BRYAN UNIVERSITY

2026-2027 Catalog

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www.bryanu.edu

Contents

Publication Information **3**

About Bryan University **4**

History 4
Mission Statement 4
Mission Objectives 4
Accreditation, Certification, and Approvals 5
Memberships and Affiliations 7
Legal Control 8
Officers of the Corporation 8
Campus Contact Information & Description of Campus Facilities 9

Admissions **10**

Non-Discrimination Policy 10
General Admission Requirements 11
Non-Degree Seeking Students 13
International Admission Requirements 14

Financial Assistance **15**

Student Status 15
Financial Assistance 15
Federal Fund Eligibility 16

Cancellation and Refund Policy **20**

Appeal and Grievance Procedures 23
FSA Code of Conduct 25

Academic Affairs **27**

Academic Calendar 27
Academic Year Definition 27
Credit Hour Definition 27
Instructional Methods 27
Homework 27
Make-Up Work 27
Description of Diploma and Degrees Awarded 28
Distance Learning Course Scheduling 28
Student Identity Authentication and Privacy 28
Class Size, Computers and Equipment 28
Externships 28
Leave of Absence (LOA) Policy 29
Extended Enrollment Status 30
Vaccination Policy 30
Course Naming and Numbering System 30
Core Courses 31
General Education Requirements 31
Dual Use of Credit Policy (Dual Credit) 31
Standard of Satisfactory Academic Progress (SAP) 32
Evaluation of Academic Achievement 36
Dean's List 37
Certifications and Licenses 37
Program Transfer 37
Withdrawals 37
Grading System 38
Incomplete Grade 39
Repeat Policy 39
Attendance 39
Program Change, Re-entry into a Different program, or Seeking an Additional Degree 40
Re-entry into the Same Program 40
Reverse Transfer Credit Policy 40
Credit from Previous Education/Training 41
Credit Transfers to Other Colleges 43
Re-entry of Discontinued Students 43
Graduation Requirements 43
Student Responsibilities and Code of Conduct 44
Dress Code 46
Classroom Guidelines 46
Learning Resource Center 46
Transcripts 46
Copyright Policy 47

Student Services **48**

Career Development 48
Career Services 48

Policies for Distance Education/Online Learning Opportunities **50**

Online Student Orientation 50
Computer System and Internet Minimum Requirements 50
Technical Support 51
Netiquette 51

General Information **53**

Americans with Disabilities Act (ADA) Policy 53
Student Records and Rights of Privacy 55
School Closure Information 56
Student Right-To-Know and Campus Security Information 56
Anonymous Information 57

School of Allied Health - Programs and Objectives **58**

Medical Assistant 58
Medical Office Assistant 59
Healthcare Administration 60
Medical Assistant 61
Medical Billing and Coding 62
Medical Billing and Coding 63
Allied Health Management 64

School of Business - Programs and Objectives **67**

Business Administration & Management 67
Business Administration 68
Master of Business Administration 71

School of Health and Wellness - Programs and Objectives **72**

Personal Trainer 72
Exercise Specialist 73
Exercise, Nutrition and Health Promotion 74

School of Trades - Programs and Objectives **76**

Solar Energy Technician 76

School of Nursing - Programs and Objectives **77**

Nursing (RN to BSN) 77

Course Descriptions **78**

See Catalog Supplement for current:
Tuition & Fees
Books & Resource Fees
Academic Calendar

See Catalog Addendum for current: List of Staff & Faculty

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: https://bryanu.edu/catalog/

For more information about Bryan University graduation rates, the median debt of students who completed our programs, transferability of credits and other vital information, please visit our website at https://bryanu.edu/bryan-university-consumer-information-center/. Requests for electronic copies of the catalog, supplement, addenda and/or any other consumer information published by the University may be made to Bryan University representative at any time.

About Bryan University

History

The institution offered its first resident class in August 1982 as Bryan Travel College, Inc., a Kansas corporation. Founded by the late Dr. David M. Bryan, a Topeka, Kansas native, as a "travel school" with the mission to provide skilled employees for his primary business, Bryan World Tours. In the mid 1990's the institution expanded its program scope outside of travel and tourism. To reflect its mission more appropriately, the name was changed to Bryan Career College.

In 2004, Mr. Brian D. Stewart of Springfield, Missouri, purchased 100% of the shares of all issued stock of Bryan Career College, Inc. Since then, the institution diversified programs and delivery methods to include 100% distance education programs. During this time, the institution changed its name to Bryan College and later with the addition of the master's degree, to 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 Bureau of Health Education Schools (ABHES) to award diplomas, associate degrees, bachelor's degrees, and master's degrees. Bryan University is approved to offer full distance education programs. The Accrediting Bureau of Health Education Schools (ABHES) is listed as a nationally recognized accrediting agency by the United States Department of Education.

ABHES
6116 Executive Boulevard, Suite 730
North Bethesda, MD 20852
(301) 291-7550
https://www.abhes.org/

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

Bryan University is a member of the National Council for the State Authorization Reciprocity Agreement (NC-SARA).

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

BRYAN UNIVERSITY
4255 Nature Center Way
Springfield, MO 65804
(417) 862-5700

The campus is certified to operate by:

Missouri Department of Higher Education and Workforce Development
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)

National Council for the State Authorization Reciprocity Agreement (NC-SARA)

Memberships and Affiliations

Bryan University is an institutional member of the following organizations:

- Missouri Association of Student Financial Aid Professionals (MASFAP)
- Career Education Colleges and Universities (CECU)
- Missouri School for Trades, Resources, Innovation, and Vocational Education (MOSTRIVE)

Legal Control

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

Bryan University is owned and operated by:

Bryan Career College, Inc.
4255 Nature Center Way
Springfield, MO 65804

Officers of the Corporation

Brian Stewart: President/Secretary (*pro tem*)
Shayne Coursen: Treasurer
Aaron Paxton: Secretary

Campus Contact Information & Description of Campus Facilities

The Bryan University campus location is of ample size for the student population served. The maximum number of students in typical classroom or laboratory of instruction is 30.

BRYAN UNIVERSITY
4255 Nature Center Way
Springfield, MO 65804
(417) 862-5700
(855) 862-0755

Programs and administrative services are housed in a one-level facility with classrooms, administrative offices, labs, learning resource center, and conference room. The university offers free parking within walking distance of the campus.

Emergency evacuation plans are posted throughout the campus.

Admissions

Non-Discrimination Policy

Bryan University does not discriminate on the basis of race, color, sex, religion, age, ancestry, veteran status, disability, gender identity, genetic information, 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, gender identity, genetic information, 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
4255 Nature Center Way
Springfield, MO 65804
(417) 862-0098
email: humanresources@bryanu.edu

Title IX Coordinator
Scott DeBoer
4255 Nature Center Way
Springfield, MO 65804
(417) 862-5700
email: sdeboer@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 or physical address: 4255 Nature Center Way, Springfield, Missouri 65804, 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) 862-5700

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, 4255 Nature Center Way, Springfield, Missouri 65804, (417) 862-5700 within 15 days of receiving the Section 504 Coordinator's decision. The University 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 do 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 417-862-5700 or email 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;
2. Complete and submit an application for admission;
3. Student must provide evidence that he/she has graduated from a recognized U.S. high school (or the U.S. Department of Education recognized equivalent)
    a. Internationally educated students must provide 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.) The evaluation must be provided directly to Bryan University by the end of the add/drop period of the student's first quarter.
4. Complete Assessment for Distance Education Programs/Courses.

a. The following competencies are assessed as part of the assessment to determine readiness for online learning: online learning expectations; independent learning capacity, including self-study habits and time management; online communications skills; computer literacy and technology skills; and computer, hardware, and software requirements.

5. 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.

*Students who have completed the admissions interview are considered prospective students at Bryan University. Once a prospective student and designated university representative has signed the enrollment agreement, they are considered enrolled students at the university.

*Bryan University reserves the right to request an official High School transcripts (or the U.S. Department of Education recognized equivalent) should the university identify discrepancies or inaccuracies in a student self-certification/attestation.

*Bryan University determines a student's physical location based on the student's signed Enrollment Agreement attesting that their address provided and included on the Enrollment Agreement is true and accurate.

Ability-to-Benefit Students
Bryan University does not accept Ability-to-Benefit (ATB) students. Students previously enrolled at the University under the ATB designation will be considered on a case-by-case basis.

Students Located in California
Bryan University is not approved to offer educational programs to students located in California and will not accept applications for enrollment from applicants located in California. Consistent with federal and applicable state law, a current student who relocates to California will no longer be permitted to remain enrolled at Bryan University and is no longer eligible for Title IV federal student aid funds through Bryan University. Such students will be required to pay tuition for any classes completed prior to relocating to California.

Admissions Procedure
The Bryan University admissions procedure for first-time students is designed to ensure that prospective students meet Bryan University general requirements for admission, are aware of the university's policies, and are making an informed decision about enrollment. Upon completing the requirements for admission, a prospective student's application for admission will be reviewed by the university. Notification of acceptance is documented in the enrollment agreement, with signature by the designated university representative.

Degree and Program Specific Admission Requirements

Diploma, Associate, and Bachelor-level Admission Requirements
To qualify for acceptance to the University, all applicants seeking to matriculate into a Diploma, Associate, or Bachelor program must meet the admission requirements outlined for all programs listed above.

Master's-level degree Program Admission Requirements
In addition to meeting all of the general admission 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.

Bachelor of Science in Nursing (RN to BSN) Degree Program Admission Requirements
In addition to meeting all of the general admission requirements for all programs, in order to qualify for acceptance to the University, all applicants seeking to enroll in the Bachelor of Science in Nursing (RN to BSN) degree program must also:

1. Provide official transcripts evidencing the completion of an associate's degree program in Nursing (ADN) with a GPA of at least 2.5.
2. Hold a current unencumbered RN license.

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:

1. Complete an interactive interview;
2. Complete and submit an application for admission;
3. Student must provide evidence that he/she has graduated from a recognized U.S. high school (or the U.S. Department of Education recognized equivalent)
    a. Internationally educated students must provide 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.) The evaluation must be provided directly to Bryan University by the end of the add/drop period of the student's first quarter.
4. Complete Assessment for Distance Education Programs/Courses
5. 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.

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.

International Admission Requirements

English Proficiency Requirements
Bryan University courses are taught in English. Students must have English proficiency to understand lectures, textbook, and other learning materials, as well as to be able to participate in the collaborative learning environment sponsored by the University.

For applicants who are required to demonstrate English proficiency, proficiency is documented by official scores from one of the following:

- A paper-based Test of English as a Foreign Language (TOEFL) score of 500 or higher
- A computer based TOEFL score of 173 or higher
  An Internet-based TOEFL (iBT) score of 61 or higher
- An International English Language Testing System (IELTS) score of 5.0 or higher

TOEFL or IELTS scores cannot be more than two years old. Alternatives to TOEFL and IELTS must be approved by the Systems Academic Office of the University.

Foreign Transcript Requirement
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) to show equivalency with graduation from high school.

Distance Learning International Students
An international student who wishes to enroll in distance learning (online) Bryan University courses while remaining in their home country must meet the University's general admission requirements.

IMPORTANT NOTE: Certain nonimmigrant aliens residing in the United States, particularly those on a student visa are strictly prohibited or otherwise limited in their ability to engage in online study. Nonimmigrant alien international students wishing to enroll in any of Bryan University's distance learning programs who are residing in the United States at the time of their application to the University are strongly encouraged to contact the campus Principal Designated School Official to discuss their rights and obligations as temporary residents of the United States before engaging in any type of online study at Bryan University.

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.studentaid.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 LOCATION:

Bryan University Online - Springfield, Missouri
4255 Nature Center Way, Springfield, Missouri 65804

(855) 862-0755 (Toll-free phone number)
(417) 862-0755 (Local phone number)
(417) 865-7144 (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.
- Evidence of completion of a high school diploma, home-schooling program at the secondary level as defined by state law, or a General Education Development (GED) certificate or an equivalent;
- Be a U.S. citizen or eligible non-citizen.
- Meet all other DOE and Title IV requirements.

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. PELL Grants may not be awarded for courses never attended or canceled during the add/ drop period.

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:
https://bryanu.edu/bryan-university-consumer-information-center/

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 payment begins. Reenrollment during the grace period may result in additional grace period eligibility.
- 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.gov

Please refer to the National Student Loan Data System (NSLDS) for more information on student specific federal loans and grants: https://studentaid.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.

Installment Contracts

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

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.

More information regarding installment contracts can be found on our website at: https://bryanu.edu/bryan-university-consumer-information-center/

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:

- Workforce Innovation and Opportunity Act (WIAO)
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

Not all funding programs are available for all students.

Veteran Affairs and Active Military Benefits (VA)
Bryan University appreciates veterans and will do all we can to ensure the transition into higher education is successful.

Bryan University is approved to certify students eligible to receive educational assistance from the Department of Veterans' Affairs. Students eligible to receive Veteran's benefits must be enrolled in a program leading to one of the following: Diploma, Associate degree, Bachelor's degree, or Master's degree. Certificates of Eligibility are requested by Bryan University to determine eligibility. For additional information regarding eligibility to receive VA education benefits, contact the Veterans Affairs Administration at: 1-800-827-1000 or visit the official website at https://www.va.gov/.

To learn more about how to apply for and access your VA benefits contact a Bryan University Financial Assistance Coordinator.

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 https://www.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 https://www.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 https://www.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.

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 is available at https://benefits.va.gov/gibill/

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.

Veterans Benefits and Transition Act of 2018

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, Bryan University ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

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.

The term ''GI Bill®'' is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol. Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith. No entity shall use the GI Bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist. Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

Scholarships, Grants, Tuition Benefits, and Tuition Assistance

Bryan University offers a number of scholarships, grants, tuition benefits, and tuition assistance for students**.** For additional information on grant awards and any other source(s) of financial assistance, please contact the Financial Assistance Department.

Cancellation and Refund Policy

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

Student's Right to Cancel

ANY STUDENT 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 provide written notification to a Bryan University school official. If it is mailed, such notice is effective as of the date the school official 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 and Re-Enter Add/Drop Policy

The first fourteen calendar days of the students first quarter is designated as an add/drop period for first-time and Re-Enter 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.

Cancellation Initiated by the Institution:

There are conditions in which a cancellation determination will be made by the institution for new and re-entry students that may extend beyond the fourteenth (14) consecutive calendar day from the scheduled start date of the first module for new and re-entry students.

The following conditions may result in a cancelation initiated by the institution:

1. Violation of the Student Code of Conduct.

2. Unable to obtain proof of high school graduation or equivalent.
3. When the fourteenth (14) day of no attendance is reached within the first 30 days following the start date.
4. When, within the first 30 days following the start date, it is determined that the student is incapable of passing their scheduled course(s).

Such cancellations will result in all charges being reversed and all financial aid that has been awarded will be returned based on the University's published refund policy. Additionally, all attendance for the term will be reversed.

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 University's Refund Policy. Bryan University complies with state and federal refund policies. A student may terminate enrollment by providing written notice to a Bryan University school official. The notice is effective as of the date the Registrar receives notification. Such written notice of cancellation need not take any particular form. If it is mailed, such notice is effective as of the date the school official receives the notification, if properly addressed with proper postage.

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 within the first 30 days following the student's start date.

For distance learning courses, the last date of attendance is considered the last date a gradable item (such as discussion and/or other required assignments) was submitted and for externships the last day physical attendance at an externship site was recorded.

The date the institution determines a student is to be withdrawn, or the date the student withdrawals, is referred to as the date of determination.

Refunds are made within 45 days after the date the institution's determination that the student has withdrawn. 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 and Re-Enter Students

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

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 Students

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

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

Items of extra expense to a student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits and all other charges are not considered in tuition refund computations when they are separately shown in the enrollment agreement, or catalog.

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.

- Amend § 668.22(a)(2)(ii)(A)(6) to exempt institutions from performing an R2T4 calculation if: (1) a student is treated as never having begun attendance; (2) the institution returns all title IV, HEA assistance disbursed to the student for that payment period or period of enrollment; (3) the institution refunds all institutional charges to the student for that payment period or period of enrollment; and (4) the institution writes off or cancels any payment period or period of enrollment balance owed by the student to the institution due to the institution's returning of title IV, HEA funds to the Department.

- 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. The order in which Title IV program funds must be returned; Unsubsidized Direct Loans (other than Direct PLUS Loans), Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grants for which a return of Title IV funds is required, FSEOG for which a return of Title IV funds is required, TEACH Grants for which a return of Title IV funds is required, Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required 34 C.F.R. 668.22(i).

- 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 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 students 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 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's 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 On-Site 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 requests 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, On-Site 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 granting of 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 President.

If the student is not satisfied after exhausting the above procedures he/she may direct concerns, in writing, to the Missouri Department of Higher Education and Workforce Development (PO Box 1469, Jefferson City, MO 65102) – (573) 751-2361) and the Accrediting Bureau of Health Education Schools (6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 – (301) 291-7550).

The resolution of the compliant, except for complaints about grades or student conduct violations, may also be appealed within two years of the incident to the SARA State Portal Entity of the home state of the institution or to the SARA State Portal Entity of the state in which the student is located. For a list of State Portal Entity Contacts, please visit: https://nc-sara.org/state-portal-entity-contacts. Additional information related to NC-SARA complaint process can be found at: https://nc-sara.org/student-complaints.

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 students 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 lends 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 or online at https://oighotlineportal.ed.gov

Academic Affairs

Academic Calendar

Bryan University utilizes an open registration system. An up-to-date academic calendar is available in the addenda 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 programs to meet the minimum academic year requirements.

An academic year for all programs is equal to 30 weeks of instructional time and 40.5 quarter credit hours.

Credit Hour Definition

Bryan University measures units of credit on a quarter credit hour basis. One quarter is equal to 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

Instruction delivered through distance learning 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

Bryan University may not allow a student to make-up time missed. However, if an assignment (homework, activity, lab, quiz, discussion, test, or other graded assignment) is not submitted by the due date, the student will be allowed to submit the assignment late. An assignment submitted late may be assessed a deduction off the final grade based on the instructor's late work policy for that course. Late assignments are not accepted after the close of class, Sunday at 11:59pm, the final week (unless otherwise approved through an incomplete/appeal). Extenuating circumstances (i.e. Natural disasters, death in the family, illness) may be considered on a case-by-case basis.

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 program consists 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.

Distance Learning Course Scheduling

Distance learning programs with online course delivery have continuous access to their 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.

Student Identity Authentication and Privacy

The University's electronic interfaces including the Learning Management System (LMS) for students is a restricted access and password protected electronic environment. Prior to entering the LMS, a 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 comprise 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.

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 generally 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 an externship site and ensure the educational process is continuous. The University is responsible for placing students at an externship site.

In accordance with 34 CFR 668.16(r) the University will: assist in finding a site within 45 days of successful completion of other required coursework that is geographically accessible and required for completion of the credential.

Externships may include simulated component(s) not to exceed 50% of the total program externship hours provided that it does not conflict with the requirements of other oversight bodies, credentialing/licensure bodies, or program-specific standards.

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 an Academic Official 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. For institutional purposes, the date of determination is the date the student is scheduled to return from the LOA but does not return.
7. The On-Site 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.

Extended Enrollment Status

At the university's discretion, a student may be placed in an extended enrollment status. A student in their final period of enrollment, who fails to complete their required externship hours in the allotted period, may be allowed to continue enrollment for an additional term or quarter if doing so would not exceed the satisfactory academic progress standard of maximum timeframe. 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.

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, COVID-19, and/or other vaccine series.

Course Naming and Numbering System

Courses identified with prefixes of "AHM, AP, BA, MAA, MA, MBA, MBC, PT, and SOL" 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 undergraduate program and a 3.0 grade point average from any graduate 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 is only available for a previously passed course one additional time. For more information, see the Repeat Policy section of this Catalog.

General Education Requirements

General education courses are meant to round out every student's degree by exposing them to more topics that are relevant to society. General education helps students become better members of society and more well-informed citizens. It may seem counterintuitive to have to study something like English or History if you're in a medical program, but learning these subjects can have an impact on your future career.

Many colleges use general education courses to promote culture, diversity and acceptance, as well as to instill an appreciation of arts and culture in the student body. This can be especially valuable for those students with majors that do not approach these issues so that they are more aware of social issues that may impact them and their profession.

General Education Course Categories:

Communications
Introduction to Communications, Composition I, Composition II or Technical Writing
Math and Science
Introduction to Algebra, College Algebra, Economics, Introduction to Biology
Humanities
Psychology, *Sociology, *Critical Thinking, *Introduction to Ethics

Social Sciences
Introduction to American Politics, *Environmental Science, *Geopolitics

**Denotes upper division courses*
General Education courses taken at other colleges and universities will be applied to the appropriate category. If a student completes an AA/AS/ AAS degree from another institution the general education core may be accepted in full as block transfer and applied toward the bachelor's degree general education requirements.

Dual Use of Credit Policy (Dual Credit)

The dual credit courses at Bryan University offer Bryan University undergraduate Business students the opportunity to earn credit to be applied toward their Bachelors of Science in Business Administration and Master's degree of Business Administration simultaneously. The dual credit courses are offered on the undergraduate schedule, at the undergraduate tuition rate, and are taught by master's faculty. Because the courses are taught on the undergraduate schedule, the students in the dual credit courses are undergraduate. With some exceptions, students are limited to one dual credit course

per 5-week period. The grade received in the dual credit course will be included on both the undergraduate and master's unofficial and official transcripts.

In order for Bryan University undergraduate students to be eligible, they must have the following at the time the student is being registered for a dual credit course:

- Completed the equivalent of 120 quarter credits or more.
- Have a cumulative GPA of 3.0 or higher.
- Be enrolled in the Bachelor of Science in Business Administration program with Bryan University.

Standard 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's or master's 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. Students failing to complete the program during the allotted time may be dismissed from Bryan University.

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.

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.

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 and 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.

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. 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 (**Applies to all programs**):
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.

SAP and Course Cancels, Incomplete Grades, Repeated Courses and Withdrawals:
Courses cancelled 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. Student who exceed MTF prior to starting a new payment period will be cancelled from their courses and withdrawn from their program of study.

Students must earn at least a 2.0 GPA after six quarters, regardless of enrollment status.

Diploma – 40 Weeks, 54 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81 (150% MTF)	2	67%

**maximum time frame is equal to 81 quarter credits, 60 weeks, and 14 months*

Diploma – 50 Weeks, 63 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%
81.1 – 94.5 (150% MTF)	2	67%

**maximum time frame is equal to 94.5 quarter credits, 70 weeks, and 16 months*

Diploma – 50 Weeks, 65.5 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%

81.1 – 98.25 (150% MTF)	2	67%

**maximum time frame is equal to 98.25 quarter credits, 70 weeks, and 16 months*

Associate's – 70 Weeks, 90 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%
81.1 – 121.5	2	66%
121.6 – 135.0 (150% MTF)	2	67%

**maximum time frame is equal to 135 quarter credits, 100 weeks, and 23 months*

Associate's – 70 Weeks, 92.5 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%
81.1 – 121.5	2	66%
121.6 – 138.75 (150% MTF)	2	67%

**maximum time frame is equal to 138.75 quarter credits, 100 weeks, and 23 months*

Associate's – 70 Weeks, 94.5 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%
81.1 – 121.5	2	66%
121.6 – 141.75 (150% MTF)	2	67%

**maximum time frame is equal to 141.75 quarter credits, 105 weeks, and 24 months*

Bachelor's – 60 Weeks, 90 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	66%
81.1 – 121.5	2	66%
121.6 – 135.0 (150% MTF)	2	67%

**maximum time frame is equal to 135 quarter credits, 90 weeks, and 21 months*

Bachelor's – 140 Weeks, 180 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	1.5	33%
40.6 – 81.0	2	50%
81.1 – 121.5	2	66%
121.6 – 162.0	2	66%
162.1 – 202.5	2	66%
202.6 – 243.0	2	66%
243.1 – 270.0 (150% MTF)	2	67%

**maximum time frame is equal to 270 quarter credits, 200 weeks, and 46 months*

Master's – 40 Weeks, 54 Credits

Attempted Credit Hours	GPA	Rate of Progress
1 – 40.5	3	66%
40.6 – 81.0	3	66%

**maximum time frame is equal to 84 quarter credits, 70 weeks, and 16 months*

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 student's 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 student's program of study. Students who wish to return to their studies following one year or greater of no attendance at Bryan University 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. For students who are not at the designated evaluation point (provided in the SAP policy), and are not meeting grade point average, rate of progress, and/or maximum time frame at the end of their quarter, are notified in writing of their current academic status. Offering early intervention encourages students to visit with academic staff and discuss an academic plan that is specific to the educational goals for that student to become a graduate from Bryan University. 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.

Dean's List

In recognition of students who demonstrate a high level of academic scholarship, Bryan University has established a Dean's List. Placement on the Dean's List requires:

- Full-time status (minimum of 12 credits) for the quarter,
- Successful completion of all attempted credits in the quarter, and
- Grade Point Average (GPA) of a 3.50 or higher for the quarter.

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.

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 an Academic Official. Students must meet all admission requirements specific to the program and sign a new enrollment agreement. 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 Education Courses, Electives 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. Suchnotice is effective as of the date the school official receives notification. 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 two (2) consecutive weeks without official notification and is considered an unofficial withdrawal. Program withdrawals due to course rotation will be required to follow the re-entry policy and procedures and the studentmay 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.

The last date of attendance is considered for distance education courses the last date a gradable item (such as discussion and/or other required assignments) was submitted and for externships the last day physical attendance at the externship site was recorded and/or the last date a gradable item (such as discussion and/or other required assignments) was submitted.

The date of the institution's determination that students withdrew should be no later than 14 days (less if the school has a policy requiring determination in fewer than 14 days) after the student's last date of attendance as determined by the institution from its attendance records. The 14 days includes holidays, break weeks, and weekends.

For students who are approved on LOA, refer to the LOA policy regarding last date of attendance and date of determination.

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:

Undergraduate General Education Courses or Non-Core Courses

				Included in SAP calculations?	
Letter	Percent	Definition	Grade Points	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

Graduate Level Courses (MBA) and Undergraduate Level Core Courses (effective for courses started after 7/1/2025)

				Included in SAP calculations?	
Letter	Percent	Definition	Grade Points	Rate Of Progress	GPA
A	90 - 100	Excellent	4.0	Yes	Yes
B	89 - 80	Very Good	3.0	Yes	Yes
C	79 – 67.5	Average	2.0	Yes	Yes
F	67.4 - 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 students last day of attendance.

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 course for the course requested. After one week the student will be awarded a final grade.

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 for 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, Electives 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). Federal financial assistance is only available for a previously passed course one additional time. 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.

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.

Attendance for Bryan University distance learning courses is defined as submitting a gradable item (e.g., discussions and/or other required assignments) each week. Attendance for residential courses is defined as physically attending a classroom at the campus. Attendance on assigned externships is defined as physically attending the assigned externship site or participation in the simulated component of the externship course leading to the completion of the required hours.

Any student out of attendance for two consecutive weeks, but less than 4 consecutive weeks, can appeal this policy by reestablishing attendance through either submitting a gradable assignment or otherwise gaining participation for the course, including students who are on an approved incomplete or externship.

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 an Academic Official to discuss the requirements and expectations of such a change. Students must meet all admission requirements specific to the desired or additional program and sign a new enrollment agreement. 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 Courses, Electives 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 Academic Official 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 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 a Bryan University campus will remain in the student's permanent academic record.

Reverse Transfer Credit Policy

Bryan University is committed to recognizing student achievement and supporting academic and career progression through a Reverse Transfer Credit Policy. This policy provides eligible students the opportunity to be awarded a diploma or associate's degree after completing the required coursework.

Eligibility Requirements:

To qualify for credential completion under the Reverse Transfer Credit Policy, students must have completed all academic requirements for the credential, through a combination of Bryan University courses and/or accepted transfer credits from a

regionally or nationally accredited institution. Students must complete a minimum of 25% of the total program through Bryan University.

Credential Award Process:

- Eligible students may request a review of their academic record by contacting the Registrar's Office.
- Upon verification that all requirements have been met, Bryan University will confer the appropriate diploma or degree retroactively to the last applicable term in which all program requirements were completed.
- Students awarded credentials through reverse transfer are invited to participate in commencement ceremonies and will have the credential noted on their official transcript.

Credit from Previous Education/Training

Students entering Bryan University may earn credit transfer via one or more of the following mechanisms:
A student may obtain required credit hours toward graduation from prior learning credit unless otherwise required by an accreditor, state, or other external agency. Prior learning includes:

1. Experiential learning or portfolio credit awarded by Bryan University
2. Evaluated corporate training and training certificates
3. Documented CEU courses
4. Non-transcripted military training
5. National testing (CLEP Dantes)

Letter grades are not assigned to prior learning credit awarded by Bryan University and are generally not transferable to another institution. Residency requirements are not satisfied through prior learning credit.

Credits are evaluated and considered for transfer provided that:

- Core courses for which competency is established is equivalent (minimum of 75% match) in its objectives and content to the course offered by Bryan University;
- The letter grade (or equivalent) for a course is a "C" for undergraduate core courses. Bryan University will accept up to 12.5 credits of D level in elective credit. The student must have a minimum of a "B" for graduate level. For Competency Testing the student must evidence they have met required threshold values for awarded credit.
- 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:

- Core and/or support courses have been completed within the last seven (7) years.
- Students participating in the Bachelor of Science in Nursing (RN to BSN) Program who have maintained an unencumbered nursing license are not bound by the seven (7) year timeline for core and/or support courses.

If attempting to use DSST:

- DSST exams have been completed within the last seven (7)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
Psychology	50	4.5 QCH	GEN240
Sociology	50	4.5 QCH	GEN305
College Algebra	50	4.5 QCH	GEN101

DSST	Score Threshold	Credit Granted	Equivalent Course
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.
- International transcripts must include 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.

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 Academics Department or Registrar. 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.

It is the student's responsibility to request official transcripts from prior learning to be sent to Bryan University. To ensure previously earned credit is evaluated and considered for transferability, transcripts should be provided prior to the beginning of the program of study. Transcripts received after the beginning of the program may not be considered for transfer credit and will be evaluated on a case-by-case basis. If a student has begun a course at Bryan University, external transfer credit will not be evaluated for that particular course.

Students may earn up to 50% of the total credits of the program through Prior Learning Assessment. Students may transfer up to 75% of the total credits required for the completion of a Bryan University Diploma, Associate, Bachelor's, or Master's degree program. Students must complete a minimum of 25% of the total program through Bryan University.

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 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

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 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 will be charged a re-entry 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.

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 approval by scheduling an appointment with Bryan University.

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 management 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.

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, 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 contentsof 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 are expected to dress appropriately while on campus. If special dress is required in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.

Classroom Guidelines

- Bryan University is a smoke-free campus. There will be no smoking inside the building or on the school grounds of the 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 Resource 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. 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 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 Academic Official upon written authorization by the student and submission of a transcript fee (if applicable).

Copyright Policy

Bryan University (BU) prohibits the abuse or misuse of computer/media resources and does not permit students to use resources to illegally download or share copyrighted digital files. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

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.

Violations of the copyright law may result in civil and criminal penalties. The University regards violation of its policy as a serious matter. Any such violation is without its consent and is subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant University services or property (including computing privileges) to dismissal or removal from the University as determined by applicable employment or student disciplinary policies.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at https://www.copyright.gov/help/faq/.

Student Services

Academic Advising
Students are encouraged to seek academic assistance from their instructor, Program Oversight Chair, or an Academic Official 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 at 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 childcare, housing, and other community resources from the 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 resume preparation, job search, professional attire, and attending a sufficient number of interviews. 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 development and job search strategies.
- 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.

Policies for Distance Education/Online Learning Opportunities

Bryan University has been delivering online education for over 20 years. Students have access to their coursework twenty-four hours a day from most anywhere that has internet access.

Distance learning students can expect to receive the same quality educational experience students have come to expect through traditional classroom delivery. The University employs instructors that are 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.

Bryan University is a member of the National Council for State Authorization Reciprocity (NC-SARA) Agreement. The US Department of Education recognizes Bryan University's authorization to enroll students in NC-SARA participating states. Students enrolled in distance education (online) programs who are considering moving to another state should contact the school immediately to confirm NC-SARA participation of that state.

Online Student Orientation

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

Computer System and Internet Minimum Requirements

All students will utilize a variety of internet-based platforms, including the University's Learning Management System (LMS). Therefore, students must have access to a personal computer and have the ability to install new software. For specific courses, the University will provide software that must be downloaded and installed on the student's computer. Most companies, libraries and other public places do not allow users to download or install new software. Students must adhere to the University's computer, internet and device usage policies and procedures. To be successful, students enrolling at Bryan University need the following recommended computer hardware, software, and Internet requirements:

Hardware Requirements:

Windows

- 1.6 GHz or faster,4 GB RAM; 2 GB RAM (32-bit),
- 4 GB of available disk space,
- 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher),
- Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 higher for Windows 10 Fall Creators Update),
- Windows 11, Windows 10,
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

MAC (may not be compatible for all programs)

- Intel processor,
- 4 GB RAM,

- 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time,
- 1280 x 800 screen resolution,
- No graphics requirements,
- One of the three most recent versions of macOS; when a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions (the new version of macOS and the previous two versions);
- For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher), and
- Microsoft Teams requires USB 2.0 video camera, a microphone, and an audio-output device in order to utilize its full range of calling and meeting features.

Software Requirements:

- For the best experience, use the most current build of any operating system specified above (product functionality and feature availability may vary on older systems),
- Current version of Microsoft Edge, Safari, Chrome, or Firefox,
- Some features may require .NET 3.5 or 4.6 and higher to also be installed; Microsoft Teams requires 4.6 or higher,
- Current version of Adobe Reader must be installed (free download),
- University provided current Microsoft365 applications to include Word, Excel, PowerPoint, and Teams, and
- Current Anti-Virus Software (Norton, McAfee, etc.)

Internet Requirements:

- Consistent and reliable Internet connection: cable connection preferred. DSL may not work depending on connectivity.

For additional information, please contact the University by phone at (855) 862-0755.

Technical Support

Technical support is available to distance learning students. Technical support does not include computer repairs or service. Students experiencing connection or course operational problems are encouraged to contact a Bryan University representative by phone at (855) 862-0755.

Netiquette

Online Etiquette: Guidelines for acceptable behavior when interacting with instructors and students in a distance learning (online) environment. These include, but are not limited to the following:

Keep it Professional

- This is a professional environment – there are expectations for your behavior regarding all activities.
- Dress appropriately and select an acceptable location to record videos or join virtual meetings.
- No inappropriate language or derogatory statements.
- Address your instructor and classmates professionally at all times.

We are all Human

- Remember you are talking to real people, with feelings, lives, and opinions.
- Be respectful. Say please and thank you. Respect other opinions and do not mock or criticize people for their statements.
- Respect privacy and do not abuse your power. If you have access to emails, photos, or other personal information of your classmates through the course that you would not otherwise have access to, it is not your property to use and distribute as you see fit.

- Do not be a bully. Respect differing opinions and be mindful that everyone makes mistakes.

Choose Your Words Carefully

- Text is permanent. Everything done inside the courses is recorded in some way. Be careful what you say as you may not be able to delete it from the course.
- Do not make jokes. Sarcasm is especially difficult to interpret in text. Avoid jokes and sarcasm to prevent misunderstandings.
- Disagree with evidence. Think before you type and have evidence to support your statements. It is not easy to give or take criticism, so be considerate in your responses.
- Never use all capital letters. PEOPLE WILL THINK YOU ARE SHOUTING. Do not use colored text for emphasis either as some cannot differentiate colors. Instead, use black and *italics* or **bold** for emphasis.
- Take your time and great care with how you write your thoughts. One of the best aspects of an online conversation is that you have plenty of time to ensure you are meeting requirements, correctly interpreting peer posts, and submitting high quality information (free of spelling errors, grammar mistakes, and inaccuracies).

Remember: If it is not acceptable face-to-face behavior, then it is not acceptable online either.

General Information

Americans 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."

Bryan University is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, including temporary disabilities related to pregnancy, which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify their direct supervisor of the need for an accommodation. Upon doing so, the direct supervisor may ask for input from the employee for the type of accommodation believed may be necessary or the functional limitations caused by the disability. Also, when appropriate, we may need the employee's permission to obtain additional information from their physician or other medical or rehabilitation professionals.

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 Associate Director of Academics. 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 Associate Director of Academics. 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 Associate Director of Academics 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 Associate Director of Academics will notify the student promptly once a decision has been reached regarding whether an accommodation is granted. Students receiving accommodations and/or academic adjustments shall meet, periodically, with the Associate Director of Academics 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 Associate Director of Academics. 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 Human Resources – humanresources@bryanu.edu. If the student is not satisfied, 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 or physical address: 4255 Nature Center Way, Springfield, Missouri 65804, 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) 862-5700.

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, 4255 Nature Center Way, Springfield, Missouri 65804, (417) 862-5700 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 do 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) 862-5700 or email humanresources@bryanu.edu. All inquiries are confidential.

Change of Address

Students should immediately report a change of address in writing or electronically to Bryan University. Submit the change of address to the campus registrar. Once notified, BU will provide the student with a Change of Address Form that must be signed and returned to the registrar's office. Failure to report a change of address may affect academics, financial assistance, and/or other departments.

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. Bryan University retains student records for a minimum of three years.

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 On-Site 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 On-Site Director outlining the specific information that requires consideration. If the University determines not to change the information in the student file, the On-Site 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 educa-tion 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 On-Site 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 office closure. 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 https://bryanu.edu/bryan-university-consumer-information-center/. The Annual Security Report is also available in the On-Site 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 https://bryanu.edu/bryan-university-consumer-information-center/ 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 On-Site 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 On-Site 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 On-Site 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 report all occurrences of criminal activity and other emergencies accurately and promptly to the On-Site Director or Associate Director of Academics for immediate action. The institution does not 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, please email: humanresources@bryanu.edu. 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 - Programs and Objectives

Medical Assistant

Diploma Program
Completion Time: 50 weeks, 5 quarters
Instructional Delivery Method: Full Distance Education

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.

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 – 49.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MA100	Medical Terminology	55	4.5
AP101	Anatomy and Physiology I	55	4.5
AP105	Anatomy and Physiology II	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
MA299	Externship	160	4.5

Grand Total	**875**	**63**

Medical Office Assistant

Diploma Program
Completion Time: 40 weeks, 4 Quarters
Instructional Delivery Method: Full Distance Education

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.

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 – 40.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MA100	Medical Terminology	55	4.5
AP101	Anatomy and Physiology I	55	4.5
AP105	Anatomy and Physiology II	55	4.5
MA120	Medical Law and Ethics	55	4.5
MA150	Basic Insurance	55	4.5
MA190	Medical Office Communications	55	4.5
MA230	Electronic Medical Records Management	55	4.5
MBC125	Medical Insurance & Billing Procedures	55	4.5
MOA299	Medical Office Assistant Online Practicum	135	4.5

Grand Total	**740**	**54**

Healthcare Administration

Associate of Applied Science Degree Program
Completion Time: 70 weeks, Seven Quarters
Instructional Delivery Method: Full Distance Education

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 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.

Option 1-No post-secondary coursework or certifications in Health Care

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 I	55	4.5
AP105	Anatomy and Physiology II	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**
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**1100**	**90.0**

Medical Assistant

Associate of Applied Science Degree Program
Completion Time: 70 weeks, Seven Quarters
Instructional Delivery Method: Full Distance Education

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 I	55	4.5
AP105	Anatomy and Physiology II	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
MBC125	Medical Insurance & Billing Procedures	55	4.5
MA299	Externship	160	4.5

General Education Courses – 22.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**1205**	**90.0**

Medical Billing and Coding

Associate of Applied Science Degree Program
Completion Time: 70 weeks, Seven Quarters
Instructional Delivery Method: Full Distance Education

The Associate of Applied Science in Medical Billing and Coding degree 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 assign numeric codes for each diagnosis and procedure.

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 – 56.5 credits required

Course	Course Name	Contact Hours	Quarter Credit Hours
MA100	Medical Terminology	55	4.5
AP101	Anatomy and Physiology I	55	4.5
AP105	Anatomy and Physiology II	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	Medical Billing and Coding Online Practicum	75	2.5

General Education Courses – 22.5 credits required

Course	Course Name	Contact Hours	Quarter Credit Hours
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

	Grand Total	**1175**	**92.5**

Medical Billing and Coding

Diploma Program
Completion Time: 50 weeks, Five Quarters
Instructional Delivery Method: Full Distance Education

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.

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 – 52 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MA100	Medical Terminology	55	4.5
AP101	Anatomy and Physiology I	55	4.5
AP105	Anatomy and Physiology II	55	4.5
MA120	Medical Law and Ethics	55	4.5
MBC125	Medical Insurance & Billing Procedures	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	Medical Billing and Coding Online Practicum	75	2.5

	Grand Total	**845**	**65.5**

Allied Health Management

Bachelor of Science Degree Program
Completion Time: 140 Weeks, Fourteen Quarters
Instructional Delivery Method: Full Distance Education

The Bachelor 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. 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.

Option 1

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 I	55	4.5
AP105	Anatomy and Physiology II	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
MAA260	Pharmacology	55	4.5
MBC125	Medical Insurance & Billing Procedures	55	4.5
BA220	Leadership	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

Core Electives – 22.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MA150	Basic Insurance	55	4.5
MA230	Electronic Medical Records Management	55	4.5
MAA250	Pathophysiology	55	4.5
MAA270	Clinical	55	4.5
MAA280	Laboratory	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
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
BA226	Project Management	55	4.5
BA230	Human Resource Management	55	4.5

General Education Courses – 54 credits including 9 credit hours of upper division			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Humanities Course	55	4.5
	Math or Science Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Total Quarter Credit Hours Required	**2200**	**180**

Option 2- Minimum of a diploma in Allied Health or the equivalent

Core Courses – 58.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MA100	Medical Terminology	55	4.5
MA190	Medical Office Communications	55	4.5
BA220	Leadership	55	4.5
AHM300	Healthcare Systems and Policy	55	4.5
AHM310	Healthcare Information Systems Management	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

Core Emphasis – 36 credit hours			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5

	Core Healthcare Course	55	4.5
	Core Healthcare Course	55	4.5

Elective – 31.5 credit hours			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5

General Education Courses – 54 credits including 9 credit hours of upper division			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Humanities Course	55	4.5
	Math or Science Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Total Quarter Credit Hours Required	**2200**	**180**

School of Business - Programs and Objectives

Business Administration & Management

Associate of Applied Science Degree Program
Completion Time: 70 weeks, Seven Quarters
Instructional Delivery Method: Full Distance Education

The Associates in Business Administration & Management 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
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
BA200	Artificial Intelligence for Business	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**
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**1155**	**94.5**

Business Administration

Bachelor of Science Degree Program
Completion Time: 140 weeks, Fourteen Quarters
Instructional Delivery Method: Full Distance Education

The Bachelor of Science in Business Administration degree program has been designed to provide advanced educational opportunities for students. The courses address a wide variety of business needs in finance, technology, management skills, and business principles, theories, and practices. The bachelor's 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.

Option 1

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
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
BA200	Artificial Intelligence for Business	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
BA300 or MBA515DC	Managerial Cost Accounting or Managerial 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 or MBA530DC	Market Research or Research Methods	55	4.5
BA340	Personal Investing and Portfolio Management	55	4.5
BA404	Microeconomics	55	4.5
BA405	Macroeconomics	55	4.5
BA410 or MBA565DC	International Business or Survey of Global Business Practices	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**
	Communications	55	4.5

	Communications	55	4.5
	Social Sciences	55	4.5
	Humanities	55	4.5
	Math and Science	55	4.5
	Math and Science	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**2200**	**180**

Option 2 Must have a minimum of a diploma or equivalent

Core Courses – 45 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
BA110	Principles of Business	55	4.5
BA140	Business Law	55	4.5
BA175	Business Applications	55	4.5
BA195	Sales and Marketing	55	4.5
BA226	Project Management	55	4.5
BA230	Human Resource Management	55	4.5
BA300 or MBA515DC	Managerial Cost Accounting or Managerial Accounting	55	4.5
BA410 or MBA565DC	International Business or Survey of Global Business Practices	55	4.5
BA106	Business Accounting Functions	55	4.5
BA125	Organizational Behavior	55	4.5

Business Electives – 13.5 credit hours			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
		55	4.5
		55	4.5
		55	4.5

Electives – 67.5 credit hours			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5
		55	4.5

General Education Courses – 54 credits including 9 credit hours of upper division			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Humanities Course	55	4.5
	Math or Science Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**2200**	**180**

Master of Business Administration

Completion Time: 40 Weeks, 4 Quarters
Instructional Delivery Method: Full Distance Education

The Master of Business Administration (MBA) degree program has been designed to provide advanced educational opportunities for students who have completed a bachelor's 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.

Core Courses – 54 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
MBA500	Organizational Behavior	45	4.5
MBA515 or MBA515DC	Managerial Accounting	45	4.5
MBA520	Global Leadership and Business Ethics	45	4.5
MBA530 or MBA530DC	Research Methods	45	4.5
MBA540	Organizational Management	45	4.5
MBA545	Managerial Economics	45	4.5
MBA550	Designing and Executing Management Strategies	45	4.5
MBA560	Social Media and Marketing Strategies	45	4.5
MBA565 or MBA565DC	Survey of Global Business Practices	45	4.5
MBA570	Human Resources Management	45	4.5
MBA580	Management Information Systems	45	4.5
MBA590	MBA Capstone Project	45	4.5

Grand Total	**540**	**54**

School of Health and Wellness - Programs and Objectives

Personal Trainer

Diploma Program
Completion Time: 40 weeks, 4 Quarters
Instructional Delivery Method: Full Distance Education

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.

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 – 40.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
PT100	Lifestyle and Health	55	4.5
AP101	Anatomy and Physiology I	55	4.5
PT102	Leisure Programming	55	4.5
AP105	Anatomy and Physiology II	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

Grand Total	**660**	**54**

Exercise Specialist

Associate of Applied Science Degree Program
Completion Time: 70 weeks, Seven Quarters
Instructional Delivery Method: Full Distance Education

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.

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**
PT100	Lifestyle and Health	55	4.5
AP101	Anatomy and Physiology I	55	4.5
PT102	Leisure Programming	55	4.5
AP105	Anatomy and Physiology II	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

General Education Courses – 22.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Social Sciences Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**1235**	**94.5**

Exercise, Nutrition and Health Promotion

Bachelor of Science Degree Program
Completion Time: 140 Weeks, Fourteen Quarters
Instructional Delivery Method: Full Distance Education

The Bachelor of Science in Exercise, Nutrition and Health Promotion degree program has been designed to provide advanced educational opportunities for students. The courses will provide the student with the skills necessary to plan, develop and implement physical fitness and health programs for individuals, organizations, and communities. They will be familiar with industry terminology, biomechanics, exercise physiology, rehabilitation, nutrition, and management techniques needed to promote healthy lifestyles and health education programs. Coursework prepares students for entry-level positions in the areas of exercise physiology, lifestyle and weight management, health education and health promotion.

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**
PT100	Lifestyle and Health	55	4.5
AP101	Anatomy and Physiology I	55	4.5
PT102	Leisure Programming	55	4.5
AP105	Anatomy and Physiology II	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
PT300	Behavioral Change	55	4.5
PT305	Nutrition Physiology	55	4.5
PT310	Leadership in Health & Wellness	55	4.5
PT325	Principles of Epidemiology	55	4.5
PT340	Principles of Exercise and Rehabilitation	55	4.5
PT350	Research and Communication	55	4.5
AHM410	Health Education and Promotion	55	4.5
PT400	Health Risk Assessment & Appraisal	55	4.5
PT405	Directing Wellness Programs	55	4.5
PT410	Principles of Strength and Conditioning	55	4.5
PT415	Interventions for Wellness	55	4.5
PT420	Medical Exercise Specialist	55	4.5

General Education Courses – 54 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
	Communications Course	55	4.5
	Communications Course	55	4.5
	Social Science Course	55	4.5
	Humanities Course	55	4.5

	Math or Science Course	55	4.5
	Math or Science Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5
	General Education Course	55	4.5

Grand Total	**2280**	**180**

School of Trades - Programs and Objectives

Solar Energy Technician

Diploma Program
Completion Time: 40 weeks, Four Quarters
Instructional Delivery Method: Full Distance Education

The program is designed to provide educational opportunities for students seeking to enter the photovoltaic and renewable energy field. The program combines technical and skills training in the areas of photovoltaic markets and installations, safety protocols, electrical knowledge, system components, photovoltaic sizing, electrical/mechanical design, photovoltaic performance analysis, maintenance and troubleshooting techniques. The program prepares students for entry-level employment opportunities in solar installation, sales, and operations.

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 – 40.5 credits required			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
SOL100	Introduction to Solar Photovoltaics	55	4.5
SOL120	Introduction to Construction	55	4.5
SOL125	Introduction to Electrical	55	4.5
SOL200	Solar Design	55	4.5
SOL210	Solar Installation	55	4.5
SOL220	Solar Maintenance and Operation	55	4.5
SOL299	Solar Externship	135	4.5
BA195	Sales and Marketing	55	4.5
BA226	Project Management	55	4.5

Grand Total	**740**	**54.0**

School of Nursing - Programs and Objectives

Nursing (RN to BSN)

Bachelor of Science in Nursing Program
Completion Time: 60 weeks, Six Quarters
Instructional Delivery Method: Full Distance Education

The Bachelor of Science in Nursing program expands the knowledge of licensed nurses to enable them to become successful leaders, managers, and deliverers of care to patients in health care environments. This program is for currently licensed Registered Nurses. The purpose of the advanced standing program is to give formal educational credit for knowledge and/or ability gained through previous training or experience. To receive Advanced Placement in the program, students must have completed an accredited associate's degree program in Nursing (ADN) and hold an unencumbered RN license. Through Advanced Placement, students are awarded a minimum of 66 core quarter credits. Students also transfer a minimum of24 general education quarter credits earned at a regionally or nationally accredited institution. Although the RN-BSN program is a post-licensure program, employment may be influenced by factors such as background checks, employer-specific requirements, or other state-specific hiring standards.

Core Courses – 58.5 credits required including 49.5 at upper division level			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
AHM310	Healthcare Information Systems Management	55	4.5
AHM330	Healthcare Management	55	4.5
BA220	Leadership	55	4.5
BA300	Managerial Cost Accounting	55	4.5
MAA250	Pathophysiology	55	4.5
NUR300	Nursing Theory	70	6.0
NUR310	Professional Nursing	70	6.0
NUR320	Community and Public Health Nursing	70	6.0
NUR410	Nursing Research Methods	70	6.0
NUR420	Critical Thinking in Nursing	70	6.0
NUR430	Health Assessment	70	6.0

General Education Courses – 31.5 credits required including 10.5 at upper division level			
Course	**Course Name**	**Contact Hours**	**Quarter Credit Hours**
GEN311	Introduction to Ethics	55	4.5
	General Education Elective	55	4.5
	General Education Elective	55	4.5
	General Education Elective	55	4.5
	General Education Elective	55	4.5
	General Education Elective	55	4.5
	General Education Elective	55	4.5

Total Credit Hours Required (Post-Licensure)	**1080**	**90**

Minimum Number of Transfer Credits Awarded for ADN and RN License	
Advanced Standing Credit for RN (Core)*	66
Transfer Credit Earned for General Education Credits Earned in ADN Program**	24
Grand Total for the BSN Degree	**180**

*Through advanced placement, students are awarded a minimum of 66 core quarter credits in Nursing. A total of 124.5 concentration quarter credits, including the 66 credits from their ADN program, are required for completion of this bachelor's degree program.
**Most ADN degrees require at least 24 quarter credits of general education coursework, which may be transferred to this bachelor's degree program. A total of 55.5 general education quarter credits, including the 24 credits from their ADN program, are required for completion of this bachelor's degree program.

Course Descriptions

AHM300 Healthcare Systems and Policy - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 I – 4.5 credits (55 contact hours)
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 II – 4.5 credits (55 contact hours)
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 (55 contact 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.

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BA105 Business Accounting Concepts - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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.

BA200 Artificial Intelligence for Business - 4.5 Credit Hours (55 contact hours)
This course introduces students to artificial intelligence (AI) and its growing role in modern business operations, decision-making, customer experience, marketing, cybersecurity, and workforce transformation. Students will explore foundational AI concepts including machine learning, natural language processing, generative AI, robotics, computer vision, and AI ethics. Through hands-on activities and business-focused projects, students will evaluate how organizations use AI technologies to improve efficiency, solve business problems, enhance customer interactions, and prepare for the future of work.

BA220 Leadership - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact hours)
In the midst of today's shifting financial environment and fast-paced, changing lives, it's more important than ever before that student 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 (55 contact 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 (55 contact 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 (55 contact hours)
Explores the concept of international business as a system and the theories which underlie it; institutions which are visual evidence 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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.

GEN101 Introduction to Algebra - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 regard 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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.

MA100 Medical Terminology - 4.5 Credit Hours (55 contact 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 five body systems including the integumentary, musculoskeletal, nervous, cardiovascular, and blood system.

MA120 Medical Law and Ethics - 4.5 Credit Hours (55 contact 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 (55 contact 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; AP101 Anatomy and Physiology I; AP105 Anatomy and Physiology II.**

MA180 Medical Office Administration – 4.5 Credit Hours (55 contact hours)
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 (55 contact 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**

MA230 Electronic Medical Records Management – 4.5 Credit Hours (55 contact 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; AP101 Anatomy and Physiology I; AP105 Anatomy and Physiology II.**

MA299 Medical Assistant Externship - 4.5 Credit Hours (160 contact 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 or with approval of the Allied Health Department Director.**

MAA250 Pathophysiology - 4.5 Credit Hours (55 contact 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; AP101 Anatomy and Physiology I; AP105 Anatomy and Physiology II.**

MAA260 Pharmacology – 4.5 credit hours (55 contact 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; AP101 Anatomy and Physiology I; AP105 Anatomy and Physiology II.**

MAA270 Clinical - 4.5 Credit Hours (55 contact 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. 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 (55 contact 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 – 4.5 Credit Hours (45 contact 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.

MBA515 Managerial Accounting – 4.5 Credit Hours (45 contact 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.

MBA515DC Managerial Accounting – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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.

MBA530DC Research Methods – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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.

MBA560 Social Media and Marketing Strategies – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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.

MBA565DC Survey of Global Business Practices – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 – 4.5 Credit Hours (45 contact 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 (55 contact 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 I; AP105 Anatomy and Physiology II**

MBC150 – Medical Billing and Coding I - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (75 contact hours)
Students will do their externship in a virtual environment using Elsevier. They will be given real charts that have been modified to protect HIPPA and be asked to code appropriately. This will give the students the opportunity to utilize the skills they developed in their program. **Prerequisite: Must have a 2.0 CGPA in all completed core courses or with approval of the Allied Health Department Director.**

MOA299 Externship – 4.5 Credit Hours (135 contact hours)
This course provides students with a comprehensive practicum experience through a combination of simulation-based activities and applied learning assignments. Students will complete structured online simulations designed to replicate real-world medical office scenarios, allowing them to develop and demonstrate essential front office skills such as patient scheduling, communication, medical records management, and administrative workflows. This course is intended to reinforce competencies developed throughout the program and prepare students for entry-level roles in a medical office environment. **Prerequisite: Must have a 2.0 CGPA in all completed core courses.**

NUR300 Nursing Theory – 6.0 Credit Hours (70 contact hours)
This course introduces major nursing theories and models that shape practice, education, and research. Students will evaluate theoretical frameworks and apply them to clinical decision-making and patient care.

NUR310 Professional Nursing – 6.0 Credit Hours (70 contact hours)
This course explores the evolving role of professional nurses in today's complex healthcare environment. Students will examine the scope of nursing practice, professional standards, ethical and legal responsibilities, and the influence of policy and leadership on nursing practice.

NUR320 Community and Public Health Nursing – 6.0 Credit Hours (70 contact hours)
This course focuses on nursing care for individuals, families, and populations in community and public health settings. Emphasis is placed on health promotion, disease prevention, epidemiology, and culturally competent care.

NUR410 Nursing Research Methods – 6.0 Credit Hours (70 contact hours)
This course introduces students to nursing research and the application of evidence-based practice. Students will learn to critically evaluate research studies and apply findings to improve patient care.

NUR420 Critical Thinking in Nursing – 6.0 Credit Hours (70 contact hours)
This course enhances critical thinking and clinical reasoning skills in nursing. Students will apply logic, problem-solving, and evidence-based strategies to assess complex patient care situations.

NUR430 Health Assessment – 6.0 Credit Hours (70 contact hours)
This course focuses on comprehensive health assessments across the lifespan. Students will build skills in interviewing, physical examination, and documentation to identify normal and abnormal findings.

PT100 Lifestyle and Health - 4.5 Credit Hours (55 contact 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.

PT102 Leisure Programming - 4.5 Credit Hours (55 contact 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.

PT105 The Business of Personal Training - 4.5 Credit Hours (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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 (55 contact 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, statues, and regulations pertinent to sports management.

PT200 Exercise Testing and Prescription - 4.5 Credit Hours (55 contact 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 (55 contact 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 (135 contact 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 or with approval of the Health & Wellness Department Director.**

PT300 Behavioral Change - 4.5 Credit Hours (55 contact hours)
Behavioral Change will teach you the key tools to promoting behavior change and creating a foundation for a healthy lifestyle. You will learn how to help clients of all backgrounds recognize counterproductive behaviors and coach them to discover new methods to move more, eat better and make healthier decisions for themselves and their families.

PT305 Nutrition Physiology - 4.5 Credit Hours (55 contact hours)
This class has been designed to educate students about the importance of nutrition to their overall health and wellness. The course goals include mastery of the physiology related to human digestion, as well as an understanding of both macro and micronutrients and their importance in human health. This class will then help students tackle the questions of how to gain weight, lose weight and prevent chronic diseases by examining scientific research and scientific reasoning.

PT310 Leadership in Health and Wellness - 4.5 Credit Hours (55 contact hours)
This course explores the essential elements of management and leadership as they apply to the health and wellness field. It explores how trust, power and relationship management form the basis of leadership excellence and provides tips to rising leaders on how to understand their own leadership styles to boost organizational performance.

PT325 Principles of Epidemiology - 4.5 Credit Hours (55 contact hours)
Introduction to the relationship between the human body and disease, both communicable and non-communicable. Includes historical aspects of various diseases, etiology, prevention and control, prevalence, symptoms, and treatment.

PT340 Principles of Exercise Rehabilitation - 4.5 Credit Hours (55 contact hours)
A study of the knowledge and skills required to design and implement exercise, reconditioning and rehabilitation programs for athletes and athletic injuries. Students will learn about the basic principles of rehabilitation of common athletic injuries. They will learn specific rehabilitation techniques that will increase range of motion, increase strength, and return functional ability. Students will be able to evaluate the status of an injury and develop the appropriate rehabilitation.

PT350 Research and Communication - 4.5 Credit Hours (55 contact hours)

Students will learn how to frame questions that can guide collection of data; how to measure knowledge, attitudes, and behavior; how to systematically evaluate or compare communication strategies; how to effectively use data in making decisions about programs; and how to read and understand literature on health communication.

PT400 Health Risk Assessment and Appraisal - 4.5 Credit Hours (55 contact hours)
This course is designed to provide the student with the theoretical background and practical experience necessary for the safe and scientific evaluation of physical fitness, particularly as it relates to health and disease and the development of programs for remediation, maintenance and enhancement of motor and health-related qualities.

PT405 Directing Wellness Programs - 4.5 Credit Hours (55 contact hours)
This course addresses the general administrative and daily operational skills required to direct a wellness program in corporate, institutional, and community settings. Emphasis is placed on the collaborative and professional skills that are needed to manage wellness programs.

PT410 Principles of Strength and Conditioning - 4.5 Credit Hours (55 contact hours)
Students will gain knowledge to train athletes for the primary goal of improving athletic performance. They conduct sport-specific testing sessions, design and implement safe and effective strength training and conditioning programs and provide guidance regarding nutrition and injury prevention. Recognizing when to refer athletes to other professionals when appropriate.

PT415 Interventions for Wellness - 4.5 Credit Hours (55 contact hours)
This course addresses the skills and resources needed to implement and facilitate specific interventions within a comprehensive wellness program. The development and delivery of programs including tobacco management, weight control, nutrition, physical activity, workplace safety, disease prevention, and other applicable interventions will be addressed.

PT420 Medical Exercise Specialist - 4.5 Credit Hours (55 contact hours)
Medical Exercise Specialist is designed for advanced health and fitness professionals providing in-depth preventive and post-rehabilitative fitness programming for individuals who are at risk for, or are recovering from, a variety of cardiovascular, pulmonary, metabolic, and musculoskeletal diseases and disorders, as well as apparently healthy clients in special population groups, including older adults, youth, and prenatal and postpartum women.

SOL100 Introduction to Solar Photovoltaics - 4.5 Credit Hours (55 contact hours)
This course focuses on the different types of PV system applications, key features and benefits, components, safety concerns, and the advantages and disadvantages of PV systems compared to other electricity generation sources.

SOL120 Introduction to Construction - 4.5 Credit Hours (55 contact hours)
This course offers an opportunity to learn basic construction concepts including site safety information, construction math, types and usage of hand and power tools, construction drawings, communication, employability, and hazards and proper techniques of material handling.

SOL125 Introduction to Electrical - 4.5 Credit Hours (55 contact hours)
This course aims to familiarize students with the electrical trade including knowledge of electrical safety, circuit concepts, theory, the National Electrical Code, device boxes, conduit installation, types and applications of raceways and fittings, conductors and wiring, basic electrical drawing, testing equipment and residential electrical services.

SOL200 Solar Design - 4.5 Credit Hours (55 contact hours)
This course introduces students to solar design concepts ensuring equipment is appropriate for an intended use, understand location conditions, manufacturer restrictions, identifying relevant codes and requirements that impact PV design and installation, electrical concepts and terminology, factors impacting solar resource design, performance, components, sizing, diagrams, and structural requirements of PV systems. **Prerequisite(s): SOL100 Introduction to Solar Photovoltaics, SOL120 Introduction to Construction and SOL125 Introduction to Electrical.**

SOL210 Solar Installation - 4.5 Credit Hours (55 contact hours)
This course offers an opportunity to understand site specific safety plans, elements of layout, electrical, and equipment plan sets, identifying elements of racking, component, and storage installation along with system commissioning procedures. **Prerequisite(s): SOL100 Introduction to Solar Photovoltaics, SOL120 Introduction to Construction and SOL125 Introduction to Electrical.**

SOL220 Solar Maintenance and Operation - 4.5 Credit Hours (55 contact hours)
This course provides for the study of commonly used test equipment, analyze simple electrical circuits, performance parameters commonly monitored for PV systems and system performance monitoring equipment. **Prerequisite(s): SOL100 Introduction to Solar Photovoltaics, SOL120 Introduction to Construction and SOL125 Introduction to Electrical.**

SOL299 Solar Externship - 4.5 Credit Hours (135 contact hours)
Students will be assigned to a facility involved in the solar photovoltaic industry and trained on duties vital within the solar field. This course will train the student to develop fundamental skills in tasks such as solar sales, installation, maintenance, and operations related to PV systems.
Prerequisite: Must have a 2.0 CGPA in all completed core courses or with approval of the Trades Department Director.