

**2018 - 2019**



**OLYMPIC COLLEGE  
CATALOG**

**Addendum / Errata**

July 2018

**[www.olympic.edu](http://www.olympic.edu)**

**360.792.6050**

## **PAGE 12 “YOUR TIME TO REGISTER”**

Replace with the following:

Registration times are based on the total number of credits completed and listed on the college transcript, including up to 70 transfer credits. This method allows those most in need of specific courses required for graduation or program completion to have the first opportunity to register each quarter.

Per RCW 28B.15.624, Olympic College offers an early course registration period for eligible veterans, spouses of veterans using veteran benefits, and National Guard members.

## **PAGE 14 MANDATORY WAIVERS “FALLEN VETERANS ...”**

Replace with the following:

Gold Star Family: All tuition and fees are waived for a child or spouse of an eligible veteran or National Guard member who became totally disabled or lost their life while engaged in active federal military or naval service. For information, contact 360-473-2821, [MVP@olympic.edu](mailto:MVP@olympic.edu)

<https://www.olympic.edu/services/military-and-veteran-programs>

## **PAGE 17 GRADUATION DESIGNATIONS**

CHANGE

- At least 24 GPA credits of 100 level coursework or higher must have been earned at OC

TO

- At least 24 GPA credits of 100 level coursework or higher must have been earned at OC for an associate designation. At least 45 credits of 100 level coursework or higher must have been earned at OC for a bachelor designation

## **PAGE 18 GRADE APPEAL PROCEDURE**

Replace with the following:

### **Purpose:**

The purpose of the grade appeal procedure is to provide students with an orderly, prompt, and fair process for raising concerns about final grades and to protect each student against arbitrary or capricious academic evaluation. Arbitrary or capricious action is action taken without consideration or in disregard of the facts and circumstances. An action is not arbitrary or capricious when there is room for two opinions and the instructor acted honestly and with due consideration of the facts.

### **Appeal expectations and conditions:**

A grade appeal applies to ONLY the final course grade.

The instructor is responsible for the assignment of a student’s final grade and any adjustments that may result from the appeal.

The student is responsible for knowing, initiating, and complying with the grade appeal procedures, including any filing deadlines. Failure to adhere to the procedures set forth herein will result in denial of the appeal.

The student is responsible for providing the College with current and accurate contact information during the appeal process.

In a grade appeal, if necessary, the dean will meet with the student; generally, no other advocate may be present. At the dean's discretion, others may be included. A signed FERPA release (Permission to Release Student Records) will be required in this case.

If necessary, the dean will also meet with the instructor.

**Process:**

**Informal Resolution – Meeting with Instructor**

Before pursuing a formal grade appeal with the dean, a student must first meet with and review his or her grade with the instructor who assigned the grade. During this meeting, the student should explain the reason he or she believes the final grade should be revised. The purpose of this meeting is to clarify the perceived problem and request specific action. Many misunderstandings related to a final grade can be resolved through this informal resolution process.

**Formal Appeal to the Dean**

If the student and the instructor are unable to resolve the student's concerns during the informal resolution process, the student may pursue the formal grade appeal process. The formal grade appeal must be done in writing to the instructor's dean, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including Summer Session. Because many faculty members are not on campus during Summer Session, some Spring Quarter grade appeals may not be resolved until Fall Quarter. The appeal letter shall include the following information:

- Student's name
- Student's current mailing address
- Student's current email address
- Instructor's Name
- Course name and number
- The quarter the class was completed and grade received
- A description of the grade dispute
- A summary of the actions the student has taken to resolve the grade dispute, and
- Proposed solution

The student should also provide all relevant documentation related to the grade dispute such as graded assignments, test results, and the syllabus.

Upon receipt of the written appeal, the dean will forward the student's written appeal and supporting documentation to the instructor. The instructor must provide a written response to the dean and the student within ten (10) instructional

days. Within twenty-one (21) days of receiving the instructor's response, the dean will review the documentation presented by the student and instructor and will meet with the student and, if necessary, the instructor. The dean will provide a written ruling to the student, with a copy to the instructor, within ten (10) days of the appeal meeting with the student.

The sole issue for the dean to consider during the appeal process is whether the instructor's grade is arbitrary or capricious. Arbitrary or capricious action is action taken without consideration or in disregard of the facts and circumstances. An action is not arbitrary and capricious when there is room for two opinions and the instructor acted honestly and with due consideration of the facts.

### **Appeal of the Dean's Ruling**

A student may appeal the dean's written ruling by submitting a notice of appeal to the dean identifying specific grounds of appeal for further review. The notice of appeal must be delivered to the dean's office within ten days after the student's receipt of the dean's written ruling. The student will be presumed to have received a copy of the written ruling five days after the ruling is placed in the mail.

Upon receipt of a timely notice of appeal, the dean will appoint a review team of three faculty members from the discipline or related disciplines. When the number of faculty within a discipline allows, at least two members of the review team should be from the discipline. The team's review is limited to the documentation submitted by the student and the instructor and the dean's written ruling. The sole issue before the review team is whether the grade issued to the student by the instructor was arbitrary or capricious.

Faculty review team will distribute a written ruling to the student and instructor within 15 instructional days with a copy to the dean. If the faculty review team does not find the instructor's grade arbitrary or capricious, then the written ruling by the faculty review team is the final step in the appeal process. No further appeal may be made after that.

In the event the grade is found to be arbitrary or capricious and the instructor of record refuses to reconsider the awarded grade or is unavailable to reconsider the awarded grade, the student's work will be independently evaluated by another qualified instructor in the discipline, and the office of the Registrar may initiate a grade changed based on the qualified instructor's assessment.

Revised by IPC – 4/11/2016

Added official FERPA form name -- 4/27/2016

## **PAGE 44 Natural Sciences Distribution (NS)**

Replace Biology &210 with &213

**PAGE 48 REPLACE TABLE:**

Program Subject Area	Degrees 90 + cr	Certificates				Page
		Specialization 61-89 cr	Proficiency 45-60 cr	Completion 20-44 cr	Recognition 10-19 cr	
<b>General Degrees</b>						
Associate in Arts	AA-DTA					49
Associate in General Studies	AGS					49
Associate of Science-Track 1	AS-Track 1					49-50
Associate of Science-Track 2	AS-Track 2					50
Associate in Technical Arts	ATA Option 2					50
<b>Program-Specific Degrees and Certificates</b>						
Accounting Technology	AAS-T, ATA		X	X	X	51
Business	AB-DTA/MRP					53
Business Management	ATA					53-55
Business Technology	ATA	X				55-57
Composites Manufacturing Technology		X		X		57-58
Computer Info Systems	BAS-IS, AAS-T		X	X	X	58-67
Computer Science	DTA/MRP					67
Cosmetology	ATA	X				67-68
Culinary Arts Institute	ATA	X		X	X	69
Early Childhood Education	AAS-T, ATA		X	X	X	70-72
Electronics	ATA		X		X	73-74
Engineering	AS-Track 2/MRP					74-75
Engineering Technology	AAS					75-76
Fashion Marketing				X	X	76
Filmmaking	BAS-DF, AAS-T					76-78
Homeland Security / Emergency Management	AAS-T					78-80
Human Services	ATA		X		X	80-82
Industrial Trades Technician	ATA	X		X		82
Machining Technology				X	X	82-83
Manufacturing Technology		X		X	X	83
Medical Assisting	AAS-T	X		X		83-86
Nursing/Healthcare	BSN, ATA	X			X	86-92
Organizational Leadership Resource & Technical Mgmt	BAS-OLTM, AAS-T			X	X	93-95
Physical Therapist Assistant	AAS					95-96
Pre-Nursing	APN-DTA/MRP					96
Technical Design	ATA		X	X	X	97-100
Welding Technology	ATA	X	X		X	100-101

AAS: Associate in Applied Science = 90+ cr | A A S -T: Associate in Applied Science – Transfer = 90+ cr

ATA: Associate in Technical Arts = 90+ cr | AS: Associate of Science

BAS: Bachelor of Applied Science = 180 cr | BSN: Bachelor of Science in Nursing = 180 cr

## **PAGE 49 ASSOCIATE IN GENERAL STUDIES (AGS) (NON-TRANSFER)**

5 cr. Personal wellness, career, and life planning. Delete OLRM options.

## **PAGE 59 NOTE 1: PROGRAM ENTRANCE PREREQUISITES**

Change #1 to

IT-related technical associate's degree or equivalent credits: 90 credits from a regionally accredited institution.

## **PAGE 62 TECHNICAL SUPPORT CERTIFICATE**

Replace CMST& 220 with CMST& 210. The course title is correct.

## **PAGE 64 DIGITAL COMMUNICATIONS**

Change CMST& 242 to CMST 242

## **PAGE 67 ASSOCIATE IN COMPUTER SCIENCE DTA/MRP**

Insert newly adopted degree:

This degree is for students planning to pursue computer science or related majors at universities and colleges in Washington. A college-level GPA of 2.0 is required to earn the degree. Computer Science programs are competitive and may require a higher GPA overall or in specific groups of courses.

### *REQUIRED COURSES*

#### Communication Skills (10 credits)

ENGL& 101 English Composition (5 cr)

ENGL& 235 Technical Writing (5 cr) (except ENGL& 102 Composition 2 (5 cr)  
@EWU)

#### Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 151 Calculus I (5 cr)

#### Humanities (15 credits)

Selected from at least two disciplines. No more than 10 credits from any one discipline. No more than 5 credits in foreign language at the 100 level. No more than 5 credits in skills performance courses.

Beyond 15 credits and discipline credit limits, these courses will be applied to electives.

Requirements:

CMST& 220 Public Speaking (5 cr) or other oral communication required  
@Whitworth

PHIL 240 Intro to Ethics (5 cr) required @EWU

Recommendations:

CMST& 101 Intro to Communications (5 cr) recommended by Gonzaga

ENGL& 111 Intro to Literature (5 cr) recommended by Gonzaga

PHIL& 101 Intro to Philosophy (5 cr) recommended by Gonzaga

PHIL 240 Intro to Ethics (5 cr) recommended by Gonzaga  
One Fine Art recommended by Whitworth  
One "American Diversity" course recommended by Whitworth

### Social Sciences (15 credits)

Selected from at least two disciplines. No more than 10 credits from any one discipline.

Beyond 15 credits and discipline credit limits, these courses will be applied to electives.

#### Requirements:

ECON& 201 Micro Economics (5 cr) or ECON& 202 Macro Economics (5 cr) required @WSU-Vancouver

#### Recommendations:

ECON& 201 Micro Economics (5 cr) or ECON& 202 Macro Economics (5 cr) recommended by WSU-Pullman

PHIL& 115 Critical Thinking (5 cr) recommended by Gonzaga

PHIL& 120 Symbolic Logic (5 cr) recommended by Gonzaga, WSU-Pullman, WSU-Tri-Cities

### Natural Science (15 credits)

PHYS 254 Engineering Physics (6 cr)

PHYS 255 Engineering Physics (6 cr), except any lab-based science for UW-T

MATH& 152 Calculus II (5 cr), except MATH& 146 Intro to Statistics (5 cr) for UW-T

### Major Requirements (10-15 credits)

CS& 141 Computer Science I Java (5 cr)

CS 142 Computer Science II Java (5 cr)

MATH& 163 Calculus 3 (5 cr), except not required at UW-T, UW-Bothell

### University Specific Requirements (0-10 credits):

MATH 250 Linear Algebra (5 cr) required by EWU

ELECT 165 and 166 Intro to Digital Logic and Lab (6 cr) required by EWU (counts toward restricted credits)

PHYS 256 Engineering Physics (6 cr) required by Gonzaga, Heritage, Whitworth, WSU, WWU

Physical, Biological and/or Earth Science with lab required at PLU, SPU, SU, WSU, and WWU

### Electives (0-20 credits)

No more than 15 credits may be from restricted courses (no more than 9 if ELECT 165 and 166 are taken). Remaining 0-20 quarter credits should be planned with the help of an advisor based on the student's interests, the



intended major, and the preferences of the most likely baccalaureate institution.

MATH& 264 Calculus 4 (5 cr) recommended by Gonzaga

MATH 221 Differential Equations I (5 cr) recommended by Gonzaga

MATH 240 Discrete Structures (5 cr) recommended by WSU

### ADVISING NOTES

Gonzaga – Recommends Calculus 4 (MATH& 264), Critical Thinking (Symbolic Logic) (PHIL& 115), Differential Equations (MATH 241), and Intro to Literature (ENGL& 111), to fulfill graduation requirements

Heritage – Discrete Math (MATH 240) and Statistics (MATH& 146) will be evaluated for comparability to Heritage’s SPSC 231 and Math 221 courses\*

Pacific Lutheran – Intro to CS, Digital Systems, Data Structures, Statistics, and Discrete Structures will be evaluated for comparability to PLU’s, CSCE 144, 231 270, and Math 242, 245 courses\*

Seattle Pacific – Prefers C++ but accepts Java with SPU bridge course\*

Seattle University - Programming and Problem Solving 1 and 2 will be evaluated for comparability to CPSC 1420 and 1430 courses\*

WSU Pullman and WSU Tri-Cities – Recommend Macro Economics (ECON& 202) or Micro Economics (ECON& 201) to meet five credits of the social science requirement

WSU (all campuses) – Recommends MATH 240 Discrete Structures. Discrete Structures is a certification course for computer science and as such is required for admittance to the computer science program.

Whitworth - Recommends electives include one Fine Art (Music or Art) and one course fulfilling “American Diversity”

*\*Other lower level courses taken by Computer Science majors, which may need to be taken prior to graduation. Similar courses taken at other institutions will be evaluated at time of transfer and credit may be applied towards major, general education or electives as appropriate.*

Minimum college level credits 90

## PAGE 68 COSMETOLOGY INSTRUCTOR TRAINING CERTIFICATE OF PROFICIENCY

Add Gainful Employment statement:

The U.S. Department of Education requires program performance disclosure for programs of study that meet their “Gainful Employment” (GE) criteria. Specifically, these are programs that qualify for Title IV Federal Financial Aid and do not lead directly to a degree. To review the Gainful Disclosure Template for Cosmetology Instructor Training Certificate of Proficiency, go to <https://apps.olympic.edu/gedt/Cosmetology%20Instructor%20Training/gedt.html>.

## **PAGE 76 FASHION MARKETING CERTIFICATE OF COMPLETION**

Add Gainful Employment statement:

The U.S. Department of Education requires program performance disclosure for programs of study that meet their “Gainful Employment” (GE) criteria. Specifically, these are programs that qualify for Title IV Federal Financial Aid and do not lead directly to a degree. To review the Gainful Disclosure Template for Fashion Marketing Certificate of Completion, go to

<https://apps.olympic.edu/gedt/Fashion%20Marketing/gedt.html>

## **PAGE 77 FILMMAKING BACHELOR OF APPLIED SCIENCE**

Remove “&” from all FILM courses

## **PAGE 78 FILMMAKING ASSOCIATE IN APPLIED SCIENCE—TRANSFER**

Remove “&” from FILM 271

## **PAGE 85 MEDICAL BILLING AND CODING CERTIFICATE OF SPECIALIZATION**

Add Gainful Employment statement:

The U.S. Department of Education requires program performance disclosure for programs of study that meet their “Gainful Employment” (GE) criteria. Specifically, these are programs that qualify for Title IV Federal Financial Aid and do not lead directly to a degree. To review the Gainful Disclosure Template for Medical Billing and Coding Certificate of Specialization, go to

<https://apps.olympic.edu/gedt/medical%20billing/gedt.html>

## **PAGE 92 PRACTICAL NURSING CERTIFICATE OF SPECIALIZATION**

Add Gainful Employment statement:

The U.S. Department of Education requires program performance disclosure for programs of study that meet their “Gainful Employment” (GE) criteria. Specifically, these are programs that qualify for Title IV Federal Financial Aid and do not lead directly to a degree. To review the Gainful Disclosure Template for Practical Nursing Certificate of Specialization, go to

<https://apps.olympic.edu/gedt/Practical%20Nursing/gedt.html>

## **PAGE 96 ASSOCIATE IN PRE-NURSING**

Add advising note:

Minimum grade-point average requirements are established by each institution.

Meeting the minimum requirements does not guarantee admission. **Nursing** programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses.

## **PAGE 107 BIOL& 213—MAJORS PLANT**

Change to “A continuation of BIOL& 211 and &212...” Prerequisite: BIOL& 211

**PAGE 120 ENGLISH**

Remove “&” from ENGL 328 Literature and Medicine

**PAGE 121-122 FILMMAKING**

Remove “&” from Filmmaking courses

**PAGE 122 GENERAL STUDIES**

Add course

GEN-S 095 Student Orientation to Advising and Registration

Cr: 0

Identify degree and certificate programs, learn how to navigate Olympic College's advising and registration process and plan for graduation. For all new degree-seeking students.

**PAGE 131 MEDICAL ASSISTING**

MEDA 136 and 168: prerequisite course should be MEDA 130, not MEDA 110

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