



**BRYAN**  
UNIVERSITY

2017-2018  
Catalog

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[www.bryanu.edu](http://www.bryanu.edu)

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## Publication Information

This catalog is an official publication of Bryan University and is subject to revisions at any time. Bryan University reserves the right to revise, without notice, courses, textbooks, instructional methods, faculty, staff, provisions, or requirements described within this catalog. Such changes will not conflict with those specific areas governed by state and federal regulations. All students should read and fully understand the rules, regulations, and policies in the Bryan University catalog and any supplements and/or addenda.

The policies included in this catalog and most recently dated supplement/addendum supersedes any handbook or policy statements verbal or written. The Bryan University catalog is incomplete without a supplement (or addendum, where applicable). The most recent versions of policies are available here. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this catalog. Always be sure to check the Bryan University web site for the latest copy of the catalog and any supplements or addenda.

The catalog can be downloaded at: [www.bryanu.edu](http://www.bryanu.edu)

For more information about Bryan University graduation rates, the median debt of students who completed our programs, transferability of credits and other important information, please visit our website at [www.bryanu.edu/disclosure](http://www.bryanu.edu/disclosure). Requests for print copies of the catalog, supplement, addenda and/or any other consumer information published by the University may be made to the Executive Director at any time.

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## About Bryan University

### Mission Statement

Our mission is to improve the lives of our students, our team and our employers. We accomplish our mission by providing quality education in an environment that enables our team to thrive and our students to realize their potential, creating a positive impact within our communities.

### Mission Objectives

The objectives of Bryan University are:

- To provide comprehensive programs and training opportunities that support identified workforce development needs in the communities we serve.
- To create a challenging learning environment that assists students with reaching their educational and career goals in a variety of relevant disciplines.
- To provide students with access to educational experiences using a variety of instructional delivery methods.
- To provide career services to students and graduates.
- To encourage lifelong learning and professional growth.
- To support communities through volunteerism and charitable activities.

### Accreditation, Certification, and Approvals

Bryan University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diploma and Associate degrees at all campuses (Springfield, MO, Rogers, AR, Columbia, MO and Topeka, KS). Additionally, the Springfield, Missouri campus is approved to award Bachelor and Master degrees. Bryan University is approved to offer campus-based and hybrid programs at all campuses (Springfield, MO, Rogers, AR, Columbia, MO and Topeka, KS). Additionally, the Springfield, MO campus is approved to offer fully online programs.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS  
750 First Street NE, Suite 980  
Washington, DC 20002-4223  
202-336-6780  
<http://www.acics.org>

Bryan University is approved by the U.S. Department of Education to participate in federally-funded financial assistance programs.

For information about Accreditation, students are encouraged to review the following:  
<http://www2.ed.gov/adms/finaid/accred/accreditation.html>

**SPRINGFIELD CAMPUS (including online programs)**

The Springfield campus is certified to operate by:

Missouri Coordinating Board for Higher Education

PO Box 1469

Jefferson City, MO 65102

573-751-2361

Bryan University is approved by the following:

- Missouri State Approving Agency—Veteran’s Education Training Section—DESE
- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIAO)

**TOPEKA CAMPUS**

The Topeka campus is certified to operate by:

Kansas State Board of Regents

1000 SW Jackson Street, Suite 520

Topeka, Kansas 66612-1368

785-430-4240

Bryan University is approved by the following:

- Social Rehabilitation Services (SRS)
- Kansas State Approving Agency-Veterans Affairs (VA)
- Vocational Rehabilitation

**COLUMBIA CAMPUS**

The Columbia campus is certified to operate by:

Missouri Coordinating Board for Higher Education

PO Box 1469

Jefferson City, MO 65102

573-751-2361

Bryan University is approved by the following:

- Missouri State Approving Agency—Veteran’s Education Training Section—DESE
- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIAO)

**ROGERS CAMPUS**

The Rogers campus is certified to operate degree and non-degree programs by:

Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

Arkansas Department of Higher Education certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Bryan University is approved by the following:

- Arkansas Department of Work Force Education & Department of Veteran Affairs — Veteran's Education Training Section—DESE
- Vocational Rehabilitation

## Memberships and Affiliations

Bryan University is an institutional member of the following organizations:

- Microsoft Authorized Reseller

### **SPRINGFIELD CAMPUS (including online programs)**

The Springfield campus is a member of the following organizations:

- Missouri Association of Student Financial Aid Professionals (MASFAP)
- Springfield Chamber of Commerce

### **TOPEKA CAMPUS**

The Topeka campus is a member of the following organizations:

- Better Business Bureau
- Kansas Association of Student Financial Aid Administrators (KASFAA)
- Topeka Chamber of Commerce

### **ROGERS CAMPUS**

The Rogers campus is a member of the following organizations:

- Rogers-Lowell Area Chamber of Commerce
- Bentonville \* Bella Vista Chamber of Commerce
- Arkansas Association of Student Financial Aid Administrators (AASFAA)

### **COLUMBIA CAMPUS**

The Columbia campus is a member of the following organizations:

- Columbia Chamber of Commerce
- Missouri Association of Student Financial Aid Professionals (MASFAP)

## Legal Control

Bryan University is located in Rogers, Arkansas, Springfield, Missouri, Topeka, Kansas, Columbia, Missouri, and is incorporated under the laws of the State of Kansas.

Bryan University is owned and operated by:

Bryan Career College, Inc.  
1527 SW Fairlawn Road  
Topeka, KS 66604

## Officers of the Corporation

Brian Stewart: President/Secretary (*pro tem*)

Shayne Coursen: Treasurer



## Campus Contact Information & Description of Campus Facilities

Each Bryan University campus location is of ample size for the student population served. Each has a student break room, a learning center and free parking within walking distance of classrooms and administrative offices. The maximum number of students in typical classroom or laboratory/shop settings of instruction is 30. In addition, each campus location is set up as outlined below:

### SPRINGFIELD CAMPUS & ONLINE PROGRAMS

4255 Nature Center Way  
Springfield, MO 65804  
(417) 862-5700  
(800) 397-1894 (toll free)  
Online Programs: (855) 862-0755

Campus-based programs along with distance education and hybrid administrative services are housed in a one-level facility composed of approximately 16,000 square feet. The campus has eleven classrooms, one wellness program equipment room, one medical/laboratory/classroom; nine administrative offices, a program coordinator office, one testing center, and four meeting rooms.

### ROGERS CAMPUS

3704 West Walnut  
Rogers, Arkansas 72756  
(479) 899-6644  
(866) 422-6474 (toll free)

A one-level facility composed of approximately 10,800 square feet. The campus has nine classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and four admissions meeting rooms.

### COLUMBIA CAMPUS

3215 Lemone Industrial Blvd  
Columbia, Missouri 65201  
(573) 777-5550  
(866) 585-9193

A one-level facility composed of approximately 15,000 square feet. The campus has twelve classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and three admissions meeting rooms.

### TOPEKA CAMPUS

1527 SW Fairlawn Rd  
Topeka, KS 66604  
(785) 272-0889  
(800) 764-4423 (toll free)

A three-level facility composed of approximately 10,800 square feet. The campus has nine classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and two admissions meeting rooms.

### Bryan University Trades Training Center

5907 SW 21<sup>st</sup> Street  
Topeka, KS 66604  
(785) 272-0889  
(800) 764-4423 (toll free)

A one-level campus addition composed of approximately 6,500 square feet. The learning site has a waiting area, one classroom, one administrative office, one laboratory/shop area, and a tool crib. Administrative oversight for the Trades Training Center is maintained by the Topeka campus.

Emergency evacuation plans are posted throughout each campus location

## Admissions

### Non-Discrimination Policy

Bryan University does not discriminate on the basis of race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, in administration of any education policies, admission policies, financial assistance programs, career services and other school administered programs. Bryan University admits eligible students of any race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, to all rights, privileges and activities generally accorded or made available to students at Bryan University. Unless indicated otherwise, Human Resources at the University has been designated to handle inquiries regarding its non-discrimination policies. If you become aware of or are subjected to unlawful discrimination, immediately bring it to the attention of the appropriate designees, as listed below, stating what happened and who was involved. The University must be factually informed before it can act to resolve a situation.

Applicants should discuss individual needs with an Admissions Representative prior to the completion of the application process, so that accommodations can be made, where appropriate. The following have been designated to handle inquiries regarding the University's non-discrimination policies:

#### Human Resources

237 S. Florence Avenue  
Springfield, MO 65806  
(417) 862-0098  
email: [humanresources@bryanu.edu](mailto:humanresources@bryanu.edu)

#### Title IX Coordinator

Jeanine Taylor  
237 S. Florence Avenue  
Springfield, MO 65806  
(417) 862-0098  
email: [jtaylor@bryanu.edu](mailto:jtaylor@bryanu.edu)

Human Resources and/or the Title IX Coordinator shall discharge his or her obligations under these procedures fairly and impartially. If Human Resources and/or the Title IX Coordinator determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, Human Resources and/or the Title IX Coordinator shall designate another appropriate individual to administer these procedures.

### SECTION 504 INTERNAL GRIEVANCE PROCEDURES

It is the policy of Bryan University (the "University") not to discriminate on the basis of disability. In addition, the University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The University will not retaliate against anyone who files a grievance in good faith and/or cooperates in the investigation of a grievance.

#### Procedure:

Grievances must be submitted to Section 504 Coordinator via the following email: [humanresources@bryanu.edu](mailto:humanresources@bryanu.edu) or physical address: 237 S. Florence Ave, Springfield, Missouri 65806, within thirty (30) days of the date the person filing the grievance

becomes aware of the alleged discriminatory action. The University's Section 504 Coordinator may also be reached using the following: (417) 862-0098.

A complaint must be in writing and contain the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. The Section 504 Coordinator (or her/his designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to Mr. Brian Stewart, President/CEO of Bryan University, 237 S. Florence Ave, Springfield, Missouri 65806, (417) 862-0098 within 15 days of receiving the Section 504 Coordinator's decision. The School President/CEO shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The University will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. The University will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for such arrangements.

#### **Americans with Disabilities Act (ADA) Policy**

For more information regarding services, accommodations, academic adjustments and modifications on the basis of disability, contact 417-862-0098 or email [humanresources@bryanu.edu](mailto:humanresources@bryanu.edu). All inquiries are confidential.

## **General Admission Requirements**

### **All programs**

Prospective students are encouraged to review the most current Bryan University catalog and associated supplement (and addendum, if applicable) carefully prior to signing an enrollment agreement. It is an explicit expectation of Bryan University that all prospective students complete and submit all admissions paperwork carefully, accurately, and truthfully to the best of their knowledge.

To qualify for acceptance to the University, all applicants seeking to matriculate into a program must meet the following requirements prior to the first day of attendance at Bryan University.

1. Complete an interactive interview (face-to-face or web-based);
2. Complete and submit an application for admission;
3. Submit an application fee (if required);
4. Acknowledge that the presence of any adverse background activity or positive drug screen may prohibit a student's participation in externships, career services activities, license and certification eligibility and/or any other program-specific activities or requirements the University has established;
5. Evidence of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate or an equivalent;
6. Complete Assessment for Distance Education Programs/Courses (if required);
7. Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located. For students who finished homeschooling at a younger age, Bryan University considers them to

be beyond the age of compulsory attendance if the state in which the institution is located does not require them to further attend secondary school or continue to be homeschooled.

### **Ability-to-Benefit Students**

Bryan University does not accept Ability-to-Benefit students.

## **Additional Degree-level Admission Requirements**

### **Diploma-level Admission Requirements**

To qualify for acceptance to the University, all applicants seeking to matriculate into a Diploma program must meet the admission requirements outlined for all programs listed above.

### **Associate's-level degree Admission Requirements**

In addition to meeting all of the general admissions requirements for all programs, in order to qualify for acceptance to the University, all applicants seeking to matriculate into an Associate degree program must also provide evidence to the University of one of the following prior to the first day of attendance at Bryan University:

1. Completion and successful achievement of the required threshold score or higher on the Wonderlic Scholastic Level Examination (SLE) test administered by the University;
2. A minimum of 13.5 quarter credit hours (9 semester credit hours) earned academic credit from an accredited institution recognized by the United States Department of Education;
3. Official ACT college entrance test scores revealing a composite score of at least 17 on both the English and Mathematics sections of the exam; or
4. Official SAT college entrance test scores revealing a score of at least 460 on both the Mathematics and Critical Reading sections of the exam.

For graduates of an accredited institution recognized by the United States Department of Education, evidence is considered an official transcript revealing earned academic credit totaling the required amount. For international students, an official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) must be provided directly to Bryan University prior to the first day of attendance.

Prospective students must wait a minimum of 24 hours before attempting to achieve the required SLE score for their program through retesting. If the required SLE score is not achieved by the second attempt, the student must wait 6 months to retest. The SLE is designed to help ensure that the applicant has the skills necessary to successfully pursue a college-level academic associate degree program. Threshold values that must be met for each program are available in the current catalog supplement. SLE test results are valid indefinitely; therefore, an applicant may request that the University accept scores from tests completed previously at Bryan University or at another institution to meet these requirements.

### **Bachelor's degree-level Admission Requirements**

In addition to meeting all of the general admissions requirements for all programs, in order to qualify for acceptance to the University, all applicants seeking to matriculate into a Bachelor's program must also provide evidence of the successful completion of an Associate's degree from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution by the end of the add/drop period of the student's first quarter. Acceptable evidence is an official transcript sent directly to Bryan University that shows degree conferral prior to the end of the add/drop period of the student's first quarter.

For graduates of an accredited institution recognized by the United States Department of Education, evidence is considered an official transcript revealing the conferral of an associate's degree. For international students, an official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) must be provided directly to Bryan University prior to the end of the add/drop period of the first quarter of the program.

### **Master's-level degree Program Admission Requirements**

In addition to meeting all of the general admissions requirements for all programs, in order to qualify for acceptance to the University, all applicants seeking to matriculate into a Master's degree program must provide to Bryan University evidence of a baccalaureate degree from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution by the end of the add/drop period of the student's first quarter. Acceptable evidence is an official transcript sent directly to Bryan University that shows degree conferral.

For graduates of an accredited institution recognized by the United States Department of Education, evidence is considered an official transcript revealing the conferral of a bachelor's degree. For international students, an official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) must be provided directly to Bryan University by the end of the add/drop period of the student's first quarter.

### **Non-Degree Seeking Students**

A limited number of students may be accepted as non-degree seeking students in undergraduate courses within short-term (non-degree eligible) training opportunities. Non-degree seeking students are defined as those who have not yet been accepted for admission to the University, but who are permitted to enroll in a select number of credit-bearing courses. Students are only eligible for this status if it is part of an instructional agreement between the University and an agency partner. Availability of this option is at the sole discretion of the University.

This status is reserved for students who are specifically not seeking a certificate or degree at the time of admission, and those who are also not interested in receiving Title IV financial assistance, but who may qualify for other types of financial assistance. The non-degree seeking student status is designed to allow an interested individual to attend college credit courses without declaring a program of enrollment or seeking a degree. A non-degree seeking student must meet all of the admission requirements of a matriculated student and follow policies outlined in the University catalog, supplement and/or addenda.

When a non-degree seeking student wishes to become a matriculated student, they must follow the admission process for new matriculated students. Students who register under the non-degree seeking status for a given quarter may not matriculate until the following quarter.

Non-degree seeking students must:

- Be part of an eligible cohort of students determined by through instruction agreements or other arrangements designated by the University;
- Complete an Application;
- Be 18 years of age or beyond the age of compulsory school attendance in the state where the Bryan University campus is located. For students who finished homeschooling at a younger age, Bryan University considers them to be beyond the age of compulsory attendance if the state in which the institution is located does not require them to further attend secondary school or continue to be homeschooled;
- Self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate or an equivalent;

Non-degree seeking students:

- Cannot earn more than a total of 13.5 quarter credits;
- Are not eligible for Title IV financial aid; and
- Cannot be students who meet the University's definition of an international student.

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## Financial Assistance

### Student Status

Student financial assistance at Bryan University is calculated at full-time status, which is defined as completing a minimum of 12 credits per ten-week quarter. If students attend less than full-time status, their financial assistance may be recalculated.

### Financial Assistance

The Bryan University Financial Assistance Office is available to provide financial access to those who qualify. Abiding by federal and institutional guidelines, Bryan University seeks to meet our students' financial need and help students make responsible financial decisions. The University is committed to providing our students with information they need to make college as affordable as possible. Bryan University's Financial Assistance Office is available to help make educational goals obtainable. Students must file a Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) to determine financial need. All applicants must be United States Citizens or eligible non-citizens. Satisfactory Academic Progress must be maintained while attending the University in order to continue to receive federal or private financial funds.

Prospective students and their parents/spouses are encouraged to visit with the Bryan University Financial Assistance Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the University as early as possible. A student's financial package may be certified up to the cost of attendance at Bryan University and once disbursed, federal funding is applied to the student's account. The University has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation.

#### FINANCIAL ASSISTANCE OFFICE LOCATIONS:

Bryan University - Rogers, Arkansas  
3704 W. Walnut, Rogers Arkansas 72756  
866-422-6474 • 479-899-6644 • 479-899-6535 Fax

Bryan University - Springfield, Missouri  
4255 Nature Center Way, Springfield, Missouri 65804  
800-397-1894 • 417-862-5700 • 417-865-7144 Fax  
855-862-0755 • 417-862-0755 – Online Programs  
417-865-7144 – Online Programs Fax

Bryan University - Columbia, Missouri  
3215 Lemone Industrial Blvd., Columbia, Missouri 65201  
866-585-9193 • 573-777-5550 • 573-777-5559 Fax

Bryan University - Topeka, Kansas  
1527 S.W. Fairlawn Rd., Topeka, Kansas 66604  
800-764-4423 • 785-272-0889 • 785-272-4538 Fax

#### STUDENT APPLICATION PROCEDURE FOR FINANCIAL ASSISTANCE

To be eligible for and receive Title IV financial assistance at Bryan University, an applicant must meet certain eligibility requirements, such as the following requirements:

- Meet enrollment requirements.
- Be accepted for enrollment.



- Be an active student in an eligible program.
- Have a high school diploma, the recognized equivalent of a high school diploma such as the general educational development certificate (GED), or has completed homeschooling at the secondary level as defined by state law.
- Be a U.S. citizen or eligible non-citizen.
- Cannot be in default on a Title IV loan.
- Cannot owe a refund on a Title IV grant.

## Federal Fund Eligibility

Students must meet the institution's standards of satisfactory academic progress in order to remain eligible for Federal financial assistance.

### Terms and Conditions for Financial Assistance Programs Available

#### Federal Pell Grant

This is a federal student assistance program which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.

#### Federal Subsidized Stafford Loan Program

This program provides low-interest loans to qualifying students enrolled in Bryan University at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

#### Federal Unsubsidized and Additional Unsubsidized Stafford Loan Program

This program provides low-interest loans to qualifying students enrolled in Bryan University at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. Interest payments may be deferred upon request. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

#### Federal PLUS Loans

Federal PLUS loans are credit-based loans for parents who wish to borrow funds to help pay for their dependent child's/children's education. This loan provides additional funds for educational expenses. Parent Plus loan deferments may be available to parents, and they may contact the Department of Education or their Financial Assistance Office for more information. THIS IS A LOAN AND REPAYMENT IS REQUIRED.

More information regarding federal student loan programs can be found on our website at:

[bryanu.edu/consumer-information](http://bryanu.edu/consumer-information)

### THE RIGHTS AND RESPONSIBILITIES OF THE BORROWER

The borrower is responsible for:

- Repaying your loan, including accrued interest and fees regardless of whether you complete your education, obtain employment, or are satisfied with your education.
- Completing exit counseling before you leave school or drop below half-time enrollment.
- Notifying your lender or the current holder of your loan if you change your name, address, or phone number; drop below half-time status; withdraw from school or transfer; or change your graduation date.
- Directing all correspondence to your current loan holder, which could change during the life of the loan.
- Making monthly payments on your loan after leaving school, unless you have been granted a forbearance or deferment.

- Informing your lender or your current loan holder of anything that might change your eligibility for an existing deferment or forbearance.

The borrower has a right to:

- Receive a copy of your promissory note before or after the loan is made.
- Before repayment of your loan begins; receive a disclosure statement, including information on interest rates, fees, loan balance, and the size and number of payments.
- Benefit from a six month grace period after you leave school or drop below half-time enrollment before your loan payments begin.
- Prepay all or part of your loan without a prepayment penalty.
- Receive written notice if your loan is sold to a new holder.
- Apply for a deferment (if eligible) of your loan payments for certain specified periods.
- Request forbearance from the holder of your loan if you are unable to make payments and do not qualify for a deferment.
- Receive proof of discharge when your loan is paid in full.

Please refer to the Federal Student Guide for more information on student assistance and repayment:

<http://www.studentaid.ed.gov> or <http://www.studentloans.gov>

Please refer to the National Student Loan Data System (NSLDS) for more information on student specific federal loans and grants: <http://www.nsls.ed.gov>

## **ENTRANCE AND EXIT COUNSELING REQUIREMENTS**

**Entrance Interview:** As part of the Financial Assistance process, the Financial Assistance Coordinator conducts entrance counseling as required by the Department of Education for student loan borrowers. Entrance counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required entrance counseling documentation.

**Exit Interview:** At the completion of or withdrawal from a program, the Financial Assistance Coordinator conducts exit counseling as required by the Department of Education for student loan borrowers. Exit counseling may be conducted in one-on-one interviews, a group session and/or electronically. Student loan borrowers must complete the required exit counseling documentation. In the event the student loan borrower does not complete exit counseling with the Financial Assistance Coordinator, required exit counseling documentation will be mailed to the student.

For more information contact the Bryan University Financial Assistance Office.

## **FEDERAL REGULATIONS ON FEDERAL ASSISTANCE FOR STUDENTS CONVICTED OF POSSESSION OR SALE OF ILLEGAL DRUGS**

**Institutions of higher education are required by law to provide students with a separate, clear, and conspicuous notice advising students of the penalty for convictions of drug-related offenses.**

### **Federally-mandated notice to ALL enrolled students regarding the ramifications of drug convictions on Federal Student Assistance eligibility**

A federal or state drug conviction can disqualify a student for Federal Student Assistance funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal financial

assistance. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was under the age of 18, unless the student was tried as an adult. Federal financial assistance programs include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitive Grants (ACG), SMART Grant, Perkins Loans, Subsidized and Unsubsidized Ford Direct Loans, Parent PLUS loans, Graduate PLUS loans, and/or Federal Work-Study.

The following chart illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

|                    | Possession of illegal drugs     | Sale of illegal drugs           |
|--------------------|---------------------------------|---------------------------------|
| <b>1st offense</b> | 1 year from date of conviction  | 2 years from date of conviction |
| <b>2nd offense</b> | 2 years from date of conviction | Indefinite period               |
| <b>3rd offense</b> | Indefinite period               | Indefinite period               |

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility is different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or, passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after successfully completing rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. If a student has lost their eligibility to participate in Federal Financial Assistance programs due to drug convictions, it is the student’s responsibility to certify to the Student Financial Assistance Office that you have successfully completed the rehabilitation program.

If a student regains eligibility during the award year, he/she may receive Pell Grant for the current payment period and Federal Direct loans for the period of enrollment.

#### Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

#### **Installment Contracts**

If financial options have been exhausted, including expected monthly payments, the student may either pay the balance by cash, check or credit card (MasterCard or Visa), or apply for an installment contract.

If an installment contract is utilized the student must complete an application and may be required to complete a credit check. If the student is required to complete a credit check and it is not successful, a co-borrower may be required. A co-borrower may also be required if the student is not employed. A Financial Assistance Coordinator is available to discuss details of a student's installment contract including potential down payment amounts, interest rates, terms, minimum monthly payment requirements and additional repayment information. The student's installment contract may be updated if adjustments are made that affect the student's balance. The student's installment contract is serviced by a third party company.

### **State Financial Assistance**

State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran's Education Training
- Workforce Innovation and Opportunity Act (WIAO)
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

Not all funding programs are available at all campus locations.

### **Veteran Affairs Benefits (VA)**

If a student has questions regarding eligibility in any VA program, the student should contact the VA hotline at 888.442.4551 or the student can also access the VA website, <http://www.gibill.va.gov>

#### Chapter 33—Post 9/11 GI Bill— Active Duty

This education benefit is available to eligible veterans and service members. For more information regarding Chapter 33, please visit the VA website at <http://www.gibill.va.gov>

#### Yellow Ribbon Program

Bryan University has elected to enter into an agreement with the VA to fund tuition costs. For more information regarding the Yellow Ribbon program, please visit the VA website at <http://www.gibill.va.gov>

#### Chapter 30 - Montgomery GI Bill – Active Duty

This education benefit is available to any man or woman who is active duty or honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program. Current monthly entitlement amounts are listed at <http://www.gibill.va.gov>

A student may qualify for increases above the basic monthly rates. The additional money is referred to as a "kicker." The VA office and the VA website have information regarding who qualifies for "kicker."

#### Chapter 1606 - Montgomery GI Bill – Selected Reserves

This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The selected Reserve component decides who is eligible for the program.

### Chapter 1607 - REAP (Reserve Education Assistance Program)

It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were active for at least 90 days after September 11, 2001 are either eligible for education benefits or eligible for increased benefits. The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits.

Some reservists may contribute additional funds to the GI Bill to receive increased monthly benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the “buy-up” program.

Soldiers must complete an application to be considered for this program. The application is available at:

<http://www.gibill.va.gov>

### VEAP - Veteran’s Educational Assistance Program

Veterans who first entered active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by April 1, 1987. Information regarding current maximum contributions are available at <http://www.gibill.va.gov>

### Chapter 35 - Dependent Educational Assistance Benefits

This program provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service connected causes, and certain other veterans and service persons, such as those currently missing in action or captured in the line of duty. The VA determines eligibility for these benefits.

Students who do not meet the institution’s standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial assistance funds for which they previously were eligible until reinstated by the University.

### **Grant Awards**

The following grant opportunities may be available for Bryan University students:

#### **American Hero Grant**

The American Hero Grant is available to current members of our military or former members who served our country in support of Operation Iraqi Freedom, Operation Enduring Freedom – Afghanistan or other theaters of operation. If a former member of the military, the recipient must have been honorably discharged. The amount awarded is \$500 per quarter with a \$5000 maximum award per program. To be eligible, recipients are required to provide their DD214 or a copy of their military orders, must be enrolled in Bryan University as a full-time student and have financial need once all other VA benefits and eligible federal and/or state grants are applied to their student account balance. The grant is available throughout the award year and may be retroactive; a deadline is not applied. Students should notify the Financial Assistance Coordinator if they believe they are eligible to receive the award and once military information is verified, it may be applied to the student's award letter.

#### **Hero Family Support Award**

The Hero Family Support Grant is offered to dependents, spouses or partners of military personnel. The recipient must have at least one parent, spouse or partner who is a current member of our military or former member who served our country in support of Operation Iraqi Freedom, Operation Enduring Freedom – Afghanistan or other theaters of operation. The qualifying military personnel must have been honorably discharged if they are no longer serving. The award amount is \$500

per quarter with a \$5000 maximum award per program. To be eligible, the recipient is required to provide their dependent, spouse or partners DD214 or a copy of their military orders, must be enrolled in Bryan University as a full-time student and have financial need once all other VA benefits and eligible federal and/or state grants are applied to their student account balance. The grant is available throughout the award year and may be retroactive; a deadline is not applied. Students should notify the Financial Assistance Coordinator if they believe they are eligible to receive the award and once military information is verified, it may be applied to the student's award letter.

#### **Bryan University Grant for High School Students**

The Bryan University Grant for High School Students is available to current high school seniors or recent graduates from High School. To be eligible for the award, applicants must submit an application, be a high school senior or recent high school graduate (within 6 months of graduation from high school), submit official high school transcripts that show the achievement of a minimum cumulative high school grade point average of 2.5, demonstrate financial difficulty, demonstrate voluntary community service during high school, and successfully complete their program of study within established maximum timeframe. Submission of a completed application and supporting documentation must be obtained by the University no later than two weeks after the start date of a student's current program enrollment. The award amount is up to \$1,000 awarded upon graduation. If the student withdraws or does not successfully complete their program of study, they are not eligible to receive the grant.

#### **Bryan University Grant for Adult Learners**

The Bryan University Grant for Adult Learners is available to non-traditional members of study body. To be eligible for the award, applicants must submit an application, be at least 20 years of age or older, be enrolled in Bryan University as a full-time student, not be a current or previous recipient of any other Bryan University grant, successfully complete their program of study within established maximum timeframe, and demonstrate financial difficulty. Submission of a completed application and supporting documentation must be obtained by the University no later than two weeks after the start date of a student's current program enrollment. The award amount is up to \$1,000 awarded upon graduation. If the student withdraws or does not successfully complete their program of study, they are not eligible to receive the grant.

#### **Bryan University Grant for Military Personnel**

The Bryan University Grant for Military Personnel is available to current members of our military or former members who served our country. To be eligible for the award, applicants must submit an application, provide a copy of their DD214 or a copy of their military orders, or certification of eligibility, demonstrate honorable discharge (if a former member of the military), be enrolled in Bryan University as a full-time student, not be a current or previous recipient of any other Bryan University grant, successfully complete their program of study within established maximum timeframe, and have financial need once all other VA benefits and eligible federal and/or state grants are applied to their student account balance. Submission of a completed application and supporting documentation must be obtained by the University no later than two weeks after the start date of a student's current program enrollment. The award amount is up to \$1,000 awarded upon graduation. If the student withdraws or does not successfully complete their program of study, they are not eligible to receive the grant.

For additional information on grant awards and any other source(s) of financial assistance, please contact the Financial Assistance Department.

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## Cancellation and Refund Policy

We regret students withdrawing from the training program, but we realize unforeseen events occur.

### **Student's Right to Cancel**

ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS, OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION.

To cancel your enrollment with Bryan University, the student must mail or deliver signed and dated written notification to the Bryan University Registrar. If it is mailed, such notice is effective as of the date the Registrar receives the notification, if properly addressed with proper postage.

The enrollment agreement may be terminated by the University for unsatisfactory academic progress, poor attendance, use of controlled substances on campus, conduct detrimental to the University, failure to comply with financial aid regulations or non-observance of other student regulations. If a student is dismissed, the student may submit an appeal package to the registrar.

### **Admission Denied**

If a student is not accepted into the University, the enrollment agreement will be cancelled, and Bryan University will refund all monies paid, including the application fee.

### **First-Time Students Add/Drop Policy**

The first fourteen calendar days of the students first quarter is designated as an add/drop period for first-time Bryan University students. This is the period when students may add or remove courses in order to finalize their schedules for the quarter. Students who cancel their enrollment during this period will not incur tuition, books and fee charges, excluding the application fee. Students who wish to make course changes must request approval from the Bryan University Registrar.

### **Tour of the Facilities**

If the student is enrolled to physically attend a Bryan University campus and has not visited the University prior to enrollment, the student may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the University facilities and inspection of equipment where the education services would be provided.

### **Three Day Cancellation Policy**

Any student may cancel this transaction, and receive all monies paid to the institution, any time prior to midnight of the third business day (excluding weekends and holidays) after signing an enrollment agreement. An applicant canceling more than three days after signing an enrollment agreement and making an initial payment, but prior to starting classes is entitled to a refund of all monies paid, excluding the application fee.

### **Re-Enter and Continuing Student Add/Drop Policy**

The first seven calendar days of each quarter is designated as the add/drop period for students. This is the period when students may add or remove courses in order to finalize their schedules for the quarter. Students who cancel their enrollment during this period will not incur tuition charges, books and fee charges, excluding the application fee and all prior quarter charges. Students who wish to make course changes must request approval from the Bryan University Registrar.

### **Withdrawing After Classes Have Started**

A student has the right to withdraw from the University at any time. A refund will be based on the Institution's Refund Policy. Bryan University complies with state and federal refund policies. A student may terminate enrollment by giving

written notice to the University Registrar. Such notice is effective as of the date the Registrar receives notification, if properly assessed with proper postage. Such written notice of cancellation need not take any particular form.

### Refund Policy

For purposes of determining a refund, a student will be considered to have withdrawn from the University when any of the following occurs: the student cancels an enrollment agreement by submitting a written signed and dated notice of withdrawal after the cancellation period has expired; the student fails to attend classes for two consecutive weeks; or the University terminates the enrollment agreement for non-compliance of school policies.

Tuition refunds are calculated using the Bryan University institutional policy and are completed within 45 days. If a state policy is required, the state refund calculation is processed and compared between the state refund policy and the institution refund policy. The tuition refund policy that is more advantageous for the student is utilized. If you have received federal student aid funds, you may be entitled to a refund of the monies paid/not paid from federal student financial aid program funds. Please see Return of Title IV section for information regarding federal financial aid refund calculations.

### Refund Charts- First Time BU Students

#### Springfield, Columbia, Topeka and Rogers (Institutional Refund Policy) Campuses:

| Period of Quarter Enrollment Completed by the student: | Tuition Refund amount: |
|--|------------------------|
| 0% to 20%  | 100% Refund            |
| 20.01% to 60.00%                                       | 25% Refund             |
| 60.01% or more   | No Refund Required     |

### Refund Charts – First Time BU Students

#### Rogers (State Refund Policy) Campus:

| Period of Academic Year Enrollment Completed by the Student: | Tuition Refund amount:        |
|--|-------------------------------|
| 0 to 24.99%  | Refund Made on Pro Rata Basis |
| 25% to 49.99%  | 50% Refund                    |
| 50% to 74.99%  | 25% Refund                    |
| 75% or more  | No Refund Required            |

The institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and the refund is determined by the percentage completed (See New Student Chart).



### Refund Charts – Re-Enter and Continuing Students

#### Springfield, Columbia, Topeka and Rogers (Institutional Refund Policy) Campuses:

| Period of Quarter Enrollment Completed by the student: | Tuition Refund amount: |
|--|------------------------|
| 0% to 10%  | 100% Refund            |
| 10.01% to 20.00%                                       | 50% Refund             |
| 20.01% to 60.00%                                       | 25% Refund             |
| 60.01% or more   | No Refund Required     |

### Refund Charts – Re-Enter and Continuing Students

#### Rogers Campus (State Refund Policy):

| Period of Academic Year Enrollment Completed by the student: | Tuition Refund amount:        |
|--|-------------------------------|
| 0% to 24.99%   | Refund made on Pro rata Basis |
| 25% to 49.99%  | 50% Refund                    |
| 50% to 74.99%  | 25% Refund                    |
| 75% or more  | No Refund Required            |

The institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and the refund is determined by the percentage completed (See Continuing Student/Re-Enter Student Chart). Any student who withdraws during their final period of enrollment and if the final period of enrollment is a five week term, the same quarter institutional cancellation and refund policy applies to the five week term.

Although the staff cannot advise students on when to withdraw from their program, students are encouraged to become familiar with the refund policies, make their own decisions, and take appropriate action.

### Books, Supplies, and Fees

There may be refunds for equipment, supplies, and books provided to the student, however some fees may be non-refundable.

### Return of Title IV

The return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period.

The *percentage of Title IV that has been earned* is equal to the percentage of payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance). The number of calendar days in the period of enrollment is divided by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place (Example: 45 days/101 days = .4455 or 44.6%). For example, if the student received \$3000 in federal aid

and the withdraw date determined that 50% of the period of enrollment had been completed; the student would be eligible for 50% or \$1500 of all aid earned and the remaining aid would be returned to the department of education.

If withdrawal date is after the completion of more than 60% of the period of enrollment or payment period, student has earned 100% of the Title IV funds for that period of enrollment or payment period. For example, if the student received \$3000 in federal aid and the withdraw date determined that 65% of the period of enrollment had been completed; the student would be eligible for 100% or \$3000 of all aid earned.

If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days to the appropriate program. No additional disbursements will follow.

If you receive Title IV student financial assistance you are subject to the Federal Return to Title IV (R2T4) Refund Policy and special rules apply when you withdraw or are terminated. These rules are independent of the University's refund policy. Thus, there may be cases where the University is required by the government to return Title IV funds even though such funds are needed to pay your institutional charges. In all cases, you remain responsible for paying school charges as determined by the refund policy. For the purpose of determining a refund calculation, you will be considered to have withdrawn when any of the following occur: (1) You notify the University Registrar of your intention to withdraw, or (2) The University terminates your enrollment agreement. The University will refund monies due to the appropriate party (ies) within 45 days from the date upon which your withdrawal has been determined. Refund calculations are complex. For further information and examples, read the catalog and visit our Financial Assistance office.

**Earning and Returning Title IV Funds:** Special rules apply for withdrawals of certain Title IV federal student aid recipients. (Title IV aid includes Federal Pell Grants, Federal Direct Loans, and Federal PLUS Loans.) If you officially withdraw or are terminated by the University, the last date of attendance will be used to calculate refunds and the Return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request, the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

**Holder in Due Course Statement:** Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/76).

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan University has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance may be turned over to a collection agency. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

## Appeal and Grievance Procedures

Individuals occasionally experience times when a question, concern or complaint arises that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom one should speak and the procedure for obtaining resolution to concerns. Bryan University specifically classifies a complaint as a claim that there has been a violation, a misinterpretation or an inequitable application of an existing policy, rule or regulation of the University. An appeal and a formal grievance are two ways sponsored by the Bryan University to request a change to an official decision of the University. Whenever possible the submission of an appeal or grievance will be dealt with confidentially. In addition, all investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the University for the submission of an appeal or grievance. Appeal and/or grievance proceedings will be treated in accord with the University's FERPA policy.

The steps involved with resolving a student concern are: An informal appeal, a formal appeal, and formal grievance. It is strongly encouraged that students exhaust the appeal process in its entirety prior to submitting a grievance in order to allow for an appropriate resolution to be reached.

**Note:** *Satisfactory Academic Progress appeals must be completed through the formal appeal process (Step 2).*

### Step 1: Informal Appeal Process

It is most advantageous and therefore required that a student initially engage in free and open communication directly with an instructor or University staff, as he/she will be able to answer questions and provide specific information regarding Bryan University standards and expectation prior to the submission of a formal appeal. In the event that the issue is not resolved to a student's satisfaction using this mechanism, he/she must discuss their concerns with the Dean of their program or appropriate manager at the campus and include the Executive Director.

### Step 2: Formal Appeal Process

Students unable to resolve their concern via the informal processes provided by the University or those who have been determined to not be making satisfactory academic progress (SAP) must complete and submit an appeal packet (which can be obtained from the Registrar). The appeal packet should be completed and submitted to the Registrar within five (5) calendar days from when the situation the student wishes to appeal has occurred.

For **non-SAP** appeals, the packet must include:

1. A Bryan University Appeal Form (signed and dated).
2. A detailed description of the circumstances which the student feels deserves consideration.

For **SAP** appeals, the appeal packet must include:

1. The Bryan University Appeal Form (signed and dated).
2. A detailed explanation and timeline corresponding to courses in which SAP standards were not met and how the situation has been resolved.
3. Supporting documents for all issues mentioned in explanation.
4. A statement explaining, in detail, the steps that will be taken and resources that will be used to ensure remaining courses are successfully completed.

An appeal decision will be made by an appropriately determined appeal committee. At a minimum, the committee may have representation from the following areas of the University: Financial Assistance, Registrar, Executive Director, and the Department/Program involved. The committee will review the student's packet and any other documentation provided and take into consideration the student's mitigating or special circumstances. The student may appear at the appeal meeting. While a student's appeal is being considered, there will be no change in the status under the appeal. Students whose appeals are granted must abide by any terms and conditions set out in the Committee's letter granting the appeal. Students

appealing their SAP status whose appeal is granted may have financial assistance eligibility reinstated for one quarter. Bryan University may disburse federal financial assistance funds to students provided all other eligibility requirements are met.

### **Step 3: Formal Grievance Procedure**

In instances where all other attempts at resolution have failed, a student's concerns can be resolved through the use of the Grievance Procedure. The following is an outline of the grievance procedure to be followed by all students at Bryan University:

Within five (5) business days of the alleged action(s), the student must present in writing, all facts of the grievance as below to the Vice President of Campus Operations.

If the grievance is not satisfactorily resolved with the Vice President of Campus Operations, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the President of Bryan University. If the student is not satisfied after exhausting the above procedures he/she may direct concerns, in writing, to the Missouri Coordinating Board for Higher Education (PO Box 1469, Jefferson City, MO 65102) – (573) 751-2361); the Kansas State Board of Regents (1000 SW Jackson Street, Suite 520 Topeka, KS 66612-1368 – (785) 430-4240); the Arkansas Department of Higher Education (423 Main Street, Suite 400, Little Rock, Ark 72201 – (501) 371-2000); or the Accrediting Council for Independent Colleges and Schools (750 First Street NE, Suite 980 Washington, DC 20002-4241 – (202) 336-6780). Students are strongly encouraged to follow the appeal/grievance in its entirety in order to allow for a thorough and prompt resolution of their concern or complaint.

### **FSA Code of Conduct**

FSA regulations require Bryan University to develop, administer and enforce a code of conduct governing educational loan activities. Educational loan activities are those associated with any loan made, insured, or guaranteed under the Federal Direct Loan Program or any private educational loan. Loans issues to student or parent borrowers under the Federal Direct Loan Program are the Federal Stafford, Parent Plus, and Consolidation Loans.

A private educational loan is any loan that is not made, insured, or guaranteed under Title IV of the Higher Education Act and is issued to a borrower expressly for postsecondary educational expenses, regardless of whether the loan is provided through the institution that the student attends or directly to the borrower from the lender. Private educational loans secured by a dwelling (i.e., a residential mortgage or reverse mortgage transaction), real property or under an extension of credit under an open-end consumer credit plan (i.e., a home equity line of credit or open line of credit tied to a Certificate of Deposit) are exempted from the definition of private educational loan.

All of the following individuals or entities associated with Bryan University must comply with this code of conduct governing educational loan activities:

- An employee
- A contract employee
- A director or officer
- A trustee
- An agent – including an alumni association, booster club, or other organization directly or indirectly associated with or authorized or employed by Bryan University

### **Bryan University's code of conduct bans:**

- Revenue-sharing arrangements with any lender
- Steering borrowers to particular lenders or delaying loan certifications

- Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement

**Bryan University's code of conduct expressly prohibits:**

- Financial Assistance office staff and any staff with responsibilities associated to education loans from receiving gifts from a lender, guaranty agency or loan servicer
- Financial Assistance office staff and any staff with responsibilities associated to education loans from accepting compensation for
  - Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans
  - Service on an advisory board, commission or group established by lenders or guarantors, except for reimbursement for reasonable expenses

**Compensation for serving on an advisory Board:** A person employed in a financial assistance office who serves on an advisory board cannot receive anything of value from the lender but can receive reimbursement for reasonable expenses associated with participation. A school must report annually to ED any such reasonable expenses paid or provided to any employee who is employed in the financial assistance office, or who otherwise has responsibilities with respect to education loans or other financial assistance of the institution.

**Contracts with third-party servicers:** Schools are permitted to contract with consultants for assistance in administering FSA programs. However, the school ultimately is responsible for the use of FSA funds and is held accountable if the consultant mismanages the programs or program funds.

**Office of Inspector General Referrals**

Bryan University must refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid or an administrator of Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with the Federal Student Aid programs.

Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Remember that fraud is the intent to deceive as opposed to a mistake. If you suspect such intent on the part of a student or administration, report it to the OIG by phoning 1-800-MISUSED.

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## Academic Affairs

### Academic Calendar

Bryan University utilizes an open registration system. An up-to-date academic calendar is available in the supplement to the Catalog.

### Academic Year Definition

The Department of Education outlines an academic year as a minimum of 30 weeks of instructional time and 36 quarter credit hours. Bryan University adheres to these guidelines and establishes our program to meet the minimum academic year requirements.

An academic year for the following programs are equal to 30 weeks of instructional time and 40.5 quarter credit hours:

Diploma Programs – Business Administration, Computer Networking Specialist, Medical Assistant, Medical Office Assistant, Personal Trainer and Security and Investigation

Academic Associate's Degree Programs – Business Administration and Management, Computer Information Systems – Networking, Criminal Justice, Exercise Specialist, Healthcare Administration, Heating, Ventilation, Air Conditioning and Refrigeration Technology, Medical Administrative Specialist, Medical Assistant and Medical Billing and Coding

Bachelor Degrees – Allied Health Management and Business Administration

An academic year for the following programs are equal to 30 weeks of instructional time and 36 quarter credit hours:

Master's Degree Program – Master of Business Administration

Diploma Programs – Heating, Ventilation, Air Conditioning and Refrigeration

### Credit Hour Definition

Bryan University measures units of credit on a quarter credit hour basis. One quarter equals ten weeks of instruction. A quarter credit hour is equivalent to a minimum of 10 class hours of instruction with appropriate homework and study. Courses which include a laboratory component require a minimum of 20 class hours of work for one quarter hour of credit. Courses which include an externship component require a minimum of 30 contact hours to equal one quarter hour of credit. One clock hour equals 50 minutes of instruction and 10 minutes of break time.

### Instructional Methods

Teaching conducted through campus-based instruction may include lecture, class discussion, hands-on projects, field trips, guest speakers, research, and online activities. The use of computers, internet, interactive career-specific software, audio visual equipment, and/or the institution's online research services may be used as an integral part of the teaching process.

Instruction delivered through online coursework may include posted lecture material, interactive unit discussion questions, hands-on projects, virtual field trips, guest speakers, research, online activities, papers, and quizzes. The use of computers, internet, interactive career-specific software, and/or the institution's online research services may be used as an integral part of the curriculum delivery process.

## Homework

To aid in the acquisition of the discipline-defined skill and the competency outlined on the course syllabus for each course students will be required to participate in both in-class activities as well as complete out-of-class work. In-class work may include, but is not limited to, scheduled meeting times devoted to: lecture, laboratory work/hands-on practice, and demonstrations. Out-of-class work is assigned such that it is to be completed at times other than scheduled class meeting time. For courses that contain lecture hours, students are expected to spend a minimum of two hours on out-of-class work for every one hour spent in the lecture portion of each class. Out-of-class work may include, but is not limited to: use of the laboratory to practice skills, reading assignments, research and other assigned homework or projects. Course-specific details regarding in- and out-of-class work are outlined on the syllabus and topical outline for each course offered at the University. Homework assignments are an important element used to determine final course grades.

## Make-Up Work

If a student must miss a day/evening, he/she should call the instructor. Lack of conversation with the instructor constitutes an unapproved absence. The student will not be permitted to make up daily assignments or tests given during an unapproved absence. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the Instructor and Academic Dean. Make-up work for an approved absence is to be turned in no later than three days/evenings following the return of the student.

## Description of Diploma and Degrees Awarded

Upon completion of the prepared program of study, a student is awarded a Diploma, an Associate of Applied Science Degree, a Bachelor of Science Degree or a Master of Business Administration Degree certifying that the student has completed the minimum numbers of quarter credits required by the respective program (as listed below\*), as well all other Bryan University requirements.

A diploma programs consist of a minimum of 54 quarter credits; an associate degree program consists of a minimum of 45 quarter credits within the area of concentration (i.e., core courses); and a minimum of 22.5 quarter credits of general education coursework; a bachelor degree program consist of a minimum of 90 quarter credits within the area of concentration (i.e., core courses); and a minimum of 54 quarter credits of general education coursework; and a master degree program consists of a minimum of 54 total credits.

\*these data provide a general overview of minimum expectations and are not to be taken as a representation of the program requirements in full. A full program description, which outlines all required coursework, is available for each program within the catalog

## Campus-based and Hybrid Course Scheduling

Campus-based curricula have been developed such that the following possible schedules are in place for students. The days and hours for campus-based attendance are listed below by Quarter and by Shift (Day versus Evening). A student that fails a course, withdraws from a course or program, or moves between Divisions or Day versus Evening courses may experience changes in the specific times he/she is required to be on campus.

Hybrid course delivery includes the scheduling of on-campus classroom for some courses in a program along with the use of distance delivery method for others. Bryan University reserves the right to determine which courses will be delivered online and during which quarters. All Bryan University students will be required to take some courses using distance education. In addition they may be required, at one or more points in their program, to attend courses using the distance education format exclusively. Not all divisions are available at all campus location.

A student will work with an admissions representative to determine their shift during the enrollment process:

### First Quarter Courses through the Final Quarter

(each shift includes a thirty-minute meal break that is not factored into the overall contact hour determinations).

|   |               |  |  |
|---|---------------|--|--|
| <b>Day - Hybrid Shift – Division I – Monday, Tuesday</b><br>Classes held 8:00 a.m. – 2:00 p.m.  |               | <b>or</b>  | <b>Evening - Hybrid Shift – Division I – Monday &amp; Tuesday</b><br>Classes held 5:00 p.m. – 11:00 p.m.   |
| <b>Day - Hybrid Shift – Division II – Wednesday &amp; Thursday</b><br>Classes held 8:00 a.m. – 2:00 p.m.  |               | <b>or</b>  | <b>Evening - Hybrid Shift – Division II – Wednesday &amp; Thursday</b><br>Classes held 5:00 p.m. – 11:00 p.m.  |
| <b>Day - Division III*</b><br><b>Monday &amp; Tuesday</b> , Classes held 8:00 a.m. – 2:00 p.m.<br><b>Wednesday</b> , Classes held 1:00 p.m. – 9:00 p.m. |               | <b>or</b>  | <b>Evening - Division III*</b><br><b>Monday &amp; Tuesday</b> , Classes held 5:00 p.m. – 11:00 p.m.<br><b>Wednesday</b> , Classes held 1:00 p.m. – 9:00 p.m. |
| <b>Hybrid Courses</b>   |               | <b>and/or</b>  | <b>Externship</b>  |
| <b>Day - Hybrid Shift – Division I – Monday, Tuesday</b><br>Classes held 8:00 a.m. – 2:00 p.m.  | <b>or</b>     | <b>Evening - Hybrid Shift – Division I – Monday &amp; Tuesday</b><br>Classes held 5:00 p.m. – 11:00 p.m.   |  |
| <b>Day - Hybrid Shift – Division II – Wednesday &amp; Thursday</b><br>Classes held 8:00 a.m. – 2:00 p.m.  | <b>or</b>     | <b>Evening - Hybrid Shift – Division II – Wednesday &amp; Thursday</b><br>Classes held 5:00 p.m. – 11:00 p.m.  |  |
| <b>Day - Division III*</b><br><b>Monday &amp; Tuesday</b> , Classes held 8:00 a.m. – 2:00 p.m.<br><b>Wednesday</b> , Classes held 1:00 p.m. – 9:00 p.m. | <b>or</b>     | <b>Evening - Division III*</b><br><b>Monday &amp; Tuesday</b> , Classes held 5:00 p.m. – 11:00 p.m.<br><b>Wednesday</b> , Classes held 1:00 p.m. – 9:00 p.m. |  |
| <b>Hybrid Courses</b>   | <b>and/or</b> | <b>Externship</b>  |  |

\*Heating, Ventilation, Air Conditioning, and Refrigeration Technology program only.



## Consortium Agreement for Campus-based Students Taking Online/Hybrid Courses

The Bryan University Columbia, MO; Rogers, AR; and Topeka, KS locations have entered into consortium agreements with the Bryan University, Springfield, MO campus to provide courses via distance education. These consortia enable students in an eligible program of study at Bryan University Columbia, MO, Rogers, AR and Topeka, KS to enroll in online courses delivered by the Bryan University Springfield, MO campus location. Under these arrangements, the Springfield, MO campus serves as the "host" institution and is responsible for recruitment and management of faculty and online curricula, online orientation, technical support, and provision of online coursework. The Columbia, Rogers and Topeka campuses serve as the "home" institutions and are responsible for scheduling courses, registering students for online/hybrid coursework, collecting student payments, addressing student grievances and providing student support for online/hybrid coursework.

Hybrid course delivery includes the scheduling of on-campus classroom for some courses in a program along with the use of distance delivery method for others. Bryan University reserves the right to determine which courses will be delivered online and during which quarters. All Bryan University students will be required to take some courses using distance education. In addition they may be required, at one or more points in their program, to attend courses using the distance education format exclusively.

Unless otherwise noted in the program outlines in the catalog, courses are eligible to be included in a student's program in a hybrid fashion unless completion of courses via the institution's hybrid delivery model is 50% or greater of the required credit hours of the program.

## Online and Hybrid Course Scheduling

Students taking online programs or participating in hybrid course delivery have continuous access to their online courses (24 hours per day, seven days per week). Students are; however, not permitted to work ahead as access to future units/courses is restricted. Hybrid course delivery includes the scheduling of on-campus classroom for some courses in a program along with the use of distance delivery method for others. Unless otherwise noted in the program outlines in the catalog, courses are eligible to be included in a student's program in a hybrid fashion unless completion of courses via the institution's hybrid delivery model is 50% or greater of the required credit hours of the program.

## Online Student Identity Authentication and Privacy

The University's Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the University in accord with established institutional privacy and confidentiality policies with access provided only to agents of the University who require immediate and necessary use of the information in order to fulfill the various academic activities of the University. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the University. In the event a student believes the privacy associated with their login and password information has been comprised, he/she is required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

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## Class Size, Computers and Equipment

Class sizes vary from course to course and from time to time and therefore Bryan University makes no guarantees regarding specific class sizes.

Computers, equipment and software are periodically replaced. Due to the rapid rate of technological changes, after even a few months they no longer are “state of the art.” Further, when older equipment or software is still being used by employers, we will intentionally retain it and use it in our training.

## Externships

Externships sites are assigned by Bryan University and may be scheduled to meet any day, Monday through Sunday based upon site availability. Externship site assignment is non-negotiable and students are expected to participate in the externship assignments as they are assigned. Refusal of any externship site may lead to termination from the program. Externships are usually available only during the day with evening or weekend externs not generally available or scheduled. Students are expected to attend all required externship hours as scheduled by the University. Students are responsible for transportation to and from their externship site and may be required to drive up to 100 miles each way. The University is not responsible for transportation costs, such as gas, mileage, meals, or other fees that might be associated with the student completing the required externship hours. Students are not paid any salary or stipend during their externship. Students must also be aware that some externship sites may require the completion of a background check to be placed on externship.

The University will provide assistance in securing sites, but it cannot guarantee that there will be clinical sites available at a particular time, whether due to overload of sites, local economic conditions, state regulatory actions, failure of students to meet site guidelines, or for any reason outside the University’s control.

## Leave of Absence (LOA) Policy

A student is eligible for an approved LOA when short-term, unavoidable circumstances arise that impact a student's attendance such that he/she cannot avoid violating the University's excessive absence policy.

LOA guidelines are outlined immediately below:

1. A student must request an LOA in writing and provide appropriate supporting documentation to the University before the student exceeds any attendance policy or applicable University policies. The written request must be provided to the Dean and include the reason for the request. The request must be signed and dated by the student, as well as include the beginning and ending dates of the leave being requested.
2. The total of all LOA days granted may not exceed 90 calendar days per LOA request; LOAs will not be permitted to exceed 180 days during any continuous twelve-month period (using calendar days). LOAs are granted in accord with the University quarter/term structure.
3. An LOA may begin at the start of a quarter (or term, if applicable).
4. A student must also return in the same program and at the same point in the academic program as he/she began the LOA. A student will be granted an LOA student status until he/she has resumed their academic program at the point in which he/she began the approved LOA and once the student resumes their program at the point in which he/she began the approved LOA, the student status will change from LOA to active.
5. A student on LOA will be scheduled to return on the start date of the next available quarter (or term, if applicable). If, for unforeseen circumstances, a student cannot start as directed, he/she will be withdrawn from the program or must submit a formal appeal requesting additional LOA time prior to the start date of the scheduled return quarter.
6. If a student fails to return on the start date from an approved LOA, the student will be withdrawn from the University and the last date of attendance (LDA) will be their actual last date of recorded attendance.
7. The Executive Director or designee should grant approval for an LOA request before the LOA begins.
8. Failure to return from an LOA may affect Title IV recipients' loan repayment times and exhaustion of some or all of a student's federal financial aid grace period.

If suitable arrangements have been made with the University, a student may return early from their approved LOA. However, until the student has resumed the same academic program at the point he/she began the LOA, the student is considered to still be on an approved LOA.

The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid while on an approved LOA.

The institution may not make federal student loan disbursements to a student granted an approved LOA, however, the institution may disburse Pell grants and may pay any funds part of a credit balance (if those funds have already been disbursed) to a student on an approved LOA.

## Vaccination Policy

Students enrolled in programs that require a clinical component may be required, at the direction of a potential externship site and/or employer, to complete the Hepatitis B and/or other vaccine series.

## Course Naming and Numbering System

Courses identified with prefixes of “AHM, BA, CJ, CN, HV, ES, IT, MAA, MA, MBA, MBC, and PT” are considered core courses for their respective programs. Courses with prefixes beginning “GEN” are general education courses. Courses with prefixes “CA” are classified as support courses. Courses listed as 100 and 200 level are lower-division courses. Courses listed as 300 and 400 level are upper-division courses. Externships are designed to be completed the final quarter of a student’s program of study (even if a student is also attempting other core courses at the same time). 100 and 200-level courses are designed to be completed prior to a student attempting upper-division coursework (i.e., 300 – 400 level coursework); however, lower-division and upper-division courses may be taken concurrently in some instances. Master’s level coursework is comprised of 500-level courses. Students are scheduled such that an academically appropriate progression is established. Students may not deviate from assigned courses without potential scheduling conflicts occurring, as a consequence.

## Core Courses

The intent of the core course policy is to ensure that students achieve a “C” or better in the core courses of their program. Students earning below a “C” in a core course will be required to repeat the course. Only the repeated grade will be included in the grade point average. Repeated courses will be included in attempted hours, unless the course is dropped during the add/drop period and if successfully passed will also be included in attempted and completed hours and used to calculate maximum time frame, rate of progress and grade progression. An overall 2.0 grade point average is required for graduation from any program at Bryan University. In accord with the University’s Repeat Policy, Core courses may be taken a maximum of three times. Federal financial assistance may be available for tuition costs associated with course repeats. If courses have been attempted three times and not successfully passed, the student may be dismissed from their program of study. For more information, see the Repeat Policy section of this Catalog.

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## Standards of Satisfactory Academic Progress (SAP)

**SAP standards apply to all students.** In order to make satisfactory academic progress toward a diploma, Associate of Applied Science Degree, Bachelor or Master Degree at Bryan University, students must maintain a specific cumulative grade point average and make forward progress toward completing a program. Students must achieve minimum academic progress requirements in order to remain enrolled as regular students. Academic evaluation points are intended to provide early intervention for students facing academic challenges and help students successfully complete their program of study.

Students must successfully complete all courses specified in their program in order to graduate. The entire program must be completed in a maximum time frame (MTF) not to exceed one and one-half the number of credits in the original length of the program in order to receive federal funds. Students failing to complete the program during the allotted time may be dismissed from Bryan University, unless an Extended Enrollment has been granted.

If students change programs or seeks additional degrees, courses transferred from one program to another is counted towards maximum time frame, hours completed, hours attempted, program completion and cumulative GPA calculations for the new or additional program. If students transfer credits, credits transferred are counted towards the maximum time frame, hours completed, hours attempted and program completion. Transfer courses earned from Bryan University are counted towards the cumulative GPA calculations and transfer credits earned are not counted towards the cumulative GPA calculations. If students are granted an extended enrollment status all credits are counted towards the maximum time frame, hours attempted, hours completed, program completion and cumulative GPA calculations.

### Minimum Requirements:

Minimum Requirements - Academic: SAP is evaluated at the end of each academic year (30 weeks) and minimum requirements are listed in the SAP chart. Programs one academic year or less are evaluated at the end of each ten week quarter and minimum requirements are listed in the SAP chart. Students that do not meet the minimum standard may be placed on Academic Warning, Academic Probation or dismissed and may not be eligible for federal financial assistance.

### Academic Warning:

Students not meeting minimum SAP requirements at the designated evaluation point are placed on Academic Warning and may be ineligible for financial aid. Students are notified of their Academic Warning and financial aid status in writing.

### Academic Probation:

Students not meeting minimum SAP standards at the end of the Academic Warning period are placed on Academic Probation and may be ineligible for financial aid. Students are notified of their Academic Probation and financial aid status in writing.

### Academic Dismissal:

Students not meeting minimum SAP standards at the end of the Academic Probation period may be dismissed from Bryan University and may be ineligible for financial aid. Students are notified of their status in writing. Students may file an appeal for an additional probationary period.

### Financial Aid Warning (Only applies to programs one academic year or less):

Students enrolled in programs one academic year or less and who fail to meet the minimum SAP requirements at the end of their designated evaluation period may be eligible for a Financial Aid Warning period. The duration of a Financial Aid Warning period is one payment period (one ten week quarter) and students may continue to receive FSA funds throughout the Financial Aid Warning period. Students are notified of their financial aid status in writing and may be required to complete an academic plan. If at the end of the Financial Aid Warning period students have met the minimum SAP

requirements, they continue to be eligible to receive FSA funds. If at the end of the Financial Aid Warning period students have not met minimum SAP requirements, students lose their aid eligibility unless they successfully appeal and are placed on probation.

#### **Financial Aid Appeal:**

Students who are ineligible to receive financial aid may file an appeal (See Appeal and Grievance Procedures). Students whose appeals are granted are placed in a Financial Aid Probation status and are eligible to receive student financial aid for one subsequent payment period (one 10-week quarter), and may be required to complete an academic plan. If Bryan University determines students are able to meet minimum SAP standards by the end of the subsequent payment period, an academic plan is not required, however if students require more than one payment period to meet minimum SAP requirements, an academic plan is required. Bryan University reviews student progress at the end of one payment period to determine if students are eligible to receive FSA funds. Students who fail to meet minimum SAP requirements at the end of the payment period are ineligible to receive financial aid unless an additional appeal is filed and approved. Students who succeed in meeting the minimum SAP requirements at the end of the payment period are eligible to continue to receive financial aid. Bryan University does not have a limit on SAP appeals. During the Financial Aid Probation period, students are charged tuition and applicable fees consistent with tuition and fees listed under the Tuition and Fees section of the Bryan University Catalog Supplement.

#### **Financial Aid Probation:**

Students failing to meet the minimum SAP requirements at the end of the designated evaluation period and who have successfully appealed are placed in a Financial Aid Probation status and are eligible to receive student financial aid for one subsequent payment period (one 10-week quarter). Students are notified of their financial aid status in writing. Bryan University reviews student progress at the end of one payment period to determine if students are eligible to receive FSA funds. Students who fail to meet minimum SAP requirements at the end of the payment period are ineligible to receive financial aid unless an additional appeal is filed and approved. Students who succeed in meeting the minimum SAP requirements at the end of the payment period are eligible to continue to receive financial aid. Bryan University does not have a limit on SAP appeals. During the Financial Aid Probation period, students are charged tuition and applicable fees consistent with tuition and fees listed under the Tuition and Fees section of the Bryan University Catalog Supplement.

#### **Appeal and Grievance Procedures:**

Any students not meeting the minimum SAP requirements and who believe there are mitigating or extenuating circumstances that led to the failure to maintain SAP may appeal by written request. Mitigating or extenuating circumstances include injury or illness, the death of relative or other special circumstances. The appeal must explain why SAP was not achieved and what has changed to allow students to meet the minimum SAP standards at the next evaluation point. An academic plan may be utilized to meet minimum SAP standards. For additional information please see the Appeal and Grievance Procedure in the Bryan University Catalog.

#### **Re-establishing Satisfactory Academic Progress:**

Students may re-establish their standards of Satisfactory Academic Progress by meeting or exceeding the minimum requirements as listed in the SAP chart. For students who change programs or seeks additional degrees, courses transferred from one program to another is counted towards maximum time frame, hours completed, hours attempted, program completion and cumulative GPA calculations for the new or additional program. For students with transfers credits, credits transferred are counted towards the maximum time frame, hours completed, hours attempted and program completion. Transfer courses earned from Bryan University are counted towards the cumulative GPA calculations and transfer credits earned are not counted towards the cumulative GPA calculations. For students granted an extended enrollment status all credits are counted towards the maximum time frame, hours attempted, hours completed, program completion and cumulative GPA calculations.

**SAP and Course Cancels, Incomplete Grades, Repeated Courses and Withdrawals:**

Courses cancelled within the add/drop period are not included in the SAP calculation. All incomplete grades must be completed within two (2) weeks of the end of the course for which an incomplete grade was granted. SAP for incomplete grades is evaluated after the incomplete grade has been replaced. In the event of a course repeat, students receive the most recent grade earned. The previous course grade is not included in the cumulative grade point average, but all grades received are listed on the student's transcript. Repeated courses are included in attempted hours, unless the course is dropped during the add/drop period and if successfully passed is included in attempted and completed hours and used to calculate maximum time frame, rate of progress and grade progression. Students are permitted to obtain a letter grade of "W" if they withdraw from a course after the add/drop period but prior to no greater than 50% of the scheduled classroom hours having elapsed and all assignments having been submitted up to the point of a request for a withdrawal being made. Credits attempted during the time period for which a "W" grade is earned count towards the maximum time frame of one and a half times the program length, but does not count toward completed hours. "W" grades show on the student transcripts but is not included in GPA calculations.

**SAP Chart:**

Students must achieve the minimum requirements at their evaluation point in order to remain eligible for federal funds. SAP evaluations includes a review of qualitative (GPA), quantitative (Pace Rate) and maximum time frame components. The Pace rate is calculated by dividing the number of completed hours by the number of attempted hours. Bryan University utilizes cumulative graduated qualitative and quantitative measures to ensure students are able to complete their program of study within the maximum time frame allowed. The entire program must be completed in a maximum time frame (MTF) not to exceed one and one-half the number of credits in the original length of the program in order to receive federal funds. Students must earn at least a 2.0 GPA after six quarters, regardless of enrollment status.

**Diploma Programs– 40 Weeks, 36 Credits**

| Attempted Credit Hours | GPA | Rate of Progress |
|------------------------|-----|------------------|
| 1 – 36.0               | 1.5 | 33%              |
| 36.1 – 54.0 (150% MTF) | 2.0 | 67%              |

**Diploma Programs– 40 Weeks, 54 Credits**

| Attempted Credit Hours | GPA | Rate of Progress |
|------------------------|-----|------------------|
| 1 – 40.5               | 1.5 | 33%              |
| 40.6 – 81 (150% MTF)   | 2.0 | 67%              |

**Diploma Programs– 50 Weeks, 63 Credits**

| Attempted Credit Hours | GPA | Rate of Progress |
|------------------------|-----|------------------|
| 1 – 40.5               | 1.5 | 33%              |
| 40.6 – 81.0            | 2.0 | 66%              |
| 81.1 – 94.5 (150% MTF) | 2.0 | 67%              |

**Associate Programs – 70 Weeks, 90 Credits**

| Attempted Credit Hours   | GPA | Rate of Progress |
|--------------------------|-----|------------------|
| 1 - 40.5                 | 1.5 | 33%              |
| 40.6 – 81.0              | 2.0 | 66%              |
| 81.1 – 121.5             | 2.0 | 66%              |
| 121.6 – 135.0 (150% MTF) | 2.0 | 67%              |

## Associate Programs – 70 Weeks, 92.5 Credits

| Attempted Credit Hours    | GPA | Rate of Progress |
|---------------------------|-----|------------------|
| 1 - 40.5                  | 1.5 | 33%              |
| 40.6 – 81.0               | 2.0 | 66%              |
| 81.1 – 121.5              | 2.0 | 66%              |
| 121.6 – 138.75 (150% MTF) | 2.0 | 67%              |

## Associate Programs – 70 Weeks, 94.5 Credits

| Attempted Credit Hours    | GPA | Rate of Progress |
|---------------------------|-----|------------------|
| 1 - 40.5                  | 1.5 | 33%              |
| 40.6 – 81.0               | 2.0 | 66%              |
| 81.1 – 121.5              | 2.0 | 66%              |
| 121.6 – 141.75 (150% MTF) | 2.0 | 67%              |

## Bachelor Programs– 140 Weeks, 180 Credits

| Attempted Credit Hours   | GPA | Rate of Progress |
|--------------------------|-----|------------------|
| 1 - 40.5                 | 1.5 | 33%              |
| 40.6 – 81.0              | 2.0 | 50%              |
| 81.1 - 121.5             | 2.0 | 66%              |
| 121.6 – 162.0            | 2.0 | 66%              |
| 162.1 - 202.5            | 2.0 | 66%              |
| 202.6 – 243.0            | 2.0 | 66%              |
| 243.1 – 270.0 (150% MTF) | 2.0 | 67%              |

## Masters Programs – 50 Weeks, 56 Credits

| Attempted Credit Hours | GPA | Rate of Progress |
|------------------------|-----|------------------|
| 1.0 – 36.0             | 3.0 | 66%              |
| 36.0 – 72.0            | 3.0 | 66%              |
| 72.1 – 84.0 (150% MTF) | 3.0 | 67%              |

**Readmission and Satisfactory Academic Progress**

Students who withdraw or are terminated from a program of study at Bryan University may seek readmission. All readmission determinations are made by Bryan University at its discretion. Bryan University is not obligated to readmit any student. As part of the University's determination to readmit students, the University considers whether students were meeting minimum Satisfactory Academic Progress requirements at the end of the students last enrollment and/or the beginning of the students re-enter enrollment. Reentering students not meeting minimum SAP requirements may be required to complete the appeal process. Students who withdrew from Bryan University on a SAP status are readmitted under the same student status in which they left Bryan University and they may be required to complete the appeal process. Satisfactory Academic Progress is reviewed and determined and students are subject to follow minimum SAP requirements as described in the catalog. If SAP requirements are met, students become active and may regain financial aid eligibility. The 150% Maximum Time Frame (MTF) is reevaluated and determined by the program in which students enroll. If students reenroll in the same program of study, their 150% continues calculating from the prior enrollment, including all attempted and successfully completed courses. If students enroll in a new program of study, their 150% calculates the new enrollment only and all attempted and successfully completed credits are applied to the new program.



In no event is any student be readmitted to a program of study at Bryan University if the University determines that students:

- a) Are unable to meet graduation requirements in their program of study, and/or
- b) Do not meet program specific admission requirements, and/or
- c) Are not approved for readmission by Bryan University based on past academic performance and past attendance criteria.

If the University decides to readmit students, they must agree in writing to the terms for readmission and execute a new Enrollment Agreement with Bryan University and pay all tuition, fees and any other costs associated with the students program of study. Students who wish to return to their studies following one year or greater of no attendance at Bryan University is charged the application fee and must complete the admissions process before re-entry is allowed.

Note: Approval and/or reinstatement of financial assistance eligibility are not guaranteed through the appeal process. Appeals are reviewed by an appeal committee. Approval is only granted when there are extenuating circumstances. Inability to master course material is not an extenuating circumstance. The appeals committee can request additional information and documentation from the student via mail and/or email. Some examples of extenuating circumstances are death of a relative, an injury or illness to the student, or other special circumstances. Students whose appeal is successful may have financial assistance eligibility reinstated for one quarter. Bryan University may disburse financial assistance funds to students provided all other eligibility requirements are met.

## Evaluation of Academic Achievement

In an effort to support academic achievement and provide early intervention for students facing academic challenges, Bryan University examines grade point average, rate of progress and maximum time frame at the end of each quarter. This provides the University an opportunity to assist students with successfully completing their program of study. Students must achieve the minimum requirements at the designated evaluation points provided in the SAP policy in order to remain enrolled as a regular student and receive federal funding. If students are not meeting the minimum requirements, they may be required to file an appeal and/or implement an individual academic plan and/or may be dismissed from the University.

## Certifications and Licenses

The University's educational programs lead to knowledge and skills for a stated major. Although certification may be offered, the University does not guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issued by a public or private agency. A third party may administer the examination and further study and a fee may be required.

## Extended Enrollment Status

A student may enter an extended enrollment status. When changes are made, the institution closely monitors the students required completion time. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student that fails to complete the program within the 150% maximum time frame may be allowed to continue enrollment at the discretion of Bryan University. The extended enrollment status is only available for programs designated by Bryan University. The student will not incur any additional charges and will not be eligible for financial assistance. All credits attempted during Extended Enrollment Status continue to accrue.

## Program Transfer

A student desiring to transfer from a diploma program to the corresponding Associate program, Bachelor program, Master program, or within the first 10 weeks of any program at Bryan University must visit with the Department Chair or Dean.

Students must meet all admission requirements specific to the program before approval to program transfer is granted. The student will be charged tuition and fees according to their program of study as defined in the tuition section of the current catalog. The financial assistance office and the student will review new charges and the student's financial assistance package and determine how charges are to be paid.

The University will transfer attempted and successfully completed courses into the new program of study. Any courses transferred from one program to another may be counted towards maximum time frame, program completion and cumulative GPA calculations. Successfully completed credits include; General and Support courses with a letter grade of "D" or higher and Core Courses with a letter grade of "C" or higher.

## Withdrawals

Students intending to withdraw from their program of study must provide written notice to a University school official. Such notice is effective as of the date the school official receives notification, if properly assessed with proper postage. Such written notice of termination need not take any particular form. Students who do not provide written notification will be withdrawn from courses when it is determined by Bryan University that the student is no longer pursuing their educational objective. An unofficial withdrawal date is determined after the student has stopped attending for 2 consecutive weeks without official notification and is considered an unofficial withdrawal.

Program withdraws due to course rotation will be required to follow the re-entry policy and procedures and the student may complete all re-entry paperwork at the time of withdrawal.

Students who withdraw from the University may participate in an exit interview. The student may complete a withdrawal form and discuss refunds, tuition due, and/or outstanding debt.

## Grading System

Grades for completed courses become available to students within two weeks following the last calendar day of a course and become part of the student's permanent academic record. Bryan University awards credit on a quarter credit hours basis and employs a four-point grading system as follows:

| Letter | Percent  | Definition      | Grade Points | Included in SAP calculations? |     |
|--------|----------|-----------------|--------------|-------------------------------|-----|
|        |          |                 |              | Rate Of Progress              | GPA |
| A      | 90 - 100 | Excellent       | 4.0          | Yes                           | Yes |
| B      | 89 - 80  | Very Good       | 3.0          | Yes                           | Yes |
| C      | 79 - 70  | Average         | 2.0          | Yes                           | Yes |
| D*     | 69 - 60  | Below Average   | 1.0          | Yes                           | Yes |
| F      | 59 - 0   | Fail            | 0.0          | Yes                           | Yes |
| I      | -        | Incomplete      | -            | Yes                           | No  |
| W      | -        | Withdrawal      | -            | Yes                           | No  |
| TC     | -        | Transfer Credit | -            | Yes                           | No  |
| AUD    | -        | Audit           | -            | No                            | No  |
| CAN    | -        | Cancel          | -            | No                            | No  |

A student is permitted to obtain a letter grade of "W" if they withdraw from a course after the add/drop period but prior to 40.01% of the scheduled classroom hours. The grade of W (withdrawal prior to 40.01% of course hours) is not calculated in

the student's CGPA but is counted toward credit hours attempted. Failure to attend or complete any course from which the student has not been officially withdrawn through a written request process or unofficially withdrawn by Bryan University will result in a "W" grade or the grade earned in the course based upon the student's last day of attendance.

\*A grade of "D" in a Core Course is considered unsatisfactory and the course must be repeated. A grade of "D" in a General Education and/or support course is considered satisfactory.

Up to 10% of a course grade may be comprised of participation points. Participation is defined as taking part in a scheduled activity or event with classmates. The remaining 90% of available points awarded are determined by the instructor for the completion of quizzes/tests/exams, activities, projects, assignments, and/or homework.

## Incomplete Grade

A grade of Incomplete indicates satisfactory work but all course requirements were not met. An incomplete grade will be given only when unusual circumstances beyond the student's control prevent him/her from completing the work of a particular course. Incompletes must be requested and approved prior to the end of the term/quarter in which the course is taken. All incomplete grades must be completed within two (2) weeks of the end of the course for which an incomplete grade was granted.

The student who receives an "F" because of a failing grade, poor attendance, or course withdrawal may not complete their program in the allotted time. Students are expected to make up the deficiency by repeating the course during the next quarter the course is offered. Students who question or wish to challenge a grade must follow the appeal process.

## Repeat Policy

If a course is required to be repeated, the University will contact the student. At that time, the new class rotation, which includes the course repeat, will be evaluated. In the event of a course repeat, the student will receive the most recent grade earned. The previous course grade will not be included in the cumulative grade point average, but all grades received will be listed on the student transcript. Repeated courses will be included in attempted hours, unless the course is dropped during the add/drop period and if successfully passed will be included in attempted and completed hours and used to calculate maximum time frame, rate of progress and grade progression. Repeated courses are charged at the current credit hour rate.

Successful completion of a repeated course is defined as achieving a “D” grade or higher for General Education Courses and Support Courses; while Core Courses require a “C” grade or higher.

A student is allowed a maximum of three attempts per course (includes all Support, Core and General Education coursework at the University). Financial assistance may be available to students for repeat courses. Courses repeated due to failure will be charged full tuition and lab fees. Book fees may not be charged for a repeated course. Fees will be applied for the repeated course if the required materials for the course have changed. These charges can be added to the financial assistance package, if available. If courses have been attempted three times and not successfully passed, the student may be dismissed from their program of study.

## Attendance

Daily attendance is critical to the success of a student. Similarly, employers consider attendance critical to job success. Potential employers believe that attendance is an indication of work attendance. Therefore, employers may check attendance records of graduates they interview.

The goal at Bryan University is to prepare students for their chosen careers. Three key elements of preparation are knowledge, skills and attitude. Knowledge and skills are developed in the classroom each day. Attitude is what guides a student to school each day. In order to understand the student’s responsibility for attendance and for maintaining a positive attitude, the following guidelines have been carefully established:

1. A twenty-minute grace period is allotted before attendance is recorded at the beginning of class. A student will be considered late if he/she arrives past the 20 minute grace period (campus-based students).
2. Students absent for two (2) consecutive weeks from a course will be withdrawn from that course.
3. Students absent for two (2) consecutive weeks from all courses will be withdrawn from Bryan University for their program of study.

Attendance for Bryan University online courses is defined as submitting a gradable item (e.g., discussions and/or other required assignments) each week. Attendance for campus-based courses is defined as physically attending a classroom at the campus. Attendance on assigned externships is defined as physically attending the assigned externship site and completing the required hours.

## Program Change, Re-entry into a Different program, or Seeking an Additional Degree

A student who desires to change from one program to another, re-enter into a different program, or who wishes to seek an additional degree at a Bryan University campus must visit with the Department Chair or Dean to discuss the requirements and expectations of such a change. Students must meet all admission requirements specific to the desired or additional program before approval to change or pursue an additional degree is approved. Satisfactory Academic Progress (SAP) is also evaluated and students must meet all applicable SAP requirements. Once approval is granted, the University will transfer all relevant and successfully completed courses into the new program of study. Courses transferred from one program to

another will be counted towards maximum time frame, program completion and cumulative GPA calculations for the new or additional program the student enrolls in. Successfully completed courses include; General Education and Support courses with a letter grade of “D” or higher and Core Courses with a letter grade of “C” or higher. Courses for which a grade is earned at any Bryan University campus will remain in the student’s permanent academic record.

A student who changes their program, re-enters into a different program, or seeks an additional degree will be required to complete the current program curriculum and follow the policies, pricing structure, and any other enrollment criteria as defined in the current catalog and supplement at the time of the approval to change programs or seek an additional degree is given. The financial assistance office and the student will review new charges and the student’s financial assistance package and determine how charges are to be paid.

### **Re-entry into the Same Program**

A student who desires to re-enter into the same program at a Bryan University campus must visit with the Bryan University Department Chair or Dean to discuss the requirements and expectations of re-entering. If the program is available and if the student is permitted to re-enter into the same program he/she will resume their studies at the point at which their schedule was interrupted. Satisfactory Academic Progress (SAP) is also evaluated and students must meet all applicable SAP requirements. Students who withdrew from Bryan University on a SAP status are readmitted under the same student status in which they left Bryan University and they may be required to complete the appeal process. All credits and grades for attempted and completed courses in this scenario will affect maximum time frame, progression and GPA calculations. The student will be required to follow the pricing structure defined in the current catalog and supplement at the time of the approval to re-enter is given. Courses for which a grade is earned at any Bryan University campus will remain in the student’s permanent academic record.

## Credit from Previous Education/Training

Students entering Bryan University may earn credit transfer via one or more of the following mechanisms:

1. Evaluation of previously earned credit from another postsecondary educational institutions accredited by an agency recognized by the United States Department of Education, or recognized by the respective government as institutions of higher education, for internationally-based institutions;
2. Demonstration of equivalency of a course from a comparable foreign institution; and/or
3. Successful demonstration of competency as revealed by nationally recognized college-equivalency standards:
  - a. Achievement of College Level Examination Program (CLEP) thresholds,
  - b. Achievement of DANTES Subject Standardized Tests (DSST) (formerly DANTES) assessment thresholds, or
  - c. Review of an ACE College Credit Recommendation Service transcript

Bryan University does not review or grant academic credit for life experience or work experience.

### Credits are evaluated and considered for transfer provided that:

- the course for which competency is established is similar in its objectives and content to the course offered by Bryan University;
- the course for which competency is established can be applied toward graduation requirements of the program the student wishes to enroll in;
- the letter grade (or equivalent) for a course is a “C” or better or required threshold values are achieved (competency testing);
- the official transcript is on file showing the completed grade or threshold values (competency testing) and, if requested, a course description.

### Timelines:

If attempting to use previously completed coursework:

- non-general education and/or support courses have been completed within the last five (5) years;
- general education coursework has been completed within the last ten (10) years.

If attempting to use CLEP or DSST:

- cutoff scores reveal achievement of CLEP or DSST examination thresholds of the University
- CLEP exams have been completed within the last five (5) years
- DSST exams have been completed within the last five (5) years

If attempting to use ACE:

- recommendations must show equivalency to corresponding courses at Bryan University without regard to completion dates

Coursework that has been completed outside of these time limits will require an approved appeal prior to their consideration for acceptance.

Required score threshold values are as follows for all CLEP and DSST exams are as follows:

| CLEP                         | Score Threshold | Credit Granted | Equivalent Course |
|------------------------------|-----------------|----------------|-------------------|
| College Composition          | 50              | 4.5 QCH        | GEN120            |
| American Government          | 50              | 4.5 QCH        | GEN230            |
| Introductory Psychology      | 50              | 4.5 QCH        | GEN240            |
| Sociology                    | 50              | 4.5 QCH        | GEN305            |
| College Algebra              | 50              | 4.5 QCH        | GEN101            |
| Principles of Microeconomics | 50              | 4.5 QCH        | GEN404            |
| Principles of Macroeconomics | 50              | 4.5 QCH        | GEN405            |

| DSST  | Score Threshold | Credit Granted | Equivalent Course |
|---|-----------------|----------------|-------------------|
| SF/SG/SH/SL 498 Criminal Justice                | 49/400          | 4.5 QCH        | CJ120             |
| SF/SG/SH/SL 424 Fundamentals of College Algebra | 47/400          | 4.5 QCH        | GEN101            |
| SG/SH/SL/SM 530 Human Resource Management       | 46              | 4.5 QCH        | BA230             |
| SE/SF/SG/SH 543 Introduction to Business        | 46/400          | 4.5 QCH        | BA110             |
| SF/SG/SH/SL 531 Organizational Behavior         | 48              | 4.5 QCH        | BA125             |

### **Documentation and Procedure**

- For credit to be awarded for previously earned academic credit from another postsecondary institution, an official academic transcript(s) must be submitted to the Registrar. Course descriptions and/or syllabi may also be requested for evaluation purposes.
- An official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) is on file showing the completed course, grade and comparability to an equivalent course at Bryan University for credits earned at a foreign institution.
- CLEP – Official CLEP transcripts from the CollegeBoard.
- DSST – Official transcripts from DSST.
- ACE – Official ACE transcript.

In all instances, it is the student’s responsibility to obtain all official transcripts and any/all supporting documentation (e.g., course descriptions and/or syllabi) related to their transfer of credit request. Transcripts and supporting documentation must be sent to the attention of the Registrar at the campus the student wishes to attend. Transcripts stamped “issued to student” or “student copy” are not acceptable for consideration. In addition, photocopies of official transcripts or official transcripts opened prior to receipt by Bryan University will not be considered. Students should note that there may be a charge to obtain official transcripts from some institutions.

All steps, including evaluation and transfer credit awards, must be completed prior to beginning a program of study to ensure timely and accurate academic and financial processing. Students receiving transfer credits will not be charged tuition for the course(s) they are transferring; however, a transfer fee will be charged (fees are outlined in the catalog supplement).

Students may transfer no more than 50% of the total credits required for the completion of a Bryan University Diploma, Associate, or Bachelor degree program. A minimum of 42 credits required in the program of study must be earned through the Bryan University Master of Business Administration program; students may transfer in up to but not more than 14 of the 56 credits required for the program.



Any credits transferred (recorded as “TC” grades) are counted towards the maximum time frame and program completion but not cumulative GPA calculations.

### Credit Transfers to Other Colleges

The transferability of credits you earn at Bryan University is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma or degree you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or degree that you earn at this University are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this university will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bryan University to determine if your credits, diploma or degree will transfer.

You should assume your credits are not transferable to any other institution unless we have a written transfer agreement with that institution or that institution has given you a written commitment in advance. Bryan University does not and cannot make any representation whatsoever regarding transfer or acceptance of our credits to any other institution.

Degrees and/or Diplomas awarded at Bryan University are not specifically designed to transfer to other colleges; however, some colleges may accept credit for individual courses completed in these programs. In all cases, it is the responsibility of the student to inquire about the policies and procedures for transfer of credit at the receiving institution. Bryan University will assist by providing documentation, when requested by the receiving institution, of student grades earned.

### Re-entry of Discontinued Students

Students who discontinue their program prior to the end of the quarter and desire to return to Bryan University will be allowed to return one time on a no-fee basis and will not be charged a graduation fee. The re-entry fee may be waived at the University’s discretion. Re-entry paperwork will need to be completed in both the financial and academic offices prior to re-entry. Satisfactory Academic Progress (SAP) is also evaluated and students must meet all applicable SAP requirements. Students who withdrew from Bryan University on a SAP status are readmitted under the same student status in which they left Bryan University and they may be required to complete the appeal process. Any student who desires to re-enter Bryan University as a continuing student a second time, will be charged a cash re-entry fee and will not be charged a graduation fee (fees are outlined in the catalog supplement). The re-entry fee may be waived at the University’s discretion, due to mitigating circumstances. The re-entry fee can be added to the financial assistance package, if available. The fee must be paid in full before the student is eligible to graduate.

Students wishing to return after being withdrawn from all their courses for failure to abide by the Bryan University attendance policy may solicit re-entry for the next scheduled quarter or term with Executive Director approval by scheduling an appointment with Bryan University prior to the start of that quarter.

Students who withdraw or are dropped from a program of study at the University may generally not seek readmission during the existing quarter or term; however, exceptions may be granted with Executive Director approval. The student may request to be readmitted at the beginning of the subsequent quarter.

## Graduation Requirements

Students must fulfill the following requirements in order to graduate from Bryan University:

- Achieve a minimum cumulative grade point average of 2.0 for undergraduate programs; 3.0 for graduate programs.
- Satisfactorily complete all core subjects with a grade of “C” or better; and successfully pass all other courses in the program.
- Satisfy all financial obligations to the University. Diplomas/Degrees will not be released to the student until all financial obligations have been satisfied with the University.

Graduates are recognized for their academic achievements. All students earning a grade point average of 4.0 are honored with the Highest Honors Award; those with grade point averages of 3.75-3.99 with the Honors Award.

## Student Responsibilities and Code of Conduct

Every student is responsible for familiarity with all policies and procedures of Bryan University and for meeting all academic requirements of their program of study. Students are encouraged to seek clarification from faculty or staff, but the final responsibility remains with the student.

Bryan University provides internet access, at the campus locations, to students, staff, and faculty to assist with and facilitate communication and educational activities. Inappropriate use may result in loss of access privileges to the internet and/or other disciplinary action. The University reserves the right to monitor the use of the internet system and/or review contents of stored internet records.

A student found to have committed any of the following violations of the university's policy will be subject to a range of corrective actions up to and including loss of clinical privileges, academic suspension, dismissal from the university and legal prosecution at the discretion of the administration:

- Abusive behavior: physical abuse, verbal abuse, harassment, discrimination, domestic violence, dating violence, sexual assault and/or stalking against any faculty, staff or other student(s)
- Alcohol and any illegal substance: use, possession, sale, distribution, public intoxication
- Violation of federal, state, and local requirements governing privacy of educational or medical information
- Sharing or electronic posting of confidential information about students or individuals on any internet social media
- Breach of peace: disorderly, disruptive, indecent behavior
- Possession of weapons or explosives
- Property damage, vandalism, and theft: destruction, damage, misuse
- Cheating on school examinations or other graded materials
- Exhibiting violence, insubordination, or inappropriate language toward any faculty, staff or student(s)
- Cell phone usage during class time
- Knowingly furnishing false information to the university or others
- Tampering with computers/computer systems, including unauthorized attempts to access another's internet account
- Unprofessional conduct

Observance of the rules and regulations of the school as well as maintaining a professional manner is required at all times. Conduct which interferes with the education of other students and the operation of the school may result in dismissal from the university. Any student dismissed for unsatisfactory conduct will not be readmitted to Bryan University. Bryan University reserves the right to suspend or dismiss a student or deny career services to a graduate at any time if his/her conduct is detrimental to the educational aims and purposes of the institution.

- Vandalism is defined as intentional or negligent damage to any and all Bryan University property, computer equipment, software and systems of the university or harming or destroying data of another user, Internet, or other networks. It includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and may result in dismissal from the University.

The Student Code of Conduct further prohibits students from: creating a disturbance, involvement in theft of school property, tampering with computers and/or computer systems, refusing to do as instructed by faculty or staff, knowingly furnishing false information to the institution, harassing, bullying or otherwise demeaning other students, instructors or staff or defacing/destroying University property. Students who violate these policies are subject to dismissal. Any student dismissed for unsatisfactory conduct will not be readmitted to Bryan University. Disregard or failure to comply with the rules and regulations established by the University may subject the student offender to disciplinary action, up to and

including expulsion from the University. Bryan University reserves the right to suspend or dismiss a student or deny career services to a graduate at any time if his/her conduct is detrimental to the educational aims and purposes of the institution.

## Dress Code

Students invest in their education. Part of that investment is to present themselves to their best advantage in the business world. One of the educational aims of Bryan University is to instill in each student the awareness of a good business image that would be appropriate for any and all offices and would not conflict with the overall image of the company. On occasion, Bryan University has Professional Dress Days. Professional dress attire should reflect a positive attitude toward one's career objective.

### Professional dress for men is considered the following:

- Shirt
- Tie
- Dress slacks
- Dress shoes
- Jacket or sweater is optional

### Professional dress for women is considered the following:

- Skirt, blouse or sweater
- Dress shorts
- Dress
- Suit
- Dress slacks with jacket or sweater
- Dress shoes or boots

### Acceptable daily attire is considered the following:

- Dress shirts, polo shirts, blouses and slacks
- Dress jeans (without rips or tears)
- Dress skirts (as long as they are worn with appropriate hosiery, tights or anklets, and appropriate flats, loafers or heels)
- Appropriate sweatshirts and t-shirts
- Appropriate footwear
- Dress shorts (no cutoffs, spandex, etc.)

### Unacceptable attire/hygiene is considered the following:

- Head coverings of any type
- T-shirts or sweatshirts with inappropriate advertising, such as obscene, suggestive or profane pictures or slogans
- Torn or dirty clothing
- Shorts, dresses, skirts, or blouses that reveal in excess
- Cutoffs, spandex slacks
- Halter or midriff blouses
- Ungroomed hair
- Headphone or portable electronic equipment
- Sunglasses
- Offensive body odor

**Students found in non-compliance with the above dress code will be asked to return home for appropriate attire. Absences will be reported appropriately. Attire should reflect a positive attitude toward one's career objective. Student attire should not be distracting to the educational environment.**

## Classroom Guidelines

- Bryan University is a smoke-free campus. There will be no smoking inside the building or on the school grounds of Bryan University campus.
- Food is not allowed in the classrooms. A student lounge is provided for that purpose.
- Drinks must be secured in a spill-proof container.
- Cell phones may not be used at any time during classroom or laboratory sessions. They must be silenced or turned off during class hours.
- Students are to be courteous and respectful. When entering or leaving the classroom for breaks, students should do so quietly.
- Students are not allowed in offices unless a staff member is present.
- Profanity is not permitted.

## Learning Center

Bryan University provides materials to serve as supplemental information for each of its programs. ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. It features a diversified mix of scholarly journals, trade publications, magazines, and newspapers. The materials are broken into two components: a core list of publications; plus 15 supplemental subject-specific modules covering Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interest. All of this information can be accessed by all staff and all students enrolled at Bryan University.

## Transcripts

Official transcripts of a student's academic record will also be released by the Dean upon written authorization by the student and submission of a transcript fee (if applicable). Official transcripts are issued only when all financial obligations to the University have been met.

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## Copyright Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

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## Student Services

### Academic Advising

Students are encouraged to seek academic assistance from their instructor, Department Chair, or the Academic Dean throughout their program when problems and questions arise. Bryan University offers free tutoring to its students through the academic department. Tutoring is scheduled on an individualized basis.

### Admissions

Prospective students of the University are interviewed by an Admissions Representative to make sure their career objectives can be served by the University's academic resources. Those persons whose objectives cannot be served by the programs of the University are advised to seek other educational institutions which offer programs in their field of interest.

### Financial Assistance

Questions concerning financial status with the University should be directed to the Financial Assistance Coordinator.

### Student Services

Students may obtain information concerning child care, housing and other community resources from the Student Services Coordinator or appropriate University staff member.

### Personal

Students are encouraged to seek assistance from any member of the staff or faculty when problems of a personal nature will have a negative effect on their ability to do their best work at Bryan University. When appropriate, students will be referred to outside agencies or professionals for support or assistance.

## Career Development

All students are encouraged to meet regularly with Bryan University's Career Services to enhance their Career Development skills. This could include providing advice on resume enhancement, interviewing skills and or job search.

## Career Services

Assistance is available to all Bryan University graduates. However, such career service assistance can only be rendered in a meaningful manner when total cooperation exists between the graduate and Bryan University's Career Services Office. To assist students in their employment efforts, students will need to follow our instructions regarding things are resume preparation, job search, professional attire, and attending a sufficient number of interview. The student must:

- Understand that getting a training-related job is the student's responsibility. The Career Services Office can only offer advice and meaningful assistance.
- Attend assigned meetings and complete assigned tasks provided by the Career Services department on career development skills, interview skills, resume writing techniques and maintaining good employment concepts.
- Provide all personal background information as normally required in the development of a resume for placement purposes. Such information must be true and correct.
- Utilize available technologies to work with career services personnel on resume construction.
- Notify Bryan University's Career Services Office of any changes in contact information.
- Contact the Bryan University Career Services Office after each interview to review the results of the interview. Students who secure employment through their own efforts are expected to notify the Bryan University Career Services Office, so permanent records can be noted to reflect the employment.
- Assume individual responsibility in attempting to secure employment and not depend solely on the efforts of Bryan University's Career Services Office.



Bryan University has established relationships which have been fostered throughout the years and Bryan University will not compromise the employers' respect for our University by recommending a student who does not demonstrate these personal characteristics. The information students receive about career opportunities is limited and general in nature and should not be relied upon for guidance for specific jobs, the student's particular situation, or the student's likelihood for success. Nobody knows with certainty what the conditions of a given career field or the economy will be in the future when the student graduates. It may be necessary and desirable for graduates to relocate to find the best opportunities.

Students should acknowledge that some employers in medical and certain business professions will not hire individuals with a criminal conviction history or pre-existing medical condition(s) and professional licensures with various licensing boards may be denied. Students have been advised that they may be required by some employers to undergo a criminal background check and/or drug screening. Consequently, Bryan University cannot and does not guarantee that graduates will be eligible to take certification exams or successfully complete background checks, regardless of their eligibility status upon enrollment. Students agree to hold the University harmless for any denial of licensure or employment due to any criminal history or pre-existing condition(s).

Your career success will depend mainly on your attitude, the effort you put into your studies, your job search, and the job you finally accept. Therefore, **we do not and we cannot guarantee you a job and our employees are prohibited from making any representations or promises in regard to employment or wages.**

We reserve the right to refuse employment assistance for causes such as failure to cooperate, dishonestly or illegal conduct.

### **Student Lounge**

A student lounge is provided for students to study, visit, and eat lunch/dinner. No other area is designated for these purposes. In addition, students are reminded not to loiter in entrances or hallways. Loitering and talking loudly in the hallways can be distracting to faculty and students in the classrooms.

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## Additional Policies for Distance Education/Online Learning Opportunities

Bryan University is excited about the opportunity to provide courses to students via distance education. Our online courses give students the opportunity to experience a learning environment that transcends the traditional limitations of time and location. Students have access to “learning on demand” twenty-four hours a day from anywhere that has access to the internet locally, regionally or globally.

Online students can expect to receive the same quality educational experience students have come to expect at Bryan University campuses. As with our traditional campus-based courses, instructors will be experienced professionals with appropriate academic credentials and/or professional experience. In addition to quality academic programs, students also have access to twenty-four hour technical and student services.

### Online Student Orientation

Bryan University’s mandatory orientation for online students introduces students to the Learning Management System used to deliver all online and hybrid courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions and communicating with the instructor online.

### Computer System Minimum Requirements

- 2.0 MHz Intel or AMD processor
- Memory: 1GB RAM (2 GB, 64 bit recommended)
- Windows 7: 2 or higher GB (4 GB recommended)
- 60 GB Hard Drive
- Internet Explorer 10 or higher (or latest version of Firefox or Chrome)
- DVD Player
- Sound Card and Speakers
- Broadband Internet Connection (756 Mbps or faster)
- The ability to download and install program-specific software, as required by an individual’s program of study

\*\*\* MAC and Linux users: Not all publishers’ software maybe compatible with these systems. Students must assume responsibility for having access to appropriate technology in these situations. Computers are also available for use in the local campus computer labs during normal business hours. For additional information, please contact the University via email at [DL@bryanu.edu](mailto:DL@bryanu.edu) or by phone at 417-862-0755 / 1-855-862-0755.

### Technical Support

Technical support is available to online students. Technical support does not include computer repairs or service. Students experiencing connection or course operational problems are encouraged to contact by sending an e-mail to [support@bryanuonline.edu](mailto:support@bryanuonline.edu) or by phone at 1-866-346-0121. Email assistance should be directed to [dl@bryanu.edu](mailto:dl@bryanu.edu).

## Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite - do not use abusive or offensive language in messages to others.
- Do not reveal your personal address or phone number or those of other students, faculty, or Bryan University employees.
- Remember that electronic mail (E-Mail) is not guaranteed to be private. Those who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities without notification to or permission from the student sending or receiving the message.

## General Information

### American's with Disabilities Act (ADA) Policy

Bryan University prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the University Community. All faculty, staff and administrators will actively support students with disabilities in all educational programs, services, and activities, in cases where such support is readily achievable and is not an undue burden.

Bryan University policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability as “any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the University’s programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities.”

### REQUESTING ACCOMMODATIONS

Students requiring accommodations must first provide professional verification of the condition(s) that necessitate the accommodations utilizing appropriate Bryan University forms. Students can request appropriate forms from the Dean. Verification must be by a licensed health care provider who is qualified to diagnose the disability being claimed. The verification must indicate how the student is limited by his or her disability, and how long the limitation(s) is/are expected to last. The student shall provide the verification documentation to the Dean. The student may be required to provide additional information if the initial information provided is incomplete or inadequate to determine the need for accommodations.

Any cost associated with obtaining professional verification of a disability shall be paid by the student.

### GRANTING REASONABLE ACCOMMODATIONS

A student applying for reasonable accommodation must submit appropriate documentation as described. Only those items submitted will be reviewed to verify a disability. If deemed necessary, the Dean will meet with the student to explore the particular needs requested. The student may be required to submit a history, if any, of academic adjustments and/or accommodations received in secondary or postsecondary institutions, or in places of employment. This history of adjustments and/or accommodations will be subject to verification by the institution or place of employment that facilitated the adjustments or accommodations. The Dean will notify the student promptly once a decision has been reached regarding whether or not an accommodation is granted. Students receiving accommodations and/or academic adjustments shall meet, periodically, with the Dean to evaluate the effectiveness of the accommodations and/or adjustments in place. Each student shall immediately report, in writing, any dissatisfaction with an accommodation or academic adjustment to the Dean. Bryan University faculty and staff will be informed of qualifying students’ accommodations and/or academic adjustments as deemed necessary by the institution.

### CHALLENGING ACCOMMODATION DECISION

If a student does not believe the accommodation decision will adequately address their disability, the student must contact the Systems Director of Human Resources. If the student is not satisfied with the Systems Director of Human Resources decision, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the President’s office. All decisions rendered by the President are final.

## **SECTION 504 INTERNAL GRIEVANCE PROCEDURES**

It is the policy of Bryan University (the “University”) not to discriminate on the basis of disability. In addition, the University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The University will not retaliate against anyone who files a grievance in good faith and/or cooperates in the investigation of a grievance.

### **Procedure:**

Grievances must be submitted to Section 504 Coordinator via the following email: [humanresources@bryanu.edu](mailto:humanresources@bryanu.edu) or physical address: 237 S. Florence Ave, Springfield, Missouri 65806, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action. The University’s Section 504 Coordinator may also be reached using the following: (417) 862-0098.

A complaint must be in writing and contain the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. The Section 504 Coordinator (or her/his designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to Mr. Brian Stewart, President/CEO of Bryan University, 237 S. Florence Ave, Springfield, Missouri 65806, (417) 862-0098 within 15 days of receiving the Section 504 Coordinator’s decision. The School President/CEO shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The University will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. The University will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for such arrangements.

### **Americans with Disabilities Act (ADA) Policy**

For more information regarding services, accommodations, academic adjustments and modifications on the basis of disability, contact 417-862-0098 or email [humanresources@bryanu.edu](mailto:humanresources@bryanu.edu). All inquiries are confidential.

## Student Records and Rights of Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education that protects the privacy of student education records. The law applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the U.S. Department of Education. As a consequence, Bryan University endeavors to safely protect all basic nonpublic personal records and reports pertaining to students. Methods of protecting records may include, but are not limited to: securing physical/printed copies of documents in locked fire-rated file cabinets (that can be and are locked when not being used) or centrally locating digitized copies of documents on backed up, password protected, and secured computer storage media. FERPA provides guidelines regarding a parent's and/or eligible student's right to access information contained within the student academic record, the University's responsibility to prohibit the improper disclosure of personally identifiable information derived from education records, and the school's responsibility to notify eligible students in attendance of their rights under FERPA on an annual basis. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Parents or eligible students will be provided access to their student records within 45 days from the day the University receives a written request for access. A request must be submitted in writing to the Executive Director that identifies the specific record(s) requested. A designated school official will work with the initiator of the request, in accord with FERPA guidelines, to make arrangements to access the requested records. A parent or eligible student may request that the University amend an educational record that the student believes is inaccurate. The student must submit a written request to the Executive Director outlining the specific information that requires consideration. If the University determines not to change the information in the student file, the Executive Director or designee will notify the student of that decision. The student may then appeal this decision by way of the student Appeal and Grievance Procedures. In the event that the appeal is denied, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records.

Except for disclosures to school officials (see definition of "school official" below), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Exceptions to the prior written consent requirement in FERPA allows the following to obtain access to student information: "school officials," within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information; another school in which the student seeks or intends to enroll; members of a financial assistance entity for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the assistance; determine the amount of the assistance; determine the conditions for the assistance; and/or enforce the terms and conditions of the assistance; parents

of a “dependent student” as that term is defined in Section 152 of the Internal Revenue Code; appropriate parties, including parents of an eligible student, in connection with a health or safety emergency; and directory information as permitted at 34 CFR § 99.31.

For the purposes of this policy, as “school official” as used above shall include a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Schools may, and Bryan University will, disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory Information is information on a student that the University may release to third parties without the consent of the student. Bryan University has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Executive Director within 10 days after the date of the student’s initial enrollment or by a later date as specified by the University.

## School Closure Information

In the event of inclement weather, students should listen to local media stations for information regarding Bryan University closings. If additional clarification is needed, please contact the University.

## Student Right-To-Know and Campus Security Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires all postsecondary institutions participating in federal student assistance programs to disclose campus security policies and certain crime statistics. On an annual basis, campuses are required to publish statistics relating to campus crimes during the previous year. The Bryan University Student Right-to-Know Report and Annual Security Report is available at <http://www.bryanu.edu/consumer-information>. The Annual Security Report is also available in the Executive Director’s office.

The following are excerpts from the Annual Security Report, which highlight several important policies at the University. Students are encouraged to visit <http://www.bryanu.edu/consumer-information> for the most up-to-date version of the report and the comprehensive overview of each policy excerpted below.

### Reporting of Criminal Actions or Other Emergencies

Notification procedures will begin with the Executive Director who will confirm the emergency, notify the President, and then initiate the timely-warning notification procedures.

### Timely-Warning Notification Procedures:

In the event that a situation arises, either on or off campus, that, in the judgment of the Executive Director, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The warning will be issued through the

University's phone and e-mail system to students, faculty, and staff. If police or emergency services are required the Executive Director will initiate. If notification is required to the community/media the President will initiate.

Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, the President's office may also post a notice on the University's web site at: <http://www.bryanu.edu> providing the community with more immediate notifications and updates, where applicable. The web site is immediately accessible via computer by all faculty, staff and students.

Students, staff, and faculty are encouraged to accurately and promptly report all occurrences of criminal activity and other emergencies to the Executive Director or Dean for immediate action. The institution doesn't prescribe the reporting modality utilized by the individual(s) who reports criminal actions and/or other emergencies. Therefore, information submitted in writing, oral or electronic format will be addressed. Immediate reporting will insure optimum response and resolution to any emergency situation.



### **Sexual Harassment Prevention**

Bryan University desires to protect students from sexual harassment. As defined in Section 702 of Title VII of the Civil Rights Act of 1964, sexual harassment is “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made explicitly or implicitly a term or condition for dismissal, (2) submission to or rejection of such conduct by an individual is used as the basis for a favorable grade, or (3) such conduct has the purpose or effect of unreasonably interfering with a student’s program of study or creating an intimidating, hostile or offensive learning environment.” Sexual harassment as defined above is forbidden and not tolerated.

### **Prohibition of Illicit Drug Use and Crime Prevention**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Bryan University is hereby declared a drug and alcohol-free University and workplace. Students are prohibited from the unlawful manufacture, distribution, selling or otherwise dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the University including grounds, parking lots, within the building/s or while participating in school-related activities.

Students who violate this policy are subject to dismissal. Students must abide by the terms of this policy or Bryan University officials will take one or more of the following actions within 30 days of the violation:

- Report the violation to law enforcement officials;
- Take appropriate disciplinary action against the student, up to and including dismissal; and/or
- Require the student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health; law enforcement; or other appropriate agency before being allowed to return.

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition on University property by any student or employee is prohibited.

### **Anonymous Information**

The University provides a mechanism for anonymous information to be submitted to either the Human Resources or the Compliance Departments. For those who wish to provide such feedback, the following fax number is available for this purpose: (866) 535-9969. When submitting information, it is encouraged that the campus location, as well as the department are noted, so as to provide for sufficient information for review.

## School of Allied Health

### Medical Assistant

Diploma Program

Completion Time: 50 weeks, 5 quarters

Program is offered at the **Topeka, Springfield, Rogers, and Columbia** campuses.

The Medical Assistant diploma program is designed to provide graduates with skills and knowledge in such areas as office procedures, use of essential healthcare technology, medical legal documentation and electronic medical records. Graduates of the program are prepared for entry-level positions as a medical assistant in a clinic, physician office or urgent care facility.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 49.5 credits required</b> |                                       |               |                      |
|---|---------------------------------------|---------------|----------------------|
| Course                                      | Course Name                           | Contact Hours | Quarter Credit Hours |
| MA100                                       | Medical Terminology                   | 55            | 4.5                  |
| AP101                                       | Anatomy and Physiology                | 55            | 4.5                  |
| AP105                                       | Anatomy and Physiology                | 55            | 4.5                  |
| MA120                                       | Medical Law and Ethics                | 55            | 4.5                  |
| MA180                                       | Medical Office Administration         | 55            | 4.5                  |
| MA230                                       | Electronic Medical Records Management | 55            | 4.5                  |
| MAA250                                      | Pathophysiology                       | 55            | 4.5                  |
| MAA260                                      | Pharmacology                          | 55            | 4.5                  |
| MAA270                                      | Clinical                              | 55            | 4.5                  |
| MAA280                                      | Laboratory                            | 55            | 4.5                  |
| MA298                                       | Externship                            | 160           | 4.5                  |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>875</b> | <b>63</b> |
|--------------------|--|------------|-----------|

## Medical Office Assistant

Diploma Program

Completion Time: 40 weeks, 4 Quarters

Program is offered at the **Topeka, Columbia, Springfield, and Rogers** campuses.

The Medical Office Assistant diploma program provides the graduate with the skills necessary to function in a medical office environment. The program emphasizes oral and written communication skills, computer and data entry skills, records management skills, management of mail and telephones, accurate bookkeeping and accounting procedures.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 40.5 credits required</b> |                                       |               |                      |
|---|---------------------------------------|---------------|----------------------|
| Course                                      | Course Name                           | Contact Hours | Quarter Credit Hours |
| MA100                                       | Medical Terminology                   | 55            | 4.5                  |
| AP101                                       | Anatomy and Physiology                | 55            | 4.5                  |
| AP105                                       | Anatomy and Physiology                | 55            | 4.5                  |
| MA120                                       | Medical Law and Ethics                | 55            | 4.5                  |
| MA150                                       | Basic Insurance                       | 55            | 4.5                  |
| MA190                                       | Medical Office Communications         | 55            | 4.5                  |
| MA212                                       | Coding & Billing                      | 55            | 4.5                  |
| MA230                                       | Electronic Medical Records Management | 55            | 4.5                  |
| MOA299                                      | Externship                            | 135           | 4.5                  |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>740</b> | <b>54</b> |
|--------------------|--|------------|-----------|

## Healthcare Administration

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at the **Columbia, Rogers, Topeka, and Springfield** campuses to include **online**.

The Associate of Applied Science in Healthcare Administration degree curriculum combines medical office training with business coursework and introduces students to the skills needed to effectively to plan, coordinate, and supervise the functions of a healthcare facility and the staff that work there. Students review issues that affect the day-to-day operations of most healthcare facilities, including: human resource management, office communication, project management, and the handling of medical records. The program has been designed to prepare students to be eligible to pursue entry-level administrative positions within a variety of healthcare facilities.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction Computer Applications           | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 54.0 credits required

| Course | Course Name                           | Contact Hours | Quarter Credit Hours |
|--------|---------------------------------------|---------------|----------------------|
| MA100  | Medical Terminology                   | 55            | 4.5                  |
| AP101  | Anatomy and Physiology                | 55            | 4.5                  |
| AP105  | Anatomy and Physiology                | 55            | 4.5                  |
| MA120  | Medical Law and Ethics                | 55            | 4.5                  |
| MA150  | Basic Insurance                       | 55            | 4.5                  |
| MA180  | Medical Office Administration         | 55            | 4.5                  |
| MA190  | Medical Office Communications         | 55            | 4.5                  |
| MA230  | Electronic Medical Records Management | 55            | 4.5                  |
| BA125  | Organizational Behavior               | 55            | 4.5                  |
| BA220  | Leadership                            | 55            | 4.5                  |
| BA226  | Project Management                    | 55            | 4.5                  |
| BA230  | Human Resource Management             | 55            | 4.5                  |

### General Education Courses – 22.5 credits required

| Course | Course Name                    | Contact Hours | Quarter Credit Hours |
|--------|--------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra        | 55            | 4.5                  |
| GEN120 | Composition I                  | 55            | 4.5                  |
| GEN150 | Introduction to Biology        | 55            | 4.5                  |
| GEN160 | Introduction to Communications | 55            | 4.5                  |
| GEN240 | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1100</b> | <b>90.0</b> |
|--------------------|--|-------------|-------------|

## Medical Administrative Specialist

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Columbia, Rogers, Topeka, and Springfield** campuses.

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will learn to use a higher level thinking skills, and decision making skills required for medical office management.

| <b>Support Courses – 13.5 credits required</b> |  |                      |                             |
|--|--|----------------------|-----------------------------|
| <b>Course</b>                                  | <b>Course Name</b>                           | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| CA100  | Introduction to Computer Software Management | 55                   | 4.5                         |
| CA110  | Introduction to Computer Applications        | 55                   | 4.5                         |
| CA120  | Strategies for Success                       | 55                   | 4.5                         |

| <b>Core Courses – 54 credits required</b> |                                       |                      |                             |
|---|---------------------------------------|----------------------|-----------------------------|
| <b>Course</b>                             | <b>Course Name</b>                    | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| MA100                                     | Medical Terminology                   | 55                   | 4.5                         |
| AP101                                     | Anatomy and Physiology                | 55                   | 4.5                         |
| AP105                                     | Anatomy and Physiology                | 55                   | 4.5                         |
| MA120                                     | Medical Law and Ethics                | 55                   | 4.5                         |
| MA150                                     | Basic Insurance                       | 55                   | 4.5                         |
| MA160                                     | Medical Keyboarding / Transcription   | 55                   | 4.5                         |
| MA180                                     | Medical Office Administration         | 55                   | 4.5                         |
| MA190                                     | Medical Office Communications         | 55                   | 4.5                         |
| MA212                                     | Coding & Billing                      | 55                   | 4.5                         |
| MA230                                     | Electronic Medical Records Management | 55                   | 4.5                         |
| MAA250                                    | Pathophysiology                       | 55                   | 4.5                         |
| MOA299                                    | Externship                            | 135                  | 4.5                         |

| <b>General Education Courses – 22.5 credits required</b> |                                |                      |                             |
|--|--------------------------------|----------------------|-----------------------------|
| <b>Course</b>  | <b>Course Name</b>             | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| GEN101   | Introduction to Algebra        | 55                   | 4.5                         |
| GEN120   | Composition I                  | 55                   | 4.5                         |
| GEN150   | Introduction to Biology        | 55                   | 4.5                         |
| GEN160   | Introduction to Communications | 55                   | 4.5                         |
| GEN240   | Psychology                     | 55                   | 4.5                         |

|                    |  |             |           |
|--------------------|--|-------------|-----------|
| <b>Grand Total</b> |  | <b>1180</b> | <b>90</b> |
|--------------------|--|-------------|-----------|

## Medical Assistant

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Columbia, Rogers, Topeka, and Springfield** campuses.

The Medical Assistant Program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, performing diagnostic and laboratory testing.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 54 credits required

| Course | Course Name                           | Contact Hours | Quarter Credit Hours |
|--------|---------------------------------------|---------------|----------------------|
| MA100  | Medical Terminology                   | 55            | 4.5                  |
| AP101  | Anatomy and Physiology                | 55            | 4.5                  |
| AP105  | Anatomy and Physiology                | 55            | 4.5                  |
| MA120  | Medical Law and Ethics                | 55            | 4.5                  |
| MA160  | Medical Keyboarding / Transcription   | 55            | 4.5                  |
| MA180  | Medical Office Administration         | 55            | 4.5                  |
| MA230  | Electronic Medical Records Management | 55            | 4.5                  |
| MAA250 | Pathophysiology                       | 55            | 4.5                  |
| MAA260 | Pharmacology                          | 55            | 4.5                  |
| MAA270 | Clinical                              | 55            | 4.5                  |
| MAA280 | Laboratory                            | 55            | 4.5                  |
| MA299  | Externship                            | 160           | 4.5                  |

### General Education Courses – 22.5 credits required

| Course | Course Name                    | Contact Hours | Quarter Credit Hours |
|--------|--------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra        | 55            | 4.5                  |
| GEN120 | Composition I                  | 55            | 4.5                  |
| GEN150 | Introduction to Biology        | 55            | 4.5                  |
| GEN160 | Introduction to Communications | 55            | 4.5                  |
| GEN240 | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1205</b> | <b>90.0</b> |
|--------------------|--|-------------|-------------|

## Medical Billing and Coding

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at the **Springfield** campus including **online**.

The Medical Billing and Coding Program will expose students to the Current Procedural Terminology coding system, International Classification of Disease, and Healthcare Common Procedure Coding Systems. It will provide the student access to the knowledge and skills base of billing and coding, working with insurance companies, and the terminology needed for entry-level positions. Students will learn to review patient records and assigns numeric codes for each diagnosis and procedure.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 56.5 credits required</b> |  |               |                      |
|---|--|---------------|----------------------|
| Course                                      | Course Name                            | Contact Hours | Quarter Credit Hours |
| MA100                                       | Medical Terminology                    | 55            | 4.5                  |
| AP101                                       | Anatomy and Physiology                 | 55            | 4.5                  |
| AP105                                       | Anatomy and Physiology                 | 55            | 4.5                  |
| MA120                                       | Medical Law and Ethics                 | 55            | 4.5                  |
| MBC125                                      | Medical Insurance & Billing Procedures | 55            | 4.5                  |
| MAA250                                      | Pathophysiology                        | 55            | 4.5                  |
| MAA260                                      | Pharmacology                           | 55            | 4.5                  |
| MBC150                                      | Medical Billing & Coding I             | 55            | 4.5                  |
| MBC170                                      | Medical Billing & Coding II            | 55            | 4.5                  |
| MBC200                                      | Medical Billing & Coding III           | 55            | 4.5                  |
| MBC250                                      | Medical Billing & Coding IV            | 55            | 4.5                  |
| MBC290                                      | Capstone                               | 55            | 4.5                  |
| MBC299                                      | Externship                             | 75            | 2.5                  |

| <b>General Education Courses – 22.5 credits required</b> |                                |               |                      |
|--|--------------------------------|---------------|----------------------|
| Course   | Course Name                    | Contact Hours | Quarter Credit Hours |
| GEN101   | Introduction to Algebra        | 55            | 4.5                  |
| GEN120   | Composition I                  | 55            | 4.5                  |
| GEN150   | Introduction to Biology        | 55            | 4.5                  |
| GEN160   | Introduction to Communications | 55            | 4.5                  |
| GEN240   | Psychology                     | 55            | 4.5                  |

|  |                    |             |             |
|--|--------------------|-------------|-------------|
|  | <b>Grand Total</b> | <b>1175</b> | <b>92.5</b> |
|--|--------------------|-------------|-------------|

Some employers may require, as a condition of employment, a graduate of this program to successfully complete a national certification. The Bryan University program is intended to prepare the successful graduate to be eligible to sit for the Certified Professional Coder Examination offered by AAPC. Students will be strongly encouraged to sit for this certification.

## Allied Health Management

Bachelor of Science Degree Program

Completion Time: 140 Weeks, Fourteen Quarters

Program is offered at the **Springfield** campus including **online**.

The Bachelors of Science in Allied Health Management degree program combines technical and medical office training with business coursework and is designed to provide advanced educational opportunities for students who have completed an Associate's degree program at an accredited postsecondary institution. Coursework prepares students to be eligible to assume entry-level managerial/supervisory positions in their specific allied health specialty. Technical, office and business training are supplemented with required general education and elective coursework, which are aimed at preparing students for the daily demands of working in a healthcare setting.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 90 credits required

| Course | Course Name                                   | Contact Hours | Quarter Credit Hours |
|--------|---|---------------|----------------------|
| MA100  | Medical Terminology                           | 55            | 4.5                  |
| AP101  | Anatomy and Physiology                        | 55            | 4.5                  |
| AP105  | Anatomy and Physiology                        | 55            | 4.5                  |
| MA120  | Medical Law and Ethics                        | 55            | 4.5                  |
| MA180  | Medical Office Administration                 | 55            | 4.5                  |
| MA190  | Medical Office Communications                 | 55            | 4.5                  |
| BA220  | Leadership                                    | 55            | 4.5                  |
| BA226  | Project Management                            | 55            | 4.5                  |
| BA230  | Human Resource Management                     | 55            | 4.5                  |
| AHM300 | Healthcare Systems and Policy                 | 55            | 4.5                  |
| AHM310 | Healthcare Information Systems Management     | 55            | 4.5                  |
| AHM320 | Legal / Ethical / Social Issues in Healthcare | 55            | 4.5                  |
| AHM330 | Healthcare Management                         | 55            | 4.5                  |
| AHM340 | Principles of Healthcare Marketing            | 55            | 4.5                  |
| AHM350 | Quality Management in Healthcare              | 55            | 4.5                  |
| AHM400 | Healthcare Finance                            | 55            | 4.5                  |
| AHM410 | Health Education and Promotion                | 55            | 4.5                  |
| AHM420 | Healthcare Research                           | 55            | 4.5                  |
| AHM430 | Case and Outcomes Management                  | 55            | 4.5                  |
| AHM440 | Allied Health Management Capstone Project     | 55            | 4.5                  |

### General Education Courses – 27 credits required

| Course | Course Name            | Contact Hours | Quarter Credit Hours |
|--------|------------------------|---------------|----------------------|
| GEN285 | Economics              | 55            | 4.5                  |
| GEN300 | Environmental Science  | 55            | 4.5                  |
| GEN305 | Sociology              | 55            | 4.5                  |
| GEN310 | Critical Thinking      | 55            | 4.5                  |
| GEN311 | Introduction to Ethics | 55            | 4.5                  |
| GEN400 | Geopolitics            | 55            | 4.5                  |

|  |  |     |    |
|--|--|-----|----|
|  | General Education Transfer Credits (see below) | 330 | 27 |
|--|--|-----|----|



|                       |     |      |
|-----------------------|-----|------|
| Electives (see below) | 275 | 22.5 |
|-----------------------|-----|------|

|  |             |            |
|--|-------------|------------|
| <b>Total Quarter Credit Hours Required</b> | <b>2200</b> | <b>180</b> |
|--|-------------|------------|

### Transfer Credit General Education Pool

Up to 27 Quarter Credit Hours may be transferred into program

| Course | Course Name                       | Contact Hours | Quarter Credit Hours |
|--------|-----------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra           | 55            | 4.5                  |
| GEN120 | Composition I                     | 55            | 4.5                  |
| GEN150 | Introduction to Biology           | 55            | 4.5                  |
| GEN160 | Introduction to Communications    | 55            | 4.5                  |
| GEN170 | Microbiology                      | 55            | 4.5                  |
| GEN140 | Composition II                    | 55            | 4.5                  |
| GEN190 | Chemistry                         | 55            | 4.5                  |
| GEN200 | College Algebra                   | 55            | 4.5                  |
| GEN230 | Introduction to American Politics | 55            | 4.5                  |
| GEN240 | Psychology                        | 55            | 4.5                  |

### Electives

Up to 22.5 Quarter Elective Credit Hours may be transferred into program from the following courses:

| Course | Course Name                           | Contact Hours | Quarter Credit Hours |
|--------|---------------------------------------|---------------|----------------------|
| MA150  | Basic Insurance                       | 55            | 4.5                  |
| MA160  | Medical Keyboarding / Transcription   | 55            | 4.5                  |
| MA212  | Coding & Billing                      | 55            | 4.5                  |
| MA230  | Electronic Medical Records Management | 55            | 4.5                  |
| MAA250 | Pathophysiology                       | 55            | 4.5                  |
| MAA260 | Pharmacology                          | 55            | 4.5                  |
| MAA270 | Clinical                              | 55            | 4.5                  |
| MAA280 | Laboratory                            | 55            | 4.5                  |
| MLT105 | Laboratory Calculations               | 55            | 4.5                  |
| MLT215 | Pathophysiology                       | 55            | 4.5                  |
| MLT220 | Hematology / Coagulation              | 55            | 4.5                  |
| MLT225 | Mycology, Parasitology, Virology      | 55            | 4.5                  |
| MLT275 | Clinical Principles and Practices     | 55            | 4.5                  |
| PT100  | Lifestyle and Health                  | 55            | 4.5                  |
| PT105  | The Business of Personal Training     | 55            | 4.5                  |
| PT106  | Kinesiology                           | 55            | 4.5                  |
| PT110  | Biomechanics                          | 55            | 4.5                  |
| PT120  | Exercise Physiology                   | 55            | 4.5                  |
| BA110  | Principles of Business                | 55            | 4.5                  |
| BA125  | Organizational Behavior               | 55            | 4.5                  |
| BA140  | Business Law                          | 55            | 4.5                  |
| BA175  | Business Applications                 | 55            | 4.5                  |
| BA195  | Sales and Marketing                   | 55            | 4.5                  |

## School of Business

### Business Administration (Diploma Program)

Completion Time: 40 weeks, 4 Quarters

Program is offered at the **Rogers, Topeka, and Springfield** campuses to include **online**.

The Business Administration Program exposes students to key principles and techniques of effective business administration. The program emphasizes development of effective leadership skills, including thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Coursework is designed to prepare the student to become prepared for entry-level positions within a variety of business settings, including but not limited to: manufacturing, retail, restaurant, technology and other related industries.

| <b>Support Courses – 13.5 credits required</b> |  |                      |                             |
|--|--|----------------------|-----------------------------|
| <b>Course</b>                                  | <b>Course Name</b>                           | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| CA100  | Introduction to Computer Software Management | 55                   | 4.5                         |
| CA110  | Introduction to Computer Applications        | 55                   | 4.5                         |
| CA120  | Strategies for Success                       | 55                   | 4.5                         |

| <b>Core Courses – 40.5 credits required</b> |                              |                      |                             |
|---|------------------------------|----------------------|-----------------------------|
| <b>Course</b>                               | <b>Course Name</b>           | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| BA100                                       | Business Communications      | 55                   | 4.5                         |
| BA105                                       | Business Accounting Concepts | 55                   | 4.5                         |
| BA110                                       | Principles of Business       | 55                   | 4.5                         |
| BA125                                       | Organizational Behavior      | 55                   | 4.5                         |
| BA140                                       | Business Law                 | 55                   | 4.5                         |
| BA195                                       | Sales and Marketing          | 55                   | 4.5                         |
| BA220                                       | Leadership                   | 55                   | 4.5                         |
| BA226                                       | Project Management           | 55                   | 4.5                         |
| BA230                                       | Human Resource Management    | 55                   | 4.5                         |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>660</b> | <b>54</b> |
|--------------------|--|------------|-----------|

## Business Administration & Management

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Columbia, Rogers, Topeka, and Springfield** campuses to include **online**.

The Associates in Business Administration program provides the student with the academic foundation required of entry-level management professionals. Coursework focuses upon principles and techniques of effective administration with an emphasize place on development of business leaders who are capable of thinking critically, solving problems effectively, and making sound business decisions. The program aims to prepare graduates of the program for entry-level business administration positions within a variety of settings, including but not limited to: manufacturing, retail, restaurant, technology, and other related industries.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 58.5 credits required

| Course | Course Name                   | Contact Hours | Quarter Credit Hours |
|--------|-------------------------------|---------------|----------------------|
| BA100  | Business Communications       | 55            | 4.5                  |
| BA101  | Keyboarding                   | 55            | 4.5                  |
| BA105  | Business Accounting Concepts  | 55            | 4.5                  |
| BA106  | Business Accounting Functions | 55            | 4.5                  |
| BA110  | Principles of Business        | 55            | 4.5                  |
| BA125  | Organizational Behavior       | 55            | 4.5                  |
| BA140  | Business Law                  | 55            | 4.5                  |
| BA175  | Business Applications         | 55            | 4.5                  |
| BA195  | Sales and Marketing           | 55            | 4.5                  |
| BA220  | Leadership                    | 55            | 4.5                  |
| BA226  | Project Management            | 55            | 4.5                  |
| BA230  | Human Resource Management     | 55            | 4.5                  |
| BA298  | Applied Business Research     | 55            | 4.5                  |

### General Education Courses – 22.5 credits required

| Course | Course Name                    | Contact Hours | Quarter Credit Hours |
|--------|--------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra        | 55            | 4.5                  |
| GEN120 | Composition I                  | 55            | 4.5                  |
| GEN150 | Introduction to Biology        | 55            | 4.5                  |
| GEN160 | Introduction to Communications | 55            | 4.5                  |
| GEN240 | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1155</b> | <b>94.5</b> |
|--------------------|--|-------------|-------------|

## Business Administration

Bachelor of Science Degree Program

Completion Time: 140 weeks, Fourteen Quarters

Program is offered at the **Springfield** campus including **online**.

The Bachelor of Science in Business Administration degree program has been designed to provide advanced educational opportunities for students who have completed an Associate's degree program at an accredited postsecondary institution. The courses address a wide variety of business needs in finance, technology, management skills, and business principles, theories and practices. The Bachelor in Business Administration program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. It will emphasize development of business leaders who are capable of thinking critically, solving problems effectively, and making sound business decisions.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 112.5 credits required

| Course | Course Name                                 | Contact Hours | Quarter Credit Hours |
|--------|---|---------------|----------------------|
| BA100  | Business Communications                     | 55            | 4.5                  |
| BA101  | Keyboarding                                 | 55            | 4.5                  |
| BA105  | Business Accounting Concepts                | 55            | 4.5                  |
| BA106  | Business Accounting Functions               | 55            | 4.5                  |
| BA110  | Principles of Business                      | 55            | 4.5                  |
| BA125  | Organizational Behavior                     | 55            | 4.5                  |
| BA140  | Business Law                                | 55            | 4.5                  |
| BA175  | Business Applications                       | 55            | 4.5                  |
| BA195  | Sales and Marketing                         | 55            | 4.5                  |
| BA220  | Leadership                                  | 55            | 4.5                  |
| BA226  | Project Management                          | 55            | 4.5                  |
| BA230  | Human Resource Management                   | 55            | 4.5                  |
| BA298  | Applied Business Research (online only)     | 55            | 4.5                  |
| BA300  | Managerial Cost Accounting                  | 55            | 4.5                  |
| BA305  | Tax Accounting                              | 55            | 4.5                  |
| BA310  | Money and Banking                           | 55            | 4.5                  |
| BA315  | Entrepreneurial Finance                     | 55            | 4.5                  |
| BA320  | Consumer Behavior                           | 55            | 4.5                  |
| BA325  | Market Research                             | 55            | 4.5                  |
| BA340  | Personal Investing and Portfolio Management | 55            | 4.5                  |
| BA404  | Microeconomics                              | 55            | 4.5                  |
| BA405  | Macroeconomics                              | 55            | 4.5                  |
| BA410  | International Business                      | 55            | 4.5                  |
| BA415  | Market Strategies                           | 55            | 4.5                  |
| BA420  | Integrated Marketing                        | 55            | 4.5                  |

### General Education Courses – 54 credits required

| Course | Course Name                       | Contact Hours | Quarter Credit Hours |
|--------|-----------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra           | 55            | 4.5                  |
| GEN120 | Composition I                     | 55            | 4.5                  |
| GEN150 | Introduction to Biology           | 55            | 4.5                  |
| GEN160 | Introduction to Communications    | 55            | 4.5                  |
| GEN200 | College Algebra                   | 55            | 4.5                  |
| GEN230 | Introduction to American Politics | 55            | 4.5                  |

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|                    |                        |             |            |
|--------------------|------------------------|-------------|------------|
| GEN240             | Psychology             | 55          | 4.5        |
| GEN300             | Environmental Science  | 55          | 4.5        |
| GEN305             | Sociology              | 55          | 4.5        |
| GEN310             | Critical Thinking      | 55          | 4.5        |
| GEN311             | Introduction to Ethics | 55          | 4.5        |
| GEN400             | Geopolitics            | 55          | 4.5        |
| <b>Grand Total</b> |                        | <b>2200</b> | <b>180</b> |

## Master of Business Administration

Completion Time: 50 Weeks, 5 Quarters

Program is offered at the **Springfield** campus including **online**.

The Master of Business Administration (MBA) degree program has been designed to provide advanced educational opportunities for students who have completed a bachelor degree program from a regionally or nationally accredited postsecondary institution. The MBA courses address a wide variety of business needs in finance, technology, management skills, and business principles, theories and practices. The MBA curriculum supports our mission to provide comprehensive, career-focused training and will provide our employers and the communities we serve with more versatile, knowledgeable and better educated employees. The MBA program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of business leaders who are capable of thinking critically, solving problems effectively, and making sound business decisions.

| <b>Core Courses – 56 credits required</b> |   |                      |                             |
|---|---|----------------------|-----------------------------|
| <b>Course</b>                             | <b>Course Name</b>                                | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| MBA500                                    | Organizational Behavior                           | 40                   | 4                           |
| MBA510                                    | Corporate Finance                                 | 40                   | 4                           |
| MBA515                                    | Managerial Accounting                             | 40                   | 4                           |
| MBA520                                    | Global Leadership and Business Ethics             | 40                   | 4                           |
| MBA530                                    | Research Methods                                  | 40                   | 4                           |
| MBA540                                    | Organizational Management                         | 40                   | 4                           |
| MBA545                                    | Managerial Economics                              | 40                   | 4                           |
| MBA550                                    | Designing and Executing Management Strategies     | 40                   | 4                           |
| MBA555                                    | Sustainable and Responsible Investment Management | 40                   | 4                           |
| MBA560                                    | Social Media and Marketing Strategies             | 40                   | 4                           |
| MBA565                                    | Survey of Global Business Practices               | 40                   | 4                           |
| MBA570                                    | Human Resources Management                        | 40                   | 4                           |
| MBA580                                    | Management Information Systems                    | 40                   | 4                           |
| MBA590                                    | MBA Capstone Project                              | 40                   | 4                           |

|                    |            |           |
|--------------------|------------|-----------|
| <b>Grand Total</b> | <b>560</b> | <b>56</b> |
|--------------------|------------|-----------|

## School of Criminal Justice

### Security and Investigation

Diploma Program

Completion Time: 40 weeks, 4 Quarters

Program is offered at **Rogers and Topeka** campuses.

The Security and Investigation program is designed to prepare a student for entry-level positions in security and related criminal justice careers. Students preparing for a career in security will study private, industrial, and retail security. This is not a training program for police or correction officers; however, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of security and investigation.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 40.5 credits required</b> |                                 |               |                      |
|---|---------------------------------|---------------|----------------------|
| Course                                      | Course Name                     | Contact Hours | Quarter Credit Hours |
| CJ100                                       | Legal Ethics                    | 55            | 4.5                  |
| CJ110                                       | Criminal Law                    | 55            | 4.5                  |
| CJ115                                       | Criminal Procedures             | 55            | 4.5                  |
| CJ120                                       | Criminal Justice Administration | 55            | 4.5                  |
| CJ200                                       | Criminal Investigation          | 55            | 4.5                  |
| CJ210                                       | Criminology                     | 55            | 4.5                  |
| CJ215                                       | Introduction to Security        | 55            | 4.5                  |
| CJ220                                       | Introduction to Corrections     | 55            | 4.5                  |
| CJ225                                       | Case Report Writing             | 55            | 4.5                  |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>660</b> | <b>54</b> |
|--------------------|--|------------|-----------|

## Criminal Justice

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Rogers, Topeka, and Springfield** campuses to include **online**.

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

### Support Courses – 13.5 credits required

| Course | Course Name                                  | Contact Hours | Quarter Credit Hours |
|--------|--|---------------|----------------------|
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

### Core Courses – 54 credits required

| Course | Course Name                     | Contact Hours | Quarter Credit Hours |
|--------|---------------------------------|---------------|----------------------|
| CJ100  | Legal Ethics                    | 55            | 4.5                  |
| CJ110  | Criminal Law                    | 55            | 4.5                  |
| CJ115  | Criminal Procedures             | 55            | 4.5                  |
| CJ120  | Criminal Justice Administration | 55            | 4.5                  |
| CJ125  | Juvenile Justice                | 55            | 4.5                  |
| CJ200  | Criminal Investigation          | 55            | 4.5                  |
| CJ205  | Introduction to Law Enforcement | 55            | 4.5                  |
| CJ210  | Criminology                     | 55            | 4.5                  |
| CJ215  | Introduction to Security        | 55            | 4.5                  |
| CJ220  | Introduction to Corrections     | 55            | 4.5                  |
| CJ225  | Case Report Writing             | 55            | 4.5                  |
| CJ298  | Capstone                        | 55            | 4.5                  |

### General Education Courses – 22.5 credits required

| Course | Course Name                    | Contact Hours | Quarter Credit Hours |
|--------|--------------------------------|---------------|----------------------|
| GEN101 | Introduction to Algebra        | 55            | 4.5                  |
| GEN120 | Composition I                  | 55            | 4.5                  |
| GEN150 | Introduction to Biology        | 55            | 4.5                  |
| GEN160 | Introduction to Communications | 55            | 4.5                  |
| GEN240 | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1100</b> | <b>90.0</b> |
|--------------------|--|-------------|-------------|



## School of Health and Wellness

### Personal Trainer

Diploma Program

Completion Time: 40 weeks, 4 Quarters

Program is offered at **Rogers** and **Springfield** campuses to include **online**.

The Personal Trainer diploma program provides graduates with exposure to the skills necessary to function in an entry-level position within a physical fitness environment. The program emphasizes office and records management, lifestyle and health, nutrition, athletic training, and sports medicine. Graduates will be familiar with industry terminology, biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information.

| <b>Support Courses – 13.5 credits required</b> |  |                      |                             |
|--|--|----------------------|-----------------------------|
| <b>Course</b>                                  | <b>Course Name</b>                           | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| CA100  | Introduction to Computer Software Management | 55                   | 4.5                         |
| CA110  | Introduction to Computer Applications        | 55                   | 4.5                         |
| CA120  | Strategies for Success                       | 55                   | 4.5                         |

| <b>Core Courses – 40.5 credits required</b> |                                   |                      |                             |
|---|-----------------------------------|----------------------|-----------------------------|
| <b>Course</b>                               | <b>Course Name</b>                | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| PT100                                       | Lifestyle and Health              | 55                   | 4.5                         |
| AP101                                       | Anatomy and Physiology            | 55                   | 4.5                         |
| PT102                                       | Leisure Programming               | 55                   | 4.5                         |
| AP105                                       | Anatomy and Physiology            | 55                   | 4.5                         |
| PT105                                       | The Business of Personal Training | 55                   | 4.5                         |
| PT106                                       | Kinesiology                       | 55                   | 4.5                         |
| PT110                                       | Biomechanics                      | 55                   | 4.5                         |
| PT120                                       | Exercise Physiology               | 55                   | 4.5                         |
| PT140                                       | Personal Training                 | 55                   | 4.5                         |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>660</b> | <b>54</b> |
|--------------------|--|------------|-----------|

## Exercise Specialist

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Rogers** and **Springfield** campuses to include **online**.

The Exercise Specialist Academic Associate Degree Program will provide the student the skills necessary to function in a physical fitness environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology and sports medicine. They will be familiar with industry terminology, and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry and how to obtain and release client information.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 58.5 credits required</b> |   |               |                      |
|---|---|---------------|----------------------|
| Course                                      | Course Name   | Contact Hours | Quarter Credit Hours |
| PT100                                       | Lifestyle and Health  | 55            | 4.5                  |
| AP101                                       | Anatomy and Physiology  | 55            | 4.5                  |
| PT102                                       | Leisure Programming   | 55            | 4.5                  |
| AP105                                       | Anatomy and Physiology  | 55            | 4.5                  |
| PT105                                       | The Business of Personal Training                               | 55            | 4.5                  |
| PT106                                       | Kinesiology   | 55            | 4.5                  |
| PT110                                       | Biomechanics  | 55            | 4.5                  |
| PT120                                       | Exercise Physiology   | 55            | 4.5                  |
| PT140                                       | Personal Training   | 55            | 4.5                  |
| PT170                                       | Sport Law and Ethics  | 55            | 4.5                  |
| PT200                                       | Exercise Testing and Prescription                               | 55            | 4.5                  |
| PT205                                       | Conducting and Reading Research in Health and Human Performance | 55            | 4.5                  |
| PT299                                       | Externship  | 135           | 4.5                  |

| <b>General Education Courses – 22.5 credits required</b> |                                |               |                      |
|--|--------------------------------|---------------|----------------------|
| Course   | Course Name                    | Contact Hours | Quarter Credit Hours |
| GEN101   | Introduction to Algebra        | 55            | 4.5                  |
| GEN120   | Composition I                  | 55            | 4.5                  |
| GEN150   | Introduction to Biology        | 55            | 4.5                  |
| GEN160   | Introduction to Communications | 55            | 4.5                  |
| GEN240   | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1235</b> | <b>94.5</b> |
|--------------------|--|-------------|-------------|

## School of Information Technology

### Computer Networking Specialist

Diploma Program

Completion Time: 40 weeks, 4 Quarters

Program is offered at the **Topeka, Columbia, Rogers, and Springfield** campuses.

The Computer Networking Specialist program prepares students for entry-level end-user support of microcomputers and software applications. The program enhances problem-solving skills while maintaining a focus on customer service. The program is structured with Microsoft emphasis.

| <b>Support Courses – 13.5 credits required</b> |  |                      |                             |
|--|--|----------------------|-----------------------------|
| <b>Course</b>                                  | <b>Course Name</b>                           | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| CA100  | Introduction to Computer Software Management | 55                   | 4.5                         |
| CA110  | Introduction to Computer Applications        | 55                   | 4.5                         |
| CA120  | Strategies for Success                       | 55                   | 4.5                         |

| <b>Core Courses – 40.5 credits required</b> |                                      |                      |                             |
|---|--------------------------------------|----------------------|-----------------------------|
| <b>Course</b>                               | <b>Course Name</b>                   | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| IT120                                       | Hardware Technician                  | 55                   | 4.5                         |
| IT121                                       | Windows Network Client               | 55                   | 4.5                         |
| IT140                                       | Computer Software Management         | 55                   | 4.5                         |
| IT150                                       | Microsoft Server Administration      | 55                   | 4.5                         |
| CN200                                       | Network Infrastructure               | 55                   | 4.5                         |
| CN210                                       | Directory Services                   | 55                   | 4.5                         |
| CN211                                       | Network Security                     | 55                   | 4.5                         |
| CN260                                       | Microsoft Exchange Server            | 55                   | 4.5                         |
| CN270                                       | Microsoft Application Infrastructure | 55                   | 4.5                         |

|                    |  |            |           |
|--------------------|--|------------|-----------|
| <b>Grand Total</b> |  | <b>660</b> | <b>54</b> |
|--------------------|--|------------|-----------|

## Computer Information Systems – Networking

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Columbia, Rogers, Topeka, and Springfield** campuses.

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction Computer Applications           | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 58.5 credits required</b> |                                      |               |                      |
|---|--------------------------------------|---------------|----------------------|
| Course                                      | Course Name                          | Contact Hours | Quarter Credit Hours |
| IT120                                       | Hardware Technician                  | 55            | 4.5                  |
| IT121                                       | Windows Network Client               | 55            | 4.5                  |
| IT140                                       | Computer Software Management         | 55            | 4.5                  |
| IT150                                       | Microsoft Server Administration      | 55            | 4.5                  |
| CN200                                       | Network Infrastructure               | 55            | 4.5                  |
| CN210                                       | Directory Services                   | 55            | 4.5                  |
| CN211                                       | Network Security                     | 55            | 4.5                  |
| CN220                                       | Network Scripting                    | 55            | 4.5                  |
| CN240                                       | Network Design Analysis              | 55            | 4.5                  |
| CN250                                       | Linux Applications                   | 55            | 4.5                  |
| CN260                                       | Microsoft Exchange Server            | 55            | 4.5                  |
| CN270                                       | Microsoft Application Infrastructure | 55            | 4.5                  |
| CN290                                       | Computer Virtualization              | 55            | 4.5                  |

| <b>General Education Courses – 22.5 credits required</b> |                                |               |                      |
|--|--------------------------------|---------------|----------------------|
| Course   | Course Name                    | Contact Hours | Quarter Credit Hours |
| GEN101   | Introduction to Algebra        | 55            | 4.5                  |
| GEN120   | Composition I                  | 55            | 4.5                  |
| GEN150   | Introduction to Biology        | 55            | 4.5                  |
| GEN160   | Introduction to Communications | 55            | 4.5                  |
| GEN240   | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1155</b> | <b>94.5</b> |
|--------------------|--|-------------|-------------|

## School of Trades

### Heating, Ventilation, Air Conditioning and Refrigeration

Diploma Program

Completion Time: 40 weeks, 4 Quarters

Program is offered at the **Topeka** campus only.

The Heating, Ventilation, Air Conditioning and Refrigeration Diploma program is designed to prepare the successful graduate with the theory and working knowledge to work in the field as an entry-level Air Conditioning, Heating and Refrigeration technician or other field related industries. Students preparing for a career in the field of Heating, Ventilation, Air Conditioning and Refrigeration will focus on residential HVAC applications. EPA certification is offered.

This program is offered exclusively at the Topeka campus learning site located at 5907 SW 21st Street, Topeka, KS 66604

| <b>Core Courses – 36 credits required</b> |               |   |                      |                             |
|---|---------------|---|----------------------|-----------------------------|
|   | <b>Course</b> | <b>Course Name</b>  | <b>Contact Hours</b> | <b>Quarter Credit Hours</b> |
| Quarter 1                                 | HV112         | Basic Electricity for HVAC/R                                  | 130                  | 9.0                         |
| Quarter 2                                 | HV114         | Basic Refrigeration for HVAC/R                                | 130                  | 9.0                         |
| Quarter 3                                 | HV215         | Residential Air Conditioning / Residential Geothermal Systems | 130                  | 9.0                         |
| Quarter 4                                 | HV216         | Residential Heating   | 130                  | 9.0                         |
| <b>Grand Total</b>                        |               |   | <b>520</b>           | <b>36</b>                   |

## Heating, Ventilation, Air Conditioning and Refrigeration Technology

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at the **Topeka** campus only.

The Heating, Ventilation, Air Conditioning and Refrigeration Technology Associate of Applied Science Degree Program is designed to prepare the successful graduate with the theory and working knowledge to work in the field as an entry-level Air Conditioning, Heating and Refrigeration technician or other field related industries. Students preparing for a career in the field of heating, air conditioning and refrigeration will study residential, commercial, and industrial applications. EPA certification is offered.

Portions of this program are offered exclusively at the Topeka campus learning site located at 5907 SW 21<sup>st</sup> Street, Topeka, KS 66604.

| <b>Support Courses – 13.5 credits required</b> |  |               |                      |
|--|--|---------------|----------------------|
| Course   | Course Name                                  | Contact Hours | Quarter Credit Hours |
| CA100  | Introduction to Computer Software Management | 55            | 4.5                  |
| CA110  | Introduction to Computer Applications        | 55            | 4.5                  |
| CA120  | Strategies for Success                       | 55            | 4.5                  |

| <b>Core Courses – 54 credits required</b> |   |               |                      |
|---|---|---------------|----------------------|
| Course                                    | Course Name   | Contact Hours | Quarter Credit Hours |
| HV112                                     | Basic Electricity for HVAC/R                                  | 130           | 9.0                  |
| HV114                                     | Basic Refrigeration for HVAC/R                                | 130           | 9.0                  |
| HV215                                     | Residential Air Conditioning / Residential Geothermal Systems | 130           | 9.0                  |
| HV216                                     | Residential Heating   | 130           | 9.0                  |
| HV217                                     | Commercial Air Conditioning / Commercial Geothermal Systems   | 130           | 9.0                  |
| HV218                                     | Commercial Refrigeration                                      | 130           | 9.0                  |

| <b>General Education Courses – 22.5 credits required</b> |                                |               |                      |
|--|--------------------------------|---------------|----------------------|
| Course   | Course Name                    | Contact Hours | Quarter Credit Hours |
| GEN101   | Introduction to Algebra        | 55            | 4.5                  |
| GEN120   | Composition I                  | 55            | 4.5                  |
| GEN150   | Introduction to Biology        | 55            | 4.5                  |
| GEN160   | Introduction to Communications | 55            | 4.5                  |
| GEN240   | Psychology                     | 55            | 4.5                  |

|                    |  |             |             |
|--------------------|--|-------------|-------------|
| <b>Grand Total</b> |  | <b>1220</b> | <b>90.0</b> |
|--------------------|--|-------------|-------------|

## Course Descriptions

### **AHM300 Healthcare Systems and Policy - 4.5 Credit Hours**

The aim of this survey course in health policy is to enable students to think systematically about the determinants of health, the problems of the health care system and the various strategies for addressing these matters. Our discussions will touch on some broad topics, including our expectations of medical care and the appropriate role for government in the healthcare system. The course emphasizes contemporary topics that are important in the health policy debates of virtually all industrialized nations and provides cross-national comparisons of these healthcare systems. At the end of the course students will be able to describe the health care systems of most industrialized nations and compare and contrast these systems with the current health care system in the United States.

### **AHM310 Healthcare Information Systems Management - 4.5 Credit Hours**

The purpose of this course is to provide students with the ability to define operational and strategic objectives for health services management information systems and to guide the design of systems to meet those objectives. Particular emphasis will be placed upon the conceptualization of variables to be included in such systems; the design of systems (including an understanding of the hardware, software and communication links); and the proper interpretation and utilization of processed information for program management purposes. Software for employee management will be addressed; and software for clinical data collection, storage and patient management (including the maintenance of confidentiality) will also be addressed.

### **AHM320 Legal/Ethical/Social Issues in Healthcare - 4.5 Credit Hours**

This course focuses on legal and ethical concepts, principles of ethics and law and use in resolving ethical conflicts and dilemmas in health care. Scope of practice, informed consent, employee and patient rights and responsibilities, patient abuse, and the influence of finance and corporate culture will be explored. Sample cases will be analyzed.

### **AHM330 Healthcare Management - 4.5 Credit Hours**

This course focuses on planning, organizing, decision-making, staffing, leading or directing, communication and motivating health care personnel. Evolving trends in management, classic management theories, budget preparation and justification, training design and labor union contracts are explored.

### **AHM340 Principles of Healthcare Marketing - 4.5 Credit Hours**

This course involves analysis, evaluation, and implementation of marketing strategies within health care and managed-care environments. Designed to develop skills in segmenting customer and medical markets, brand products and services, enhance a communication strategy to the consumer, and develop pricing approaches. Methods and models of marketing fundamentals will be introduced.

### **AHM350 Quality Management in Healthcare - 4.5 Credit Hours**

Quality management is a complex process, especially in healthcare. Managers in today's environment need more than just an understanding of the historical concepts of quality. They need to understand how to achieve quality within the structure and relationships of the complex system of a healthcare organization.

### **AHM400 Healthcare Finance - 4.5 Credit Hours**

Applications of modern hospital and healthcare organization financial management and decision-making are explored to prepare students for executive roles in healthcare settings. Financial management techniques used in budget preparation, investment alternatives, financial forecasting, and capital structures are presented with a focus on healthcare organizations.

### **AHM410 Health Education and Promotion - 4.5 Credit Hours**

This class provides the best overall introduction to the growing profession of Health Promotion and Education by covering the roles and responsibilities of health educators, the settings where health educators are employed, and the ethics of the profession. In addition to covering the history of health, health care, and health education, the book provides a preview of what the future may hold for health promotion and education professionals.

### **AHM420 Healthcare Research - 4.5 Credit Hours**

This course focuses on reading and conducting research in health and human performance. Research approaches and procedures will be explored. Examples of various research methods and techniques will be discussed.

### **AHM430 Case and Outcomes Management - 4.5 Credit Hours**

This Allied Health Management course focuses on case and outcomes management application to clinical practice. The case management and outcomes management processes, barriers, utilization review, legal and financial aspects of each and evidence-based healthcare will be explored.

### **AHM440 Allied Health Capstone Project - 4.5 Credit Hours**

This capstone project is undertaken by Allied Health Management students when they have completed the core courses in the program provides an opportunity for the student to complete the outcomes management project proposal. Students will also design and participate in a collaborative service learning experience in a community, ambulatory, home or health care setting. Students will complete the portfolio of their work from core courses and revise as needed to create an impressive final portfolio that can be used.

### **AP101 Anatomy and Physiology – 4.5 credits**

This course is a study of the structure and function of several systems of the human body, including the musculoskeletal, cardiovascular, the lymphatic and immune systems. In addition, structural units, fluids and electrolytes, acid-base balance, as well as blood and circulation are discussed.

**AP105 Anatomy and Physiology – 4.5 credits**

This course is a study of the structure and function of several systems of the human body. Topics covered include the respiratory system, the nervous system, the urinary system, the female and male reproductive systems, human development and genetics, the digestive system, concepts of metabolic function and nutrition, the endocrine system and special sense.

**BA100 Business Communications - 4.5 Credit Hours**

This course presents methods in both written and oral communications as they relate to business. The course emphasizes writing and revising effective business correspondence, speaking effectively, and developing useful organizational skills for written and oral business presentations.

**BA101 Keyboarding - 4.5 Credit Hours**

This course provides a contemporary learning environment for today's high-tech office. The course emphasizes learning correct key strokes techniques, and then practicing to develop proficient typing skills.

**BA105 Business Accounting Concepts - 4.5 Credit Hours**

This course places students in the role of a sole proprietorship and small corporate business accountant. Students will learn fundamental accounting concepts and principles, develop and interpret financial statements, and perform some financial analysis and comparisons.

**BA106 Business Accounting Functions - 4.5 Credit Hours**

This course provides experience in establishing and using computer-based accounting systems for small business operations.

**BA110 Principles of Business - 4.5 Credit Hours**

The course is an introduction to the fundamental concepts and principles of business enterprise and economics. An overview to the functions of a business organization will include an evaluation of the social and economic environment in which the business operates, followed by a look at management, finance, accounting, production, marketing, insurance, law, and global business awareness.

**BA125 Organizational Behavior - 4.5 Credit Hours**

This course presents a broad overview of the principles and fundamental aspects of Organizational Behavior. The course emphasizes the topics of basic human processes, individual behavior in the organization, group and team dynamics, and organizational culture.

**BA140 Business Law - 4.5 Credit Hours**

The course combines the understanding of legal theory with, and an acquaintance of, the various forms of contracts. Students are taught the essentials of the legal environment of business, tort law, contracts, commercial transactions, government regulations and property.

**BA175 Business Applications - 4.5 Credit Hours**

Students will prepare documents and complete tasks similar to those required in a technologically advanced business environment. The course emphasizes oral and written business communication through the use of word processing and spreadsheet programs common in today's business world. Students will develop the necessary math skills required to systematically solve business-related problems.

**BA195 Sales and Marketing - 4.5 Credit Hours**

This course introduces modern business marketing concepts and strategies and familiarizes the student with standards, procedures, and techniques used in marketing. Topics include marketing research, consumer behavior, product and pricing strategies, marketing communications and distribution.

**BA220 Leadership - 4.5 Credit Hours**

This course introduces basic leadership concepts within framework of leader behaviors, defines leadership in terms of behaviors perceived by followers and through real-life examples, and engages in analysis of cases representing classic leadership problems and opportunities. The course focuses on the art of leadership and exposes the student to tools and techniques to assist in the development of leadership skills necessary in all facets of life.

**BA226 Project Management - 4.5 Credit Hours**

This course focuses on the essentials of effective project management and the activities required to achieve project success. Three phases of the project management will be studied: 1.) the identification of the need for project management, 2.) the development of the proposed solution, and 3.) the implementation of the solution.

**BA230 Human Resource Management - 4.5 Credit Hours**

The recruitment and selection of employees, labor relations, training programs, service records, efficiency ratings, compensation and employee development programs, labor turnover, and employee morale are all covered in this course. The course will examine personnel practices of several companies that have developed outstanding personnel programs.

**BA298 Applied Business Research - 4.5 Credit Hours**

This course will train students to develop fundamental skills for office administration and management. Students will complete research and simulations designed to prepare them for office operation duties that are vital in today's business world. Students will continue to increase proficiency in business software functions. This course is designed to simulate activities in the office environment.



**BA300 Managerial Cost Accounting - 4.5 Credit Hours**

This course introduces the basic principles of management accounting including manufacturing and cost accounting, cost analysis, budgeting and financial statement analysis. Also covered in this course are accounting for decentralized operations, capital budgeting decisions, and ethical challenges in managerial accounting.

**BA305 Tax Accounting - 4.5 Credit Hours**

This course introduces tax accounting exposing students to a broad range of tax concepts and emphasizing the role of taxation in the business decision-making process. The study of income determination concepts for corporations and the impact of taxation on decisions and ethical standards will also be covered.

**BA310 Money and Banking - 4.5 Credit Hours**

This course discusses the nature and functions of money and the role of depository institutions and central banks in affecting the supply of money and credit. The course also reflects on the changing financial environment and the influence of monetary policy on interest rates, prices and the overall level of economic activity.

**BA315 Entrepreneurial Finance - 4.5 Credit Hours**

This course is designed to teach prospective entrepreneurs the fundamentals of how to become an entrepreneur, focusing on the financial aspects. The objective of this course is to enhance students' understanding of the dynamic challenges faced by entrepreneurial ventures in securing financial backing to support future growth and development.

**BA320 Consumer Behavior - 4.5 Credit Hours**

This course examines important concepts, principles, and theories from the various social sciences in order to describe and explain consumer behavior. The purpose of the course is to study the process of consumer choice, its determinants and its implications for marketing programs and public policy. Consumer behaviors that will be analyzed are consumers as individuals, as part of a group, and the effects of consumption on culture and how to measure these influences.

**BA325 Market Research - 4.5 Credit Hours**

This course is designed to introduce students to the concepts and practices that make up the field; to show how marketing information research tools, skills, and understanding can be applied in solving marketing problems. Students will learn how to design a market research project, how to gather and collect accurate data, and the analysis of data and the reporting of results. This course will also explain the use of technology in the research process.

**BA340 Personal Investing and Portfolio Management - 4.5 Credit Hours**

In the midst of today's shifting financial environment and fast-paced, changing lives, it's more important than ever before that students gain a solid foundation in personal financial planning. This course provides students with the tools, techniques, and understanding they need to define and achieve their financial goals. The course emphasizes the importance of learning to use today's most critical financial tools and technology, including financial planning software.

**BA404 Microeconomics - 4.5 Credit Hours**

This course will cover the area of economics commonly defined as microeconomics which is concerned with the individual parts of the economy such as individual businesses or industries, individual consumers, and individual products. The goal is to study whether the economy uses our limited resources to obtain the maximum satisfaction possible for society.

**BA405 Macroeconomics - 4.5 Credit Hours**

The flow of national income, economics growth and fluctuation, the role of money and banking, and monetary and fiscal policies are all essential topics covered in this course. Emphasis is given to the development of conceptual tools to analyze the economic problems facing modern society.

**BA410 International Business - 4.5 Credit Hours**

Explores the concept of international business as a system and the theories which underlie it; institutions which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

**BA415 Marketing Strategies - 4.5 Credit Hours**

The focus of this course is strategic marketing analysis and marketing planning. Students will learn the components and construction of a strategic marketing plan, and they will gain considerable experience in the analysis of complex marketing decisions. In addition, this course examines the major trends in marketing including the integration of marketing communications, radical changes in the selling function and sales force, customer relationship management, the impact of e-commerce, and the broadening role of marketing throughout organizations.

**BA420 Integrated Marketing - 4.5 Credit Hours**

This course is designed for students who will become decision makers in almost any company concerned with consumer/customer communications including: advertising, public relations, promotions, Internet, marketing, media and client organizations. Students will learn and practice message and touchpoint integration with special attention to effectiveness and measurable results. Communication professionals are now more than ever accountable for their programs and strategies. They also have more power to shape the way in which marketing organizations do business.

**CA100 Introduction to Computer Software Management - 4.5 Credit Hours**

The student is introduced to the history of computers, operating systems and a basic understanding of modern software and the impact on the business environment. This course will allow students to become acquainted with the computer, integrated software, and vital Internet and online communications techniques through hands-on training. Emphasis is placed on computer hardware, current operating systems software, and development of keyboarding skills. The student is also introduced to email communications.

**CA110 Introduction to Computer Applications - 4.5 Credit Hours**

This course provides the student with a basic understanding of modern software and the impact on the business environment. The course is designed to introduce the history of computers and information systems in an uncomplicated way to reach students with a wide range of backgrounds, interests, and skills. The course will allow students to become acquainted with the computer and integrated software through hand-on training.

**CA120 Strategies for Success - 4.5 Credit Hours**

The student will develop skills related to goal setting, personal accountability, positive attitudes and beliefs, enhanced expectations, self-efficacy building, teamwork, planning, improved performance, higher quality of life and overall personal development.

**CJ100 Legal Ethics - 4.5 Credit Hours**

This course is designed to provide students with critical thinking skills needed to deal with increasingly complex ethical issues in today's professional legal field. In addition, this course provides an understanding of legal terminology, procedures and applications regarding ethics. Emphasis will be placed on the consequences of individual conduct in a variety of employment environments.

**CJ110 Criminal Law - 4.5 Credit Hours**

This course is designed to provide a basic understanding of criminal law. This course will emphasize state law, historical common law and constitutional law issues. Students will become familiar with the elements of crimes, criminal intent, defenses to crimes and the differences between felonies and misdemeanors.

**CJ115 Criminal Procedures - 4.5 Credit Hours**

This course is designed to provide an in-depth understanding of criminal law procedures and applications. Students will become familiar with basic rights in a criminal prosecution such as the presumption of innocence, the government's burden of proof and the concept of reasonable doubt. Emphasis will be placed on the understanding of applicable Constitutional Amendments. In addition, students will understand the court process in state criminal justice system.

**CJ120 Criminal Justice Administration - 4.5 Credit Hours**

This course is designed to provide a basic understanding of the criminal justice system which consists of the police, courts and corrections. Students will become familiar with the history of law enforcement and its duty to protect society, as well as the court system's balancing of an individual's rights versus social control. The course will also explore the role of corrections in punishing criminals while attempting to rehabilitate them to return to society. The major emphasis will be placed upon state criminal justice administration.

**CJ125 Juvenile Justice – 4.5 credits**

This course will cover the history and philosophy behind the juvenile justice system in the United States along with theories of delinquency and juvenile offending. Students will also study developmental risks and protective factors influencing youth as well as characteristics of juvenile victims and offenders, and prevention of delinquency and recidivism.

**CJ200 Criminal Investigation - 4.5 Credit Hours**

This course is designed to provide students with the basic theoretical and philosophical understanding of the investigatory process. Analysis of problems encountered in interviewing, interrogating, evidence collection and admissibility will be examined. It is also designed to be an objective analysis of the formal social control in our society, including the philosophies, limitations, technologies and responsibilities of investigators.

**CJ205 Introduction to Law Enforcement - 4.5 Credit Hours**

This course is designed to provide the student with the basic theory, and application and philosophy of policing in our society. In addition, this course will give an overview of the different levels of law enforcement, their roles, and how police agencies are organized. Information about the jobs available in law enforcement and the skills needed in order to obtain these jobs will also be discussed.

**CJ210 Criminology - 4.5 Credit Hours**

This course is designed to examine criminal behavior as it relates to several varieties of crime. Major emphasis will be placed on the evolution of criminological theories. This course also deals with analysis of present-day programs and trends in the criminal justice system's response to victims. The historical and emerging roles of victimology as a field of study are examined and discussed.

**CJ215 Introduction to Security - 4.5 Credit Hours**

This course is designed to provide students with an introduction to the world of security and addresses the nature, scope, and history of security services. The course will introduce the essential elements of private and public security as well as types of security organizations. Information about jobs available in the security field and the skills needed in order to obtain these jobs will also be discussed.

**CJ220 Introduction to Corrections - 4.5 Credit Hours**

This course is designed to offer a practical analysis of corrections in the American criminal justice system. The course covers and explores various aspects of the social history of punishment, staff and inmate safety, prisoner rights litigation, overcrowding, gender and ethnicity, special needs, gang control strategies and growth of supermax prisons. The course also identifies theories of the environmental conditions and subcultures within a correctional setting. In addition, this course can serve as a useful introduction to career planning for employment in the corrections fields.

**CJ225 Case Report Writing - 4.5 Credit Hours**

This course defines the basic elements of criminal justice report writing and describes the writing process, style, research, and techniques necessary for complete, clear and concise reporting. Emphasis is on criminal justice writing applications.

#### **CJ298 Capstone - 4.5 Credit Hours**

This course requires students to synthesize the knowledge gained from each course taken within the curriculum. The student will prepare and report upon a project that identifies and examines a current criminal justice issue or problem. **Prerequisite: Must have a 2.0 cGPA in all completed core courses.**

#### **CN200 Network Infrastructure - 4.5 Credit Hours**

This course provides students with the information necessary to correctly implement, configure, and troubleshoot networking protocols and services that are provided by enterprise network operating systems. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN210 Directory services - 4.5 Credit Hours**

This course provides students with the information necessary to design, implement, and administer a directory services infrastructure. Students will be instructed in the use of directory services to control access to resources and implement policies that enable the use of networked resources in the enterprise environment. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN211 Network Security - 4.5 Credit Hours**

This course provides students who are new to network security practices with the knowledge necessary to understand and identify the tasks involved in implementing and managing network security. This is an introductory course designed to provide an overview of security concepts and how they are implemented in a network environment. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN220 Network Scripting - 4.5 Credit Hours**

This course provides students who are new to scripting with the information necessary to understand and identify the tasks involved in managing a network through automation. This course is designed to provide an overview of scripting basics and how they are implemented in a network environment. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN240 Network Design Analysis - 4.5 Credit Hours**

This course prepares students to analyze, design, build, troubleshoot, and maintain networks. In addition, students will be exposed to network security issues and the methods employed to implement security measures. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN250 Linux Applications - 4.5 Credit Hours**

This course teaches advanced competencies in the Linux Operating System. This course will give the student the knowledge of Linux administration, utilities, and networking with Linux. The student will learn about backup and compression software, security, troubleshooting, and performance. The book and material in this course follows the objectives of the CompTIA Linux+ exam. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN260 Microsoft Exchange Server - 4.5 Credit Hours**

This course provides students with the information necessary to design, implement, and administer a network messaging service using Microsoft Exchange Server. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN270 Microsoft Application Infrastructure – 4.5 Credit Hours**

This course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server to meet varying business and technical requirements with a focus on application. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **CN290 Computer Virtualization - 4.5 Credit Hours**

This course covers the key functions and components of VMware vSphere including the overall architecture, installation, vCenter and virtual machine management, networking, and storage. **Prerequisite(s): IT120 Hardware Technician; IT121 Windows Network Client; IT140 Computer Software Management; and IT150 Microsoft Sever Administration.**

#### **GEN101 Introduction to Algebra - 4.5 Credit Hours**

This course is the study of real numbers and variables. Topics studied include operations involving real numbers and algebraic expressions, solving linear equations and inequalities, graphs of linear equations and inequalities, simplifying rational expressions and exponents, factoring and radicals.

#### **GEN120 Composition I - 4.5 Credit Hours**

This is the basic writing course designed to improve writing skills. The student writes essays in which organization, proper grammar, punctuation, and spelling usage are stressed. The student will also write a research paper with appropriate format and documentation.

#### **GEN140 Composition II - 4.5 Credit Hours**

This course focuses on honing and expanding college writing skills through its focus on writing analysis and the preparation of essays. **Prerequisite: GEN120 – Composition I.**

**GEN150 Introduction to Biology - 4.5 Credit Hours**

This course is designed to give each student an introduction to the science of biology. The course will discuss the theories of the beginnings of life on earth and look at life from an atomic, and molecular viewpoint, and continue through the development and classification of the diverse organisms on our planet. The course will strive to answer many major questions in biology, and will provide the student with opportunities to participate in discussions about these topics. At the end of this course the student will have an appreciation and increased fascination with biology and further developed his/her abilities to reason within this and other areas.

**GEN160 Introduction to Communications - 4.5 Credit Hours**

This course offers an opportunity to learn and apply in daily life practical principles of human interpersonal communication. Emphasis is placed on the psychological, social, cultural, and linguistic factors that affect person-to-person interaction. This course is designed to help students improve their communication behavior; attention is given to human perceptions, interpersonal dynamics, patterns of influence, listening and verbal and visual symbols. This class will introduce students to the principles, theories, and forms of communication including interpersonal communication, group communication, public speaking, and mass communication.

**GEN180 Technical Writing - 4.5 Credit Hours**

This course explores basic technical writing forms, conventions, and style, with an emphasis on the clear, concise presentation of information. Course topics include appropriate style, tailoring messages, reports, instruction manuals, collaborative process, and ethical considerations.

**GEN200 College Algebra - 4.5 Credit Hours**

This course is an in-depth study of the traditional topics of college algebra. These topics include solving linear and quadratic equations and inequalities, graphs of equations and inequalities, operations involving polynomials and rational expressions, exponents, radicals, and introduction to exponential and logarithmic functions.

**GEN230 Introduction To American Politics - 4.5 Credit Hours**

In this course a student will study the institutions and constitutional framework of the United States Government and survey the structure and development of city and state government systems. The course is developed to teach values, rights, and responsibilities that shape the public decision making of an active and informed citizen, and influence contemporary public affairs in a democratic society.

**GEN240 Psychology - 4.5 Credit Hours**

This general psychology course is intended to provide the student with a basic understanding of psychology, its relationships to the life sciences and how behaviors affect people's everyday lives. Emphasis is placed on developmental psychology and the problems that people face in regards to relationships and the mental and physical dilemmas they may pose. Topics such as stress, altered states of consciousness, aging, conflicts and types of therapies will be presented.

**GEN285 Economics – 4.5 credit Hours**

This course presents an overview of the principles and fundamentals of Economics. The course emphasizes the topics of economics foundations, microeconomics, macroeconomics, and world economics.

**GEN300 Environmental Science - 4.5 Credit Hours**

This course provides students with an understanding of environmental science that includes energy principles, relationships of organisms in ecosystems, and human impacts.

**GEN305 Sociology - 4.5 Credit Hours**

This course teaches students to use sociological concepts and theories to analyze the most compelling and significant issues of our day. There is a distinct global emphasis. Issues covered include immigration, the differences between the world's richest and poorest regions, conflict, and the distribution of global resources. This approach will allow students to demonstrate analytical power for thinking about personal, local, national, but especially global issues and events.

**GEN310 Critical Thinking - 4.5 Credit Hours**

This course studies a process by which we develop and support our beliefs and evaluate the strength of arguments made by others in real-life situations. It dares students to question their own assumptions and to enlarge their thinking through the analysis of the most common problems associated with everyday reasoning. It includes the practice of fundamental concepts in critical thinking, identifying common barriers to critical thinking and helps the students to formulate strategies for overcoming critical thinking barriers.

**GEN311 Introduction to Ethics - 4.5 Credit Hours**

In this course students will focus on business-related actions that are in apparent conflict with the morality and examine them from multiple perspectives. The theme that runs throughout this course is that business and ethics are compatible and even complimentary with one another. Study will include ethics, values, and social responsibility. Student will explore and discuss ethical issues and dilemmas in the workplace, and examine contemporary, ethical, social, and environmental issues. The course will help students establish ethical and social responsibility in the workplace.

**GEN400 Geopolitics - 4.5 Credit Hours**

After briefly introducing the political-economy approach found in world-systems theory, the course will then examine historical and contemporary geopolitics – the struggle for control over territory and resources; a primary goal of course is to reach a better understanding of America's role in the world.

**HV112 Basic Electricity for HVAC/R - 9 Credit Hours**

This course includes construction safety rules and regulations; reviews basic construction mathematical functions and identifies tools widely used across the construction craft fields. It familiarizes trainees with techniques for reading and using blueprints, specifications, and shop drawings; discusses employability in the construction field; and addresses on-the-job communication skills within the craft professions. Additionally, it teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. The student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, and temperature. EPA certification is offered.

#### **HV114 Basic Refrigeration for HVAC/R - 9 Credit Hours**

Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, vacuum and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings; introduces the basic principles, and processes. It discusses evaporators, condensers, compressors, metering devices.

#### **HV215 Residential Air Conditioning / Residential Geothermal Systems - 9 Credit Hours**

Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps. Students will also learn the principles of Geothermal energy as it relates to residential applications including designing a Geothermal system. **Prerequisites:** HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

#### **HV216 Residential Heating - 9 Credit Hours**

This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. It covers the principles of reverse cycle heating; describes the operation of the various types of heat pumps and reviews heat pump operation and heat pump control circuits. **Prerequisites:** HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

#### **HV217 Commercial Air Conditioning / Commercial Geothermal Systems - 9 Credit Hours**

This course describes air distribution systems and their components, air flow measurements, ductwork installation principles, and the use of instruments for measuring temperature, humidity, air cleanliness, pressure, and velocity and covers procedures for the startup of hot water and steam heating, chilled water, and forced air distribution systems. It covers operating principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations. It also explains how computers and microprocessor controls are used to manage zoned HVAC systems. Students will also learn the principles of Geothermal energy as it relates to commercial applications including designing a Geothermal system. **Prerequisites:** HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

#### **HV218 Commercial Refrigeration - 9 Credit Hours**

This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting cooling equipment. It explains the operating principles of the different types of compressors used in comfort air conditioning systems and offers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices. It presents the entire basic refrigerant handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustment of different types of belt drives, bearings, and couplings. **Prerequisites:** HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

#### **IT120 Hardware Technician - 4.5 Credit Hours**

This course teaches essential competencies for a microcomputer hardware service technician with the equivalent of six months of on-the-job experience. Students will be provided with information on how to properly install, configure, upgrade, troubleshoot, and repair microcomputer hardware.

#### **IT121 Windows Network Client - 4.5 Credit Hours**

This course provides students who are new to Microsoft's network client products with the knowledge necessary to understand and identify the tasks involved in supporting Microsoft based client networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Microsoft client environment.

#### **IT140 Computer Software Management - 4.5 Credit Hours**

This course will guide students on how to install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. Install and configure operating systems. Maintain and troubleshoot installations of Microsoft Windows. Identify network technologies. Install and manage network connections. Support laptops and portable computing devices. Support printers and scanners. Identify personal computer security concepts. Support personal computer security.

**IT150 Microsoft Server Administration - 4.5 Credit Hours**

This course prepares the student to administer networks using the Microsoft Windows Server 2012 operating system and to pass the 70-410 certification exam. Student will learn to manage Active directory services, Server management tools, installation and setup of server 2012 software and assign rolls to the server.

**MA100 Medical Terminology - 4.5 Credit Hours**

Introduction in building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots and combining forms/vowels. Emphasis is on correct spelling, pronunciation and the correct definitions of many medical terms. This course will cover 5 body systems including the integumentary, musculoskeletal, nervous, cardiovascular, and blood system.

**MA110 Anatomy and Physiology - 4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the organization of the body, and then moving to the integumentary, skeletal, muscular, nervous, and circulatory systems. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems.

**MA115 Anatomy and Physiology - 4.5 Credit Hours**

This course is a study of several systems of the human body. Beginning with the lymphatic and immune systems, the respiratory, digestive, urinary and reproductive systems, will be covered. Nutrition and metabolism, fluids and electrolytes, acid-base balance, and growth and development will also be discussed. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems.

**MA120 Medical Law and Ethics - 4.5 Credit Hours**

This course addresses medical ethics and laws that pertain to the medical field. The course is designed to enable the student to understand medical practice acts, confidentiality, legal responsibilities of the health professional, liability and the civic duties of the health professional.

**MA150 Basic Insurance - 4.5 Credit Hours**

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims, and the terminology that is common to all insurance carriers. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MA160 Medical Keyboarding/Transcription - 4.5 Credit Hours**

This course is designed to prepare the student to format and key specialized medical documents. History and Physicals, Discharge Summaries, Operative Reports, Chart Notes, and short scientific articles are examples of the documents students will learn to produce. **Prerequisite: MA100 Medical Terminology**

**MA180 Medical Office Administration – 4.5 Credit Hours**

Medical Office Administration - This course provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, instruction, filing, financial administration, duties as a receptionist, processing of mail, care of the facilities and medical equipment. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office.

**MA190 Medical Office Communications - 4.5 Credit Hours**

This course presents methods in both written and oral communications as they relate to the medical office. The course emphasizes writing and revising effective business correspondence, speaking effectively, and developing useful organizational skills for written and oral business presentations. **Prerequisite: MA100 Medical Terminology**

**MA212 Coding & Billing - 4.5 Credit Hours**

This course introduces students to the health profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings. Advanced theory and practices of commercial medical insurance, insurance terminology, CPT and ICD-10 coding systems, billing and collections will be discussed. Government programs, federal regulations and the impact of HIPAA regulations will be explored. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MA213 Medical Office Assistant Certification Preparation - 4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the American Medical Technologist's CMAS certification exam. The course will include basic theory review, self evaluation and answers and rationales. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MA230 Electronic Medical Records Management – 4.5 Credit Hours**

This course is designed to introduce the student to the basics of medical records management. This course introduces the student to the basics of medical records management and provides an opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR). It also allows the student to learn about EHR management practices and a variety of software programs and used in this process. Students are exposed to the medical billing process, including the flow of information from preregistering patients through collecting on overdue accounts, information technology in medical offices, and HIPAA. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. **Prerequisite(s): MA100 Medical**

**Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MA298 Externship – 4.5 Credit Hours**

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical back office environment under the direct supervision of local healthcare professionals. **Prerequisite: Must have a 2.0 cGPA in all completed core courses**

**MA299 Medical Assistant Externship - 4.5 Credit Hours**

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical back office environment under the direct supervision of local healthcare professionals. **Prerequisite(s): Must have a 2.0 cGPA in all completed core courses.**

**MAA250 Pathophysiology - 4.5 Credit Hours**

Pathophysiology is a study of how normal physiology processes are altered by disease. This course will include causes of disease, neoplasms, congenital diseases, urinary system diseases, reproductive system diseases, digestive system diseases, respiratory system diseases, circulatory system diseases, nervous system diseases, endocrine system diseases, musculoskeletal disease, skin, eye, ear and childhood diseases, pain management and holistic health. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MAA260 Pharmacology – 4.5 credit hours**

The student will discuss the various types of drugs and become familiar with the forms by which medications are administered. The student will learn to identify the most common medications by classification and the body system that they are most commonly used for. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology or AP101 Anatomy and Physiology; MA115 Anatomy and Physiology or AP105 Anatomy and Physiology.**

**MAA270 Clinical - 4.5 Credit Hours**

This course is designed to instruct Medical Assisting students in routine procedures for the physical exam. Proficiency will be developed in taking vital signs, including blood pressure readings, temperature, pulse and respiration. Students will learn and practice draping for physical exams, aseptic techniques, measurements and taking the medical history. Universal precautions will be practiced at all times. This course is also designed to instruct Medical Assisting students in assisting with minor surgical procedures, performing EKGs, administration of injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Cardiopulmonary Resuscitation certification will be provided. Office emergencies will be discussed. Students will perform procedures according to Procedure Competency assigned by Instructor. **Prerequisite(s): Must have a 2.0 cGPA in all completed core courses.**

**MAA280 Laboratory - 4.5 Credit Hours**

This course is designed to provide advanced skills for the medical assistant. Lecture and laboratory class will acquaint the student with various pathological agents, which cause disease in humans. Diagnostic testing will include culturing and staining for identification, blood testing for antigens, antibodies and glucose, staining of white blood cells for differentiation counts, performance of hematocrit and hemoglobin lab tests. Urine will be tested and stained for microscopic sediments. The instructor will assign each student a pathogenic agent to prepare a report for the class. **Prerequisite(s): Must have a 2.0 cGPA in all completed core courses.**

**MBA500 Organizational Behavior - 4 Credit Hours**

This course examines the roles of leaders, and their influence on culture and performance within an organization. Topics include the establishment of common values, employee motivation, group and team dynamics, conflict resolution, managing change and communication within an organization.

**MBA510 Corporate Finance - 4 Credit hours**

This course introduces students to concepts important to the financial success of a corporation. Students will examine the key financial concepts including sources of investment capital, corporate investment strategies, dividend policy, short and long-term planning and risk management.

**MBA515 Managerial Accounting - 4 Credit Hours**

This course provides students with the tools necessary to apply accounting concepts to plan, control and evaluate business activities. Topics addressed include analysis and interpretation of financial data, developing and evaluating financial data and conducting cost-benefit analyses.

**MBA520 Global Leadership and Business Ethics - 4 Credit Hours**

This course examines decision making in the context of ethics and social responsibility. Students will examine the role of business in politics, law and the strategies businesses use in dealing with customers, suppliers, employees and the environment.

**MBA530 Research Methods - 4 Credit Hours**

This course provides an in-depth examination of research methods in the social sciences with an emphasis on business research and how it can support business decision-making. The course provides advanced quantitative and qualitative research tools necessary to conduct major business research projects. Topics in research methods include primary and secondary data analysis, sampling, survey design, and experimental designs. In addition, the course will draw the attention of students to an important but often neglected aspect of social research, i.e. ethical issues in social research, covering such topics as voluntary participation, anonymity and confidentiality and the need to adhere to professional code of ethics. How each method is, or may be, related to contemporary policy issues will be an integral part of the course.

**MBA540 Organizational Management - 4 Credit Hours**

This course examines the challenge of designing and leading effective organizational structures. In addition to organizational theory, the course addresses managing changes in leadership, technology and cultural within an organization. Students will complete a research project comparing the effectiveness of multiple organizational theories and structures.

**MBA545 Managerial Economics - 4 Credit Hours**

This course applies economic theory to solve business problems related to costing, pricing, revenue prediction, budgeting, investment and consumer behavior. Students will learn to use economic information to make sound business decisions.

**MBA550 Designing and Executing Management Strategies - 4 Credit Hours**

This course examines management strategies for strategic decision making, inventory and production control, forecasting and quality control as well as the design of effective planning, scheduling and resource control systems. The course also analyzes the internal and external structures and models of organizations to determine core competencies and strategies.

**MBA555 Sustainable and Responsible Investment Management - 4 Credit Hours**

This course provides students with skills and information required to evaluate business investments and make informed decisions relative to establishing investment objectives and evaluating investment performance. Students will estimate risk-return relationships and various quantitative approaches to evaluate investment strategies.

**MBA560 Social Media and Marketing Strategies - 4 Credit Hours**

This course explores how companies make price and promotion decisions. Students will examine marketing opportunities including pricing strategies, customer communications, identifying advertising and promotion opportunities, market segmentation, competitive analysis, and pricing issues. Students will work in teams to develop a marketing plan for a selected business. The course also looks at integrative marketing strategies encompassing consumer behavior and market research, branding and product management, distribution, and promotion. This course also provides an overview on how to imbed social media in traditional business marketing structures, how to develop successful social media marketing strategies in building a brand, how to implement a social network marketing plan and how to sculpt your strategy to find a niche on social networks.

**MBA565 Survey of Global Business Practices - 4 Credit Hours**

This course examines a variety of legal, political, cultural, economic, financial and environmental issues that must be considered when developing and international marketing strategy. Students will use this knowledge to develop a plan to market a selected good or service internationally.

**MBA570 Human Resources Management - 4 Credit Hours**

This course allows students to gain a more thorough understanding of important managerial considerations related to employee management, including selection, retention, workforce planning, as well as ethical and legal considerations in hiring, performance management and progressive discipline.

**MBA580 Management Information Systems - 4 Credit Hours**

This course examines managerial and strategic functions of management information systems to support an organization's mission and strategic plan. Major points of emphasis will be information reporting, analysis of management information and strategic decision making.

**MBA590 MBA Capstone Project - 4 Credit Hours**

Students will complete an independent research project approved by the instructor. Students will identify a business management challenge within an organization, research similar scenarios and solutions and develop a detailed solution proposal. Students will be required to provide weekly status reports and to prepare a final presentation to accompany the written project. **Prerequisite: Must have a 2.0 cGPA in all completed core courses.**

**MBC125 - Medical Insurance & Billing Procedures - 4.5 Credit Hours**

This course is designed to teach the student how to complete forms for various types of medical health insurance, insurance claim guidelines, and adjudication of claims. The course will familiarize the student with the importance of accurate completion of claims and the terminology that is common to all insurance carriers. **Prerequisite(s): MA100 Medical Terminology; AP101 Anatomy and Physiology; AP105 Anatomy and Physiology**

**MBC150 – Medical Billing and Coding I - 4.5 Credit Hours**

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including International Classification of Diseases (ICD) codes and Clinical Modification (CM) codes.

**MBC170 – Medical Billing and Coding II - 4.5 Credit Hours**

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases (ICD), Clinical Modification (CM,) and official coding guidelines. **Prerequisite(s): MBC150 Medical Billing & Coding I**

**MBC200 – Medical Billing and Coding III - 4.5 Credit Hours**

This course includes material covering Evaluation and Management of Services and Anatomical Coding and Procedural Coding. This course builds upon the Fundamentals of Coding and presents abstract situations to which the student can apply their knowledge. This course requires the student to assign ICD diagnosis codes as well as CPT codes. **Prerequisite(s): MBC150 Medical Billing & Coding I and MBC170 Medical Billing & Coding II.**



**MBC250 – Medical Billing & Coding IV - 4.5 Credit Hours**

This course covers the codes required to bill insurance companies for services. The material covered is Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course builds upon the Fundamentals of Coding and presents abstract situations to which the student can apply their knowledge. **Prerequisite(s): MBC150 Medical Billing & Coding I, MBC170 Medical Billing & Coding II, and MBC200 Medical Billing & Coding III.**

**MBC290 – Capstone - 4.5 Credit Hours**

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases (ICD), Clinical Modification (CM), ICD Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. **Prerequisite(s): MBC150 Medical Billing & Coding I, MBC170 Medical Billing & Coding II, MBC200 Medical Billing & Coding III, and MBC250 Medical Billing & Coding IV.**

**MBC299 – Externship - 2.5 Credit Hours**

Students will be assigned to a healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical billing and coding environment under the direct supervision of local healthcare professionals. **Prerequisite: Must have a 2.0 GPA in all completed core courses.**

**MOA299 Externship – 4.5 Credit Hours**

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical front office environment under the direct supervision of local healthcare professionals. **Prerequisite: Must have a 2.0 cGPA in all completed core courses.**

**PT100 Lifestyle and Health - 4.5 Credit Hours**

This course provides an introduction to the basic concepts for physical fitness and wellness. Students will gain knowledge on the latest findings in exercise physiology and sports medicine, along with the tools for self-assessment and guidelines for developing physical fitness. In the area of wellness, a student will learn current trends and information on today's most important health related topics and issues, with self-tests and guidelines for achieving wellness.

**PT 101 Anatomy and Physiology - 4.5 Credit Hours**

This course will provide students with an overall understanding of the musculoskeletal system and the integument system as it relates to personal fitness training. Subjects include study of the skeletal system to include study of the bony landmarks and joints, the muscular system to include origins, insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.

**PT102 Leisure Programming - 4.5 Credit Hours**

This course provides an introduction to the basic concepts for leisure programming. Students will gain knowledge in the areas of direct services delivery, program planning, and program management. The course will focus on issues related to customer service and benefits, such as providing leisure experiences, assessing customer needs, evaluating program impact, promoting positive customer and leader interactions, analyzing and implementing policies, and supervising staff.

**PT103 Anatomy & Physiology - 4.5 Credit Hours**

This course is designed to provide the student with an overall understanding of the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems, including the pathologies of each system.

**PT105 The Business of Personal Training - 4.5 Credit Hours**

The course is an introduction to the fundamental concepts and principles of business in the personal training field. An overview to the functions of a personal training business will include an evaluation of personal training as a profession, personal training as a business, management, finance, accounting, marketing, legal and professional responsibilities of personal training.

**PT106 Kinesiology - 4.5 Credit Hours**

In this course students will learn the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will systematically focus on the bones, muscles and joints for the upper extremity, lower extremity, and the spinal column, pelvis and thorax. This course will assist the students understanding of the musculoskeletal system as a machine capable of generating and transmitting forces, while exploring the concept that musculoskeletal imbalance results in pathomechanics for injury and disease. Practical application of basic concepts will be made to practical problems in public health and wellness.

**PT110 Biomechanics - 4.5 Credit Hours**

This course will act as a guide and reference for the anatomy and biomechanical movements of the human skeleton, and muscles. Special attention will be spent on the identification terms related to these systems. In addition students will learn the description of motion including patterns and speed of movement sequencing by the body segments and how anthropometrics factor in with impacts on kinetic analysis.

**PT120 Exercise Physiology - 4.5 Credit Hours**

This course provides the fundamentals for the study of exercise physiology. It thoroughly examines both the immediate responses to, and the long-term benefits of exercise. In addition students will view exercise physiology in the clinical setting and professional issues pertaining to career opportunities.

**PT140 Personal Training - 4.5 Credit Hours**

This course provides the core concepts in personal training and fitness instruction. A student will develop the knowledge, skills and motivation to enhance the physical fitness and well-being of individuals or groups. Areas of concentration will be Fitness Instruction, Physical Fitness Assessment, Physical Conditioning and Designing a Conditioning Program.

**PT170 Sports Law and Ethics - 4.5 Credit Hours**

This course includes a basic introduction to concepts and issues dealing with legal concerns in recreation and sports in contemporary society. Students will review legal issues pertaining to contracts, premises liability, discrimination, Title IX eligibility, equal opportunity, labor relations and federal funding through examination of case law, statutes and regulations pertinent to sports management.

**PT200 Exercise Testing and Prescription - 4.5 Credit Hours**

Developed to help students master the essential measurement and evaluation content, principles and concepts to become an effective evaluator, this text provides the practical skills and materials students will need for measurement and evaluation whether they work in teaching or exercise science.

**PT205 Conducting and Reading Research in Health and Human Performance - 4.5 Credit Hours**

Designed for the first course in research methods, this text shows students how to conduct and read research, design research tools, and evaluate results in health, kinesiology, exercise science, recreation, dance, and all other areas of human performance--providing comprehensive coverage of both quantitative and qualitative research methods.

**PT299 Personal Trainer Externship - 4.5 Credit Hours**

Students will be assigned to a training facility, clinic or other physical fitness setting and will be trained for duties that are vital in today's fitness field. This course will train the student to develop fundamental skills for tasks such as exercise physiology, nutrition, diet, weight maintenance, athletic training, business operation, first aid, sports medicine and proficiency in physical health software functions. **Prerequisite: Must have a 2.0 cGPA in all completed core courses.**