65% with borrower benefits (0.25% reduction for automatic payment)

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

Alaska Supplemental Education Loan (ASEL)

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

Eligibility requirements for ASEL are:

1. Be an Alaska resident, or attend an eligible Alaska school;
2. Have a FICO credit score of at least 650 and absence of adverse credit, or apply with an eligible cosigner;
3. Be enrolled at least half-time; and,
4. *Meet all other requirements under AS 14.43.172 and 20 AAC 15.705.*

The interest rate is tiered with an option for those with credit scores of 650 or higher and a lower rate for those with excellent credit (720 or higher). For more details go to <https://acpe.alaska.gov/myrate>

The following benefits are for the 2018-2019 academic year, effective July 1, 2018:

1. No origination fee;
2. 2018-2019 Benefits: -0.25% Auto Pay and -0.50% In-State Study; and
3. No payments while attending school at least half-time.

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

Effective: 07/10/2018

Page: 7

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

Wyoming

Charter College – Oxnard is registered with the Wyoming Department of Education as an accredited postsecondary degree granting institution.

Announced: 07/20/2018

Page: 129

Announced on July 20, 2018, the updated program version will be in effect for the August 13, 2018 module start for all new students at the Anchorage campus. Re-entry and matriculating students will be advised if they are scheduled for the updated program version.

Certificate in Welding

Delivery Method: Blended

Campus: Anchorage, Vancouver

Length: 40 Weeks

The Certificate in Welding program is an exploration of basic welding methods. The welding program provides instruction and practice in safety processes, the fitting and metalworking processes, blueprint reading, and fabrication skills necessary for entry level positions in a variety of welding settings, including repair shops, construction, facility maintenance, and manufacturing. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a welding related field.

Program Outcomes:

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment ⁴	45	4.5
WE1210	Trades Math and Welding Details ⁴	45	4.5
WE1310	Basic Welding ³	55	4.5
WE1320	Cutting Procedures ³	55	4.5
WE1340	Beads and Fillet Welds ³	55	4.5
WE1350	Groove Welds and Joint Fit ³	55	4.5

WE1410	Open V-Groove Welds I: Flat and Horizontal ³	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead ³	55	4.5
WE1445	Welding Fabrication Fundamentals ³	55	4.5
WE1510	Gas Metal Arc Welding ³	55	4.5
WE1520	Flux-Cored Arc Welding ³	55	4.5
WE1540	Gas Tungsten Arc Welding ³	55	4.5
WE1545	Aluminum and Stainless Welding Fundamentals ³	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
	Grand Total	835	72.0

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

²This course is taught online.

³This course is taught on-ground.

⁴This course is taught blended.

WE1445 Welding Fabrication Fundamentals

4.5 Quarter Credit Hours

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course provides students with an understanding of how to plan, design, prepare, and execute a project as they would in a welding fabrication shop. Students will design blueprints, build a materials list, gather materials, cut steel to the approved specifications, and complete their project during the course. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

WE1545 Aluminum and Stainless Welding Fundamentals

4.5 Quarter Credit Hours

Prerequisite: WE1110 Welding Safety and Equipment, WE1210 Trades Math and Welding Details, WE1310 Basic Welding, WE1320 Cutting Procedures

This course builds upon the student's knowledge of the basics of steel welding and introduces new concepts, process, and procedures when working with other base materials, specifically aluminum and stainless steel. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

Effective: 08/13/2018

Page: 52

The following was revised to read:

Incomplete

Once enrolled in a course, students should make every effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade ("I") may be granted to a student who meets the following criteria:

1. The student has completed 60% of assigned coursework required by the course.
2. The student has attended at least 60% of the in-person class time for blended programs
3. The student can provide documentation to support the hardship that prevented the student from completing the course assignments.

Students must request to receive an Incomplete with the Student Academic Advisor (SAA). If approved by the SAA and the Education Department, then the SAA will initiate the incomplete petition form no later than 5:00pm on Friday of week five (5). Students will then have until 11:55pm on Sunday of week five (5) sign the form. Any requests made or signed after the aforementioned deadlines will not be approved.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/F"). Students must submit all missing course requirements to the instructor within two (2) weeks

after the end of the module. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade at the end of these two weeks. If a student would challenge an academic grade, please refer to the *Change of Grade* section.

Effective: 08/13/2018

Page: 57

The online compatibility check is no longer available. Also, the following was revised to read:

Online/Blended Course Support Center

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

Effective: 08/31/2018

Pages: 45-46

The following was revised to read:

Attendance

Aeronautics, Aviation, and Commercial Aviation

Attendance in Ground School and Flight Lab courses facilitated by the Flight Partner may be impacted by external safety issues, equipment maintenance or unsafe weather conditions that prevent the safe operation of aviation equipment. Students approaching fourteen (14) consecutive calendar days of non-attendance due to equipment maintenance or unsafe weather conditions that prevent the safe operation of aviation equipment must request and may be granted additional time (through the end of the mod) to complete the required number of Ground School and Flight Lab hours. Requests for additional time must be made by ten (10) days from the last date of attendance at the flight partner to Charter College in addition to documentation that supports your request. Students who do not request the additional time before fourteen (14) consecutive calendar days have passed will be withdrawn.

Effective: 08/31/2018

Page: 23

The following was revised to read:

Admissions Requirements

Alaska and Washington

1. All students must comply with one (1) of the following:
 - a. Attest to having a high school diploma;
 - b. Attest to having a recognized equivalency certificate (GED);
 - c. 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); or,
 - d. Prior to the first scheduled course, provide documentation of an official passing score for an approved ability to benefit test.
2. Achieve the minimum Wonderlic SLE-Q score required for the program of study (if applicable).

California

1. All students must comply with one (1) of the following:
 - a. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter;
 - b. Provide a GED certification;
 - c. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
 - d. Prior to the first scheduled course, provide documentation of an official passing score for an approved ability to benefit test.

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for the period February 12, 2018 – March 17, 2019

2. Achieve the minimum Wonderlic SLE-Q score required for the program of study (if applicable).

Montana

1. All students must comply with one (1) of the following:
 - a. Attest to having a high school diploma;
 - b. Attest to having a recognized equivalency certificate (GED);
 - c. 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); or,
2. Achieve the minimum Wonderlic SLE-Q score required for the program of study (if applicable).

New Mexico

1. All students must comply with one (1) of the following:
 - a. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter;
 - b. Provide a GED certification;
 - c. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or other State-authorized examination); or,
2. Achieve the minimum Wonderlic SLE-Q score required for the program of study (if applicable).
3. Students who are compulsory school age or who are concurrently attending a secondary school shall obtain an acknowledgement of enrollment from their secondary school official and a parent or guardian prior to signing an enrollment agreement.

Ability to Benefit

NOTE: ATB students may not enroll in the Certificate in Medical Assistant program.

Washington

NOTE: ATB students may not enroll in the Certificate in Pharmacy Technician program.

Alaska, California, and Washington

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

Alaska, California, Washington

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

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

The following was revised to read:

Credit for National Examination

Students who have taken an Advanced Placement Test within the last four (4) years may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

The following indicates a revision to either the *Holidays and Make-Up Days* or other schedule change.

Holiday	Make-Up Day
December 31, 2018	December 21, 2018
December 31, 2018*	January 2, 2019*

*Only students enrolled in the Associate of Applied Science in Nursing program will observe the December 31, 2018 make-up day on January 2, 2019; all other students will complete the make-up on December 21, 2018.

The following was updated on 08/13/2018 and revised 10/09/2018 to read:

Externship/Clinical Experiences

For programs requiring an externship/clinical experience, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship/clinical facility. Note, in most cases, students can expect to attend eight (8) hours a day, five (5) days a week for five (5) consecutive weeks, on a Monday – Friday 8:00am-5:00pm schedule. During the externship/clinical experience, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the externship/clinical facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit regular attendance and skills tracking documentation to the College while on externship/clinical.

Students may not replace or substitute for the site's existing staff or be compensated while participating in externships/clinicals. If the site or company extends an offer of employment while the student is still an extern, the employment start date must be after the College has confirmed the externship/clinical is complete.

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

In very infrequent cases, a student may be working for an approved externship site prior to externship and have a desire to complete their externship at the site they are employed. Students in this scenario must make a written request to their Campus President, explaining why they should be allowed to attend externship at their place of employment, a minimum of five (5) weeks prior to the start of the externship module. This request will be reviewed by the Campus President, Vice President of Academic Operations, and the Vice President of Student Finance and Compliance. The request must include a completed "Student Employment at an Externship Site" form which is available from the Education Department.

If the facility that a student works for is not already an existing, approved externship site with the College, an approved representative of the site (e.g., office manager, doctor, dentist, veterinarian, etc.) may request a site assessment. This request should be submitted in writing to the Campus President a minimum of ten (10) weeks prior to the start of the externship. Upon this request, arrangements will be made to conduct a site assessment and to complete an affiliation agreement. The site assessment, affiliation agreement, student's written request, and the "Student Employment at an Externship Site" form must be on file and approved before externship begins.

As part of the "Student Employment at an Externship Site" form, students and sites are asked to provide the externship schedule for the student. If a student's actual externship hours submitted to the College vary from the agreed schedule in a significant way, the externship instructor will meet with the site supervisor to ensure externship and work hours are not overlapping. If it is determined that externship and work hours have overlapped, the following punitive steps will be taken by the College:

1. The student will fail externship;
2. The student will be required to complete all hours of the externship at a different site to complete the course; and,
3. The College will terminate the externship affiliation agreement with the offending site.

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

- Complete all core courses
- Demonstrate program competencies to a qualified instructor of the program via the skills check-off process.
- Provide documentation of completing the Hepatitis B vaccination series (Not applicable to the Certificate in Veterinary Assistant Program)
 - Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
- Provide documentation of passing a tuberculosis screening within the past year (Not applicable to the Certificate in Veterinary Assistant Program)
- Meet the requirements of Satisfactory Academic Progress (SAP)
- Provide Career Services with a current resume
- Provide Career Services with a completed student needs assessment
- Complete the non-disclosure agreement with the extern/clinical site
- Be current in financial obligations to the College

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

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

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

Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until their financial obligations are met. Once the financial situation is resolved and a

student is in good standing, the student is eligible for readmission to the College through the re-entry process (see the *Re-Entry* section).

Effective: 10/12/2018

Page: 56

The following information was added to the *Graduation Requirements* section:

Commencement Ceremonies

Commencement ceremonies are generally held once a year, though some campuses may hold them twice a year. Dates vary by location. Students may participate in a ceremony by meeting the *Graduation Requirements*. Additionally, students who are in their last module may also participate in a ceremony prior to satisfying the *Graduation Requirements*. Students who attend commencement ceremonies and wear an honor cord prior to diploma conferral are not guaranteed the “Graduated with Honors” designation. Students may fail to meet the College’s Honors standards after attending commencement ceremonies. Academic standards must be met for a “Graduated with Honors” diploma to be awarded. During the ceremony, participants will receive a congratulatory scroll. Graduates can expect to receive their diploma four-to-six weeks after meeting *Graduation Requirements*.

Separate commencement ceremonies are not held for online students; however, online students may attend and are included in the invitation of their campus (particularly those students within a reasonable commuting distance). Should online students not be within a reasonable commuting distance to their own campus, they may request to be included in another campus’ ceremony (travel expenses are not covered).

More information about commencement ceremonies is available from a Student Academic Advisor or Campus President.

NOTE: To officially graduate, students must satisfy all academic requirements of the specific program and the *Graduation Requirements*. Participation in a commencement ceremony is not a guarantee or indication of program completion, meeting academic requirements of a program, or fulfillment of *Graduation Requirements*. Additionally, participants recognized during a ceremony with Honors or the President’s Award may fail to meet the College’s standard prior to program completion, and not earn that designation with their diploma.

Announced: 10/22/2018

Pages: 21-22

Beginning with the 11/26/2018 module, students enrolling in Anchorage and Wasilla must meet the following addition to the *Admissions Requirements*:

Admissions Requirements

Anchorage, Billings, Farmington, and Wasilla Only

All students must have and maintain a functional computer throughout enrollment.

Announced on 04/30/2018, updated 05/15/2018, and updated on 11/08/2018, students starting class at select campuses must meet the following requirements:

Online/Blended Courses

System Requirements

Anchorage, Billings, Farmington, and Wasilla Only

Students enrolled in blended courses are required to have and maintain a functional computer through enrollment, have access to high-speed Internet, and a supported web browser (including Chrome, Mozilla Firefox, Safari, and Internet Explorer). Students who do not have a computer at the time of enrollment will be charged \$240 and issued a Chromebook. Also, students already in possession of a computer may choose to opt-in, be charged \$240, and be issued a Chromebook. Chromebooks are distributed during the second week of the first module. Upon receipt and throughout the first year, the Chromebook is under a one year, limited (onboard) manufacturer's warranty. After the first year, or if a Chromebook is lost or stolen at any time, replacement will incur an additional cost to the student.

Revised on March 26, 2018, and updated November 26, 2018, the following section in *Online/Blended Courses* was revised to read:

Orientation

Charter College provides online orientation to ensure the student is acclimated to the specific distance education learning methodology and technology required to succeed in the online environment. Students taking online or blended courses must complete the online orientation prior to 11:55pm (Alaska time) of the first day of the first module.

The following statement was revised to read:

Admissions Requirements for Bachelor of Science Programs

Documentation must be provided to the College prior to the first day of the first module.

The following statement was added to the *Admissions Requirements*.

Admissions Requirements

To become an *official start*, students must meet the *Admissions Requirement* and resolve all financial planning items on or before the end of the seventh business day following the start date (typically a Tuesday after the first week of the module).

The following revision was included in the *Admissions Requirements* for the Bachelor of Science in Business Administration, Bachelor of Science in Health Care Administration, Associate of Applied Science in Applied Technology, and Associate of Applied Science in Business Administration.

Admissions Requirements

2.a. 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 prior to becoming an *official start*.

The following was revised to read:

Admissions Requirements for the Associate of Applied Science in Allied Health

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

1. *External applicants*: must be a graduate with a confirmed certificate/diploma with 54 quarter credit hours in an allied health care concentration (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.).
 - a. Certificate/diploma and 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 prior to becoming an *official start*.
2. *Internal applicants*: must meet the graduation requirements of the certificate-level program, including 54 quarter credit hours in an allied health care concentration (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.), prior to the first day of the first module of the Associate's program.
 - a. Certificate/diploma and 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.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

The following was revised to read:

Admissions Requirements

Alaska, California, Montana, New Mexico, and Washington

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. The official evaluation must be submitted, evaluated and returned to Charter prior to the first day of the first class. 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 the student's enrollment will be cancelled. 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: 11/27/2018

Page: 14

The following statement was revised to read:

Admissions Disclosures

California

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 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.

Effective: 11/27/2018

Page: 16

The following statement was revised to read:

Admissions Disclosures

Washington

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 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.

Effective: 11/27/2018

Page: 27

Under the "Admissions Assessment" statement, the Wonderlic SLE-Q score for the Paralegal Studies program no longer applies as the program is no longer offered.

Effective: 11/27/2018

Page: 50

Consortium Agreements

Charter College has established the necessary consortium agreement within its network of campuses to enable students enrolled at their "home" campus, in an eligible program of study, to attend blended and residential (externship) courses at a "host" campus. Courses completed with the host campus are applied toward the academic requirements of a program at the student's home campus.

Effective: 11/30/2018

The following *Course Description* was revised to read:

BA2025 Leadership and Team Management

4.5 Quarter Credit Hours

Prerequisite: None

This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.

Effective: 12/18/2018

Page: 120

The following program is now offered at the Lacey campus:

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

Delivery Method: Blended

Campus: Lacey

Length: 40 Weeks

The Certificate in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

Program Outcomes:

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC Science and Electrical	45	4.5
HV1210	Basic Refrigeration and Air Properties	45	4.5
HV1220	Refrigeration Pipe, Duct and Flue Systems	55	4.5
HV1230	Refrigerants and Oils	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
HV1310	Maintenance and Start up Skills	55	4.5
HV1410	Residential and Commercial Controls	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5

HV1510	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
HV1610	Gas and Oil Heating Systems	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1110	Technology Fundamentals ¹	50	4.5
SS1210	Professional Success Strategies ²	45	4.5
Grand Total		835	72.0

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

²This course is taught online.

Effective: 12/18/2018

Page: 31

Charter College Spring Weld-Off Competition Scholarship

Certificate in Welding, Vancouver Campus Only

This scholarship is awarded to high-performing participants in Charter College's annual Spring Weld-off competition. This competition is open to high-school welding students in the Vancouver area. The participants will perform prescribed welds on site during the competition and be judged by a panel of three (3) certified welders. Winners of the competition will receive an award applied to their tuition after enrolling in the Charter College Welding Program. These scholarship awards will be: \$8,000.00 for first place, \$5,000.00 for second place, and \$3,000.00 for third place. The scholarship cannot be combined with any other tuition discounts nor result in a cash payment to the student.

Eligibility:

- The student(s) must be a Graduate from the respective high school and have participated in the Charter College Spring Weld-Off competition;
- The student(s) must attend Charter as a full-time student in the Welding Program and maintain a cumulative grade point average of 2.5 or greater (on a 4.0 scale) during their course of study. Otherwise, the scholarship, or the remaining portion of it, will be withdrawn;
- The scholarship is payable in the first term of each academic year.

Announced: 01/02/2019

Charter College is not accepting new applications or new enrollments in any Aeronautics, Aviation, or Commercial Aviation programs. Re-entry students must meet eligibility requirements to return.

Effective: 01/07/2019

Page: 82

The following indicates a revision to either the *Holidays and Make-Up Days* or other schedule change.

Holiday	Make-Up Day
2/18/19	2/22/19
5/27/19	5/31/19
7/4/19	7/12/19
9/2/19	9/6/19
11/28/19	12/6/19
11/29/19	N/A
12/23/19 - 12/29/19	N/A
12/31/19	1/3/20
1/1/20	1/10/20

Effective: 01/18/2019

Aviation Program Information

Flight Partners

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

Fixed Wing

Flight Partner	Campus
American Aviation Academy, 2035 N. Marshall Avenue, El Cajon, CA 92020.	Oxnard
Aviation Academy of America Inc., 900 Vandenburg Road, Hondo, TX 78861	Oxnard
Aviation Academy of America Inc., 1806 Airport Drive, New Braunfels, TX 78130.	Oxnard
Hillsboro Aero Academy, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032.	Oxnard
NexGen Aviation, LLC, 4144 Aviator Boulevard, Suite 100, Lexington, KY 40510.	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.	Vancouver
Specialized Helicopters, Inc., 150 Aviation Way, Suite 101, Watsonville, CA 95076.	Oxnard
Upper Limit Aviation, 37350 Sky Canyon Drive, Murrieta, CA 92563.	Oxnard
Upper Limit Aviation, 619 N. 2360 W. Salt Lake City, UT 84116.	Oxnard
Wings of Wyoming Inc, 3803 Evans Avenue, Cheyenne, WY 82001.	Oxnard

Rotor

Flight Partner	Campus
Hillsboro Aero Academy, 2634 Airport Drive, Suite 103, North Las Vegas, NV 89032.	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.	Vancouver
Specialized Helicopters, Inc., 150 Aviation Way, Suite 101, Watsonville, CA 95076.	Oxnard
Platinum Aviation, d.b.a., Utah Helicopters, LLC, 2050 N 300 W., Spanish Fork, UT 84660.	Oxnard
Platinum Aviation, d.b.a., Utah Helicopters, LLC, 7220 S. 4450 W., West Jordan, UT 84084.	Oxnard
Upper Limit Aviation, 37350 Sky Canyon Drive, Murrieta, CA 92563.	Oxnard
Upper Limit Aviation, 619 N. 2360 W. Salt Lake City, UT 84116.	Oxnard
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.

The following policy was revised to read:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Aviation, Aeronautics, and Commercial Aviation Programs

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

The following policy was revised to include:

Grievance and Appeals Policy

Step 2: Communicate with the Campus President. A “Complaint Form” can be obtained from the Campus President or the Education Department. The contact information for each Campus President is listed in the chart below:

Name	Contact Information
Joshua Bicchinella Campus President	joshua.bicchinella@chartercollege.edu 907-277-1000 2221 East Northern Lights Boulevard, Suite 120, Anchorage, AK 99508
Andrea Kenney Campus President	andrea.kenney@chartercollege.edu 406-294-0156 1595 Grand Avenue, Suite 230, Billings, Montana, 59102
Jill James Interim Campus President	jill.james@chartercollege.edu 661-252-1864 19034 Soledad Canyon Road, Canyon Country, CA 91351
David Barshes Campus President	david.barshes@chartercollege.edu 509-415-3576 595 Grant Road, Suite 5, East Wenatchee, WA 98802
Tammy Wilhelm Campus President	tammy.wilhelm@chartercollege.edu 505-793-8087 3030 E 20 th Street, Farmington, NM 87402
Lana Lee Campus President	lana.lee@chartercollege.edu 253-252-4200 3700 Pacific Highway East, Suite 150, Fife, WA 98424
Bruce Higdon Campus President	bruce.higdon@chartercollege.edu 360-292-7179 4520 Lacey Boulevard SE, Suite 40, Lacey, WA 98503

Dale Sloan Campus President	dale.sloan@chartercollege.edu 661-341-3500 43141 Business Center Parkway, Suite 109, Lancaster, CA 93535
Shelly Flesch Campus President	shelly.flesch@chartercollege.edu 406-303-3259 1930 Brooks Street, Missoula, MT 59801
Bryan Spencer Campus President	bryan.spencer@chartercollege.edu 805-973-1240 2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Mellinda Renteria Campus President	mellinda.renteria@chartercollege.edu 509-546-3900 5278 Outlet Drive, Pasco, WA 99301
Heather Allen Campus President	heather.allen@chartercollege.edu 360-448-2000 17200 SE Mill Plain Boulevard, Vancouver, WA 98683
Melissa Rigas Campus President	melissa.rigas@chartercollege.edu 907-352-1000 721 West Parks Highway, Wasilla, AK 99654
Daisy Mendoza Campus President	daisy.mendoza@chartercollege.edu 509-412-1694 2706 W Nob Hill Boulevard, Suite 106, Yakima, WA 98902

Effective: 02/08/2019

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The following was revised to read:

Graduation Requirements

To be eligible for graduation, students must:

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

Effective: 02/08/2019

Page: 29

The following information was added to the *Financial Aid Programs* section:

Student Loan Advocates for Washington Residents

For information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

The following indicates a revision to either the *Holidays and Make-Up Days* or other schedule change.

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
SS1001 PM1 M	2/4/2019 6:00pm to 10:30pm	2/7/2019 6:00pm to 10:30pm	Lacey
DA1220 PM1 TR	2/4/2019 6:00pm to 10:30pm	2/7/2019 6:00pm to 10:30pm	Fife
MA1420 AM3 MR	2/4/2019 9:00am to 1:30pm	2/8/2019, 9:00am to 1:30pm	Lacey
PT1330 AM1 MR	2/4/2019 9:00am to 11:00am	2/8/2019 9:00am to 11:00am	Fife
SS1001 AM1 M	2/4/2019 9:00am to 1:30pm	2/8/2019 9:00am to 1:30pm	Fife
PT1310 AM1 MR	2/4/2019 9:00am to 1:30pm	2/8/2019 11:15am to 3:45pm	Lacey
HV1630 PM2 MR	2/4/2019 6:00pm to 10:30pm	2/8/2019 6:00pm to 10:30pm	Pasco
HV1240 PM1 MW	2/4/2019 6:00pm to 10:30pm	2/8/2019 6:00pm to 10:30pm	Pasco

Effective 02/11/2019, the following statements within this policy were revised to read:

Externship/Clinical Experiences

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

Extern Site Dismissal

If a student is dismissed from an externship site for reasons other than behavior, a committee (composed of the Campus President, Program Manager, and externship instructor) will determine the appropriate course of action and what remediation is necessary. The student may be given an additional opportunity to re-start the externship course at another site and complete the remaining hours at that site during the module in which the student is currently enrolled.

If an externship site dismisses a student for behavioral reasons (e.g., poor attendance, unprofessional behavior or attire, dangerous acts, etc.) the student will be withdrawn and will earn a failing grade (F). Furthermore, the externship hours earned at that site will not count towards a retake of the externship course. Prior to re-entry, the externship instructor will develop a remediation plan and the student will be required to complete another skills assessment check-off. Failure to complete either will delay the student's ability to re-enter.

If the reason for site dismissal violates the *Student Conduct* policy, the College will decline to provide another site and the student will be dismissed from the program.

Effective 02/11/2019, the following was revised to read:

Admissions Requirements for Bachelor of Science Programs

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the Bachelor of Science programs:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter;
2. Provide a GED certification;
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
4. Provide a copy of an associate's degree diploma or official transcripts showing the award of an associate's degree.
 - a. The institution issuing the diploma or transcript must be accredited by an accreditor recognized by the U.S. Department of Education.

Documentation must be provided to the College prior to the first scheduled course.

Effective 02/11/2019, the following information was revised to read:

Admissions Disclosures

Alaska

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. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

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

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

- Medical Assistant, Medical Office Administrative Assistant

The following program has 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, individuals with any violent felonies may not enroll; and individuals with any DUIs, and/or a suspended or revoked driver's license within three (3) years of their expected graduation date may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration

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

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. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. 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 careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

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

- Medical Assistant

The following programs may require you to pass a background check in order to seek employment in the field:

- Dental Assisting, Veterinary Assistant

The following program has 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, individuals with any violent felonies may not enroll; individuals with DUIs, and/or a suspended or revoked driver's license within three (3) years of their expected graduation date may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration

Aviation, Aeronautics, and Commercial Aviation Programs

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

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. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

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

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

Employment opportunities are limited for an applicant with:

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

Montana

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. 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.

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. Only the state licensure requirements for Montana were researched.

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

- Medical Assistant

New Mexico

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. Charter Institute does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling at Charter Institute. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Charter Institute recommends that all potential employability questions are discussed with Career Services. Only the state licensure requirements for New Mexico were researched.

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

- Medical Assistant

Washington

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. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. 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 careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

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

- Medical Assistant, Medical Office Administrative Assistant, Pharmacy Technician

The following programs may require you to pass a background check in order to seek employment in the field, 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 program has 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, individuals with any violent felonies may not enroll; individuals with any DUIs, and/or a suspended or revoked driver's license within three (3) years of their expected graduation date may not enroll into:

- Heating, Ventilation, Air Conditioning & Refrigeration

Aviation, Aeronautics, and Commercial Aviation Programs

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

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. Charter College does not believe that students should make a substantial investment of time, money and potential debt if the ability to secure employment in the field of training is unlikely. 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.