



2020 • CERTIFICATION SCHOOL WORLDWIDE COURSE CATALOG



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providing educational programs since 2011 and is seeking accreditation by the Higher Education Learning Commission under the Office of the State Superintendent of Education.

GENERAL INFORMATION

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1. The school name as it appears on the application for certification.

Certification School Worldwide

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2. Date of publication, volume number or other identifying data.

January 1, 2020 Volume 1 Version 2

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3. School's complete street and/or mailing address, office and fax telephone numbers in its DC location, website address.

Certification School of Washington's headquarters and main campus is in Washington, DC. Certification School of Washington's administrative and instructional sites have well-equipped classrooms, meeting rooms, and computer labs. Consistent with its objective of making education accessible, the School has additional administrative and instructional facilities in each of the communities it serves. A complete list of Certification School of Washington's administrative offices and instructional locations, their addresses, and communications access numbers can be found at the back of this catalog or at www.CSWPBC.com.

Certification School of Washington Main Campus
605 Rhode Island Ave. NE
Washington, DC 20002
888.550.6259 (main)
www.cswpbc.com

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4. A statement that the school is approved to operate by the Higher Education Licensure Commission.

Certification School of Washington is pursuing provisional accreditation as a public benefit corporation for profit school in the District of Washington. The School has continuously been

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5. A table of contents, an index, or both.

- General information
- Admissions and entrance requirements
- Student disclosure information (grading/rights & responsibilities/ grievance)
- Probation, dismissal and readmission
- Student records
- Student conduct
- Attendance/leave of absence information
- Tuition, fees and refunds
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-
6. The name and address of the school's accrediting body, if applicable.

The Certification School of Washington is obtaining Provisional accreditation from the Office of the State Superintendent of Education (OSSE) Higher Education License Commission (HELC).

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7. The name and address of professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable.

- Dartmouth College Thayer School of Engineering
- The University of the District of Columbia
- Red Cross

-
8. School's mission statement and/or philosophy.

As a public benefit corporation and institution of higher education, Certification School of Washington's mission is to positively change lives by offering high quality and relevant lifelong education to anyone with the desire to learn. CSW's vision is to provide educational training and consulting worldwide, via a network of partners and programs onsite and/or online. Our core values include:

- Endurance – instilling a relentless work ethic that challenges staff to be the best version of themselves.



- Ethics – establishing a moral code and compass that builds socially responsible individuals.
- Excellence - designing and delivering projects and programs that strive for the highest levels of quality

Each of these core values are represented on the school's seal.

9. School's purpose including a statement of the relative certificate of emphasis on instruction, research and public service.

The School's mission is based on these philosophical principles:

- Education is a lifelong process and must be relevant to the student's aspirations;
- Education should be affordable and offered, as much as possible, at the student's convenience; and,
- The opportunity to learn should be open to anyone with the desire to achieve.

Many of CSW's programs are offered through the Department of Employment Services DC Infrastructure Academy, Office of Youth Programs Summer Youth Employment Program, Department of Human Services Vocational Job Training, and Educational and Occupational Training Human Care Agreements.

In addition, the Certification School of Washington, has partnerships with Dartmouth College Thayer School of Business and BlueSkye Consulting to offer Lean Six Sigma certifications, The University of the District of Columbia to offer Green Infrastructure Certificates, and the Red Cross for our CPR/AED instructor training.

10. A statement demonstrating that the school's proposed program offerings are consistent with it's stated purpose.

Certification School of Washington awards certificates and certifications in several academic fields. It offers instruction at locations throughout the District of Columbia in multiple wards. Each certificate awarded by Certification School of Washington is an affirmation of the knowledge, skill, and academic attainment of the recipient. The School's success as an

organization is measured by the accomplishments of its graduates and their individual contributions to society.

11. A statement regarding the history and development of the school.

Founded in the Certification School of Washington of Washington, DC in 2011 as ANC Constituent Services under the two-term administration of Advisory Neighborhood Commissioner Dr. Robert A. Jordan. CSW humbly began as a pro-bono training organization.

12. A description of the school's facilities and equipment.

Our facilities at the Certification School of Worldwide include the following amenities and equipment:

- 300 Seat Auditorium
- 5 Classrooms
- 1 Kitchen
- Weight and Fitness Room
- Game Room
- Men and Women's Sauna
- Dance Studio
- WiFi Lounge
- Library
- 4 Lane Bowling Alley
- Barbershop/Salon
- Rooftop Basketball Court

13. INFORMATION ABOUT THE SCHOOL'S LIBRARY AND ALL OTHER ADDITIONAL ACADEMIC RESOURCES.

Certification School of Washington students have access to the Certification School of Washington onsite and Virtual Library. Students may access the Virtual Library through Quizlet and Google Classroom. Students or staff may direct any questions on the Virtual Library to the CSW IT operations staff at 888.550.6259.



14. A listing of all programs offered by the school
and official name of the credential conferred.

Business and Entrepreneurship Professional Certificate
IT Administration Professional Certificate
Cyber Security Professional Certificate
Environment and Infrastructure Professional Certificate
Early Education Professional Certificate
Style and Wellness (Certification in Hair Braiding and Certification in Barbering)

15. A description of the school's activities
including telecommunications activities away
from its principal/main location.

CSW has a partnership with the University of the District of Columbia for the National Green Infrastructure Certification Program (NGICP) and agreements with the Department of Employment Services to offer courses at the DC Infrastructure Academy.

16. A listing of all campuses in DC at which the
school will offer courses.

Certification School Worldwide Main Campus

605 Rhode Island Ave. NE

Washington, DC 20002

University of the District of Columbia

4200 Connecticut Ave NW,

Washington, DC 20008

17. THE SCHOOL'S HOURS OF OPERATION.

Monday through Friday 8:00 am to 9:00 pm

18. A CALENDAR OF THE SCHOOL, SHOWING BEGINNING AND ENDING DATES FOR EACH SCHOOL YEAR, SEMESTER, QUARTER, TERM AND/OR SESSIONS, VACATION PERIODS, AND HOLIDAYS OBSERVED BY THE SCHOOL.

Table 9: Samples of Academic Enrollment Calendars				
ACADEMIC YEAR 2020	SPRING 2020	SUMMER 2020	FALL 2020	WINTER 2020
Last Day of Registration	January 10, 2020	April 10, 2020	July 3, 2020	September 25, 2020
Late Registration Ends	January 17, 2020	April 17, 2020	July 10, 2020	October 2, 2020
First Day of Quarter	January 13, 2020	April 13, 2020	July 6, 2020	September 28, 2020
Quarter Mid-term	February 24, 2020	May 25, 2020	August 17, 2020	November 9, 2020
Last Day to Officially Withdraw from Class with Refund	January 24, 2020	April 24, 2020	July 17, 2020	October 9, 2020
Last Day of Quarter	April 3, 2020	July 3, 2020	September 25, 2020	December 18, 2020
Staff Development	February 17, 2020	April 16, 2020		October 12, 2020
Spring Break	April 6-10, 2020			
Independence Day (U.S. Holiday)		July 3, 2020		
Labor Day (U.S. and Canadian Holiday)		September 7, 2020		
Veterans Day (U.S. Holiday) Observed				November 11, 2020
Thanksgiving (U.S. Holiday)				November 23-24, 2020
New Year's Day (U.S. & Canadian Holiday)				January 1, 2020
Martin Luther King Day (U.S. Holiday)				January 20, 2020
Presidents Day (U.S. Holiday)	February 20, 2020			
Memorial Day (U.S. Holiday)		May 25, 2020		
Commencement Ceremony	April 4, 2020	July 11, 2020	September 26, 2020	December 19, 2020

19. Location of the institution's main
campus/corporate office.

The location and main office for the Certification School Worldwide are both located in Washington, DC.

20. A statement regarding the availability of the
student right-to-know and campus security
act information.

By federal requirement of the Student Right to Know and Campus Security Act (Public Law 101-542 as amended by Public Law 102-26, the Jeanne Clery Act), and the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), Certification School Worldwide will disclose upon request through the Office of Institutional Effectiveness by September 30 of each year the completion or graduation rates of specific cohorts within certificate seeking full-time, first-time students, crime statistics, equity in athletic participation, special services available for disabled students and other institutional information required by this legislation.



ADMISSIONS AND ENTRANCE REQUIREMENTS

21. A description of the school's admission policies and entrance requirements.

To qualify for enrollment in the Certification School Worldwide's certificate programs, except for applicants who are enrolling in Academic Skills Development courses, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate an ability to perform postsecondary-level course work (including test evidence);
2. Demonstrate Reading and Math proficiency (Meet CASAS or WorkKeys requirements) according to CSW standards;
3. Meet any additional admission requirements specific to the program they plan to enter;
4. Submit a completed enrollment application with the required payment;
5. Be at least 16 years of age.

* Note: Students may need to document that they have fulfilled these requirements.

A "rolling admission" policy governs most programs, which means that the School will accept applications and announce admission decisions continually throughout the year. The exceptions are set forth below.

ADMISSION PROCEDURES:

Following are the procedures for gaining general admission to Certification School Worldwide:

1. Meet or speak with an advisor to select an educational objective and to be informed of the initial application and enrollment requirements.
2. Complete and sign the application along with the nonrefundable application fee and all documents

or school may also be submitted through the online application for processing. Paper documents should be submitted to Certification School Worldwide, Attn.: Admissions, 605 Rhode Island Ave. NE Washington, DC 20002.

1. Request official transcripts from all previously attended institutions and have them sent to Certification School Worldwide, Office of the Registrar, 605 Rhode Island Ave. NE Washington, DC 20002. Certified electronic transcripts which may be sent to constituentservices@CSWPBC.com through an authorized vendor used by the student's sending institution.
2. Meet the Reading and Math proficiency (CASAS requirements) of the School.

22. Additional entrance requirements for specific programs, if applicable.

Students interested in the National Green Infrastructure Certification Program cannot have completed more than 30 college credits to be accepted to the program.

relevant to the respective certificate or certificate programs. Online applications and fee payments may be submitted at www.cswpbc.com. Any supplemental material required for admission to the program



23. Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable.

A “rolling admission” policy governs most programs, which means that the School will accept applications and announce admission decisions continually throughout the year. Students are requested to submit applications a minimum of six weeks prior to the quarter they wish to start a educational program.

24. A statement describing how a student is accepted and notified of acceptance.

Applicants must submit an enrollment agreement form to enroll in the Certification School Worldwide. The enrollment agreement form covers all cost associated with the desired educational program. A review committee representing academic programs reviews applications. Students are notified of the committee’s decision via an email sent from CSW.



25. Conditions of provisional acceptance and the necessary requirements to satisfy the conditions and the deadline for determination of full acceptance as of the terms of the school's admissions policy.

Provisional Acceptance:

For well-qualified applicants that do not meet the CASAS or WorkKeys assessment minimum criteria noted, the applicant shall provide justification to Certification School Worldwide outlining qualifications and request Certification School Worldwide approval for waiver of this criteria. Waiver of this criteria shall be at the discretion of Certification School Worldwide.

Policy for Provisional Readmission:

To be readmitted following suspension, a student must submit a written, signed petition to the Readmission Committee, Office of the Registrar, within the next four terms (one year). The committee then considers the request, and if it decides to grant it, the student is sent a letter outlining the conditions under which studies may resume. The status "Provisionally Readmitted" appears on the student's transcript. A student who has been provisionally readmitted is still on suspension, and if academic performance does not improve during the next term, and/or if the student does not follow the conditions outlined by the Readmissions Committee, he or she may be dismissed, at the discretion of the Registrar.

26. The criteria for transfer credit accepted by the school, if applicable OR a statement informing students that the school does not give credit for work completed at other institutions.

CSW will only accept transfer credit from academic partners during the provisional accreditation period.

27. A statement informing students that credits earned at the school are transferable to another institution at the sole discretion of the accepting institution.

The transferability of credits earned at the Certification School Worldwide is at the complete discretion of the receiving institution. If the course

work credit is not accepted, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Certification School Worldwide to determine if your (diploma or certificate) will transfer.

28. School's policy concerning granting of credit for life or work experience and how these credits will be documented on the student's official transcript.

Students may be able to earn course credit for knowledge and skills they have gained from previous education or training, military experience, volunteer, life and work experiences. Students may be assessed through various processes developed to determine the degree to which they have met the learning outcomes; this could be a test, written assessment, oral interview, project, performance or other appropriate method by which an appropriately qualified certification organization member determines through their independent criteria.



Student Disclosure Information (Grading /Rights/Responsibilities /Grievance)

29. The school's grading or progress system.

Certification School Worldwide uses a decimal grading system for courses. Failing grades are recorded on the transcript. No credit is earned for these courses. Once a grade has been posted, it may be changed upward but not downward unless the original posting was due to a clerical or technological error.

Transcripts

Official transcripts of all grades may be obtained by sending a signed, written request and \$10 to the Office of the Registrar, by ordering online through the CSW website or portal, or by using the transcript request form available on Certification School Worldwide's website. For further information please see "Transcript Fee" in the Finance Policy section of this catalog.

Student Receipt of Grades

Students have the ability to view and print out a copy of their grades at any time by going to the Student Portal, <http://www.cswpbc.com>, accessing their account on the Certification School Worldwide School Student Center, then clicking on My Academics - View Unofficial Transcript. All grades that have been posted are viewable here.

Grade Point Average (GPA)

The GPA is computed at the end of each term, for both the individual term and cumulatively, for all CSW courses completed by that point. It is based solely on decimally graded courses taken at CSW. (Thus grades of P and NP are not calculated into the GPA.) The GPA is determined by dividing the sum of quality points earned by the total number of CSW credits attempted. In the case of a repeated course, only the most recent grade earned is used when a student's cumulative (overall) GPA is calculated.

Percentage	Decimal Grade
100.0 - 98.75	4.0
98.74 - 97.50	3.9
97.49 - 96.25	3.8
96.24 - 95.00	3.7
94.99 - 93.75	3.6
93.74 - 92.50	3.5
92.49 - 91.25	3.4
91.24 - 90.00	3.3
89.99 - 88.75	3.2
88.74 - 87.50	3.1
87.49 - 86.25	3.0
86.24 - 85.00	2.9
84.99 - 83.75	2.8
83.74 - 82.50	2.7
82.49 - 81.25	2.6
81.24 - 80.00	2.5
79.99 - 78.75	2.4
78.74 - 77.50	2.3
77.49 - 76.25	2.2
76.24 - 75.00	2.1
74.99 - 73.75	2.0 Minimum Cumulative GPA
73.74 - 72.50	1.9 Failing grade
72.49 - 71.25	1.8
71.24 - 70.00	1.7
69.99 - 68.75	1.6
68.74 - 67.50	1.5
67.49 - 66.25	1.4
66.24 - 65.00	1.3
64.99 - 63.75	1.2
63.74 - 62.50	1.1
62.49 - 61.25	1.0
61.24 - 60.00	0.9
59.99 - 58.75	0.8
58.74 - 57.50	0.7 Minimum Passing Grade
57.49 - 56.25	0.6 Failing Grade -
56.24 - 55.00	0.5
54.99 - 53.75	0.4
53.74 - 52.50	0.3
52.49 - 51.25	0.2
51.24 - 50.00	0.1
49.99 - 0.00	0.0



Forgiveness for Grades from a Previous Program

Upon request, the Readmissions Committee will review a student's previous academic record to consider a recomputation of the cumulative GPA. For example, a student who returns after a significant absence and changes academic programs may find that previously taken, low-graded courses are no longer applicable to the new academic program. In this circumstance, while the courses from the former academic program would remain on the transcript, both the grades and credits earned would be suppressed from the cumulative GPA.

30. The school's standards and requirements for satisfactory progress and the course of action taken when the satisfactory progress is not met.

Satisfactory completion of a course requires a grade point average of 2.0 or higher from all of the graded course material. The grading system also officially includes the following alphabetical grades and progress status indicators:

- I – Incomplete (see description below)
- K – Grade held temporarily pending disciplinary action, effective 08/01/20018 (formerly designated by T)
- P/NP – Pass and No Pass (see description below)
- UW – Unofficial Withdrawal (see description below)
- V – Vanished (student discontinued course attendance without explanation)
- W – Withdrawal (see description below)
- X – Audit (no credit is earned - see description below)
- Y – Temporary status indicator used until a final grade can be posted, for courses that may permissibly extend beyond one term
- Z – Course interrupted by U.S. military service assignment (historical grade as of 7/1/16)

Credits that carry the letter grades or status indicators of NP, UW, W, X, Z and decimal grades of lower than 0.7 are not counted toward the minimum credits required for graduation.

I Grade (Incomplete) and Granting of Extension

An instructor may assign an I grade for an incomplete grade if a student is making satisfactory progress and has documented extenuating circumstances that necessitate additional time to complete the course.

Satisfactory progress is defined as the student having completed at least 50 percent of course requirements, or having approval of the dean or designee. One extension of 30 days from the course end date may be granted with dean approval.

Default Grade for an I Grade

The default grade for an "I" grade is 0.0. If the Registrar's Office has received no grade change by the end of the extension, 0.0 becomes the grade for the course. At the instructor's discretion, a 0.0 default grade may be changed.

DENIAL OF AN I GRADE

The request for an "I" grade will be denied if:

- ❑ The student has not made satisfactory progress by the time the grade is due.
- ❑ The request for the I was not documented in writing prior to the deadline for grade submission.
- ❑ The student is unable to demonstrate extenuating circumstances. In that case, the grade will be based on the amount of coursework completed. The student may also petition the Registrar for withdrawal from the course, if a final grade has not yet been assigned.

RESTRICTIONS OF AN I GRADE

Once an "I" grade has been assigned, a UW (Unofficial Withdrawal) may not be posted. If no further grade change is submitted, the I will default to a 0.0.

P/NP Option (Pass/No Pass)

The P/NP option must be declared at the time of registration and may not be requested after the term has begun.

To receive a P at the a student must have achieved at least 2.0 in the course. Otherwise, an NP is received. Neither P nor NP affects the GPA, but the credits earned with a P count toward total credit requirements for the program.

UW (Unofficial Withdrawal)

A UW is assigned to a course by the Registrar when a student has ceased attending class without notifying any representative of the School (e.g., the instructor, the advisor or the office of the Registrar) of his or her intention to withdraw and has attended no more than 30 percent of the course. The status of UW is not included in the calculation of the grade point average,



but it remains on the student's transcript permanently.

In any program, a student without a cumulative GPA (such as a new student) who receives UW's for all courses in a term is placed on probation. If the pattern is repeated for a second consecutive term, the student is again placed on probation. A third consecutive term of UW's results in a suspension, which blocks the individual from further enrollment.

Additionally, if a student receives a UW in any course in three consecutive terms, even though other courses were completed during those terms, the student is placed on probation after the third term, regardless of cumulative GPA.

V (Vanished)

The status of Vanished was previously given when students discontinued attendance in a course without explanation and received neither a grade nor a refund.

W (Withdrawal)

W is assigned when a student officially withdraws from a course. A student may withdraw for any reason without academic penalty, provided written or electronic notice is received by that individual's student advisor or the Office of the Registrar prior to the 80 percent completion point of the course.

When a request for withdrawal is received by the Office of the Registrar, it is carefully reviewed for compliance with federal financial aid regulations before a W is assigned for the course.

X (Audit)

The option of auditing courses is available to certificate candidates and others who want to acquire knowledge or skills but do not want to undertake written assignments and examinations. Students must check the Audit category when they register. Auditors receive a notation of X for the course, which has no credit value. The regular tuition fee plus any applicable registration or other fee is charged. Alumni of Certification School Worldwide may audit courses in their certificate programs for a lower fee.

Please see the section on auditing fees in the Finance Policy portion of the catalog for details on auditing fees.

Y (Temporary Status Indicator for Courses that Require Extra Time to Complete)

Certain courses are designed to extend beyond one term, or in rare instances are permitted to do so. In such cases, a Y is posted for each term in which the course is ongoing. A Y grade may stay in effect for up to three additional terms after the initial enrollment term, as determined when the Y grade is submitted. The Y defaults to 0.0 or NP, however, if the final grade is not posted.

A student may not subsequently withdraw (grade of W) from a course that has a Y grade posted. Y grades are assigned when students demonstrate successful progress in the course, and are requesting additional time to complete the coursework. If the student is unable to complete the coursework of a Y graded course, the instructor will assign the earned grade based on coursework completed. The Y grade holds no gpa value, and once converted, can only convert into a numerical grade (0.00-4.0) or P/NP.

31. The school's required grades or other criteria required for satisfactory completion of the program.

Good standing requires students to maintain a cumulative GPA of at least 2.0 throughout their enrollment at CSW to maintain good standing at the School. Students in "No Intended Certificate" status do not have academic standing calculated since they are not in a specific program.

32. A description of how and when students receive their grades or progress reports.

Certification School Worldwide monitors progress on a quarterly basis consisting of twelve (12) week grading periods. Grades are issued within two-weeks after the grading period ends. Mid-quarter progress reports are also distributed each quarter to inform students of on-going progress. Students will have access to their grades through the CSW learning management system.

33. Students' rights, privileges, and responsibilities.

The status of "enrolled student" conveys certain rights and responsibilities. Policies based on U.S. law are



applicable to all Certification School Worldwide students.

It is the student's responsibility to know the policies and practices of Certification School Worldwide that are available in the institution's annual catalog, a compendium of all the School's programs and policies, including the academic calendar. The Catalog is posted online on the Certification School Worldwide public website and the student portal. Paper copies are available at appropriate School offices.

34. School's procedure for handling student complaints/grievances.

A student complaint is any unresolved issue that a student feels should be addressed to the dean of student affairs. This process resolves differences within the institution; it is not a legal forum. Here are the steps for handling concerns and complaints:

Step 1 - Promptly discuss issue with the office involved and act upon their suggestions towards resolution. Connect with the director of that office or your Certification School Worldwide director if necessary. Resolution of complaints or grievances usually begins with this informal discussion with the person or office immediately concerned. Your academic advisor, program director, center director, or the dean of student affairs can suggest the appropriate channel for resolving particular complaints, and may assist you with the resolution.

Please make every effort to resolve an issue at step 1. Do not proceed to step 2 unless no adequate resolution has been achieved.

Step 2 - Students who want assistance with problem solving are invited to contact the Office of Student Affairs:

Submit a Student Concern/Complaint Report to the Office of Student Affairs. Please fill out the report form completely, providing specific details. The dean of student affairs will then review the concern and facilitate further discussion towards a resolution. Certification School Worldwide will make its best effort to resolve issues in a way that is positive for both students and the institution. Or contact the dean of student affairs, who will serve as the mediator with school offices and administrators. Call 888-550-6529 or e-mail constituentservices@cswpbc.com. Please

provide complete information about the complaint or concern, including:

1. Student name, ID# and contact information.
2. Date and nature of the concern.
3. Names of staff or faculty involved.
4. Narrative of correspondence with involved parties.
5. What resolution are you seeking?

If at any time you feel uncomfortable, frustrated, or need additional help in the resolution process, a student has the right to contact the dean of student affairs directly as the neutral third party to facilitate the process. However, Step 1 above is recommended first.

35. A statement indicating HELC is the agency of last resort in the grievance process.

Students enrolled in academic programs in the Certification School Worldwide should follow the student grievance procedures outlined in the Certification School Worldwide Course Catalog. Students who follow Certification School Worldwide grievance policies without resolution of their concern may, as a last resort, contact Higher Education Licensure Commission (HELC) to file a complaint about the school.

1050 First Street, NE, Washington, DC 20002

Phone: (202) 727-6436

TTY: 711

Email: osse@dc.gov

36. A statement that ensures student(s) will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

The Certification School Worldwide believes that its staff and students should be treated with dignity, respect and fairness by all members of the community: managers, other staff and other students. Discrimination is unfair and unacceptable to the Certification School Worldwide (and potentially unlawful) where an individual is treated less favorably than other persons on grounds of sex, marital status, sexual orientation, race, color or nationality, ethnic/national origin, age or disability.



Probation, Dismissal and Readmission

37. School policy regarding whether a probationary period is given for unsatisfactory grades or progress.

Regulations require that all students show satisfactory academic progress (SAP) towards their educational objective. In order to be considered making satisfactory progress towards a certificate/diploma, students must maintain specified grade averages as well proceed through the course at a pace leading to completion in the specified time frame. Time Frame or Program Completion Policy is reviewed during orientation. Students receiving funds under any Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. Satisfactory Academic Progress, SAP, for financial aid eligibility is not to be confused with academic progress evaluations as defined by CSW which can be found in the Student Handbook/Catalog located in the school's Admissions office. For purposes of determining Satisfactory Progress, all students will be measured on meeting both academic and completion progress. To monitor Satisfactory Academic Progress, the following two criteria are evaluated:

Qualitative Measure of Progress and Quantitative Measure of Progress SAP Monitoring.

The qualitative and quantitative components for SAP at the Certification School Worldwide will be monitored at the end of each payment period in order to provide a formal intervention by the institution for those that do not meet the SAP standards. In order to receive Title IV aid, a student must make satisfactory academic progress regardless of whether he or she previously received Title IV aid.

Qualitative Measure of Progress

Students must maintain a minimum of a 70% cumulative grade point average at the midpoint and any subsequent review period during their program of study.

Quantitative Measure of Progress

All students must complete 70% of all CSW scheduled course hours. Students who do not earn 67% of all CSW credit hours attempted will be placed on financial aid warning for the next payment period. At the end of the following payment period, the student must meet the standards or financial aid may be canceled for future payment periods until student either meets the standards or the student has an appeal approved putting them on academic probation with an academic plan on file demonstrating the requirements for the student to satisfy requirements prior to graduation. Students on probation must meet standards each payment period as assigned by the Satisfactory Academic Progress Probation Policy.

38. The specific criteria which results in a student being placed on probation.

Probation

After any term in which a certification student's cumulative GPA falls below 2.0, the student is placed on probation. Students are notified in writing by the School when they are placed on probation after one or more terms in good standing, and this status also appears on the student's transcript. A status of probation does not interfere with a student's ability to enroll for new courses.

Any student who receives a UW for any course in three consecutive terms is placed on probation after the third term, regardless of cumulative GPA. In addition, any student without a cumulative GPA (for example, a new student) who receives UWs for all courses taken in a term is placed on probation. If the pattern is repeated for a second consecutive term, the student is again placed on probation.

Suspension

If a student's cumulative GPA remains below the required level (2.0 for students) for three consecutive terms, the student is suspended from enrollment in the academic program. The status "Suspended" appears on the student's transcript after the third term. In addition, any student without a cumulative GPA who receives UWs for all courses for three consecutive terms is suspended after the third term.

A student who has been suspended is blocked from further enrollment. Once a student has been



suspended, he or she must request and be granted provisional readmission in order to re-enroll at CSW.

39. The length of the probationary period.

Term Probation

A student is placed on 6-week (half quarter) probation at the end of any quarter if the student fails to achieve at least a grade-point average of 1.5 for that quarter.

40. The criteria for clearing probationary status.

To clear probation (return to good academic standing) a minimum 2.0 term (semester) and 2.0 cumulative GPA must be achieved by the end of the next semester of enrollment (probationary term).

To clear Academic Probation, students should take the following steps:

1) Meet with a School Adviser in the Student Affairs Office

- ☐ Discuss and understand your academic status and the requirements to clear probation.
- ☐ Develop a feasible and strategic course schedule for your probationary term
 - Course Planning for Probationary term
 - All courses must be taken for a letter grade. Courses offered only on a Passed/Not Passed basis are permitted.
 - Students must be enrolled full time in a minimum of 9 credit units.

2) Attend a professional development training class.

3) Check in with your Student Adviser after you have received midterm grades.

Note: official grades are not posted until several weeks after the close of the semester, and consequently there is a delay in letting you know if you have cleared probation. To determine your status as soon as possible, ask your instructors for final grades.

Students who Believe They will not Clear Probation, Take the Following Steps:

Students who do not clear probation with their probationary term grades are “Subject to Dismissal.” Students who are subject to dismissal are reviewed by

the Dismissal Review Committee and are either dismissed from the School or continued on probation. Please review more information below.

1) Meet with the School's Adviser as soon as possible to talk about options and next steps

Discuss and understand what “Subject to Dismissal” means

Discuss writing a “Continue on Probation (COP)” letter to the Dismissal Review Committee (DRC) requesting an additional semester to clear probation. Please note that submitting a COP letter does not guarantee an additional term to clear probation.

Continue On Probation (COP) Letters should include:

Student ID number

Why you were unable to clear probation, including any exceptional circumstances outside of your control.

Any pertinent issues you have not previously shared with a School Adviser.

Steps you have taken to clear academic probation, including resources used.

What you would do to clear academic probation if granted another term.

- The courses planned for the continued on probation semester.
- If you have senior standing (90 or more units), attach a program plan signed by your department adviser or the adviser of your intended certification program.

41. School policy regarding dismissal for unsatisfactory grades or progress.

After a student is placed on 6-week (half quarter) probation they will be evaluated at the end of the 6-week probation and will be subject to dismissal by the President or Provost of CSW if the grades point average is still below 2.0 and demonstrable improvement has not been made.

42. The criteria for re-admittance after dismissal due to unsatisfactory grades, if applicable.

To be readmitted following suspension, a student must submit a written, signed petition to the



Readmission Committee, Office of the Registrar, within the next four terms (one year). The committee then considers the request, and if it decides to grant it, the student is sent a letter outlining the conditions under which studies may resume. The status “Provisionally Readmitted” appears on the student’s transcript. A student who has been provisionally readmitted is still on suspension, and if academic performance does not improve during the next term, and/or if the student does not follow the conditions outlined by the Readmissions Committee, he or she may be dismissed, at the discretion of the Registrar.

43. The specific criteria for dismissal for reasons other than unsatisfactory grades or progress.

Students are expected by the institution to make satisfactory academic progress toward completion of their declared academic course of study. Failure to make satisfactory academic progress as defined by the School may result in dismissal from the program and/or School.

In addition to academic progress, courses of study that prepare students for professional roles in the community, e.g., teachers, counselors, school administrators, or industry leaders, may have an added expectation of performance requiring candidates to demonstrate a standard of character dictated by the professional ranks that they are studying to enter. Professional programs may refer to these standards as dispositions and/or ethical codes of conduct.

Students enrolled who violate the stated dispositions and/or ethical codes of conduct may be dismissed from the program by action of the dean. Prior to such dismissal the student shall be informed of the decision for dismissal and given an opportunity to appeal the decision to the Provost. The decision of the Provost shall be final.

44. The conditions under which a student will not be readmitted.

Students will not be readmitted if the nature of the dismissal involved any form of verbal, physical, or sexual assault against a fellow student, staff member, or faculty member. Academic dishonesty in terms of cheating or monetary crimes against the school will also be grounds for permanent expulsion.



STUDENT RECORDS

45. A description of student records the school maintains while a student is enrolled and after the student is no longer enrolled.

CSW maintains the student records for GPA, course progress, attendance, disciplinary actions, student financial account balance, and class details during enrollment. Following enrollment CSW retains the financial account, GPA, course completion, and graduation status information.

46. The length of time that student records are maintained after the student is no longer enrolled.

Students records will be archived and maintained for a minimum of 5-years following completion of the program.

47. A description of how the school maintains student confidentiality.

Personally identifiable information collected by the School may be used as the basis for identity verification. However, all methods of verifying student identity protect the privacy of the student information in accordance with the Family Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

48. An explanation as to how a student may obtain a copy of his/her academic and financial records.

Financial records are available upon request from the financial and Registrar's Office who will serve as the mediator with school offices and administrators. E-mail constituentservices@cswpbc.com or call 888-550-6529. Please provide complete information about the complaint or concern, including:

1. Student name, ID# and contact information.
2. Date and nature of the concern.
3. Narrative of correspondence with involved parties.
4. What resolution are you seeking?

49. An explanation as to under what circumstances an academic record/transcript and/or the financial history of the student will not be released.

Academic records will not be released to any individual other than the student without signed written consent from the student.



STUDENT CONDUCT

50. A description of the type of conduct expected of students and the type of conduct that will not be tolerated.

Our Participants Code of Conduct Policy outlines expectations regarding participant's behavior towards their classmates, Certification School Worldwide staff, instructors and faculty. We promote freedom of expression and open communication, but we expect all participants to follow our code of conduct. Participants should avoid offending, participating in serious disputes and disrupting our program. We also expect participants to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all Certification School Worldwide students.

Policy elements

Certification School Worldwide students are bound by their contract to follow our Participant Code of Conduct while attending classes at Certification School Worldwide students. We outline the components of our Code of Conduct below:

Participant Code of Conduct

- Participants should plan to arrive to class on time and stay for the entire class period (or until dismissed) as random arrivals, exits, and extended breaks are disrespectful and distracting;
- All cell phones, smartphones, and other electronic devices (e.g., iPads) must be turned off (or on vibrate) and not in plain sight during class time. [Consult your instructor as some prefer that cell phones are "off" and others allow that phones are set on vibrate];
- Talking and other disruptive behaviors are not permitted while classes are in session;
- It is the participant's responsibility to notify the instructors and CSW staff members of any need for accommodation of a disability;
- All participants should respect their classmates and instructors. Participants are

expected to be professional and respectful of other students, instructors, CSW staff, administration, and guest speakers. This includes verbal and physical behavior as well as language used in email and phone messages. We will not allow any kind of discriminatory behavior, harassment or victimization;

- Students may be sent home for inappropriate sexual behavior and behavior that violates the rights of others, particularly when the behavior is disrespectful about a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance. You may not tease, hurt or bully anyone, or use language, gestures or actions that will hurt others. Disciplinary action will vary based on the degree of the offense and will be determined by the program staff in charge;
- Participants are responsible for their own belongings. Valuables, such as expensive jewelry and electronic devices, should be left at home. CSW will not be responsible for any lost or missing items; and
- Theft, vandalism, the use of illegal drugs and alcohol, leaving the program premises or boundaries (except for trips arranged as part of the program) and other such offenses are strictly prohibited. Anyone involved with these offenses will immediately be sent home at his or her own expense. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible.

Professionalism

All participants must show integrity and professionalism in the training program. Positive behavior is a key expectation for youth and adults participating in this Certification School Worldwide. Positive behavior reflects trustworthiness, respect, responsibility, fairness, caring and Certification School Worldwide citizenship'. Students are expected to fully participate, follow all program guidelines and behave appropriately to ensure a high-quality



learning experience and ensure the safety of all Students.

Student Oath of Conduct

As a student of a Certification School Worldwide, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow classmates, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Certification School Worldwide, the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

- 1. Present my qualifications and background truthfully and accurately for admission to the institution.*
- 2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).*
- 3. Never turn in work that is not my own or present another person's ideas or scholarship as my own.*
- 4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.*
- 5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.*
- 6. Never divulge the content of or answers to quizzes or examinations to fellow students.*
- 7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.*
- 8. Never divulge my online username or password. It will be my responsibility to participate in the Leadership Program and to recognize, understand and abide by Certification School Worldwide rules and consequences.*
- 9. It will be my responsibility to attend school on a regular basis accumulating no more than twelve (12) days absent each year and five (5) days tardy per quarter.*

51. A statement on action(s) the school will take when a student violates schools standards of conduct. Please include how the student is to request information from the school and how the school will handle, communicate, and respond to the student under these conditions.

Upon the first offense a formal warning is issued depending on the severity of the event. The formal warning includes documenting the student's record of the disciplinary action. The second offense is escalated to the President or Provost and documented to the student's record. An individual responsibility plan is created or updated and reviewed with the student. The third offense will result in immediate suspension, probation, or expulsion.

52. A statement describing the dismissal policy for unsatisfactory conduct, if applicable.

Dismissal from the program will result in a minimum of 1 quarter suspension before the student is eligible to reapply to CSW. Re-admittance is at the sole discretion of the President and Provost. CSW is not responsible for a loss of clock hours, credits, or tuition payments as a result of unsatisfactory conduct.

53. The appeal process and the condition(s) for re-admittance if a student is dismissed due to unsatisfactory conduct.

Student's Right to Appeal after Dismissal will be considered if the student wishes to appeal a dismissal. A letter of appeal may be submitted at the end of one year. It must be sent to CSW, which then forwards it to the dean of the appropriate school. The dean's decision is final and is not subject to further appeal.

54. Student guidelines and policies, including any specific prohibitions or requirements.

Students also need to adhere to the code of conduct policy required by The Family Life Center where courses are held. The Family Life Center prohibits the use of drugs, alcohol, and excessive use of profanity or derogatory language on the campus.



55. Student dress code, if applicable

Certification School Worldwide grooms students to be business professionals in their respective fields of study. Accordingly, CSW trains and expects candidates to dress appropriately in business casual attire. These dress codes rules always apply:

- a. Participants should dress casually, but neatly and appropriately, for the occasion.
 - b. All clothes must be clean and in good shape.
1. School dress includes both female and male attire. Wearing of the items listed below are prohibited:
 - a. Jewelry featuring satanic cult references, weapons, and drug paraphernalia.
 - b. All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed. Excessively torn or revealing low cut tops that expose the bosoms or other clothing worn in a fashion that displays the anatomy.
 - c. Discernible rips, tears or holes aren't allowed. Halter tops, cut-offs, bare midriffs, muscle shirts, see through apparel including mesh shirts and visible undergarments.
 - d. Participants must avoid clothes with stamps that are offensive or inappropriate. Obscene, sexually discriminating, drug, offensive or suggestive words or graphics, tobacco, or alcohol related messages on clothing.
 - e. Unsafe footwear as determined by the program instructor.
 - f. Studded or spiked belts, gauntlets, bracelets, jackets, metal cleats, chains, handcuffs, dog collars or wallet chains, etc.
 - g. Spandex clothing and tank tops worn without another layer.
 - h. Bare feet and bathing suits.
- i. Hats, bandannas or headgear may not be worn in the school cafeteria, halls, offices or classrooms except where required by the shop program, and then approved headgear only. Hats may be worn when exiting the school. Female students may wear appropriate head wear that is stylish but not considered gang related (Administration decision).
 - j. No visible undergarments.
 - k. Excessively short skirts and mini dress.
 - l. Other apparel deemed unsafe by instructors or Administrators.
2. Shorts may be worn which are acceptable in length (mid-thigh) with the following restrictions: Boxers (underwear) are prohibited.
3. All bags (i.e. book bags, backpacks, duffle, gym, etc.) must be placed in a specifically designed area determined by the instructor.
4. Pants must be worn at the natural waist and fit comfortably.
5. All shirts and blouses are to be properly buttoned except for the collar button.
6. Students must wear socks or stockings as prescribed by individual teachers in their particular work or instructional area.
7. Long hair on students must be clean and well-groomed. Due to shop hazards and health conditions in work or instructional areas, the teacher will determine whether the student will be allowed to participate in these work or instructional areas. The use of hats, rubber bands and hair nets may be required by a teacher whenever long hair poses a health or safety problem.
8. Administration will make any necessary decision on any questions regarding student dress. Students with questionable dress will be referred to administration.



56. Any additional ethical standards required by the school and/or the program industry, at large, that is necessary for the success of the student, if applicable.

Ethical standards are one of the three core values of CSW and represented in the school's seal. As a result, students will have supplemental education in ethics and will be expected to demonstrate good moral and ethical judgement for all of the course catalog policies as well as situations not described in this document including but not limited to issues concerning race, religion, gender, sexual orientation, age, color, national or ethnic origin, physical disability or place of residence.



Attendance/Leave of Absence Information

- Maternity and Paternity Leave
- Childcare
- Financial Aid
- Incarceration

57. School's policy on distinguishing types of absences such as excused, unexcused, full day, late arrival, early dismissal, or class absences.

- ☐ Present – completing a class from the beginning until dismissal by the instructor.
 - ☐ Late arrival – arrival 15 minutes to an hour after the scheduled class time.
 - ☐ Excused - absences that will be excused with proper documentation include death in the family, illness, maternity and paternity leave, and temporary incarceration.
 - ☐ Absent – failure to appear to class for any period equal to or greater than an hour after the class begins.
-

58. The standards the school uses to determine

types of absences and the way absences are recorded.

Absences Due to Inclement Weather-

On days when the School remains open during inclement weather, students should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time as determined by the instructor.

Absences Due to Religious Beliefs

Any student at the School who is unable, because of his or her religious beliefs, to attend classes on a particular day or days will be excused from any examination or any study or work requirements. School faculty will provide an equivalent opportunity for the student to make up any work.

Excused Absences

The following list of absences are excused with an official note on the letterhead of the appropriate organization or email from the email account of the verifying organization.

- Death in the family

59. School's definition of tardiness.

Attendances and Tardiness Policy

The expectation is for all participants to complete all required hours and components of the training that includes but is not limited to orientation and classroom training. Participants not completing required program components will be terminated from the program. Only the Provost can approve exceptions to the attendance and tardiness policies when extenuating circumstances are presented and documentation is provided.

60. A statement of how tardiness affects attendance.

The school will count tardiness and absences separately.

61. A statement that discloses the policy that a student will be withdrawn from the program after missing so many calendar days (including weekends & holidays) after the student's last date of attendance.

Since excessive absences or tardiness may affect the quality of a student's academic performance, the school expects all students to attend classes regularly. Faculty members may determine their own policies regarding irregular class attendance. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal request through the Registrar's Office, non- attendance will result in an "F" grade.

62. A statement on how the school will handle assigning and grading make-up work due to absences.

Students must complete all assignments, examinations, and other requirements in all their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative to make up any work missed.



63. School's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on re-admittance.

Students cannot exceed the following levels per half-quarter and full quarter:

Policy	6 Week	12 Week Quarter
Excused	2	4
Unexcused	1	2
Late arrival	5	5
Class absences	See Unexcused Absences	

Students exceeding the thresholds above will need to develop a performance improvement plan with the Provost.

64. A detailed description of the school's policy on granting leaves of absence.

A leave of absence is required by students who wish to withdraw from the current quarter, or who do not wish to attend a future quarter. Leaves of absence are only granted for serious personal situations and evaluated on a case-by-case basis by the Provost. Leaves will not be granted for more than six months at a time. A leave of absence from a program may not exceed a cumulative total of one years.

65. The specific condition(s) when a leave of absence is granted.

Leave of absences are evaluated on a case-by-case basis based on the following situations:

- Death in the family
- Maternity and Paternity Leave
- Childcare
- Economic Security
- Mental Health
- Substance Abuse
- Domestic Violence

66. Any limitations on the time or number of leaves of absence.

Leave of absences are evaluated on a case-by-case basis and a maximum of two leave of absences will be granted.



Tuition, Fees and Refunds

67. A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all nonrefundable fees.

The following tuition rates are effective for the academic year 2018-2019 (October 1, 2018 – September 30, 2019).*

Half Qtr.	Qtr.	1.5 Qtr.	2 Qtr.	Year
6 wk.	12 wk.	18 wk.	24 wk.	48 wk.
\$2,370	\$4,740	\$7,110	\$9,480	\$18,960

Optional Student Cost	FEE
Student Activity Fee (Annual)	\$250
Re-Examination Fee (As-Needed)	\$300
Official Transcript (Per Request)	\$10

68. A description of all financial assistance available to students. Please identify if the school participates or does not participate in the federal student aid program.

Certification School Worldwide is becoming qualified to administer various types of federal and state financial aid assistance programs to help students achieve their educational and professional goals. The School also awards scholarships on the basis of financial need, demonstrated academic ability, and other criteria. To the extent that resources are available, the School is committed to sharing educational costs with students. Financial assistance programs are administered impartially through the Financial Aid Office which counsels students on eligibility and application procedures.

69. A statement on rules and conditions of installment payments, if applicable.

CSW will offer 3, 6, and 9 month installment programs where smaller payments due monthly are available to students.

70. An explanation of the withdrawal policy that includes the three (3) day cancellation period.

Tuition is refundable only when a student “officially” withdraws from a course/s according to the schedule documented in the refund policy. A full refund is available if a student withdraws or cancels within the first 2-weeks of the course. Students who are withdrawn from a course(s) for disciplinary reasons or a breach of conduct forfeit the right to a refund of any portion of their tuition and fees.

If students neither pay for nor attend course/s for which they are registered, they will be withdrawn from the course(s) for nonpayment and their accounts credited at 100% tuition. If students should attend courses without having paid for them, they will be withdrawn from the course/s at their request, and their accounts credited according to the applicable Tuition Refund Schedule.

To officially withdraw from a course(s), students must contact the Office of the Registrar to initiate the process. If the student is eligible for a tuition refund according to School policy, the date that the student contacts his/her advisor or the Office of the Registrar will determine the amount of the refund. Appeals to the Certification School Worldwide for extenuating circumstances (hardship, medical, or other related reason) requested outside of the refund schedule may require documentation pending the decision of the Provost.

All refunds Certification School Worldwide by students receiving financial aid will be referred to the Student Financial Aid Officer for review in accordance with relevant financial aid program requirements or governmental regulations.

If a student waits until the end of the term to withdraw from a course, there will be no course tuition refund or credit balance on the student’s account. If repeating the course is needed, the student will be required to pay the tuition upon re-enrollment in the course.

71. The school’s refund policy for tuition and fees.

Tuition Refund Schedule (General)



Course refunds are calculated from the start day of the session, not the start date of the course. Please see the CSW website at www.cswpbc.com

Refund begins on first day of session	Percentage of refund		
	100 %	0 %	0 %
12-week session	Up to Day 10	Day 11-21	22+ days
6-week session (1st)	Up to Day 10	Day 11	11+ days
6-week session (2nd)	Up to Day 10	Day 11	11+ days

This refund policy applies to students who reside in the District and are enrolled in Certification School Worldwide Trainings or who are enrolled in internships with placements in the District schools.

Program Curriculum

72. The educational objective of each program.

The overarching educational objective for all CSW programs is to develop the critical thinking skills for students to thrive and progress in their careers. Courses and work experience will be conducted in a consulting style approach and designed to transcend the specific program and develop subject matter experts capable of diagnosing problems and articulating solutions.

73. Prerequisites for each course, if required.

A high school diploma or GED equivalent is required to start a certificate program. The IT course have IT fundamentals as a prerequisite or require instructor and Provost approval.

74. A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course.

Course Hours and Schedule : Typically, each course meets 3-5 days a week, 3-4 hours each day. The tables below provide course hours:

Day Course Hours by Class Schedule		
Course Name	Course Hours	Total
ACT Work Keys	3 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	90
QuickBooks	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
Microsoft Certified Educator	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
Microsoft Office Specialist	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
Tax Preparation	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
IT Fundamentals	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
Certified Tester Training	6 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	180
D.C. Hair Braiding License	6 weeks, 1 day/ week for 8-hr. 4 days/week for 4-hr. + 10-hr. lab/practicum/hw	204
Network+ Training	12 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	360
A+ Training	12 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	360
National Green Infrastructure	12 weeks, 5 days/week for 4-hr. + 10-hr. lab/practicum/hw	360
D.C. Barbering License	24 weeks, 1 day/ week for 8-hr. 4 days/week for 4-hr. + 10-hr. lab/practicum/hw	816
Evening Course Hours by Evening Class		
ACT Work Keys	3 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	60
QuickBooks	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Microsoft Certified Educator	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Microsoft Office Specialist	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Tax Preparation	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Governance, Risks, and Compliance	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
IT Fundamentals	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Certified Tester Training	6 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	120
Certified Network Defender	9 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	180
Cisco Certified Network Associate	9 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	180
Cisco Certified Network Professional	9 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	180
Child Development Associate	9 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	180
Ethical Hacker	12 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	240
Network+ Training	12 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	240
A+ Training	12 weeks, 3 days/week for 3-hr. 20 min. + 10-hr. lab/practicum/hw	240



75. A brief description of each course offered. Include course number and clock/credit hours awarded for each course.

Training	Program Description	Requirements	Syllabus
Guest Services	The course complements the competency requirements for the Certified Guest Services Professional (CGSP) Certification. American Hotel and Lodging Institute Certified GuestService Professionals (CGSP®) recipients are recognized for the know-how to provide excellent guest service and for their commitment to creating memorable guest experiences.	<p>Hours - 12.5</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<p>Ethics</p> <ul style="list-style-type: none"> • Etiquette • Focus on face time • Keep your staff happy • Know your customer • Create a “wow” factor <ul style="list-style-type: none"> • Go above and beyond expectations. ... • Address guest input quickly. ... • Keep the dialogue going
Lean Six Sigma Fundamentals	The course complements the competency requirements for the Dartmouth College Lean Six Sigma Yellow Belt. Certification ensures that the professional is well versed in the basics of the Lean Six Sigma Methodology & prepared to support improvement projects as part of a team, or can conduct small projects on a part time basis	<p>Hours – 12.5</p> <p>CASAS Reading: 231+;</p> <p>CASAS Math: 221+</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • The Process / The Customers • Lean • Six Sigma Section <ul style="list-style-type: none"> • Lean Six Sigma Integration Section • The DMAIC Methodology



Training	Program Description	Requirements	Syllabus
Governance, Risks, and Compliance *	The course complements the competency requirements for the GRCP certification ensures that an individual has the core understanding of GRC processes and capabilities, and the skills to integrate governance, performance management, risk management, internal control, and compliance activities.	<p>Hours - 125</p> <p>CASAS Reading – 247+;</p> <p>CASAS Math – 231+</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> Anatomy of the GRC Capability Model Assessment Procedures Assessment Templates Sampling and Testing Criteria for review procedures Criteria for review procedures
Microsoft Certified Educator	The course complements the competency requirements for the Microsoft Certified Educator (MCE) certification. The MCE validates that educators have the global educator technology literacy competencies needed to provide a rich, custom learning experience for students.	<p>Hours – 125</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> Common Excel functions Macros and VBA PivotTables Dyanmic formulas with IF, VLOOKUP, INDEX, MATCH functions and many more Word dynamic layouts Preparing documents for printing and exporting Format documents Control page formatting and flow with sections and page breaks Create and Manage Table Layouts Work with Tab Stops to Align Content Properly Basic Features of PowerPoint PowerPoint Presentations Graphical Elements Advanced Text Editing Operations with PowerPoint



Microsoft Office Specialist	<p>The course complements the competency requirements for the Microsoft Office Specialist exams in Excel, PowerPoint, and Word. Microsoft Office Specialist (MOS) certifications validates that practitioners have the core competencies needed to provide a rich, custom learning experience for students.</p>	<p>Hours – 125</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Facilitate student collaboration • Facilitate skilled communication • Facilitate self-regulation 	<ul style="list-style-type: none"> • Facilitate real-world problem solving and innovation • Facilitate student use of Information and Communication Tools (ICT) • Use ICT to be an effective educator
Tax Preparation	<p>The course complements the competency requirements for the IRS VITA/TCE Program certification test. Volunteer and state licensed tax return preparers must be certified to prepare taxes and perform quality reviews of returns.</p>	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math - 221</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Affordable Care Act Workout • Filing Basics Workout • Filing Status Workout • Personal Exemptions Workout • Dependency Exemptions Workout • Unique Filing Status and Exemption Situations Workout 	<ul style="list-style-type: none"> • Earned Income Credit (EIC) Workout • Refund and Amount of Tax Owed Workout • Completing the Return • Amended and Prior Year Returns Workout



Training	Program Description	Requirements	Syllabus
			<ul style="list-style-type: none"> • Income Workout • Income — Retirement Income Workout • Income — Unemployment Compensation • Social Security Benefits Workout • Other Income, Form 1040 Line 21 Workout • Adjustments to Income Workout • Health Savings Accounts (HSA) • Standard Deduction and Tax Computation Workout • Itemized Deductions Workout • Credit for Child and Dependent Care Expenses Workout • Education Credits Workout • Child Tax Credit Workout • Miscellaneous Credits Workout • Other Taxes Workout • Payments Workout
OSHA 10	<p>The course complements the competency requirements for the OSHA 10 course is a useful safety best practices certification that demonstrates to construction firms that the individual understands protocols and will be less of liability on the job site</p>	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Walking and Working Surfaces, including fall protection. • Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection - 1 hour. • Electrical • Personal Protective Equipment • Hazard Communication



Training	Program Description	Requirements	Syllabus
Landscaping	The course complements the competency requirements for the Chesapeake Bay Landscape Professional (CBLP). The CBLP program is a system of materials and consistent instruction across the region, creating a community of certified professionals to be better stormwater partners and environmental stewards.	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Arborists and Foresters • Engineers • Green Infrastructure, Low Impact Development (LID), Stormwater Professionals • Grounds Managers and other maintenance professionals • Integrated pest management (IPM) technicians or licensed pesticide applicators <ul style="list-style-type: none"> • Horticulturists • Landscape contractors and technicians • Nutrient management (fertilizer) planners • Soil and Environmental Scientists • Urban Planners • Other Related Professionals • Landscape architects and designers
QuickBooks Online	The course complements the competency requirements for the QuickBooks Online Certification. QBO A self-paced study guide and exam that prepares customers to become proficient QuickBooks users	<p>Hours – 125</p> <p>CASAS Reading: 231+;</p> <p>CASAS Math: 221+</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Set-Up • Orientation • Lists • Financial Statement • Products and Services • Money In-II <ul style="list-style-type: none"> • Money In II • Banking • Reports • Accounting Tasks • Customize QuickBooks



Training	Program Description	Requirements	Syllabus
CPR/AED /First Aid	<p>The course complements the competency requirements for the instructor level - CPR / AED / First-Aid Certification Course allows participants to certify and train CPR/AED. Instructors perform live demonstrations on how to correctly administer CPR/AED on Infants, Children, and Adults as well as how to use an Automated External Defibrillator (AED).</p>	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Acting in an Emergency • The Human Body • Assessing the Victim • Cardiopulmonary Resuscitation (CPR) • Automated External Defibrillators (AED) • Airway Obstructions • Controlling Bleeding • 10/10 • Shock • Wounds and Soft Tissue Injuries • Burns <ul style="list-style-type: none"> • Bone, Joint and Muscle Injuries • Extremity Injuries and Splinting • Sudden Illness • Poisoning • Substance Misuse and Abuse • Bites and Stings • Cold and Heat Emergencies • Rescuing and Moving Victims • Head and Spinal Injuries • Chest, Abdominal and Pelvic Injuries



Training	Program Description	Requirements	Syllabus
Certified Network Defender	<p>The Certified Network Defender (CND) certification program focuses on creating Network Administrators who are trained on protecting, detecting and responding to the threats on the network. Network administrators are usually familiar with network components, traffic, performance and utilization, network topology, location of each system, security policy, etc. A CND will get the fundamental understanding of the true construct of data transfer, network technologies, software technologies so that they understand how networks operate, understand what software is automating and how to analyze the subject material. In addition, network defense fundamentals, the application of network security controls, protocols, perimeter appliances, secure IDS, VPN and firewall configuration, intricacies of network traffic signature, analysis and vulnerability scanning are also covered which will help the Network Administrator design greater network security policies and successful incident response plans.</p>	<p>Hours – 125</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • How to protect, detect and respond approach to network • Security * Hands-on experience labs • Network security tools and techniques • Network security best practices • Assessments and protection tools • Templates for various network policies * White papers for additional learning and reference



Training	Program Description	Requirements	Syllabus
Mind, Body, and Fitness Training	The course complements the competency requirements for the National Academy of Sports Medicine (NASM) Certified Personal trainer (CPT) certification. This course is divided up into 8 primary domains with essential knowledge topics for the certification exam.	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Nervous System • Muscular System • Skeletal System • Endocrine System • Anatomic locations <ul style="list-style-type: none"> • Endocrine System • Bioenergetics and Exercise Metabolism • Fundamental of Biomechanics • Physiological Assessments
Hair Braiding	The course complements the competency requirements for the DC Barbering and Cosmetology Board hair braiding license.	<p>Hours – 125</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Bacteriology and Sanitation • Safety, health, and DC law • Basic Anatomy and Physiology • Shampoos, Rinses, and Procedure • Chemistry of Natural Hair Coloring Processing <ul style="list-style-type: none"> • Structure of Hair • Scalp Disorders and Diseases • Hair and Scalp Care • Basic Braid, Cornrow • Basic Braid, Cornrow with Extension



Training	Program Description	Requirements	Syllabus
CompTIA Fundamentals	<p>The course complements the competency requirements for the CompTia Fundamentals certification. This is a certification program is geared towards those that need to have a foundational understanding of Information Technology. It is used as a tool to promote general IT fluency among the workers in an organization.</p>	<p>Hours – 125</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Software • Hardware • Security • Networking • Basic IT Literacy



Training	Program Description	Requirements	Syllabus
CCNP	The course complements the competency requirements for the Cisco Certified Network Professional (CCNP). The routing and Switching certification validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions. The CCNP Routing and Switching certification is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions. Those who achieve CCNP Routing and Switching have demonstrated the skills required in enterprise roles such as network engineer, support engineer, systems engineer or network technician. T	Hours – 150 CASAS Reading - 247; CASAS Math – 231 WorkKeys - Bronze A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.	<ul style="list-style-type: none"> • Cisco IP Routing • Cisco IP Switched Networks • Implement Inter-VLAN routing • Implement gateway redundancy technologies • Implement VLANs • Describe and configure wireless client access • Describe and configure security features in a switched network
CCNA	The course complements the competency requirements for the CCNA certification. The CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies	Hours – 150 CASAS Reading - 247; CASAS Math – 231 WorkKeys - Bronze A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.	<ul style="list-style-type: none"> • Network Fundamentals • LAN Switching Technologies • Show Details • Routing Technologies • Show Details • WAN Technologies • Show Details • Infrastructure Services • Show Details • Infrastructure Security • Infrastructure Management
CompTIA A+	The course complements the competency requirements for the CompTIA A+. In this course, students will install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. This course is designed for	Hours – 150 CASAS Reading - 247; CASAS Math – 231 WorkKeys - Bronze	<ul style="list-style-type: none"> • Hardware • Networking • Mobile Devices • Hardware & Network



Training	Program Description	Requirements	Syllabus
	students with basic computer skills who are interested in obtaining a job as an IT professional or PC technician. Possible job environments include mobile or corporate settings with a high level of face-to-face client interaction, remote-based work environment where client interaction, client training, operating systems and connectivity issues are emphasized, or settings with limited customer interaction where hardware activities are emphasized.	A CASAS assessment with a minimum of 11th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.	<ul style="list-style-type: none"> • Trouble-shooting
CompTIA Network+	This course teaches the fundamentals of network support administration and addresses the latest skills needed by technicians, such as basic principles on how to secure a network. The exam covers network technologies, media and topologies, devices, management, tools and security. The course will prepare students for competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Network+ Certification is suited for computer technicians who are searching for a challenging career in the administration and support of complex internetworking environments.	<p>Hours – 150</p> <p>CASAS Reading 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Network Trouble-shooting • Architecture • Network Operations and Practices • Network Theory • Network Security



Training	Program Description	Requirements	Syllabus
CompTIA Security+	This course helps students build knowledge and professional experience with computer hardware, operating systems, and networks as they acquire the specific skills required to implement basic security services on any type of computer network. Participants in this course will understand the field of network security and how it relates to other areas of information technology. This course also provides the broad-based knowledge necessary to prepare for further study in specialized security fields. This course will prepare students for job responsibilities that include securing network services, network devices, and network traffic.	<p>Hours – 150</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Network Security • Compliance and Operational Security • Threats and Vulnerability • Application, Data and Host Security • Access Control and Identity Management • Cryptography
Certified Ethical Hacker	This course allows students to understand and know how to look for weaknesses and vulnerabilities in target systems and use the same knowledge and tools as a malicious hacker, but in a lawful and legitimate manner to assess the security posture of a target system(s). The CEH credential certifies individuals in the specific network security discipline of Ethical Hacking from a vendor-neutral perspective.	<p>Hours – 150</p> <p>CASAS Reading - 247;</p> <p>CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Incident management process • Penetration testing Various types of footprinting • Footprinting tools • Network scanning techniques and scanning • Enumeration techniques • System hacking methodology • Steganalysis attacks • Mobile security guidelines • Firewall • IDS and honeypot evasion techniques, • Countermeasure s • Different types of cryptography ciphers • Public Key Infrastructure (PKI) • Cryptography attacks, and cryptanalysis tools



Training	Program Description	Requirements	Syllabus	
			<ul style="list-style-type: none"> • Working of • viruses, virus analysis • Computer worms • SQL injection attacks • Jailbreaking iOS 	<ul style="list-style-type: none"> • Various types of • penetration testing, • Security audit • Vulnerability assessment, and penetration testing roadmap
Governance, Risks, and Compliance for Financial Markets	GRCP certification ensures that an individual has the core understanding of GRC processes and capabilities, and the skills to integrate governance, performance management, risk management, internal control, and compliance activities	<p>Hours - 450</p> <p>CASAS Reading – 247+;</p> <p>CASAS Math – 231+</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Capital Asset Pricing Model • Behavioral finance • Stocks, bonds, dividends, shares, market caps; • Recessions, bubbles, the mortgage crisis, and regulation • Options and bond markets 	<ul style="list-style-type: none"> • Investment banking, underwriting processes, brokers, dealers, exchanges, and new innovations in financial markets • Nonprofits and corporations, and your career in finance
Green Infrastructure	GI Certification provides students with the necessary information to practice green building procedures in compliance with US Green Building Council standards. This program is a joint program with the University of the District of Columbia (UDC) and instruction is provided by the UDC.	<p>Hours -150</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Program Overview • Introduction • GI Materials • Vegetation in GI • Safety in and Around GI • GI Site Maintenance 	<ul style="list-style-type: none"> • Permeable Pavement • Rainwater Harvesting • Rooftop Practices • Dry Wells • Stormwater Wetlands • Managing GI



Training	Program Description	Requirements	Syllabus	
Para-professional	<p>The curriculum is designed to meet the needs of adults working in various early childhood settings, including both public and private day care homes, child development centers, kindergarten programs, Head Start, pre-school, and school-age care programs. The program complements the competency requirements ParaPro Assessment administered by ETS.</p>	<p>Hours – 600</p> <p>CASAS Reading - 247; CASAS Math – 231</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum 10th grade literacy and 10th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Reading Skills and Knowledge • Application of Reading Skills and Knowledge • Mathmatic Skills and Knowledge 	<ul style="list-style-type: none"> • Writing Skills and Knowledge • Application of Writing Skills and Knowledge



<p>Child Development</p>	<p>The course complements the competency requirements for the Child Development Associate (CDA) credential and the standards set by the National Association for the Education of Young Children (NAEYC). The CDA Credential guides early child care professionals as they work toward becoming qualified teachers of young children. Obtaining a CDA is an important accomplishment and one that develops well informed practitioners knowledgeable in child development and best practices for teaching young children.</p>	<p>Hours – 150</p> <p>CASAS Reading - 231;</p> <p>CASAS Math – 221</p> <p>WorkKeys - Bronze</p> <p>A CASAS assessment with a minimum of 8th grade literacy and 8th grade math will be used as a minimum threshold for acceptance into the training.</p>	<ul style="list-style-type: none"> • Traveling with Precious Cargo • Safe Spaces and Places to Grow and Learn • Safe Sleep and Sweet Dreams for Infants • Keeping our Children Safe: Planning Ahead and Being Prepared • Cut the Cooties! Communicable Disease Prevention in Child Care • Learning Environment: How Classroom Arrangement Impacts Behavior • From Food to Physical Activity • Child Language Development and Signs of Delay • Growing Language for Infants and Toddlers • STEM in Preschool Classrooms • Phonological Awareness: The Connection of Sounds to Reading • • Administrative Leadership • Teaching with Intention • Essentials of Leadership in Early Childhood Education • CDA Planner • Child Assessment: The Essentials of Individualizing • Foundations of Curriculum (4 hours) • Dual Language Learners (3 hours) • Family Engagement: The Road to Better Outcomes for Children • Building Strong Relationships with Families (3 hours) • Honoring All Families • Foundations of Quality Teams • Implementing Quality Teams • Foundations for Learning Every Day (3 hours) • Piramide: The Power of Play (3 hours) • The Developing Infant and Toddler (3 hours) • Learning Every Day through the Senses for
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Training	Program Description	Requirements	Syllabus
			<ul style="list-style-type: none"> • Inspiring Creativity: All the World is a Stage • Responsive Caregiving: Nurturing Relationships with Infants and Toddlers • Building Positive Relationships • School-Age Care <p>The Juggling Act: Schedules, Routines and Transitions</p> <p>Infants, Toddlers and Twos (2 hours)</p> <ul style="list-style-type: none"> • Exploring the Piramide Approach (3 hours) • Developmental Milestones (5 hours) <p>Field Experience</p>

76. Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program.

Field and work experience credit will be based on the total number of field and workhours completed using attendance records.

77. The measures the school takes to evaluate and to improve the program success to be consistent with the mission of the school.

End of course evaluations are provided to each student to ensure continuous improvement to the curriculum is made. The administrators and faculty review the feedback twice per year during scheduled academic breaks.

79. A statement on faculty accessibility for academic and/or course advising at stated times outside a course's regularly scheduled class hours.

Each course is required to have two-hours per week of office hours and will typically be conducted each Friday during the academic calendar year.

80. A statement as to the availability of all academic support services (i.e., tutoring services/student services/academic and personal advising).

Academic advisement is offered on an appointment basis using our IT system that is connected to the calendars of faculty and staff.

81. Graduation requirements.

To meet the graduation requirements a student must be in good standing with CSW. All fees to the school must be paid prior to graduation and successful completion of all academic course work and clock hours must be completed.

82. If the institution offers programs leading to the A.A.S. or A.O.S. certificate, a statement that these programs are terminal/technical

programs and the credit generally earned in these programs are not applicable to other certificates.

CSW is not providing programs leading to the A.A.S. or A.O.S. certificate during the provisional accreditation period.

83. A statement that accurately details the type and amount of career advising and placement services offered by the school.

Career advisement and professional development training are incorporated into each week of the academic calendar and conducted every Friday for students. A minimum of 2 hours per week of advisement in topics covering business ethics, career planning, educational planning, etiquette, leadership, non-defensive communication, mindfulness, and interviewing skills is offered to every student in a CSW program.

84. For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and information exchange privacy and safety policy.

CSW is not providing distance education during the provisional accreditation period.



Ownership and Faculty Information

85. A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.

Board of Trustees

Dr. John Williams, Ph.D Chairman
(Former Dean of Howard and Morehouse Business Schools)

Elizabeth Wattley, MBA Secretary
(Former Director at Paul Quinn College and Current Director at City Square)

Professor Oscar Sistrunk, M.B.A.....At-Large
(Former Director of Morehouse College Entrepreneurship Center)

Major T. Jordan JrTreasurer
(Former Director of Morehouse College Entrepreneurship Center)

86. Name(s) of chief school officers, the names of administrators for each branch location, including academic credentials.

Office of the President

Robert Jordan, D.B.A, M.S President

Office of Finance and Operations

Brett Wallace, MBA Director of Finance

Tracy Madison, M.A Director, Human Resources

Donna Hargrett, M.S...Director, Information Assurance

Office of Academic Affairs

Jacqueline Howard-Matthews, Ph.D Provost

87. The powers, duties and responsibilities of the governing board, chief operating officer(s), president, director, chief administrators, and/or owners.

1. There shall be an Academic Board which shall consist of the following persons as eligible voting

members, namely:

- a) the President;
 - b) full-time and part-time instructors
 - c) such other persons whose presence will contribute positively to the business under consideration, to be co-opted by agreement between the Chair.
2. Lay Governors, senior office holders of the School and representatives of other categories of staff may attend Board meetings at the invitation of the Chair.
3. To the Academic Board are brought all major issues of general policy affecting the academic life of the School and its development. The Academic Board is responsible for monitoring and upholding the academic standards of the School and for regulating teaching. Specifically, its functions include:
- To make periodic reviews of the scope and content of the array of taught degree programmes and component courses and to guide its future development;
 - To authorize the award of degrees (other than honorary degrees and honorary fellowships), diplomas, certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in and pursuant to the Bye-laws;
 - To prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her program of study on grounds other than disciplinary grounds;
 - To endorse for onward transmission to Council matters affecting the School's academic governance, management arrangements and academic strategy;
 - to endorse for onward transmission to Council recommendations from APRC on the organization of departments and other academic units;
 - To approve recommendations in relation to academic and pastoral support for students as appropriate;
 - To promote research within the School and to require reports from time to time on such research;



Office of Enrollment Services

Hewan Teklu, M.B.A..... Enrollment

Jamice Hunter, B.A..... Financial Aid & Registrar

- To approve academic regulations and changes therein;
- To recommend changes from time to time to the School's Bye-laws;
- To approve academic policies which have School-wide implications;

4. Five voting members of the Academic Board shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting: save that, if a meeting starts and then becomes inquorate, it shall be open to the VCAB to direct that items included on the agenda for note, rather than for discussion or decision, shall be regarded as having been received and should therefore not be carried forward to the agenda for the following meeting.

5. The Academic Board shall normally meet two times in each academic year, including one meeting to receive academic planning reports. Further meetings may be called by the President or by the Provost, provided that the nature of the business to be transacted shall be communicated in writing to all members via the Academic Board secretary at least seven days before the date set for the meeting.

88. The powers, duties and responsibilities of students, if students participate in the institutional governance.

CSW is not including student government organization during the provisional accreditation period.

89. A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction.

Brian Rodgers, B.A. Director of Green Infrastructure
Carl Davenport II, M.A.... Director of Operations
Donna Hargrett, M.S Director of Information Systems