



BRYAN
UNIVERSITY

2015
Catalog Supplement

Version 7
Effective: 4/27/2015

www.bryanu.edu

Effective 4/27/2015 - The following has been revised on page 10 of the catalog:

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. The following person has been designated to handle all inquiries regarding the non-discrimination policy: Human Resource Director, 237 S. Florence Avenue, Springfield, MO 65806, (417) 862-0098, email: hr@bryanu.edu. If you become aware of or are subjected to unlawful discrimination, immediately bring it to the attention of the University’s Human Resource Director & Title IX Coordinator, stating what happened and who was involved. We must be factually informed before we can act to resolve the situation.

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

Human Resource Director & Title IX Coordinator
 237 S. Florence Avenue
 Springfield, MO 65806
 (417) 862-0098
 email: hr@bryanu.edu

The Human Resource Director & Title IX Coordinator shall discharge his or her obligations under these procedures fairly and impartially. If the Human Resource Director & 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, the Human Resource Director & Title IX Coordinator shall designate another appropriate individual to administer these procedures.

Effective 4/23/2015 - The following has been added to page 36 of the catalog:

Diploma Programs – 50 Weeks, 63 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81	2.0	66%
81.1 – 94.5 (150% MTF)	2.0	66%

Effective 4/14/2015 - The Exercise Specialist program is now available online, revised page 71 of the catalog:

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

Effective 4/1/2015 - The following courses have been removed from the course descriptions in the catalog:

- BA299 Business Administration Externship
- CJ299 Criminal Justice Externship
- MAA281 Medical Assisting Certification Preparation

Effective 4/1/2015 - The following course has been added to the course electives on page 78 of the catalog:

MA230 Electronic Medical Records Management – 4.5 Credit Hours

Effective 4/1/2015 - The Computer System Minimum Requirements has been updated on page 55 of the catalog:

- 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

Effective 3/3/2015 - The following course description has been updated on page 90 of the catalog:

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.

Tuition and Fees (effective July 1, 2014)

Tuition

\$341.00 per credit hour

International Student Tuition Rates

- International Student Partnership: I-20 eligible students, campus-based programs – \$100 per credit hour
- Other Non-immigrant students, residing in US, campus-based programs – \$100 per credit hour
- Students of the Freely Associated States including the Federated States of Micronesia and the republics of Palau and the Marshall Islands – \$100 per credit hour
- International students, studying online outside of US – \$100 per credit hour

Special Tuition

Students Receiving Federal/State Tuition Assistance (Active Duty, National Guard and Army Reserve Soldiers) – all campuses, \$167/quarter credit hour

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*	Location
Trade Act Assistance (TAA)	\$80.00	Columbia, MO
Workforce Investment Act - WIA	\$80.00	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Columbia, MO
Department of Corrections	\$220	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80.00	Rogers, AR
Trade Act Assistance (TAA)	\$80.00	Rogers, AR
Workforce Investment Act - WIA	\$80.00	Rogers, AR
Missouri Department of Economic Development	\$80.00	Rogers, AR
Serco	\$220	Rogers, AR
JB Hunt	\$220	Rogers, AR
Vocational Rehabilitation – VR (State)	\$80	Springfield, MO/Online
Missouri Career Center	\$80	Springfield, MO/Online
Teletch	\$220	Springfield, MO/Online
Communication Solutions	\$220	Springfield, MO/Online
10 Fitness	\$220	Springfield, MO/Online
Chase Card Services	\$220	Springfield, MO/Online
Wyndham Vacation Planning	\$220	Springfield, MO/Online
Hy-Vee Stores	\$220	Springfield, MO/Online; Columbia, MO
U.S. Security	\$220	Springfield, MO/Online
Midwest Security	\$220	Springfield, MO/Online
Phoenix Home Care	\$220	Springfield, MO/Online
Kum and Go Stores	\$220	Springfield, MO/Online; Rogers, AR

Hardee's of Missouri and Arkansas	\$220	Springfield, MO/Online; Rogers, AR
Boomerang Car Wash (Boomerang Holding, LLC)	\$220	Springfield, MO/Online; Rogers, AR
Vocational Rehabilitation – VR (State)	\$80	Topeka, KS
Prairie Band Potawatomi Nation	\$80	Topeka, KS

***Effective date of this pricing is for new students or re-enters beginning 10.20.2014**

Tuition and fees may be subject to change at one or more of the following points through each calendar year (March, July or October). Ample advance notice will be provided of specific effective dates associated with tuition and fee changes, and these will be communicated via the catalog supplement. Students that are eligible and take advantage of reduced tuition rates are not eligible for other discounting programs offered by Bryan University, including institutional payment plans and may not be eligible for need-based institutional scholarships and grants.

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.

Book and Resource Fees

Books

Students are able to purchase books through Bryan University as a convenience. The University uses a combination of electronic (non-print) books (eBooks) and physical print books for its courses. In instances where an eBook is used for a course, each student must purchase access to the eBook. Long-term access to eBooks varies by publication, but is limited, in some instances, to two years from the time of validation. In instances where physical print books are used for a course, the textbook must be purchased by each student. An up-to-date book list by course is available at:

<http://www.bryanu.edu/consumer-information/>. Bryan University reserves the right to issue used books when deemed necessary.

The following table lists the costs of books per quarter (based upon full-time enrollment):

Program	Level	Per Quarter Book Charge
Security and Investigation	Diploma	\$550.00
Business Administration	Diploma	\$550.00
Computer Networking Specialist	Diploma	\$600.00
Personal Trainer	Diploma	\$485.00
Medical Assistant	Diploma	\$485.00
Medical Office Assistant	Diploma	\$485.00
Criminal Justice	Associate of Applied Science	\$550.00
Business Administration & Management	Associate of Applied Science	\$550.00
Computer Information Systems - Networking	Associate of Applied Science	\$600.00
Exercise Specialist	Associate of Applied Science	\$485.00
Healthcare Administration	Associate of Applied Science	\$485.00
Medical Assistant	Associate of Applied Science	\$485.00
Medical Administrative Specialist	Associate of Applied Science	\$485.00
Medical Billing and Coding	Associate of Applied Science	\$485.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$435.00
Information Systems Security & Assurance	Associate of Applied Science	\$600.00
Bachelor Business Administration	Bachelor of Science	\$600.00
Bachelor Allied Health Management	Bachelor of Science	\$500.00
Master of Business Administration	Master's degree	\$750.00

Resource Fee

Per quarter Resource fee charges vary according to the program of study, as outlined in the table below:

Program	Level	Per Quarter Resource Fee
Security and Investigation	Diploma	\$0
Business Administration	Diploma	\$0
Computer Networking Specialist	Diploma	\$480.00
Personal Trainer (campus-based)	Diploma	\$50.00
Personal Trainer (online)	Diploma	\$35.00
Medical Assistant	Diploma	\$50.00
Medical Office Assistant	Diploma	\$50.00
Criminal Justice	Associate of Applied Science	\$0
Business Administration & Management	Associate of Applied Science	\$0
Computer Information Systems - Networking	Associate of Applied Science	\$210.00
Exercise Specialist	Associate of Applied Science	\$50.00
Exercise Specialist - Online	Associate of Applied Science	\$35.00
Healthcare Administration	Associate of Applied Science	\$0
Medical Assistant	Associate of Applied Science	\$50.00
Medical Administrative Specialist	Associate of Applied Science	\$50.00
Medical Billing and Coding (campus-based)	Associate of Applied Science	\$50.00
Medical Billing and Coding (online)	Associate of Applied Science	\$35.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$115.00
Information Systems Security & Assurance	Associate of Applied Science	\$0
Bachelor Business Administration	Bachelor of Science	\$0
Bachelor Allied Health Management	Bachelor of Science	\$0
Master of Business Administration	Master's degree	\$0

Additional Fees

In addition to book and resource fees, the following additional fees are or may be experienced by students depending upon the unique circumstances of their enrollment:

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
Credit Transfer Fee (per course)	\$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
Application Fee (campus-based student applications and Non-VA student applications)	\$50
Diploma Reissue Fee	\$25

The application fee along with all monies paid is refundable within three working days, exclusive of weekends and holidays. Beyond that, books and resource fee charges are non-refundable.

Monthly Payments

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

Minimum Wonderlic Scholastic Level Examination (SLE) scores accepted for Admission

Program Name	Degree*	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
Information System Security & Assurance	AAS	15

* AAS = Associate of Applied Science degree program