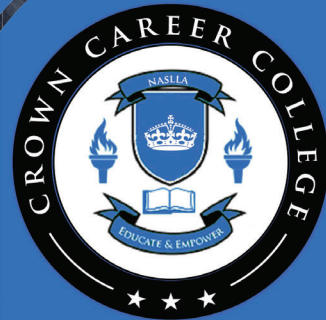


Crown Career College

2022-2023 Catalog



CROWN
CAREER COLLEGE

Building a Strong Foundation for
Emerging Leaders

Call: 1-800-815-9020
info@crowncareercollege.org

CROWN CAREER COLLEGE 2022-2023 CATALOG

**A JOB IS WHAT YOU DO WITH YOUR DAY.
A CAREER IS WHAT YOU DO WITH YOUR LIFE.**

Students enrolling in the College are subject to the information stated herein. This catalog supersedes all previous Catalogs, academic information, and policies and practices of the College. When changes are made to the catalog, CROWN CAREER COLLEGE issues a Catalog Supplement.

Students are required to adhere to all policies and processes included in the catalog and supplement.

Location-specific Catalog Supplements include the following: Administrators, Faculty and Program Leadership, and Tuition and Fees.

CROWN CAREER COLLEGE reserves the right to change policies, procedures, tuition, fees, calendars, and curricula as deemed necessary.

Email: Info@Crowncareercollege.com

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TUITION AND FEES TUITION AND FEE SUPPLEMENT
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2022-2023 ACADEMIC CALENDAR

TERMS*

	Start	End	
	SUMMER 2022		School Closure/Holidays
Summer A	May 30, 2022	June 24, 2022	July 4, 2022, Independence Day-Closed
Summer B	June 27, 2022	July 22, 2022	September 5, 2022, · Labor Day, College Closed
Summer C	July 25, 2022	August 19, 2022	
	August 22, 2022	September 2, 2022	
	FALL 2022		
Fall A	September 6, 2022	September 29, 2022	November 24-25, 2022, ·, Thanksgiving, College Closed
Fall B	October 3, 2022	October 28, 2022	
Fall C	October 31, 2022	November 25, 2022	
	November 28, 2019	December 23, 2022	December 26, 2022-January 13, 2023, · Winter Break, No Classes
	SPRING 2023		
Spring A	January 16, 2023	February 10, 2023	April 10- April 16, 2023, Spring Break,
Spring B	February 13, 2023	March 10, 2023	No Classes
Spring C	March 13, 2020	April 7, 2023	
	April 17, 2023	May 12, 2023	
	SUMMER 2023		
Summer A	May 15, 2023	June 9, 2023	June 26-July 5, 2023, · Summer Break, No Classes
Summer B	June 12, 2023	July 7, 2023	July 4, 2023, · Independence Day, College Closed
Summer C	July 10, 2023	August 4, 2023	September 4, 2023, Labor Day, College Closed
	August 7, 2023,	September 1, 2023	
	FALL 2023		
Fall A	September 5, 2023	September 29, 2023	November 23, 2023, · Thanksgiving, College Closed
Fall B	October 2, 2023	October 27, 2023	
Fall C	October 30, 2023	November 24, 2023	
	November 27, 2023	December 22, 2023	December 25, 2023-January 5, 2024, · Winter Break, No Classes

*All dates are subject to change without notice

COLLEGE INFORMATION

STATE OF FAITH

One's faith should not be judged by any particular or specific religious denomination.

Everyone should have the opportunity to be part of a multi-generational community (church) in which they can be seen and known and loved, for who they are, as full and equal members of that community (church).

A church should be a spirit-led church, one that is an inclusive community of people who have different opinions and aspirations and yet are united in faith and that welcomes all and alienates none.

A church that is humble in taking the positive elements, and generous in sharing its gifts with others. We take that same principle and apply it to Crown Career College. We guide our students by providing the tools necessary to practice a spirit-filled and faith-filled life without compromise in the workforce.

HISTORY

Crown Career College is a private college offering certificate, diploma, and degree programs online to North American and Caribbean students. Crown College is a faith-based institution providing a strong liberal arts foundation. Established in 2014, we have served many students on their journey to professional and personal fulfillment. **The Chief Executive Officer of the College is Dr. Anita Vincent.**

MISSION STATEMENT

The mission of Crown Career College is to provide its students with an academic background with a faith-based foundation and strong liberal arts focus.

GOALS & OBJECTIVES

The objectives of Crown Career College are:

- To encourage the student's intellectual pursuits and meet the business and technology demands of the economy without compromising their beliefs and ethics.
- To prepare anyone with the desire to learn, a platform to express their individuality and incorporate their goals into an individualized academic program.
- To provide a highly qualified faculty and staff to meet the needs of the student body. A faculty of individuals who share the same principles of the school.
- To create and maintain an inclusive community of people who have different opinions and aspirations and yet are united in faith

INSTITUTIONAL LICENSURE AND APPROVALS

Crown Career College is REGISTERED

NON-ACCREDITATION

The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education

LEGAL OWNERSHIP / CONSUMER LEAD ADVISORY BOARD

Crown Career College is a privately held Florida corporation doing business as Crown Career College. Crown Career College, LLC wholly owned subsidiary of Crown Management Group & Associates, Inc.

The College utilizes a volunteer-based advisory board that meets quarterly to review policies, programs, and business practices. The telephone number is (941) 227-2092.

ADMINISTRATION & FACULTY

Mrs Anita D CrownChief Executive Officer/President
Mr. Shannon A CrownChief Financial Officer/Executive Vice President
Kayla FernandezBusiness Office Manager

Ms. Shatondra Pell..... Faculty Registered Nurse. BS-Nursing, BS Community Health, MSN Leadership
Ms. Shatara Pell..... Faculty MPA, Masters in Public Administration, BS Finance
Mr. Keneil Moore..... Faculty BS- Education
Ms. Viviene Smith..... Faculty Registered Nurse. BS-Nursing, MSN Family Nurse Practitioner
Ms. Jaime Kalenick.....Faculty BS- Hospitality
Mrs. Anita CrownFaculty MBA- Healthcare Administration, MA-Psychology
Mr. Shannon Crown.Faculty MA-Psychology, BS Liberal Arts

LOCATIONS, FACILITIES, AND EQUIPMENT USED

VENICE, FLORIDA PROFESSIONAL DEVELOPMENT, AND CONTINUING EDUCATION SITE

Crown Career College has an administrative location in Venice, Florida where our professional development and continuing education offices are held. This facility includes a multi-purpose classroom, practice labs, testing area, and administrative office space. The practice labs provide settings where students can learn clinical and medical skills. The average student-to-faculty ratio for online didactic courses is 24:1. All admissions/ enrollment activities and student services are provided over the internet for students; therefore, this site has minimal faculty. The site is not licensed or regulated by any state or government entity. The location is primarily limited to administrative responsibilities. Personal computers and printers are available for national testing for NHA exams. CROWN CAREER COLLEGE Learning Site is located at 312 East Venice Avenue, Suite 122A, Venice, FL 34285.

HOURS OF OPERATION

Administrative Offices:

Monday - Thursday: 8:00AM -

7:00PM Friday: 8:00AM -

5:00PM

Saturday: 9:00AM - 12:00PM (By Appointment)

A Letter from the President



Welcome to the Crown Career College Undergraduate Catalog for the 2022-23 academic year! This catalog contains everything you need to know about your educational career at Crown Career College. You will find details on Crown Career College's academic policies, courses, programs of study, degree requirements, Course Instructors, fees, and the academic calendar. I encourage you to review it thoroughly and continue to refer to it throughout the academic year.

Crown Career College is a college unlike any other. Crown Career College was built on the foundation that higher education is a basic right for all. Since its inception, the College has offered affordable, accessible, quality, programs. We envision a world in which all individuals have access to higher education, regardless of financial, geographic, political, and personal circumstances. We will continue to grow and expand our offerings until that dream comes true.

In becoming a member of the Crown Career College family, you are embarking on an online educational journey that is personal and individualized to your career goals. Our students are incredibly diverse, and we know that each of you requires personalized attention and support. Studying online is not easy; it takes an incredible amount of dedication, focus, and hard work. Your success is our priority, and we are here to guide and support you in your educational journey.

At Crown Career College, you will be intellectually challenged, engage in energizing debates, and grapple with the big questions posed by today's global society. You will encounter a student body of unmatched diversity and will be supported by Course Instructors and Program Advisors along the way. As a Crown Career College student, you will receive a solid liberal arts foundation, along with the specialized practical knowledge needed for success in your chosen field. All of this, taken together, is designed to help you achieve your educational goals and lead a successful, fulfilling life as an individual and member of our global society.

Crown Career College was built for you. Our expanding global community is enriched by each of its members. I wish you all the best of luck and success in this academic year and look forward to hearing about all your accomplishments.

Anita Vincent

ADMISSIONS INFORMATION

ADMISSION CRITERIA

To be admitted to Crown Career College (CROWN CAREER COLLEGE), a prospective student must complete an interview with a Crown Career College Admissions Representative and submit a completed enrollment agreement. All applicants must have proof of standard high school graduation or completion of a General Equivalency Diploma (GED) and be beyond the age of compulsory high school attendance as prescribed by Florida Law. Only students who possess a standard high school diploma or have completed equivalent coursework as certified by the applicable state department of education shall be eligible for admission to Crown Career College. Proof of high school graduation must be provided prior to the student's first day of attendance. The following documents are valid proof of graduation:

- copy of high school diploma or GED certificate.
- official or unofficial high school or GED transcripts.
- signed affidavit of successful home school completion and copy of home school transcript.
- letter from Board of Education stating student graduated (for home school students);
- official college transcripts listing high school name/GED information
- signed letter from the high school on school letterhead or a letter from the state records office including the graduation date and the type of diploma granted or credential earned.
- copy of form DD 214 indicating high school completion (Certificate of Release or Discharge from Active Duty);
- high school transcripts from foreign institutions must be translated and evaluated by a third-party agency.

GENERAL ENTRANCE REQUIREMENTS

Applicants who seek to enroll at Crown Career College must:

- Complete the application/enrollment agreement online, via fax or by mail
- Provide proof of high school graduation/GED via fax, mail, or online portal
- Meet with an Admissions Representative VIA Teleconference
- Meet Programmatic Entry Requirements
- Meet the age requirement of compulsory high school attendance as prescribed by Florida law.

CAREER PATHWAYS PROGRAM

The CROWN CAREER COLLEGE Career Pathways Program (CPP) is designed for students who do not have a general equivalency diploma (GED) or a high school diploma and wish to attain a college diploma. The program is limited to designated diploma programs.

Applicants to the program are required to take and pass the Wonderlic ATB assessment prior to enrolling in the institution. A minimum score of 200 on the Verbal and 210 on the Quantitative portions of the exam must be achieved. The guidelines for re-taking the assessment are as follows:

- One re-take is allowed after 48 hours and 2 hours of documented remediation.
- A third attempt is permissible after 60 days of the first attempt and 4 hours of documented remediation.
- An applicant who fails to achieve the minimum required scores on both sections of the exam after three attempts, must wait six months before re-taking the examination.
- An applicant who fails to achieve the minimum required scores on both sections of the assessment after four attempts, must wait one year before testing again.

In addition to the scheduled hours for post-secondary instruction, students admitted to the CPP are required to attend a GED preparation course for a minimum of sixteen hours per month, achieve an overall 75% attendance in the GED preparation course, and attempt the GED exam within six months of beginning the program. Weekly academic advising sessions are mandatory.

GRADUATION REQUIREMENTS

A student must meet the following requirements to qualify for graduation from any program of study:

- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher.
- Meet or exceed the minimum standards of satisfactory academic progress (SAP);
- Satisfy all programmatic requirements; and
- Satisfy all financial obligations to the College

REGISTRATION / ORIENTATION

Registration and orientation for new students is conducted the week before each class start. Please contact the Admissions department for class start schedules and dates.

ADVANCED STANDING

A student's time to complete their program of study may be shortened through the transfer of credit, credit from standardized placement assessment, or challenge examinations. The maximum amount for a degree program of advanced standing credit cannot exceed 50% of the total program length. Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. The institution does not offer advanced standing through prior learning. Advanced standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

Transfer Of Credit into The College/Reduced Hours in Program

Crown Career College evaluates credits for transfer from nationally or regionally accredited colleges, universities, and technical or business schools. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at CROWN CAREER COLLEGE to receive transfer credit. The College will accept no more than 50% of transfer credits into a given degree program. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned.

Transfer credits are not included when calculating the CGPA. Advanced standing through transfer credit does not apply to students pursuing a diploma program. Transfer of credits into the college may reduce the required hours in the program.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by CROWN CAREER COLLEGE.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- Core skill or technical courses may be accepted if those credits have been taken within the last 5 years prior to the enrollment date.
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
 - If the student has earned a degree at another institution, the Director of Education may decide to award general education credit that was earned more than 10 years prior.
- Credits transferred from institutions operating on semesters of ten (10) to twelve (12) weeks are accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into semester credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of the transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is received by the Registrar and approved by the Director of Education.

Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Director or Department to discuss their requirements.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE). The appropriate academic department personnel will perform the evaluation of credits

Standardized Placement Assessment and Challenge Exams

Students may achieve advanced standing in a degree program through credit by examination. This may be accomplished in one of two methods: institutional challenge examinations or third-party testing.

The College awards credit for the successful completion of the College Level Examination Program (CLEP) or the Defense Activity for Non-Traditional Education Support (DANTES) subject testing, as well as for other professional certification examinations that are recognized by the American Council of Education. Official test scores must be sent to the Registrar prior to enrollment in the course.

Students enrolled in a degree program may request to take a challenge examination for several selected courses in their program of study. Students must pay a fee of \$100 for each challenge examination. The fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five (5) days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education. Challenge examinations may only be taken once and may not be requested after a course has been attempted. A minimum grade of "C" must be earned to successfully complete a challenge exam. If an exam is successfully completed, tuition is not charged for that course. The grade reflected on the transcript from a successful challenge examination shall be recorded as a "CX" grade for the class.

If the exam is not successfully completed, the student must take the course and pay the tuition associated therewith. The sum of credits obtained by challenge examinations and transfer may not exceed 50% of the degree program course requirements. Students pursuing a diploma program are not eligible to challenge CROWN CAREER COLLEGE courses via examinations or third-party testing.

TERMINAL DEGREE

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a career field. The College does not design its programs to facilitate transfer to other institutions but rather to facilitate the employment of its graduates. As such, all programs offered by the College are intended to be terminal in nature. Individuals who intend to further their education elsewhere may do so and assume all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

TRANSFER OF CREDIT TO OTHER SCHOOLS

The College's programs are not designed to transfer to other institutions. No representation is made concerning the transferability of credits earned at CROWN CAREER COLLEGE to any other institution. Acceptance of transfer credits is at the sole discretion of the receiving institution. It is a student's responsibility to confirm whether another institution accepts CROWN CAREER COLLEGE credits.

ARTICULATION AGREEMENT

Crown Career College does not have an articulation agreement with any College or College.

LICENSING, CERTIFICATION, REGISTRATION, AND TESTING

Many occupations require individuals to be licensed, registered, and/or certified to work in the field. Students and graduates may be eligible to sit for certain state licensure or registration exams and/or national certifications following completion of their program of study. **Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor**

does it guarantee employment. The actual requirements for employment vary from state to state and the requirements of licensure/registration and certification examinations are dictated by agencies outside the College. These requirements may change during a student's enrollment.

Individuals are encouraged to research the requirements of the state in which they reside or intend to seek employment prior to enrolling into the College. Crown Career College does not promise, guarantee, or imply that graduation from the College's programs will satisfy specific state licensure or registration requirements and/or guarantee students will pass these examinations. The College prepares graduates to obtain entry-level employment.

BACKGROUND CHECKS AND DRUG TESTING

The State regulatory or certification agencies or employers may require a criminal background check and/or a drug test before a student can be placed into an externship, employment, or before taking the professional licensing, certification, or registration examinations. Students may be denied licensure, certification, or registration based on criminal history or drug use

COURSE CANCELLATIONS

Crown Career College reserves the right to cancel any course for which there is insufficient enrollment. All tuition and fees related to the course will be returned to the student if there is a cancellation. The refund will be made within 30 days.

RE-ENTERING STUDENTS

A student who withdraws or is terminated from the College may, in most cases, apply for re-admission as a re-entry. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, the approval of the designated main office will be required. Any student who is applying for re-admission must complete the entire application process. Re-entering students are required to sign a new enrollment agreement, and both their financial aid and satisfactory academic progress statuses will be reviewed and considered as part of the approval or denial process of the re-entry application. In addition, the student will be asked to satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A student that re-enters the College after 90 days from their last day of attendance will be re-enrolled as a new student through the Admissions department. All fees and adjustments are allocated on the enrollment agreement. Students who were dismissed from the College because of Code of Conduct violations may not be eligible for re-admission.

ACADEMIC INFORMATION

FULL-TIME AND PART-TIME STATUS

For purposes of tuition billing, full-time status eligibility each semester is defined as 12 or more semester credits per term. Students carrying at least nine (9) and less than 12-semester credits are considered three-semester time, and those who carry at least six (6) and less than 9-semester credits are considered halftime. Students carrying less than six (6) semester credits are considered less than half-time/part-time.

ACADEMIC INFORMATION

ACADEMIC RECORDS

The school certifies that all student records will be maintained for a period of ten years:

- A completed enrollment agreement
- Records of tuition, fees, and/or loan payments.
- A grade transcript form with the school's name, address, telephone, and fax numbers. transcript.

In the event of closure, CROWN CAREER COLLEGE will contact the Division of Consumer Protection for instructions regarding the permanent archiving of all student files.

Students requiring an official transcript may submit a transcript request form to the Registrar with payment as per the Tuition and Fees Supplement. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. Students must be current with all financial obligations to the College to receive an official transcript and their diploma or degree.

Transcripts will only be released to a student or graduate of the College unless a surrogate (another designated person) is identified on a student's FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. FERPA Waiver Forms may be retrieved from the Office of the Registrar or <https://www.Crowncareercollege.com/>

Students requiring enrollment verifications should submit the necessary form(s) to the Office of the Registrar for completion.

ATTENDANCE POLICY

Crown Career College is an attendance-taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session. Attendance, timeliness, and class participation, count as 15% of the total grade.

Any student who does not attend classes for fourteen (14) consecutive calendar days may be removed from enrollment. Students who are removed from enrollment within the first half of the course will earn a W on their transcript. A student who is removed from enrollment for the term for failure to attend classes for fourteen (14) consecutive days may be permitted to apply for re-entry in the subsequent term, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent term will be required to follow all re-entry guidelines.

Absences

Accrued absences will count from the first scheduled day of classes each grading period. Attendance for scheduled examinations is required. An absence for an examination may result in a grade of F for the examination unless prior arrangements are made with the instructor. Absences for a scheduled clinical or lab session may result in a grade of F for the session unless prior arrangements are made with the instructor.

COURSE NUMBERING SYSTEM

Crown Career College course numbers consist of a three-letter alpha prefix followed by a three-digit course number. The three-letter alpha prefix identifies the academic discipline (see Course Descriptions). Lower-level courses are designated by 100 and 200-course numbers. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated main office official. Course substitution requests must be approved by the Director of Education or his/her designee and the designated main office official.

GRADING SYSTEM

Grades and grade points represent the final measure of a student's performance in a course. The following grades are used at Crown Career College:

GRADE	Percentage	Credits Earned	Credits Attempted	Quality Points	CGP A
A - Superior	90-100	Y	Y	4.0	Y
B - Above Average	80-89	Y	Y	3.0	Y
C - Average	70-79	Y	Y	2.0	Y
D - Below Average	60-69	Y	Y	1.0	Y
F - Failure	Below 60	Y	Y	0.0	Y
I - Incomplete		N	Y	0.0	N
P - Pass	70-100	Y	Y		N
S - Satisfactory		Y	Y		N
U - Unsatisfactory		Y	Y		N
W - Withdraw		N	Y		N
WF - Withdraw Fail		Y	Y	0.0	Y
T - Transfer Credit		Y	Y		N
CX - Challenge Exam/ Third-Party Testing		Y	Y		N
NC - Not Calculated		N	N		N
CE - Continuing Externship		N	Y		N
NP - No Pass	Below 70	Y	Y		N

Grading Definitions

CX - Challenge Exam Credit/Third Party Testing - the student met the expectations of the course. A "CX" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

CE- Continuing Externship- the student has partially completed the required number of externship/practicum hours and has received a satisfactory evaluation from the site. A "CE" not completed within the specified timeframe may convert to an "F" grade in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

F - Failure - the student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade replaces the "F" and the cumulative grade point average (CGPA) will be adjusted accordingly.

I - Incomplete - work is past due or outstanding. An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. To receive an incomplete grade, the student must submit a written request by completing an Incomplete Grade Request Form. This form must be signed and approved by the Director of Education. The student has up to five (5) business days from the end of the course to complete the work unless a request for additional time is submitted in writing and approved by the appropriate main office academic staff. Any "I" not completed within the specified timeframe converts to the grade earned in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

NP - No Pass - the student did not meet the minimum expectations of the course. A "NP" grade is not calculated into the CGPA but is considered in the determination of satisfactory academic progress (SAP).

P - Pass - the student met the minimum expectations of the course. A "P" grade is not calculated into the CGPA but is considered in the determination of satisfactory academic progress (SAP).

S - Satisfactory - the student met the expectations of the course. An "S" grade is not calculated into the CGPA but is considered in the determination of SAP.

T - Transfer credit is not calculated into the CGPA but is considered in the determination of satisfactory academic progress.

W - Withdrawal - indicates that the student withdrew from the course. A student who stops attending a course will receive a "W." A "W" grade is not calculated into the CGPA but is considered in the determination of SAP. Students may not withdraw from a course after the drop/add period without financial penalty.

WF - Withdraw Fail - indicates that the student withdrew from the institution after the midpoint of the term. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF" and the grade is calculated into the CGPA and is considered in the determination of satisfactory academic progress (SAP). When the course is retaken, the new grade will replace the "WF" and the CGPA will be adjusted accordingly. Students may not withdraw from a course after the drop/add period without financial penalty.

U - Unsatisfactory - the student did not meet the expectations of the course. A "U" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) is a weighted average of quality grade points earned. To compute the CGPA, each grade is assigned an appropriate number of quality grade points. Grade points are then multiplied by credits attempted to create quality grade points. The CGPA is then calculated as the total number of credits attempted divided into the total of all quality grade points earned. "S," "T," "CX," "U," "NC," "W," "P," "I," "NP" and "CE" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA except for when a student re-takes a course,

only the highest grade earned in that course is used to compute the CGPA. Only passing grades count toward program completion requirements.

Unit of Credit - Award of Academic Credit

Crown Career College operates on a semester credit system. Credits are calculated on the following basis: 10 lecture hours = 1 credit; 20 lab hours = 1 credit; 30 externship hours = 1 credit. All students are required to complete out-of-classwork. Requirements for out-of-classwork are outlined in the course syllabi.

Course Repetitions

A student may repeat any course in which a grade has been earned. Financial aid may be available for a course repeat when a passing grade has been earned in a course, but it is not guaranteed. Credits for all courses attempted are counted when computing satisfactory academic progress. Both grades shall remain on the student’s academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of “C” or better has been earned. Additional policies apply to students who wish to repeat the same course more than once. See the Director of Education for guidelines.

SATISFACTORY ACADEMIC PROGRESS

All students must meet the following minimum Standards of Academic Progress (SAP) for achievement and successful course completion while enrolled at Crown Career College.

MAXIMUM TIME FRAME

The College’s standard academic year for credit hour students is defined as 36 semester credit hours. The maximum time frame (MTF) is defined as 150% of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended. If the student has not satisfactorily completed the program at the 150% checkpoint, the student may be terminated and may lose any further Federal Student Aid (FSA) eligibility for that program. The student must request in writing to remain enrolled to complete the program and an Academic Plan will be implemented.

MAXIMUM TIME FRAME

The maximum semester credits that may be attempted to complete each academic program are as follows:

Program	Graduation Requirement	Maximum Time Frame
Certificate Programs	15 credits	22.5 credits
Diploma Programs	30 credits	45 credits
Associate Degree	60 credits	90 credits
Bachelor Degree	120 credits	180 credits
Masters Degree	30 credits	45 credits
Doctoral Degree	60 credits	90 credits

Evaluation Points

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progress according to the standard as defined in this catalog.

Minimum CGPA Achievement

Each student must achieve the following minimum grade point averages based upon the number of credits attempted at the time of the evaluation to remain as a regular student:

Degree Students

Credits Attempted	Minimum CGPA
0 - 23.9	1.00
24 - 47.9	1.25
48 - 71.9	1.50
72 - 89.9	1.75
90 and up	2.00

Certificate & Diploma Students

Credits Attempted	Minimum CGPA
0 - 23.9	1.25
24 - 42.9	1.75
43 and up	2.00

Successful Rate of Progression

Each student must meet the minimum successful rate of completion at the evaluation periods specified above to remain as a regular student. The minimum acceptable completion rates are as follows:

Degree Students

Credits Attempted	Minimum Completion Rate
0 - 23.9	30%
24 - 47.9	45%
48 - 71.9	60%
72 - 89.9	67%
90 and up	67%

Certificate & Diploma Students

Credits Attempted	Minimum Completion Rate
0 - 23.9	30%
24 - 42.9	60%
43 and up	67%

FAILURE TO MEET SAP

Warning

This is the status assigned to a student who fails to meet SAP at the end of any given payment period. A standard payment period is a 12-week semester. The student is notified of warning status in writing. A student placed on warning status will receive academic advising and establish a plan to regain regular status prior to the end of the next payment period. A “regular student” is defined as one who is achieving SAP. A student who does not meet the goals of the plan established during the academic advising process and achieve SAP by the end of the payment period will be dismissed. A student may choose to file an appeal (see SAP Appeal Process below). Students whose appeals are granted are placed on probation status and evaluated at the end of the next payment period.

Dismissal

Students who have not achieved SAP during their warning status period are dismissed in writing. Students who have been dismissed may file an appeal as outlined below. If the appeal is approved, an academic plan will be put in place, and the student will be placed on probation status until the student is able to meet SAP standards according to the timeline indicated by the student’s academic plan. A student on probation status is eligible to receive financial aid. Decisions on any appeal will be provided within the first week of the start of the next payment period.

SAP Appeal Process

Students who have not achieved SAP during their warning status period are dismissed in writing. If the appeal is approved, an academic plan will be put in place, and the student will be placed on probation status until the student is able to meet SAP standards according to the timeline indicated by the student’s academic plan. A student on probation status is eligible to receive financial aid. Decisions on any appeal will be provided within the first week of the start of the next payment period.

A student who wishes to appeal must be able to provide documentation of extenuating circumstances which led to the failure of maintaining satisfactory academic progress. Extenuating circumstances may include injury or illness, the death of a relative, or other special circumstances. The student must submit a written appeal, including this documentation, to the Director of Education prior to the first day of the term in which the student wants to return. This appeal must include details as to why the student failed and what has changed in the student’s situation that will allow him or her to meet SAP at the next evaluation point.

SAP Appeal Process

The Director of Education and the Executive Director will conduct the review of the appeal before it is submitted to the designated main office staff for final approval or denial. Should the appeal be granted, the student must meet the requirements as specified in the academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing. A student may be granted more than one probation period.

When the College grants a student's appeal for extenuating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging the extenuating circumstances identified in the appeal and the student will continue in the program until SAP is re-evaluated at the end of the term.

Probation

If a student is granted an appeal, the student will be placed on probation status until he or she is able to meet SAP standards as outlined in the student's academic plan. Failure to comply with the academic plan will result in the student's dismissal from the College.

Academic Plan

Once a student is placed on probation, an academic plan will be developed and put into place. The academic plan will serve as a student guide toward meeting SAP within a specified time frame and how the student will achieve SAP. The plan is designed by the Director of Education and communicated to the student in writing. The plan will be evaluated and refined, regularly, as internal, and external developments warrant. While on an academic plan, the student is required to attend academic advising sessions.

The academic plan may span multiple semesters, as long as the student can meet SAP and graduate within the maximum time frame (MTF), and the student stays in compliance with the terms of the academic plan.

LEAVE OF ABSENCE

The College recognizes that personal situations may arise and require an extended period of time to resolve. A leave of absence may be granted in accordance with the policy and procedure established by the College.

To request a leave of absence (LOA), a student must submit a Request for Leave of Absence form to the Director of Education. Forms are available in the Office of the Registrar and/or the Director of Education. The LOA must be approved by the Director of Education, Financial Aid Administrator, Campus Executive Director, and main office designated official as indicated on the LOA Request form.

The Director of Education will notify the student whether the LOA is approved. The period for the leave of absence may not begin until the student has submitted and received approval for the leave of absence.

Taking an LOA(Leave of Absence), instead of withdrawing, indicates that the student intends to resume his or her education at a specified time. Therefore, a LOA may not be granted during a grading period. A student must successfully complete the previous grading period with one passing grade to apply for a LOA. A LOA may not exceed 180 days within one 12-month period.

The remaining courses a student must take to complete his or her program may not be offered during the term in which the student returns, resulting in an extension of his or her program completion date. The College will attempt to schedule a student in available courses, as applicable, in order to keep the student on track for graduation; however, this is not guaranteed.

CROWN CAREER COLLEGE may grant more than one leave of absence in the event that unforeseen, extenuating circumstances arise, such as: medical reasons affecting the student or a member of the student's immediate family; military service requirements; or jury duty, provided that the combined leave of absences do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, CROWN CAREER COLLEGE will terminate the student and apply the College's published refund policy.

INDEPENDENT STUDY (Faculty Monitored)

Independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. Approval for independent study courses occurs during the continuing student registration process, and may be acceptable under the following circumstances:

- The independent study course must be requested by the student.
- The course will better fulfill the student's educational needs.
- The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:

- A student must submit a request for independent study.
- No more than 10% of any program may be offered via independent study.
- A student may not register for an independent study course, if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the college.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

ADDITIONAL DEGREES

Students who wish to earn another degree must apply for admission to the College and must meet all Admissions requirements at the time of reapplication. Upon acceptance to the College, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of "D" or higher. The College does not offer dual majors.

PROGRAM CHANGES

A student wishing to change from one program to another program at the College must meet the admissions requirements for the program the student is transferring into. All previously attempted and earned credits with grades of D or higher, "T," "CX," and "S," which count towards the new program completion requirements, will be transferred. Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations. Because a Change of Program resets a student's CGPA and MTF, students may only request one change of program.

CLASS SCHEDULE

Full-time students should maintain a course load of twelve credits per term and work closely with the Director of Education to ensure proper scheduling and the timely completion of their program.

EXTERNSHIP

Some CROWN CAREER COLLEGE programs allow an externship or capstone as part of the academic curriculum. The College does not guarantee or imply a specific externship is available to the student. Externship locations are the responsibility of the student. All externships must be approved by the school utilizing a specific form provided by the school.

If students require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out their assignments, they will be responsible for payment of any emergency treatment rendered and all costs that may result from injury and/or illness. The College recommends that all students carry personal health/medical insurance. If the clinic/externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of insurance.

ONLINE COURSES

CROWN CAREER COLLEGE is a distance education college offering online courses. Online courses may be supported through services provided by a third party such as ed2go or NHA utilizing a Learning Management System (LMS). These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses.

An online course is a course in which:

- More than half of the course content is delivered electronically using the internet or other computer-based method.
- Teaching is conducted from a remote location;
- Students have access to the instructor remotely, in-person, or both; and
- Learning is achieved through an integrated learning experience.

TECHNICAL REQUIREMENTS FOR ONLINE COURSES

Sufficient technology is required to complete online courses at Crown Career College. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas.

Hardware

- Windows or Mac-based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor
- 4 GB of RAM
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

Operating Systems

- Windows 7 with Service Pack 1, Windows 8.x, Windows 10. Please note Windows RT and Windows RT 8.1 are typically not supported
- MAC OS X 10.8 (Mavericks)

Software

- Microsoft Office 2013 (Windows) or Microsoft Office 2013 (MAC)
- Anti-virus package and a firewall (Recommended)
- Security software (Recommended)

Internet Access

- ISP account for Internet access
- A valid email address

Internet Browsers

- Windows OS Users
 - Microsoft Internet Explorer 11 and higher
 - Google Chrome 49 and higher
 - Mozilla Firefox 45 and higher
- Mac OS Users
 - Apple Safari 9.1 and higher
 - Google Chrome 49 and higher
 - Mozilla Firefox 45 and higher

Internet Browser Settings

- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled

Plug-ins

- Adobe Flash Player
- Adobe Acrobat Reader
- Java v7 or higher
- Citrix Online Plug-in/Receiver

FINANCIAL INFORMATION

REFUND POLICY

If a new student cancels before or any time during the applicable cooling-off period, there will be no charges. The cooling-off period shall be the first four (4) days of the semester.. Any monies paid by the student will be refunded in full excluding non-refundable fees and books, supplies, materials and/or kits not to exceed \$200. Cancellation may be submitted in writing or in person.

A four-business-day cooling-off period during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period will end at midnight of the fourth business day after the latest of the following days:(i) the day the student signs an enrollment agreement;(ii) the day the student pays the institution an initial deposit or first payment towards toward tuition and fees; or(iii)the day that the student first visits the institution if the program lasts more than 30 consecutive calendar days.

A student enrolled in correspondence or online program may withdraw from enrollment following the cooling-off period, prior to submission by the student of any lesson materials or prior to receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the college shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the college can demonstrate to have been expended in preparation for that particular student's enrollment.

The Refund Policy for Both Withdrawn and Dismissed Students (dismissed students are entitled to the same refund policy as withdrawn students).

If a student withdraws for any reason, all refunds will be made according to the refund policy specified below:

1. Prior to the start of the semester, 100% of any paid tuition and/or fees will be refunded.
2. Withdrawal after attendance has begun, through 60% completion of the semester, will result in a Pro Rata refund computed on the number of calendar days completed to the total calendar days in the semester. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition and/or fees charged for the semester.
 - Withdrawal date: The withdrawal date is the date that either of the following occurs, whichever is earlier:
 - The date the student notifies the College of the student's withdrawal
 - The date the College terminates the student's enrollment
 - Refunds will be made within thirty (30) days following the determination of termination or receipt of cancellation notice.

If the student elects a pay-as-you learn or payment schedule/installment plan, the student's perspective contractual obligation(s) is limited, at any one time, to the institution for tuition and fees to four months of training, plus registration or startup costs not to exceed \$200 or an alternative amount the institution can demonstrate to have spent in undertaking a student's instruction.

Optional Student Service and/or Non-refundable Fees:

The fees charged by the College are as follows:

· Additional Official Transcript Fee	\$10.00
· Bad Check Fee	\$30.00
· Challenge Examination Fee - per exam	\$100.00
· Replacement Diploma Fee	\$25.00

- Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation.
- The additional transcript fee applies to any additional copies of official transcripts.
- Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma.
- Students may obtain unofficial transcripts at any time at no cost.
- The bad check fee is charged for any check that is returned unpaid.

ACADEMIC YEAR DEFINITION

For financial purposes, the student's academic year is defined as at least 36 weeks of instructional time. The College defines a term as a semester. A semester is 12 weeks of instruction. A payment period is defined as a semester.

Tuition & Fees

CROWN CAREER COLLEGE has a flat fee for tuition. The following fees are assessed for tuition purposes.

- \$175.00 per course (0.5-3 credits)
- \$25.00 Lab Fee for all courses with Labs (in addition to tuition)
- \$350.00 per Externship/Independent Study course (6 credits)

Application and Enrollment Fee Optional Student Service and/or Non-refundable Fees:

Applicants to the college are not required to pay an application fee. However, a **\$50.00 non-refundable enrollment fee** is due after acceptance to the college.

The enrollment fee is subject to change and will apply to new students and re-entry students.

The Enrollment Fee does not include any additional fees that may be required for third-party evaluation.

Evaluation Fee for Transfer Credit

A \$20 non-refundable Evaluation Fee is assessed on every course that CROWN CAREER COLLEGE accepts for transfer credit.

The Evaluation Fee must be paid before a course will be recorded on a CROWN CAREER COLLEGE transcript as having been accepted as meeting a CROWN CAREER COLLEGE degree requirement. For currently enrolled Degree Seeking Students, the transfer credit becomes official upon payment of the fee, at which time it is immediately documented. For applicants and non-degree students, transfer credit does not become official nor is it documented until the individual has paid the fee and has completed at least one graded course as a Degree Seeking Student.

Technology and Book Fees

Technology Fees apply to all students studying at the College.

All Degree Seeking Students and all non-degree students are required to pay a non-refundable Technology Fee of \$150 every 12 months if enrolled at the college. This fee covers e-textbooks, email, and access to the student portal.

Repeat Course Fee

If a student fails a course or wishes to voluntarily repeat a course, a repeat course fee of \$25.00 will be assessed for each course. This fee is in addition to the cost of tuition and/or lab fees.

Additional fees charged by the College are as follows:

· Additional Official Transcript Fee	\$10.00
· Bad Check Fee	\$30.00
· Challenge Examination Fee - per exam	\$100.00
· Replacement Diploma Fee	\$25.00
· Clinical Kits (College Bookstore)	\$100.00
· Embroider Patch (optional)	\$20.00 per patch

Uniforms and Clinical Kits

Uniforms for externships are the responsibility of the student and may be purchased by a vendor or retailer of choice. The student will provide the embroidered logo (2) per student at no cost. Additional patches may be purchased by the student as an option. The student is responsible for the cost of these items.

COMMUNITY FUNDING SOURCES

There are many other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, businesses and professional clubs, and civic groups. It is recommended that students contact their high school guidance office or the College's Financial Aid department for more information on the programs offered.

TRANSCRIPT AND DIPLOMA

All requests for transcripts or diplomas should be made with the campus Registrar. Graduates must be current with payments to the College in order to receive official transcripts and diploma. Unofficial transcripts are available at any time upon request.

COLLECTIONS

In the event a student's account becomes thirty (30) days past due, it may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

By accepting enrollment with Crown Career College and by providing Crown Career College with their phone number(s), students agree that Crown Career College has the students' consent to provide the phone number(s) to third party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to Crown Career College will be used by third-party debt collectors to contact students who become delinquent on their accounts, to discuss delinquency and to attempt to collect on the debt.

If a student does not wish for Crown Career College to provide his/her phone number to third-party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising their Executive Director, in writing, that they do not consent to their number(s) being provided for the purposes of debt collections.

STUDENT SERVICES

The College offers a wide range of support services with the objective of aiding students in persisting through to graduation and in ultimately securing employment in their career field. The student services offered to take into consideration the needs of students who attend our colleges and are, therefore, appropriate in their scope. The services support the academic programs and seek to enhance the student experience. The campuses strive to foster an environment where students can focus on their courses and develop academically and personally.

ORIENTATION

A student orientation program is conducted prior to each start date to acquaint new students with the College's facilities, policies, and procedures, to meet the staff, and take care of administrative matters. The orientation also provides new students with the opportunity to meet in a less formal environment prior to the beginning of classes. In addition to the College's general student orientation, students may be required to attend a separate programmatic orientation. Students in Career Pathways programs and students enrolled in fully online programs generally attend an orientation that addresses their specific needs and the resources dedicated to students in those programs.

TECHNICAL AND ACADEMIC SUPPORT

CROWN CAREER COLLEGE offers tutoring and other academic assistance to students. All services are free of charge. If a student needs assistance in any course, the student should notify the faculty member or the Executive Director. Tutoring takes place outside of class time, and at a time that is mutually convenient to the student and the relevant faculty member.

Open labs are often available for students in technical programs who seek extra practice in the lab environment. Open labs are scheduled through the Education department at each campus. Computer labs are open to students whenever classes are not in session.

Students who take online courses and students who fully online have access to a technical and academic support facilitator who provides support on technical issues, online navigation challenges, some content questions, and who can point the student in the appropriate direction should any other questions arise.

The Technical and Academic Support facilitators remain available to students who have questions or concerns related to academic issues such as, make up work, course challenges, grade changes and course incompletes. This individual or individuals are also responsible for ensuring that appropriate academic advising is conducted for students who require it. Technical and Academic Support Facilitators are available from 8:00 am until 7:00 pm Monday-Friday and 8am-12pm on Saturdays, 1pm- 5pm on Sundays.

VIRTUAL CAREER SERVICES ASSISTANCE

CROWN CAREER COLLEGE has a Career Services department that provides assistance to students while they are in school and after graduation. The department, while primarily focused on assisting with career employment, begins to work with students as soon as they start school so that they are better equipped to help students find the right fit in the workforce. Career Services conducts workshops and classroom visits on career-related topics and is also available for one-on-one assistance for students. Career Services provides opportunities for mock interviews, provides guidance on professional dress, and aids in resume preparation. All students are encouraged to meet with the Career Services staff to conduct an exit interview and to ensure that they have a resume on file with the staff prior to graduation. **The College does not guarantee employment opportunities for students or graduates. These services are provided virtually.**

Career Services also works with graduates to arrange enhancement training, when necessary. Provided that courses are available, and space permits, graduates may participate in refresher training in their program area. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills if they did not enter the workforce immediately after graduation. Students must adhere to all classroom policies when in refresher training.

COLLEGE POLICIES

NON-DISCRIMINATION AND NON-HARASSMENT

Crown Career College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination based on age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities.

The College's grievance procedures are to be used for complaints of discrimination based on sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination because of a disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7 (b)), and based on age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25 (b)).

Students of the College have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All students of Crown Career College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the College with no opportunity for re-entry, will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship, or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College.
- The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of their Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to their Director of Education and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

STUDENT GRIEVANCE PROCESS

For all other grievances, students are advised that they are required to follow the grievance procedure step outlined below. The College seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the College. This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the College faculty and administration as needed.

ALL FORMAL STUDENT COMPLAINTS SHALL BE HANDLED AS FOLLOWS:

Step One: A student should attempt to resolve the issue in question with the person or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

Step Two: If the supervisor is unable to resolve the issue, the student should arrange to meet with the Director of Education to resolve academic-related issues or with the Executive Director to resolve non-academic issues.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Executive Director. The Executive Director will respond to the student as soon as possible, pending any required investigation. Generally, the Executive Director shall respond within no more than ten (10) days from the date the written complaint was received. The Executive Director's reply shall include what, if any, corrective action has been proposed or accomplished. The Executive Director will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Executive Director, the student may submit the complaint in writing to the College's designated officer at 312 East Venice Ave, Suite 122A, Venice, FL 34285 or complaints@Crowncareercollege.com. The designated official will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The school maintains two types of record files: academic and financial. Students may examine either sets of records at any given time during normal school hours. For academic records, the student should contact the Registrar; for financial records a school official in the financial aid department should be contacted. As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons:

- Records are required by CROWN CAREER COLLEGE officials in the proper performance of duties;
- Organizations conducting studies for educational and governmental agencies;
- U.S. Government agencies as listed in Public Law 93-380;
- Accrediting agencies;
- Parents of dependent children as defined in the Internal Revenue Code of 1954;
- Appropriate persons about an emergency;
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution;
- About the award of financial aid; and
- In response to legal court orders.

In addition to the reasons listed above, Crown Career College may also release any information which it has designated as "directory information," unless the student specifically objects in writing to such disclosure (as further described below).

Crown Career College has designated the following categories of student information as "directory information":

- Student's name; Student's address;
- Student's telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to Crown Career College by the student);
- Date and place of birth;
- Programs undertaken by student;
- Dates of attendance; and
- Degree awarded.

Crown Career College may disclose any of the above listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the campus Registrar objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received by the campus Registrar unless and until rescinded in writing by the student.

Material considered to be objectionable may be expunged from the student's record under any one of the following conditions:

- The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
- The student corrects the situation which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal any decision made by a school official by requesting a hearing.

COPYRIGHT POLICY

It is the intention of CROWN CAREER COLLEGE to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law. First time violators of the copyright policy will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

Library Resources and Services Crown Career College belongs to the Library and Information Resource Network (LIRN), a consortium of institutions that makes available to its members a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Students gain access to the ProQuest online data bases and GALE databases through the LIRN. All College instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided at no charge with other open education resources including textbooks and course materials.

STUDENT CODE OF CONDUCT

The College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are expected to conduct themselves in a professional manner. The Student Code of Conduct applies to all students and student organizations endorsed by CROWN CAREER COLLEGE. It shall apply to all student conduct that occurs on a campus and/or an event sponsored by the College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee,

the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Any student found to have committed the following misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but does include categories of misconduct as defined by the College..

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through alteration or falsification, or misuse of College documents;
- Furnishing false information to any College official, faculty member or office;
- Theft, deliberate destruction, damage, misuse, or abuse of College property or the property of private individuals associated with the College;



STUDENT CODE OF CONDUCT

- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities;
- The use of alcoholic beverages or controlled substances on College property or clinical/externship sites, including the purchase, consumption or possession or sale of such items;
- Failure to comply with College officials acting within the scope of their employment responsibilities;
- Bringing animals onto College property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects;
- Bringing children into College teaching areas. The College does not provide childcare facilities and cannot be responsible for their health, safety or security;
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations;
- Failure to comply with any regulation not contained within official College publications but announced as administrative policy by a College official or other authorized person
- Bringing dangerous items such as explosives, firearms, chemical or biological agents, other weapons, whether concealed or exposed onto College property;
- Violence or threats of violence towards persons or property of students, faculty, staff or the College;
- Inappropriate use of social media that negatively impacts the College, its staff or students;
- Improper use of e-mail and internet access; and
- Failure to comply with federal software and piracy statutes forbidding the copying of licensed computer programs.
- Failure to comply with the student dress code.

Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these College regulations may result in disciplinary action up to and including suspension or dismissal from the College. Students who are dismissed for violations of the student code of conduct may not be eligible for re-admission.

ACADEMIC DISHONESTY

Students must realize that success in their studies depends entirely upon their own efforts. Academic dishonesty is defined as any type of cheating that occurs in an academic setting. Examples of academic dishonesty are plagiarism, cheating on an exam, assuming a student's identity, falsification of data, or providing false information. Any form of academic dishonesty is not tolerated and is a violation of the Student Code of Conduct.

Plagiarism is the conscious or unintentional use of the words, phrasing or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the Student Code of Conduct section of the catalog. First time violators will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

PROGRAMS OF STUDY

CERTIFICATE PROGRAMS

- Certificate of Ministry Leadership
- Certificate in Counseling

DIPLOMA PROGRAMS

- Diploma in Business Administration

DEGREE PROGRAMS

- Associate of Applied Science – Education
- Associate of Applied Science - Business Administration
- Associate of Arts – Religion
- Associate of Applied Science – Counselling
- Bachelor's in Business Administration
- Bachelor of Arts – Theology
- Bachelor of Applied Science – Psychology
- Master of Education
- Master in Business Administration
- Master in Social Work
- Master in Public Administration
- Doctorate in Business Administration
- Doctor of Ministry
- Doctorate in Psychology

