



# BRYAN UNIVERSITY

## 2013 Catalog Supplement

Version 10  
Effective: 6/4/2013

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

Effective 6/4/2013, the following course descriptions have been revised as follows:

**MA100 Medical Terminology - 4.5 Credit Hours**

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

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

This course is a study of several systems of the human body. Beginning with the organization of the body, and then moving to the integumentary, skeletal, muscular, nervous, and circulatory systems. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. **Prerequisite(s): MA100 Medical Terminology**

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

This course is a study of several systems of the human body. Beginning with the circulatory, lymphatic and immune systems, the respiratory, digestive, urinary and reproductive systems, will be covered. Nutrition and metabolism, fluids and electrolytes, acid-base balance, and growth and development will also be discussed. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems. **Prerequisite(s): MA100 Medical Terminology**

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

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

**MA150 Basic Insurance - 4.5 Credit Hours**

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

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

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

**MA180 Medical Office Administration/Medisoft - 4.5 Credit 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. Medisoft, a widely used medical administrative software, simulates administrative situations commonly found in health care practices. The students will learn to input patient information, schedule appointments and handle billing. In addition to preparing various lists and reports, the student learns to handle insurance claims both on paper forms and electronically. These invaluable skills are important for the effective financial management of health care practices. **Prerequisite(s): CA100 Introduction to Computer Software Management; CA110 Introduction to Computer Applications**

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

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

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

This course introduces students to the health profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings. Advanced theory and practices of commercial medical insurance, insurance terminology, CPT and ICD-9 coding systems, billing and collections will be discussed. Government programs, federal regulations and the impact of HIPAA regulations will be explored. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology; MA115 Anatomy and Physiology; MA150 Basic Insurance**

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

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the American Medical Technologist's CMAS certification exam. The course will include basic theory review, self evaluation and answers and rationales. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology; MA115 Anatomy and Physiology; MA120 Medical Law and Ethics; MA150 Basic Insurance; MA160 Medical Keyboarding/Transcription; MA180 Medical Office Administration/Medisoft; MA212 Coding & Billing**

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

This course is designed to introduce the student to the basics of medical records management. This course introduces the student to the basics of medical records management and provides an opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR). It also allows the student to learn about EHR management practices and a variety of software programs and used in this process. Students are exposed to the medical billing process, including the flow of information from preregistering patients through collecting on overdue accounts, information technology in medical offices, and HIPAA. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology; MA115 Anatomy and Physiology; MA150 Basic Insurance; MA160 Medical Keyboarding/Transcription; MA180 Medical Office Administration**

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

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

**MAA250 Pathophysiology - 4.5 Credit Hours**

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

**MAA260 Pharmacology - 4.5 Credit Hours**

The student will discuss the various types of drugs and familiarize the student with the forms by which medications are administered. The student will utilize the Physicians Desk Reference and learn the other reference materials that are available and work the same. The student will be able to identify the most common medications by classification and the body system that they are most commonly used for. **Prerequisite(s): MA100 Medical Terminology; MA110 Anatomy and Physiology; MA115 Anatomy and Physiology**

**MAA270 Clinical - 4.5 Credit Hours**

This course is designed to instruct Medical Assisting students in routine procedures for the physical exam. Proficiency will be developed in taking vital signs, including blood pressure readings, temperature, pulse and respiration. Students will learn and practice draping for physical exams, aseptic techniques, measurements and taking the medical history. Universal precautions will be practiced at all times. This course is also designed to instruct Medical Assisting students in assisting with minor surgical procedures, performing EKGs, administration of injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Cardiopulmonary Resuscitation certification will be provided by a Certified Red Cross instructor. 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 core MA courses.**

**MAA280 Laboratory - 4.5 Credit Hours**

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

**MAA281 Medical Assisting Certification Preparation - 4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the CMA or RMA Medical Assistant certification exams. The course will include basic theory review, self evaluation and answers and rationales. **Prerequisite(s): Must have a 2.0 cGPA in all core courses.**

Effective 5/15/2013, the following has been added to page 28 of the catalog:

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

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

Effective 5/15/2013, the following has been revised on page 28 of the catalog:

#### **Online and Hybrid Course Scheduling**

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

Effective 5/15/2013, the following course description has been revised as follows on page 75 of the catalog:

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

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

Effective 5/15/2013, the SAP policy beginning on page 33 of the catalog now reads as follows:

#### **Standards of Satisfactory Academic Progress (SAP)**

**SAP standards apply to all students.** In order to make satisfactory academic progress toward a diploma, Associate of Applied Science Degree, Bachelor or Master Degree at Bryan University, students must maintain a specific cumulative grade point average and make forward progress toward completing a program. Students must achieve the minimum requirements in order to remain enrolled as a regular student. It is intended to provide early intervention for students facing academic challenges and help students successfully complete their program of study. Students failing to meet the minimum SAP requirements at the end of the designated evaluation point will be placed on Academic Warning. Students placed on Academic Warning may not be eligible to receive federal and/or state assistance. Students may remain on Academic Warning until the end of the subsequent quarter. If students have not met SAP at the end of their Academic Warning quarter, they will be placed on Academic Probation and are no longer eligible for federal and/or state assistance. Students placed on Academic Probation have a probationary period of one quarter to achieve SAP. If at the end of the probationary period the student is not making Satisfactory Academic Progress the student will be dismissed, unless an appeal has been completed and approved. During the probationary period, students will be charged tuition and applicable fees consistent with tuition and fees listed under the Tuition and Fees section of this catalog. Students may not be eligible to receive federal and/or state assistance during the probationary period. Students must successfully complete all courses specified in his/her 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, unless an Extended Enrollment has been granted. If a student changes programs or seeks additional degrees, 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. If a student transfers credits, credits transferred are counted towards the maximum time frame and program completion but not cumulative GPA calculations. If a student is granted an extended enrollment status all credits are counted towards the maximum time frame, program completion and cumulative GPA calculations.

Financial Aid eligibility is evaluated at the end of each academic year. If a student fails to meet the minimum SAP standards at the end of each academic year, the student will no longer be eligible for federal financial assistance. The student can submit an appeal and if granted, financial assistance may be reinstated for an additional quarter. Please refer to the Appeal and Grievance procedure for guidance on filing a SAP appeal.

Minimum Requirements: A student must achieve the minimum requirements in order to remain enrolled as an active student. See chart:

<b>Award Level</b>	<b>Evaluation Point</b>	<b>GPA</b>	<b>Credit Hours Completed</b>	<b>Rate of Progress</b>
Diploma Programs, (48 Credits) MTF: 72 Credits	Quarter 1	1.25	4	33%
	Quarter 3	1.5	18	50%
	Completion*	2.0	48	66%
Diploma Programs (67.5 Credits) MTF: 101.25 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Completion*	2.0	67.5	66%
Diploma Programs (81 Credits) MTF: 121.5 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Completion*	2.0	81	66%
Associate Programs (90 Credits) MTF: 135 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	52	66%
	Completion*	2.0	90	66%
Associate Programs (94.5 Credits) MTF: 141.75 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Completion*	2.0	94.5	66%
Associate Programs (95 Credits) MTF: 142.5 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Completion*	2.0	95	66%
Associate Programs (102 Credits) MTF: 153 Credits	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Completion*	2.0	102	66%
Associate Programs (108 Credits) MTF: 162	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Completion*	2.0	108	66%
Associate Programs (108.5 Credits) MTF: 162.75	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Completion*	2.0	108.5	66%
Bachelor Programs (180 Credits) MTF: 270	Quarter 1	1.25	4.5	33%
	Quarter 3	1.5	20.25	50%
	Quarter 6	2.0	54	66%
	Quarter 9	2.0	81	66%

	Quarter 12	2.0	107	66%
	Completion*	2.0	180	66%
Master Programs (56 Credits) MTF: 84	Quarter 1	1.25	4	33%
	Quarter 3	1.5	18	50%
	Completion*	2.0	37	66%

Students are evaluated every 30 weeks (at the end of each academic year) after the first evaluation point. Beginning with the second academic year, minimum SAP standards include the following: a 2.0 GPA and a 66% Rate of Progress throughout the student’s program of study.

Re-establishing Satisfactory Academic Progress

A student may re-establish their standards of Satisfactory Academic Progress by meeting or exceeding the minimum requirements as listed in the SAP chart. If a student changes programs, seeks additional degrees, transfers credits, or has an extended enrollment status the SAP will be affected and please refer to the specific area of the catalog for additional information.

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 will be 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 a student, the University will consider whether the student was making Satisfactory Academic Progress at the end of the student’s last enrollment. Reentering students that previously dropped due to not meeting SAP requirements must have completed the appeal process and their appeal must be approved. These students are only allowed one reenter and will be readmitted under the same student status in which they left Bryan University. Satisfactory Academic Progress will be reviewed and determined and students are subject to follow minimum SAP requirements as described in the catalog. If SAP requirements are met, the student will become an active student and may regain financial assistance eligibility. The 150% Maximum Time Frame (MTF) is reevaluated and determined by the program in which the student enrolls. If the student reenrolls in the same program of study, their 150% continues calculating from the prior enrollment, including all attempted and completed credits. If the student enrolls in a new program of study, their 150% calculates the new enrollment only, however all attempted and successfully completed credits are applied to the new program.

If a student for any reason is terminated or withdraws from his or her program of study at Bryan University during a quarter when the student is on:

- a) Academic Warning, the student will remain on Academic Warning if and when the student is readmitted to that program of study at Bryan University or
- b) Academic Probation, the student will remain on Academic Probation if and when the student is readmitted to that program of study at Bryan University

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

- a) Is unable to make Satisfactory Academic Progress in that program of study and/or
- b) Does not meet program specific admission requirements and/or
- c) Is not approved for readmission by Bryan University based on past academic performance and past attendance criteria

If the University decides to readmit the student, the student 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 will be charged the application fee and must complete the admissions process before re-entry is allowed.

If the University determines that a student is failing to make Satisfactory Academic Progress in their program of study at Bryan University, the student may appeal the University's determination in writing to the Bryan University Registrar. Please refer to the Appeal and Grievance procedure for guidance on filing a SAP appeal.

Note: Approval and/or reinstatement of financial assistance eligibility is not guaranteed through the appeal process. Appeals will be reviewed by an appeal committee. Approval is only granted when there are extenuating circumstances. Inability to master course material is not an extenuating circumstance. All decisions made by the appeals committee are final. The appeals committee is required to make a decision (approve or deny) within a reasonable timeframe. 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 federal financial assistance funds to students provided all other eligibility requirements are met.

## Certifications and Licenses

The University's educational programs lead to knowledge and skills for a stated major. 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 will be required.

## Extended Enrollment Status

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

## Program Transfer

A student desiring to transfer from a diploma program to the corresponding Associate program, Bachelor program, Master program, or within the first 10 weeks of any program at Bryan University must visit with the Department Chair or Dean. Students must meet all admission requirements specific to the program before approval to program transfer is granted. The student will be charged tuition and fees according to their program of study as defined in the tuition section of the current catalog. The financial assistance office and the student will review new charges and the student's financial assistance package and determine how charges are to be paid.

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

## Withdrawals

Students intending to withdraw from their program of study must meet with the Bryan University Registrar, Department Chair or Dean to complete the student status change form and official withdrawal paperwork. Students who do not notify the University of their intention to withdraw and are absent for fourteen calendar days will be withdrawn from the University.



Course and program withdraws occurring during the drop/add period will receive a Cancel (CAN) grade on the transcript. Credits attempted during this time period will not count in the calculation towards the maximum time frame of one and a half times the program length, will not count towards completed hours and will not be included in the GPA calculation. If a student completes a course during the provisional period but does not transition to a regular active student, CAN grades will be recorded on the transcript for all courses attempted during that period.

Course and program withdraws occurring in weeks 3 through weeks 10 for campus-based programs and weeks 3 through weeks 5 for online programs will receive a Withdraw/Passing (W/P) or a Withdraw/Failing (W/F) grade on the transcript. Credits attempted during this time period for which a W/P or W/F grade is earned will count towards the maximum time frame of one and a half times the program length, but will not count toward completed hours. W/P grades will not be included in GPA calculations; however, W/F grades will be included in the GPA calculation.

The students last day of attendance will determine the withdrawal grade (i.e., either W/P or W/F) posted.

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

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

### 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:

				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/P	-	Withdrawal/Passing	-	Yes	No
W/F	-	Withdrawal/Failing	0.0	Yes	Yes
TC	-	Transfer Credit	-	Yes	No
AUD	-	Audit	-	No	No
CAN	-	Cancel	-	No	No

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

Tests, projects, and assignments given by the instructor comprise 80% of the grade for all courses. The remaining 20% is comprised of daily attendance and classroom participation.

## Incomplete Grade

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

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

## Repeat Policy

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

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

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

## Attendance

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

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

1. A twenty-minute grace period is allotted before attendance is recorded at the beginning of class. A student will be considered late if they arrive past the 20 minute grace period (campus-based students).
2. Students will earn points for attendance. These awarded points, combined with classroom participation, exams and daily assignments, will count toward the overall course grade (Both campus-based and online students).
3. Students absent for two (2) consecutive weeks from a course will be withdrawn from that course.
4. Students absent for two (2) consecutive weeks from all courses will be withdrawn from Bryan University for their program of study.

5. In the event of inclement weather: If a student resides in a rural area whose public school system is closed due to ice/snow, even though Bryan University is open, the student must call the University by the start of class on the same day/evening and inform Bryan University where the student lives and the official name of the school district, so the student will receive credit for the missed day or evening of class. The missed class will not have a negative effect upon attendance scores as long as the absence has been properly documented and verified. The student has the responsibility of making up any work missed due to the absence (Does not apply to students enrolled in online courses).

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

### **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, library research and other assigned homework or projects. Course-specific details regarding in- and out-of-class work are outlined on the syllabus and topical outline for each course offered at the University. Homework assignments are an important element used to determine final course grades.

### **Make-Up Work**

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

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

A student who desires to change from one program to another, re-enter into a different program, or who wishes to seek an additional degree at a Bryan University campus must visit with the Department Chair or Dean to discuss the requirements and expectations of such a change. Students must meet all admission requirements specific to the desired or additional program before approval to change or pursue an additional degree is approved. Once approval is granted, the University will transfer all relevant and successfully completed courses into the new program of study. Courses transferred from one program to another will be counted towards maximum time frame, program completion and cumulative GPA calculations for the new or additional program the student enrolls in. Successfully completed courses include; General Education and Support courses with a letter grade of "D" or higher and Core Courses with a letter grade of "C" or higher. Courses for which a grade is earned at any Bryan University campus will remain in the student's permanent academic record.

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

### Re-entry into the Same Program

A student who desires to re-enter into the same program at a Bryan University campus must visit with the Bryan University Department Chair or Dean to discuss the requirements and expectations of re-entering. If the program is available and if the student is permitted to re-enter into the same program they will resume their studies at the point at which their schedule was interrupted. The student will re-enter under the same SAP status as when they left the original program of study. All credits and grades for attempted and completed courses in this scenario will affect maximum time frame, progression and GPA calculations. The student will be required to follow the pricing structure defined in the current catalog and supplement at the time of the approval to re-enter is given. Courses for which a grade is earned at any Bryan University campus will remain in the student's permanent academic record.

### Credit Transfers from Other Postsecondary Educational Institutions

Bryan University considers credits for transfer from postsecondary educational institutions accredited by an agency recognized by the United States Department of Education, or if a student can demonstrate equivalency of a course from a comparable foreign institution. Credits are considered for transfer provided that:

- the courses are similar in objectives and content to the course offered by Bryan University
- the course can be applied toward graduation requirements of the program the student wishes to enroll in
- the letter grade (or equivalent) for the course is a "C" or better
- the official transcript is on file showing the completed grade and, if requested, the course description
- the credits have been earned within the last five (5) years
- 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
- all steps are completed prior to beginning a program of study to ensure timely and accurate academic and financial processing

Students receiving transfer credits will not be charged tuition for the course(s) they are transferring; however, a transfer fee will be charged (fees are outlined in the catalog supplement).

Students may transfer no more than 50% of the total credits required for the completion of a Bryan University Diploma or Associate degree program. A minimum of 42 credits required in the program of study must be earned through the Bryan University Master of Business Administration program; students may transfer in up to but not more than 14 of the 56 credits required for the program. Any credits transferred (recorded as "TC" grades) are counted towards the maximum time frame and program completion but not cumulative GPA calculations.

### Credit Transfers to Other Colleges

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

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

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

### **Re-entry of Discontinued Students**

Students who discontinue their program prior to the end of the quarter and desire to return to Bryan University will be allowed to return one time on a no-fee basis and will not be charged a graduation fee. The re-entry fee may be waived at the University's discretion. Re-entry paperwork will need to be completed in both the financial and academic offices prior to re-entry. Any student who desires to re-enter Bryan University as a continuing student a second time, will be charged a cash re-entry fee and will not be charged a graduation fee (fees are outlined in the catalog supplement). The re-entry fee may be waived at the University's discretion, due to mitigating circumstances. The re-entry fee can be added to the financial assistance package, if available. The fee must be paid in full before the student is eligible to graduate.

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

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

## Tuition and Fees

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

### TUITION

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

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

\* = available to Bryan University Graduates only.

Tuition is subject to change at any time without notice.

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

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

**ANNOUNCEMENT:**

External partners recommended by the campus Executive Director who enroll in the MBA program for the 4/22/2013 start will be charged a program charge of \$9,950.00 (Tuition \$9,450.00 and Fees \$500) in lieu of the per credit hour charge outlined above in the tuition chart.

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

**FEES**

<b>Graduation Fee</b> (Mandatory for all students)	\$100.00
<b>Technology Fee</b> (per quarter - Campus Based)	\$300.00
<b>Technology Fee</b> (per quarter - Online Programs)	\$100.00
<b>Course Transfer Fee</b> (per course) (Does not apply when transferring Bryan University earned credits)	\$100.00
<b>Program Transfer Fee</b> (Each occurrence after first quarter)	\$200.00
<b>Program Change Fee</b> (Each occurrence after first quarter)	\$200.00
<b>Re-Entry Fee</b>	\$100.00

**Monthly Payments**

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

## Books and Supplies

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

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

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

## Minimum acceptable SLE scores:

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

AAS = Associate of Applied Science