



BRYAN UNIVERSITY

2013 Catalog Supplement

Version 27
Effective: 10/18/2013

www.bryanu.edu

Effective 10/18/2013, the Cancellation and Refund Policy on page 20 of the catalog now reads as follows:

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.

Provisional Period

Provisionally enrolled students who are earning satisfactory grades and posting satisfactory attendance as determined by the University will be transitioned to regular active student status. Students who do not meet University standards will be considered to have cancelled while in provisional status and will not incur any tuition or fee obligation to the University, excluding the application fee.

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 buyer 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.

Drop/Add Policy

The first fourteen calendar days of each course is designated as the drop/add period for students. This is the period when students may add or remove courses in order to finalize their schedules. 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, books and supplies and technology fee refunds are calculated using the Bryan University institutional policy, 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, books and supplies and technology fee 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- New Student (10 Week Course)

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

Period of Quarter Enrollment Completed by the student:	Tuition Refund amount:
0% to 40%	100% Refund – Provisional Period
40.01% to 50%	50% Refund
50.01% to 60%	40% Refund
60.01% or more	No Refund Required

Refund Charts- New Student (5 Week Course – 1st and 2nd Terms)

First 5 Week Term – First 5 Weeks of Quarter

Second 5 Week Term – Second 5 Weeks of Quarter

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

Period of Quarter Enrollment Completed by the student:	Tuition Refund amount:
0% to 40%	100% Refund – Provisional Period (1 st Term of 10 Week Quarter)
40.01% to 50%	No Refund Required (1 st Term of 10 Week Quarter)
50.01% to 70%	100% Refund (2 nd Term of 10 Week Quarter)
70.01% or more	No Refund Required (2 nd Term of 10 Week Quarter)

Refund Charts – New Student

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- Continuing Student/Re-Enter Student (10 Week Course)

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%	25% Refund
60.01% or more	No Refund Required

Refund Charts- Continuing Student/Re-Enter Student (5 Week Course – 1st and 2nd Terms)

First 5 Week Term – First 5 Weeks of Quarter

Second 5 Week Term – Second 5 Weeks of Quarter

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 (1 st Term of 10 Week Quarter)
20.01% to 50%	No Refund Required (1 st Term of 10 Week Quarter)
50.01% to 70%	100% Refund (2 nd Term of 10 Week Quarter)
70.01% or more	No Refund Required (2 nd Term of 10 Week Quarter)

Refund Charts – Continuing Student/Re-Enter Student

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).

Ten week and five week refund charts may apply to students enrolled in ten and five week courses during the same quarter.

Books, Supplies, and Fees

There are no refunds for equipment, books and supplies received by the student.

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.

Effective 10/17/2013, the Repeat Policy on page 38 of the catalog now reads as follows:

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 courses being attempted three times. 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. A student may appeal the repeat policy and may be eligible for financial assistance for additional course attempts.

Effective 10/17/2013, paragraph 7 on page 51 of the catalog now reads as follows:

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

Effective 9/30/2013, all occurrences of www.bryanu.edu on page 53 of the catalog have been replaced with the following:

www.bryanu.edu/consumer-information

Effective 9/5/2013, page 68 of the catalog now reads as follows:

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

Effective 9/5/2013, the following program has been added to the catalog for Topeka only:

Medical Assistant

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

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 Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing Φ	55	4.5
GEN230	Introduction to American Politics	55	4.5
GEN240	Psychology Φ	55	4.5

	Grand Total	1205	90.0
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Effective 9/3/2013, the following courses have been added to the catalog:

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.

Effective 8/27/2013, Credit Transfers from Other Postsecondary Educational Institutions on page 39 of the catalog now reads as follows:

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;
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 DAN TES Subject Standardized Tests (DSST) (formerly DAN TES) 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
SF/SG/SH/SL 820 Technical Writing	46	4.5 QCH	GEN180

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) 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.

Effective 8/23/2013, page 61 of the catalog now reads as follows:

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

Effective 8/23/2013, page 56 of the catalog now reads as follows:

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

Effective 8/23/2013, page 67 of the catalog now reads as follows:

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

Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

Medical Office Assistant

Diploma Program

Completion Time: 30 weeks, 3 Quarters

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

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.

Core Courses – 40.5 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
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
Grand Total		575	40.5

Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

Computer Networking Specialist

Diploma Program

Completion Time: 30 weeks, 3 Quarters

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

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.

Core Courses – 40.5 credits required			
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
CN260	Microsoft Exchange Server	55	4.5
CN270	Microsoft Application Infrastructure	55	4.5

Grand Total		495	40.5
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Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

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.

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

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
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

General Education Courses – 22.5 credits required			
Course	Course Name	Contact Hours	Quarter Credit Hours
GEN101	Introduction to Algebra Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing Φ	55	4.5
GEN230	Introduction to American Politics Φ	55	4.5
GEN240	Psychology Φ	55	4.5

	Grant Total	1220	90.0
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Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

Medical Administrative Specialist

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Topeka** only.

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.

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
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 Φ	55	4.5
MA230	Electronic Medical Records Management	55	4.5
MAA250	Pathophysiology	55	4.5
MOA299	Externship ¥	135	4.5

General Education Courses – 22.5 credits required			
Course	Course Name	Contact Hours	Quarter Credit Hours
GEN101	Introduction to Algebra Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing Φ	55	4.5
GEN230	Introduction to American Politics	55	4.5
GEN240	Psychology Φ	55	4.5

Grand Total		1180	90
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Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

Computer Information Systems – Networking

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

Program is offered at **Topeka** only.

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.

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 – 58.5 credits required			
Course	Course Name	Contact Hours	Quarter Credit Hours
IT120	Hardware Technician	55	4.5
IT121	Windows Network Client Φ	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 Φ	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 Φ	55	4.5
CN270	Microsoft Application Infrastructure Φ	55	4.5
CN290	Computer Virtualization	55	4.5

General Education Courses – 22.5 credits required			
Course	Course Name	Contact Hours	Quarter Credit Hours
GEN101	Introduction to Algebra Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing	55	4.5
GEN230	Introduction to American Politics Φ	55	4.5
GEN240	Psychology	55	4.5

Grand Total		1155	94.5
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Effective 8/23/2013, the following courses have been modified:

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.

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/AP101 Anatomy and Physiology; MA115/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.

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/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology. MAA250 Pathophysiology.

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.

Effective 8/23/2013, the following program has been added to the catalog for Topeka only:

Medical Assistant

Diploma Program

Completion Time: 35 weeks, 3.5 quarters

Program is offered at **Topeka** only.

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.

Core Courses – 49.5 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
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	170	4.5
Grand Total		720	49.5

Effective 8/23/2013, Course Naming and Numbering System on page 31 has been revised:

Courses identified with prefixes of “AHM, BA, CJ, CN, HV, ES, ISS, IT, MAA, MA, MBA, 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). CA100, CA110, CA120 are generally scheduled as the first three courses for new students. 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.

Effective 8/23/2013, Additional Policies for Distance Education/Online Learning Opportunities on page 48 has been revised:

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.

Effective 8/23/2013, the first item of Graduation Requirements on page 41 now reads as follows:

- Achieve a minimum cumulative grade point average of 2.0 for undergraduate programs; 3.0 for graduate programs.

Effective 8/23/2013, the Master program in the SAP table on page 34 has been revised as follows:

Master Programs (56 Credits) MTF: 84	Quarter 1	1.25	4	33%
	Quarter 3	1.5	18	50%
	Completion*	3.0	37	66%

Effective 8/23/2013, the last paragraph on page 35 has been revised as follows:

Note: Approval and/or reinstatement of financial assistance eligibility is not guaranteed through the appeal process. Appeals will be 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. Students whose appeals are successful 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.

Effective 8/14/2013, the following course descriptions have been added to the catalog:

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.

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.

Effective 8/14/2013, page 60 of the catalog now reads as follows:

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

Effective 8/14/2013, page 62 of the catalog now reads as follows:

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

Effective 8/14/2013, the following program has been added to the catalog for Topeka only:

Criminal Justice

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

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 Φ	55	4.5
CJ215	Introduction to Security	55	4.5
CJ220	Introduction to Corrections Φ	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 Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing	55	4.5
GEN230	Introduction to American Politics Φ	55	4.5
GEN240	Psychology Φ	55	4.5

Grand Total	1100	90.0
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Effective 8/14/2013, the following program has been added to the catalog for Topeka only:

Business Administration & Management

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

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 Φ	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 Φ	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 Φ	55	4.5
GEN120	Composition Φ	55	4.5
GEN180	Technical Writing Φ	55	4.5
GEN230	Introduction to American Politics Φ	55	4.5
GEN240	Psychology	55	4.5

Grand Total		1155	94.5
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Effective 8/2/2013, the following program has been added to the SAP table on page 34 of the catalog:

Award Level	Evaluation Point	GPA	Credit Hours Completed	Rate of Progress
Diploma Programs (40.5 Credits) MTF: 60.75	Quarter 1	1.25	4.5	33%
	Completion (Quarter 3)	2.0	40.5	66%

Effective 8/2/2013, page 55 of the catalog now reads as follows:

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

Effective 8/2/2013, the following program has been added to the catalog for Topeka only:

Business Administration

Diploma Program

Completion Time: 30 weeks, 3 Quarters

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

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.

Core Courses – 40.5 credits required			
Course	Course Name	Contact Hours	Quarter Credit Hours
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
Grand Total		495	40.5

Effective 8/2/2013, the following program has been added to the catalog for Topeka only:

Security and Investigation

Diploma Program

Completion Time: 30 weeks, 3 Quarters

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

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.

Core Courses – 40.5 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
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
Grand Total		495	40.5

Effective 7/12/2013, the following has been added to page 26 of the catalog:

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.

Effective 6/28/2013, the following has been added to the end of the Provisional Enrollment Period on page 12 of the catalog:

If a student cancels their enrollment during the provisional period and attempts to enter the University at a later date, they will be permitted to enroll on a provisional basis. A student is not eligible to enroll on a provisional basis if they have been transitioned to a regular active student previously.

Effective 6/28/2013, the following has been added to page 30 of the catalog:

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 vaccine series.

Tuition and Fees

An application fee of \$50 is payable with all campus-based applications for admission. This fee along with all monies paid is refundable within three working days, exclusive of weekends and holidays.

TUITION

The following chart specifies the cost per credit hour of each program offered at Bryan University. Students must meet all admission criteria for outlined in the catalog for each program of study:

TUITION
\$330.00 per credit Hour (campus-based programs)
\$341.00 per credit hour (Diploma degree programs online)
\$341.00 per credit hour (Associate's degree programs online)
\$275.00 per credit hour (Bachelor's programs online)
\$225.00 per credit hour (Bachelor's programs online)*
\$200.00 per credit hour (Master's programs online)
\$150.00 per credit hour (Master's programs online)*

* = available to Bryan University Graduates only.

Tuition is subject to change at any time without notice.

Bryan University may offer the following tuition rates to eligible individuals associated with the following businesses or agencies:

Business/Agency	Tuition Rate per Credit Hour	Campus
Vocational Rehabilitation – VR (State)	\$75	Rogers, AR
Trade Act Assistance (TAA)	\$75 (before 10.1.2012)	Rogers, AR
Workforce Investment Act - WIA	\$75 (before 10.1.2012)	Rogers, AR
Vocational Rehabilitation – VR (State)	\$75 (before 10.1.2012)	Rogers, AR
Vocational Rehabilitation – VR (State)	\$82.50 (after 10.1.2012)	Rogers, AR
Trade Act Assistance (TAA)	\$82.50 (after 10.1.2012)	Rogers, AR
Workforce Investment Act - WIA	\$82.50 (after 10.1.2012)	Rogers, AR
Workforce Investment Act - WIA	\$82.50	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Topeka, KS
Vocational Rehabilitation – VR (State)	\$80	Springfield, MO / Online
Missouri Career Center	\$80	Springfield, MO / Online
Kum and Go Stores	\$220/\$228.50	Springfield, MO / Online
Teletech	\$220/\$228.50	Springfield, MO / Online
Communication Solutions	\$220/\$228.50	Springfield, MO / Online
Fitness 19	\$220/\$228.50	Springfield, MO / Online
Chase Card Services	\$220/\$228.50	Springfield, MO / Online
Wyndham Vacation Planning	\$220/\$228.50	Springfield, MO / Online
Hardee’s of Southwest Missouri	\$220/\$228.50	Springfield, MO / Online
Hy-Vee Stores	\$220/\$228.50	Springfield, MO / Online
U.S. Security	\$220/\$228.50	Springfield, MO / Online
Midwest Security	\$220/\$228.50	Springfield, MO / Online
Boomerang Car Wash (Boomerang Holding LLC)	\$220/\$228.50	Springfield, MO / Online
Prairie Band Potawatomi Nation	\$80	Topeka, KS

ANNOUNCEMENT:

External partners recommended by the campus Executive Director and Bryan University employees who enroll in the MBA program for the 10.21.2013 start will be charged a program charge of \$6,400 (\$5,900 Tuition and \$500 Fees), plus the cost of the quarterly book fees in lieu of the per credit hour charge outlined in the tuition chart.

All tuition and applicable fees are due and payable in full the day the student transitions to a regular active student. If all financial options, including an alternative loan have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students sign a promissory note to pay the portion of tuition and applicable fees not met. The terms of this promissory note will include a schedule of installment payments. All arrangements for financial assistance should be made in advance of the beginning of the student’s program.

FEES

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter - Campus Based)	\$215.00
Technology Fee (per quarter - Online Programs)	\$170.00
Technology Device Fee (includes all applicable taxes)	\$600.00
Course Transfer Fee (per course) (Does not apply when transferring Bryan University earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Program Change Fee (Each occurrence after first quarter)	\$200.00
Re-Entry Fee	\$100.00

Monthly Payments

Students attending Bryan University may be required to financially invest in their education by contributing a monthly cash payment.

Books and Supplies

The bookstore is offered as a convenient service to students. The University reserves the right to issue used books when deemed necessary. The following is an approximate cost per quarter (based upon full-time enrollment):

Diploma and Associate-level Business or Criminal Justice programs (including Healthcare Administration)	\$375.00 per quarter
Computer Network/Programming programs	\$510.00 per quarter
Bachelor-level Business program	\$420.00 per quarter
Bachelor-level Allied Health Management program	\$495.00 per quarter
Fitness and Wellness programs	\$435.00 per quarter
Medical programs	\$435.00 per quarter
Heating, Ventilation, Air Conditioning and Refrigeration Technology program	\$435.00 per quarter
Master's programs	\$550.00 per quarter

Supplies vary according to the program of study. Books and supply charges are non-refundable. All financial obligations to the University must be current including in-class payments and alternative loan payments.

Minimum acceptable SLE scores:

Wonderlic Scholastic Level Examination (SLE) minimum acceptable scores for Admission		
Program Name	Degree Level	Minimum SLE Score
Business Administration & Management	AAS	15
Computer Information Systems - Networking	AAS	18
Criminal Justice	AAS	15
Exercise Specialist	AAS	15
Medical Assistant	AAS	15
Medical Administrative Specialist	AAS	15
Heating, Ventilation, Air Conditioning and Refrigeration Technology	AAS	15
Healthcare Administration	AAS	15

AAS = Associate of Applied Science