



BRYAN UNIVERSITY

2013 Catalog Supplement

Version 4
Effective: 1/25/2013

www.bryanu.edu

Effective 1/25/2013 - The description for the Springfield Campus and Online Programs on page 8 of the catalog has been revised as follows:

Campus-based programs are housed in a one-level facility composed of approximately 16,000 square feet. The campus has thirteen classrooms, one wellness program equipment room and one medical laboratory/classroom; eight administrative offices, a program coordinator office and four admissions meeting rooms.

Effective 1/23/2013 - The following has been added to page 26 of the catalog:

Online Student Identity Authentication and Privacy

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

Effective 1/18/2013 - The Attendance policy beginning on page 29 of the catalog has been revised as follows:

Item 1 revised to: 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).

Items 3 and 7 have been removed.

Last paragraph of the Attendance policy now reads:

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.

Effective 1/18/2013 - The General Admission Requirements beginning on page 9 of the catalog has been revised as follows:

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 Diploma program must meet the following requirements prior to the first day of attendance at Bryan University.

1. Complete a face-to-face interview for campus-based applicants or an interactive web-based interview for online applicants.
2. Complete and submit an application for admission.
3. Submit an application fee (required for campus-based enrollments only).
4. Acknowledge that the presence of any adverse background activity or positive drug screen may prohibit a student's participation in externships, career services activities, license and certification eligibility and/or any other program-specific activities or requirements the University has established.
5. Self-certify the attainment of a high school diploma, completion a home schooling program, or a General Education Development (GED) certificate or an equivalent.
6. 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.

Additional Degree-level Admission Requirements

Diploma-level programs

To qualify for acceptance to the University, all applicants seeking to matriculate into a Diploma program must also submit one of the following documents to the University by the end of the provisional period:

1. Official copy of the applicant's high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.
2. A certified copy of applicant's high school diploma.
3. A copy or original of applicant's recognized equivalency certificate such as the General Education Development certificate (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED.
4. A copy of applicant's Certificate of Release or Discharge from Active Duty that confirms that the applicant has graduated from high school or has received a recognized equivalency certificate such as the GED.
5. Copy of applicant's certificate of completion of a home school program if the applicant's home state recognizes the home school.
6. Official ACT college entrance test scores revealing a composite score of at least 17 on both the English and Mathematics sections of the exam.
7. Official SAT college entrance test scores revealing a score of at least 460 on both the Mathematics and Critical Reading sections of the exam.

Applicants that graduated from a foreign high school or secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. (AICE) must be submitted prior to enrollment. Evaluation or translation must show equivalency to a U.S. high school.

Associate's-level degree Admission Requirements

To qualify for acceptance to the University, all applicants seeking to matriculate into an Associate degree program must also provide evidence to the University of one of the following:

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

4. Official SAT college entrance test scores revealing a score of at least 460 on both the Mathematics and Critical Reading sections of the exam.

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

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

Bachelor's degree-level Admission Requirements

To qualify for acceptance to the University, all applicants seeking to matriculate into a Bachelor's program must also provide evidence of the successful completion of an Associate's degree from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution. Acceptable evidence is an official transcript sent directly to Bryan University that shows degree conferral prior to the end of the provisional period for the program.

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

Master's-level degree Program Admission Requirements

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. Acceptable evidence is an official transcript sent directly to Bryan University that shows degree conferral prior to the end of the add/drop period of the first quarter of the program.

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

Tuition and Fees

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

TUITION

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

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

* = available to Bryan University Graduates only.
 Tuition is subject to change at any time without notice.

ANNOUNCEMENT:

External partners recommended by the campus Executive Director who enroll in the MBA program for the 2/11/13 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

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

Monthly Payments

Students attending Bryan University 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