

# BRYAN COLLEGE



*Education at the speed of life!*

## **2012-2013 Catalog**

Version 1

Effective: 8/7/2012

*bryancolleges.edu*

# Contents

<b>Publication Information</b> .....	<b>3</b>	Graduation Requirements .....	36
<b>About Bryan College</b> .....	<b>4</b>	Student Responsibilities and Code of Conduct.....	37
Mission Statement.....	4	Dress Code.....	38
Mission Objectives.....	4	Classroom Guidelines .....	39
Accreditation, Certification, and Approvals .....	4	Library.....	39
Memberships and Affiliations.....	6	Transcripts.....	39
Legal Control.....	7	<b>Student Services</b> .....	<b>41</b>
Officers of the Corporation.....	7	Career Development .....	41
Campus Contact Information & Description of Campus Facilities .....	8	Career Services .....	41
<b>Admissions</b> .....	<b>9</b>	Student Lounge .....	42
Non-Discrimination Policy .....	9	<b>Additional Policies for Distance Education/Online Learning</b>	
General Admission Requirements .....	9	<b>Opportunities</b> .....	<b>43</b>
International Admission Requirements .....	11	Online Student Orientation .....	43
<b>Financial Assistance</b> .....	<b>13</b>	Hardware Requirements .....	43
Student Status .....	13	Technical Support.....	43
Financial Assistance .....	13	Netiquette .....	44
Federal Fund Eligibility.....	14	<b>General Information</b> .....	<b>45</b>
Private Education Loan (MBA program only).....	19	Disclaimer of Warranties .....	45
Cancellation and Refund Policy .....	19	Limitation of Liability .....	45
Appeal and Grievance Procedures.....	22	American’s with Disabilities Act (ADA) Policy.....	45
Resolution of Disputes.....	23	Student Records and Rights of Privacy.....	46
<b>Academic Affairs</b> .....	<b>25</b>	School Closure Information .....	47
Academic Calendar .....	25	Sexual Harassment Prevention.....	48
Academic Year Definition .....	25	Prohibition of Illicit Drug Use and Crime Prevention.....	48
Credit Hour Definition .....	25	Student Right-To-Know and Campus Security Information.....	48
Description of Diploma and Degrees Awarded.....	25	<b>Diploma Programs</b> .....	<b>49</b>
Campus-based and Hybrid Course Scheduling .....	26	Business Administration .....	49
Online and Hybrid Course Scheduling .....	26	Computer Network Specialist.....	50
Externships .....	26	Medical Office Assistant .....	51
Course Naming and Numbering System .....	26	Personal Trainer .....	52
Core Courses.....	27	<b>Academic Associate’s Degree Programs</b> .....	<b>53</b>
Grading System.....	27	Business Administration & Management.....	53
Incomplete Grade.....	28	Computer Information Systems – Networking.....	54
Repeat Policy .....	28	Criminal Justice.....	55
Attendance .....	28	Exercise Specialist.....	56
Homework .....	29	Heating, Ventilation, Air Conditioning and Refrigeration Technology .....	57
Make-Up Work .....	29	Medical Administrative Specialist.....	58
Standards of Satisfactory Academic Progress (SAP) .....	29	Medical Assistant .....	59
Extended Enrollment Status .....	33	Medical Laboratory Technician .....	60
Program Transfer .....	33	<b>Bachelor Degrees</b> .....	<b>61</b>
Withdrawals.....	33	Allied Health Management.....	61
Program Change, Re-entry into a Different program, or Seeking an Additional Degree .....	34	Business Administration .....	63
Re-entry into the Same Program .....	34	<b>Master’s Degree Program</b> .....	<b>65</b>
Credit Transfers from Other Postsecondary Educational Institutions .....	34	Master of Business Administration .....	65
Credit Transfers to Other Colleges.....	35	<b>Course Descriptions</b> .....	<b>66</b>
Re-entry of Discontinued Students.....	35	<b>Index</b> .....	<b>79</b>

## See Catalog Supplement for current:

- Tuition & Fees
- Books & Supplies
- List of Staff & Faculty
- Minimum acceptable SLE scores

## Publication Information

This catalog is an official publication of Bryan College and is subject to revisions at any time. Bryan College 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 College 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 College 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 College's web site for the latest copy of the catalog and any supplements or addenda.

The catalog can be downloaded at: [www.bryancolleges.edu](http://www.bryancolleges.edu) or [www.bryancollegeonline.edu](http://www.bryancollegeonline.edu)

Information on the College's graduation rates, median debt of students who completed programs, and other important consumer information is available at: [www.bryancolleges.edu](http://www.bryancolleges.edu)

## About Bryan College

### 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 College are:

- To provide comprehensive programs and training opportunities that support identified workforce development needs in the communities served.
- 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

#### ALL CAMPUSES

Bryan College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas, Associate, Bachelor, and Master degrees. In addition, Bryan College is approved to offer campus-based, hybrid, and fully online programs.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

#### ACICS

750 First Street NE, Suite 980

Washington, DC 20002-4241

202-336-6780

<http://www.acics.org>

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

#### SPRINGFIELD CAMPUS (including online programs)

The Springfield campus is certified to operate by:

Missouri Coordinating Board for Higher Education

3515 Amazonas Drive

Jefferson City, MO 65109

573-751-2361

Bryan College is approved by the following:

- Missouri State Approving Agency—Veteran’s Education Training Section—DESE
- U. S. Department of Education
- Vocational Rehabilitation
- Workforce Investment Act (WIA)

**TOPEKA CAMPUS**

The Topeka campus is certified to operate by:

Kansas State Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, Kansas 66612-1368

Bryan College is approved by the following:

- Social Rehabilitation Services (SRS)
- Kansas State Approving Agency-Veterans Affairs (VA)
- Vocational Rehabilitation

**COLUMBIA CAMPUS**

The Columbia campus is certified to operate by:

Missouri Coordinating Board for Higher Education  
3515 Amazonas Drive  
Jefferson City, MO 65109  
573-751-2361

Bryan College is approved by the following:

- Missouri State Approving Agency—Veteran’s Education Training Section—DESE

**ROGERS CAMPUS**

The Rogers campus is certified to operate by:

Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312 South  
Little Rock, AR 72201  
(501) 683-8000

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Bryan College certifies that the Arkansas State Board of Private Career Education will receive advanced notice in the event of changes in the content of the catalog.

Bryan College is approved by the following:

- Arkansas Department of Work Force Education & Department of Veteran Affairs — Veteran’s Education Training Section—DESE
- Vocational Rehabilitation

## **Memberships and Affiliations**

Bryan College is an institutional member of the following organizations:

- Association of Private Sector Colleges and Universities (APSCU)
- Imagine America Foundation (IAF)
- Microsoft Authorized Reseller

### **SPRINGFIELD CAMPUS (including online programs)**

The Springfield campus is a member of the following organizations:

- Missouri Association of Private Career Colleges and Schools (MAPCCS)
- Missouri Association of Student Financial Aid Professionals (MASFAP)
- Springfield Chamber of Commerce

### **TOPEKA CAMPUS**

The Topeka campus is a member of the following organizations:

- Better Business Bureau
- Junior Achievement
- Kansas Association of Private Career Colleges and Schools
- Kansas Association of Student Financial Aid Administrators (KASFAA)
- Topeka Chamber of Commerce

### **ROGERS CAMPUS**

The Rogers campus is a member of the following organizations:

- Rogers-Lowell Area Chamber of Commerce
- Bentonville \* Bella Vista Chamber of Commerce
- Arkansas Association of Student Financial Aid Administrators (AASFAA)

### **COLUMBIA CAMPUS**

The Columbia campus is a member of the following organizations:

- Columbia Chamber of Commerce
- Missouri Association of Private Career Colleges and Schools (MAPCCS)
- Missouri Association of Student Financial Aid Professionals (MASFAP)

## **Legal Control**

Bryan College is located in Rogers, Arkansas, Springfield, Missouri, Topeka, Kansas, Columbia, Missouri, and is incorporated under the laws of the State of Kansas.

Bryan College is owned and operated by:

Bryan Career College, Inc.  
1527 SW Fairlawn Road  
Topeka, KS 66604

## **Officers of the Corporation**

Brian Stewart: President/Secretary (*pro tem*)

Shayne Coursen: Treasurer

## Campus Contact Information & Description of Campus Facilities

Each Bryan College campus location is of ample size for the student population served. Each has a student break room, a learning resource center/library and free parking within walking distance of classrooms and administrative offices. In addition, each campus location is set up as outlined below:



### **SPRINGFIELD CAMPUS & ONLINE PROGRAMS**

4255 Nature Center Way  
Springfield, MO 65804  
(417) 862-5700  
(800) 397-1894 (toll free)  
Online Programs: (855) 862-0755

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. Distance education and hybrid activities are managed via approximately 2,000 square feet of non-contiguous call center, academic and administrative office space located at 237 S. Florence Ave., Springfield, Missouri, 65806. (855) 862-0755



### **TOPEKA CAMPUS**

1527 SW Fairlawn Rd  
Topeka, KS 66604  
(785) 272-0889  
(800) 764-4423 (toll free)

A three-level facility composed of approximately 10,800 square feet. The campus has eight classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and two admissions meeting rooms.



### **COLUMBIA CAMPUS**

3215 Lemone Industrial Blvd  
Columbia, Missouri 65201  
(573) 777-5550  
(866) 585-9193

A one-level facility composed of approximately 15,000 square feet. The campus has twelve classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and three admissions meeting rooms.



### **ROGERS CAMPUS**

3704 West Walnut  
Rogers, Arkansas 72756  
(479) 899-6644  
(866) 422-6474 (toll free)

A one-level facility composed of approximately 10,800 square feet. The campus has nine classrooms and one medical laboratory/classroom; seven administrative offices, a program coordinator office and four admissions meeting rooms.



## Admissions

### Non-Discrimination Policy

Bryan College does not discriminate on the basis of race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, in administration of any education policies, admission policies, financial assistance programs, career services and other school administered programs. Bryan College admits students of any race, color, sex, religion, age, ancestry, veteran status, disability or national origin, as defined by law, to all rights, privileges and activities generally accorded or made available to students at Bryan College.

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

Heather Price, Human Resource Director  
237 S. Florence Avenue, Springfield, MO 65806  
(417) 862-0098

### General Admission Requirements

#### All programs

Prospective students are encouraged to review the most current College Catalog and associated supplement (and addendum, if applicable) carefully prior to signing an enrollment agreement. Bryan College reserves the right to deny admission to any applicant and to change entrance requirements without notice. It is an explicit expectation of the College 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 College, all applicants must meet the following requirements prior to the first day of attendance at Bryan College.

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 college has established. In the event that a student discloses the presence of an adverse background they may be required to complete a background check prior to completing the enrollment process.
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 College campus is located. For students who finished homeschooling at a younger age, Bryan College 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**

In addition to the admission requirements listed for all programs, prospective students will be required to complete additional items listed below depending upon the degree-level they wish to pursue.

#### **Diploma and Associate's Degree Programs**

Complete and successfully achieve the required threshold score or higher on the Wonderlic Scholastic Level Examination (SLE) test administered by the College. Prospective students are allowed two attempts within 24 hours to achieve the required SLE score for their program. If the required SLE score is not achieved by the second attempt, the student may retake the SLE in 6 months. 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 the College accept scores from test completed previously at Bryan College or at another institution to meet these requirements.

#### **Bachelor's Degree Programs**

Prospective students must 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 College that shows degree conferral.

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 College.

#### **Master's Degree Program**

Prospective students must provide to Bryan College 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 College that shows degree conferral.

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 College.

### **Ability-to-Benefit Students**

As of July 1, 2012, Bryan College discontinued its enrollments of new students who did not possess a high school diploma, did not have evidence of completion of a home schooling program, or did not have a General Education Development (GED) certificate as ability-to-benefit students. In addition, the College stopped administering an ability-to-benefit assessment examination. However, if a student new to Bryan College or one who has previously attended Bryan College or another accredited institution wishes to enroll or re-enroll and can provide the College with evidence that they have or were accepted under the pre-July 1, 2012 ATB rules, they may be permitted to enroll or resume their studies with the benefit of financial assistance, for those who qualify.

## **International Admission Requirements**

Bryan College is a Student and Exchange Visitor Program (SEVP)-certified College. The SEVP is a part of the National Security Investigations Division and acts as a bridge for government organizations that have an interest in information on nonimmigrants whose primary reason for coming to the United States is to be students. SEVP uses the Student and Exchange Visitor Information System (SEVIS) to track and monitor schools; exchange visitor programs; and F, M and J nonimmigrants while they visit the United States and participate in the U.S. education system. Bryan College is certified for F and M visas only.

### **English Proficiency Requirements**

Bryan College 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 College. Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Bryan College whose first language is not English must demonstrate competence in the English language.

For applicants whose primary language is not English, English 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 scores cannot be more than two years old. Alternatives to TOEFL and IELTS must be approved by the Chief Academic Officer of the College.

### **International Student Admissions Requirements**

For admissions purposes, Bryan College defines and categorizes an international student as any individual who is a citizen or legal permanent resident of any nation other than the United States. In order to attend school, international students typically utilize a nonimmigrant alien student visa, though all nonimmigrant aliens who attend Bryan College are considered international students regardless of their specific nonimmigrant alien classification. For purposes of campus-based enrollments, international students are additionally defined by Bryan College as nonimmigrant aliens residing in the United States on a temporary basis through the auspices of a non-immigrant visa.

Citizens and legal permanent residents of the United States are excluded from this definition regardless of country of birth, dual or former citizenship status, or ethnicity. Residents of US territories are not considered international students.

### **Campus-based International Students Requiring a Student Visa**

Campus-based non-immigrant alien students who wish to enroll at Bryan College through use of a non-immigrant student visa, obtained in accordance with Bryan College's authorization to enroll non-immigrant alien students, in addition to meeting the general admission requirements of the College and demonstrating English proficiency, must provide:

- A completed and signed Statement of Financial Support.
- Financial Statements. Financial statements must verify sufficient funds to cover the cost of the educational program and living expenses as attested to on the Statement of Financial Support.
- A photocopy of the student's passport (all pages) to verify birth date and citizenship (students outside the United States who have not yet acquired a passport may submit a copy of their birth certificate).

All nonimmigrant, international student applicants residing in the United States at the time of application in F or M nonimmigrant classification, are also required to provide:

- Electronic transfer of the student's US Department of Homeland Security's Student and Exchange Visitors Information System (SEVIS) record from current/previous school to Bryan College.

### **Online International Students**

An international student who wishes to enroll in online Bryan College courses while remaining in their home country must meet the College's general admission requirements as well as demonstrate they meet the College's English Proficiency 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 College's online programs who are residing in the United States at the time of their application to the College 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 College.

## Financial Assistance

### Student Status

Student financial assistance at Bryan College is calculated at full-time status, which is defined as completing a minimum of 12 credits per ten-week quarter.

### Financial Assistance

The Bryan College Financial Assistance Office is available to provide financial access to those who qualify. Abiding by federal and institutional guidelines, Bryan College seeks to meet our students' financial need and help students make responsible financial decisions. The College is committed to providing our students with information they need to make college as affordable as possible. Bryan College's Financial Assistance Office is available to help make educational goals obtainable. Students must file a Free Application for Federal Student Aid (<http://www.fafsa.ed.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 College in order to continue to receive federal or private financial funds.

Prospective students and their parents/spouses are encouraged to visit with the Bryan College Financial Assistance Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Bryan College and once disbursed, federal funding is applied to the student's account. The College 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 LOCATIONS:**

Bryan College - Rogers, Arkansas  
3704 W. Walnut, Rogers Arkansas 72756  
866-422-6474 • 479-899-6644 • 479-899-6535 Fax

Bryan College - Springfield, Missouri  
4255 Nature Center Way, Springfield, Missouri 65804  
800-397-1894 • 417-862-5700 • 417-865-7144 Fax  
417-862-0755 – Online Programs  
417-862-1992 – Online Programs Fax

Bryan College - Columbia, Missouri  
3215 Lemone Industrial Blvd., Columbia, Missouri 65201  
866-585-9193 • 573-777-5550 • 573-777-5559 Fax

Bryan College - Topeka, Kansas  
1527 S.W. Fairlawn Rd., Topeka, Kansas 66604  
800-764-4423 • 785-272-0889 • 785-272-4538 Fax

#### **STUDENT APPLICATION PROCEDURE FOR FINANCIAL ASSISTANCE**

To be eligible for and receive Title IV financial assistance at Bryan College, 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.
- Have a high school diploma, the recognized equivalent of a high school diploma such as the general educational development certificate (GED), or has completed homeschooling at the secondary level as defined by state law. ATB students may be eligible for Financial Assistance (see Admissions Requirements in this catalog).
- Be a U.S. citizen or eligible non-citizen.
- Cannot be in default on a Title IV loan.
- Cannot owe a refund on a Title IV grant.

## **Federal Fund Eligibility**

Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from the College, forfeit all future Federal financial assistance funds for which they previously were eligible until reinstated by the College.

### **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.

#### Federal Subsidized Stafford Loan Program

This program provides low-interest loans to qualifying students enrolled in Bryan College 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 College 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 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.

### **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 within 10 days 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.

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 grace period after you leave school or drop below half-time enrollment before your loan payments begin.
- 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.ed.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 or withdrawal of the student's 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 College Financial Assistance Office.

### **FEDERAL REGULATIONS ON FEDERAL ASSISTANCE FOR STUDENTS CONVICTED OF POSSESSION OR SALE OF ILLEGAL DRUGS**

**Institutions of higher education are required by law to provide students with a separate, clear, and conspicuous notice advising students of the penalty for convictions of drug-related offenses.**

**Federally-mandated notice to ALL enrolled students regarding the ramifications of drug convictions on Federal Student Assistance eligibility**

A federal or state drug conviction can disqualify a student for Federal Student Assistance funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal financial assistance. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was under the age of 18, unless the student was tried as an adult. Federal financial assistance programs include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitive Grants (ACG), SMART Grant, Perkins Loans, Subsidized and Unsubsidized Ford Direct Loans, Parent PLUS loans, Graduate PLUS loans, and/or Federal Work-Study.

The following chart illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
<b>1st offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2nd offense</b>	2 years from date of conviction	Indefinite period
<b>3rd offense</b>	Indefinite period	Indefinite period

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility is different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or, passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after successfully completing rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. If a student has lost their eligibility to participate in Federal Financial Assistance programs due to drug convictions, it is the student’s responsibility to certify to the Student Financial Assistance Office that you have successfully completed the rehabilitation program.

If a student regains eligibility during the award year, they may receive Pell Grant for the current payment period and Federal Direct loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.



### **Installment Contracts**

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

If an installment contract is utilized the student must complete an application and a co-borrower may be required. The student's installment contract may be updated if adjustments are made that affect the student's ending balance. Once the student ends their program of study with Bryan College, the contract is serviced by a third party company.

Each student is given an estimated award letter and/or enrollment agreement at enrollment explaining his/her financial package.

### **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:

- Veteran's Education Training
- WIA Workforce Investment Act
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

Not all funding programs are available at all campus locations

### **Veteran Affairs Benefits (VA)**

If a student has questions regarding eligibility in any VA program, the student should contact the VA hotline at 888.442.4551 or the student can also access the VA website, <http://www.gibill.va.gov>

#### 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 <http://www.gibill.va.gov>

#### Yellow Ribbon Program

Bryan College 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 <http://www.gibill.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. Monthly entitlements increase every year on October 1st with the Consumer Price Index increase. The rates may increase at other times by an act of Congress. Current monthly entitlement amounts are listed at <http://www.gibill.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." A student has 10 years from the date of the student's last discharge or release from active duty to take advantage of this benefit. Each student may be entitled to receive up to 36 months of education benefits under this program.

#### 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. This bill provides up to 36 months of education benefits.

#### Chapter 1607 - REAP (Reserve Education Assistance Program)

It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

Some reservists may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the “buy-up” program.

Soldiers must complete an application to be considered for this program. The application is available at:

<http://www.gibill.va.gov>

#### 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. The maximum contribution for each participant is \$2700. Department of Defense funds equal to twice the contribution are added to the veteran’s account. Veterans have 10 years from the date of release from active duty to use VEAP benefits.

#### 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. This program provides up to 45 months of education or training.

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 College.

#### **Grant Awards**

The following grant opportunities may be available for Bryan College students:

##### American Hero Grant

The American Hero Grant is available to current members of our military or former members who served our country in Iraq and/or Afghanistan. If a former member of the military, the recipient must have been honorably discharged. The amount awarded is \$500 per quarter with a \$5000 maximum award per program. To be eligible, recipients are required to provide their DD214 or a copy of their military orders, must be enrolled in Bryan College as a full-time student and have financial need once all other VA benefits and eligible federal and/or state grants are applied to their student account balance. The grant is available throughout the award year and may be retroactive; a deadline is not applied. Students should notify the

Financial Assistance Coordinator if they believe they are eligible to receive the award and once military information is verified, it may be applied to the student's award letter.

#### Hero Family Support Award

The Hero Family Support Grant is offered to dependents, spouses or partners of military personnel. The recipient must have at least one parent, spouse or partner who is a current member of our military or former member who served our country in Iraq and/or Afghanistan. The qualifying military personnel must have been honorably discharged if they are no longer serving. The award amount is \$500 per quarter with a \$5000 maximum award per program. To be eligible, the recipient is required to provide their dependent, spouse or partners DD214 or a copy of their military orders, must be enrolled in Bryan College as a full-time student and have financial need once all other VA benefits and eligible federal and/or state grants are applied to their student account balance. The grant is available throughout the award year and may be retroactive; a deadline is not applied. Students should notify the Financial Assistance Coordinator if they believe they are eligible to receive the award and once military information is verified, it may be applied to the student's award letter.

For additional information on grant awards and any other source(s) of financial assistance, please contact the Financial Assistance Department.

#### **Private Education Loan (MBA program only)**

A private education loan may be available to Bryan College students. The purpose of this loan is to finance tuition and fees associated with the eligible program of study or other college-sponsored training opportunity as defined by Bryan College. The applicant must be enrolled in a Bryan College eligible program or other college sponsored training opportunity.

To apply, the financial assistance office will provide students with private education loan information and application directions. Students must complete the private educational promissory note and self-certification form as required by the Department of Education. The student may request a private educational loan during their financial assistance appointment. Amounts financed vary and are student-specific.

The terms of the private education loan are provided during the Financial Assistance appointment.

#### **Cancellation and Refund Policy**

We regret students withdrawing from the training program, but we realize unforeseen events occur. Students are protected by the following policies:

***Applicants wishing to enroll must complete the admission process, and sign an enrollment agreement to become officially enrolled in Bryan College. Any monies paid during the admissions process shall be refunded within the cancellation period. The cancellation period is three days from the completion of the admission process and signing of the enrollment agreement, exclusive of weekends and holidays.***

#### **Drop/Add Policy – Course Withdrawal**

The first two weeks of each course is designated as the drop/add period for students. This is the period when students may add or remove courses in order to finalize their schedules. Students who wish to make course changes must request approval from Bryan College.

When a student is absent for two consecutive weeks of any given course, Bryan College will withdraw the student from that course. If a course is dropped during the Drop/Add period, students will not be charged tuition for the course dropped,

however fees may apply. If a course is dropped after the Drop/Add period, students will be charged for the entire course and fees may be applied. For this reason it is important that students drop courses in a timely manner.

Students dropped from a course must meet with the Financial Assistance Office to update their paperwork. Students withdrawn from a course(s) may be reduced to 3/4 time enrollment status or less than half-time enrollment status. Students less than half-time status may not receive federal student loan funds.

### **Drop/Add Policy – Program Withdrawal**

The first two weeks of each course is designated as the drop/add period for students. When a student is absent from all courses for two consecutive weeks, Bryan College will withdraw the student from their program of study. The student will be withdrawn in accordance with the policies listed below.

#### **Program Withdraw - First Time Students**

For first time students within their first quarter of study who terminate their training before completing more than 60% of their first period of enrollment, the institution will perform a pro-rata refund calculation. Under the pro-rata refund calculation, 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 multiplied by the tuition for that period of enrollment. The institution will retain the entire contract price for the period of enrollment if the student terminates the training after completing more than 60% of the period of enrollment.

#### **Program Withdraw - Continuing Students**

Continuing students withdrawing from their program will be charged as follows: No tuition will be charged for those withdrawing during the drop/add period; all other fees are non-refundable and are not prorated when a student withdraws. For those students withdrawing after the drop/add period and through the 20% point in their current quarter they will be charged 50% of the tuition for that quarter. Students withdrawing between 20% through 50% of their quarter will be charged for 75% of their tuition. Any continuing student passing the 50% point of their quarter will be charged for the entire quarter.

A student will not incur charges (including fees) for future quarters not attempted. Quarterly charges are located on the student Award Letter under the heading “Estimated Charges”.

#### **Institutional Refund Policy (all campuses):**

If a new student withdraws from their entire program during the drop/add period, the student is a “cancel” and tuition and fees are not charged. If a continuing student withdraws from their entire program within the drop/add period, the student is not charged tuition, however all other fees are non-refundable and are charged when a continuing student withdraws.

#### **State Refund Policy (Rogers Campus only)**

The state refund policy uses the total tuition for the academic year of study when calculating the tuition owed by the student. Total tuition per academic year is located on the enrollment agreement under the heading of “Tuition Fee”. The policy reads as follows:

- Student withdraws between 1-24.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes tuition for the number of clock hours completed.

- Student withdraws between 25-49.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 50% of the entire tuition for their program of study.
- Student withdraws between 50-74.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 75% of the entire tuition for their program of study.
- Student withdraws between 75-100% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 100% of the entire tuition for their program of study.

The tuition refund will be calculated and compared between the state refund policy and the institutional refund policy. The tuition refund policy which is more advantageous for the student will be used.

#### **Return of Title IV funds – Federal Refund Policy – All campuses**

Federal regulations determine what portion of the Title IV disbursement remains on the student's Bryan College account. Title IV calculations do not affect the amount the student owes in institutional tuition and fee charges. There are several steps in determining Return of Title IV Funds:

**Step one:** Determine amount of Title IV funds disbursed and/or amount that could have been disbursed as of the last day of attendance.

**Step two:** Determine the percentage of the period of enrollment (program length) completed by the student. Divide the number of calendar days in the period of enrollment 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%). If percentage completed exceeds 60%, the percentage of Title IV funds earned = 100%.

**Step three:** Calculate the amount of Title IV Assistance earned by the student. Multiply the total of Title IV assistance disbursed by the percent of Title IV Assistance earned.

**Step four:** Determine if the student is due a post-withdrawal disbursement or if Title IV Assistance must be returned to the United States Department of Education. If the amount of Title IV assistance earned is larger than the amount of Title IV assistance received, the difference will be disbursed and applied to student's account. If the amount of Title IV assistance earned is less than the amount of Title IV assistance received, the difference will be returned to the U.S. Department of Education.

**Step five:** Calculate the amount of unearned Title IV Assistance due from the institution. The institution must return the lesser of institutional charges multiplied by the percentage unearned (100% - percent of Title IV assistance earned) and the amount of Title IV assistance to be returned.

**Step six:** Determine return of funds by Bryan College to the U.S. Department of Education. Title IV funds are returned in the following order: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal Pell Grants.

**Step seven:** Calculate the initial amount of unearned Title IV assistance to be repaid by the student. Subtract the school's responsibility from the total amount of Title IV assistance to be returned to the United States Department of Education to determine the amount of Title IV funds due from the student.

**Step eight:** Determine return of funds by the student. The student must return Title IV funds in the following order: Stafford Unsubsidized loans, Stafford Additional Unsubsidized loans, Stafford Subsidized loans, PLUS loans and Federal Pell Grant.

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan College has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance may be turned over to a collection agency. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

## 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 College 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 College. An appeal and a formal grievance are two ways sponsored by the Bryan College to request a change to an official decision of the College. 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 College for the submission of an appeal or grievance. Appeal and/or grievance proceedings will be treated in accord with the College's FERPA policy.

The steps involved with resolving a student 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 college staff, as they will be able to answer questions and provide specific information regarding college 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, they must discuss their concerns with the Dean of their program or appropriate manager at the campus and include the Executive Director.

### Step 2: Formal Appeal Process

Students unable to resolve their concern via the informal processes provided by the College or those who have been determined to not be making satisfactory academic process (SAP) must complete and submit an appeal packet (which can be obtained from the Registrar). The appeal packet must 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 College Appeal Form (signed and dated).
2. A detailed description of the circumstances which the student feels deserves consideration.

For **SAP** appeals, the appeal packet must include:

1. The Bryan College 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 College: Financial Assistance, Registrar, Executive 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 letter granting the appeal. Students appealing their SAP status whose appeal is granted may have financial assistance eligibility reinstated for one quarter. Bryan College 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 College: 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 Vice President of Campus Operations.

If the grievance is not satisfactorily resolved with the Vice President of Campus Operations, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the President of Bryan College. If the student is not satisfied after exhausting the above procedures they may direct concerns, in writing, to the Missouri Coordinating Board for Higher Education, the Kansas State Board of Regents, the Arkansas State Board of Private Career Education or the Accrediting Council for Independent Colleges and Schools. The addresses are listed under the Accreditation, Certification, and Approvals section of this catalog.

## **Resolution of Disputes**

The following procedure shall apply to the resolution of any dispute arising out of or in any way related to a student's Enrollment Agreement with the school, any amendments or addenda thereto, or the subject matter thereof, including, without limitation, any statutory, tort, contract or equity claim (individually and collectively, the "Dispute"):

- 1) The parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute pursuant to the school's Appeal and Grievance Procedures or through informal means.
- 2) If the Dispute is not resolved pursuant to the school's Grievance Procedure or through other informal means, then the Dispute will be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination. Both the student and the school agree that the Enrollment Agreement involves interstate commerce and that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. 1-9 ("FAA"). The arbitration between the student and the school will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the student and the school mutually agree upon. If, after making a reasonable effort, the student

and the school are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Commercial Arbitration Rules ("Commercial Rules") and, when deemed appropriate by the arbitration forum or arbitrator, the AAA's Supplementary Procedure for Consumer-Related Disputes ("Consumer Procedures"), or the appropriate rules of any alternative arbitration forum selected by the student and the school or appointed by a court, subject to the following modifications:

- a. The arbitration will be conducted before a single arbitrator who will be a licensed attorney or a former judge and will have at least 10 years of legal experience in the resolution of commercial disputes.
- b. The site of the arbitration will be in the city in which the school is located.
- c. The substantive law which will govern the interpretation of a student's Enrollment Agreement and the resolution of any Dispute will be the law of the state where the school is located.
- d. As limited by the FAA, the term of a student's Enrollment Agreement and the applicable AAA rules, the arbitrator will have the exclusive power and jurisdiction to make all procedural and substantive decisions concerning the Dispute, including, without limitation, decisions about whether the Dispute will be arbitrated as a mass, class or Individual action.
- e. The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be necessary to allow for a fair hearing, taking into consideration the claims involved and the expedited nature of arbitration.
- f. In making an award, the arbitrator will not have jurisdiction to award to any party in the arbitration (i) consequential or punitive damages, (ii) costs or (iii) expert witness or attorneys' fees; provided, however, if the enforceability of any of these restrictions on jurisdiction is limited by the applicable substantive law or the applicable AAA rules, that restriction will only be enforced to the extent permitted by such law or rules.
- g. The prevailing party in any of the following matters (without regard to Paragraph (f)) will be entitled to recover its reasonable attorneys' fees incurred in connection with such matters; (i) any motion which any party is required to make in the courts to compel arbitration of a dispute; or (ii) any appeal of an arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying or correcting the award.
- h. All aspects of the arbitration proceeding, and a ruling, decision or award by the arbitrator, will be strictly confidential. The parties will have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.

The Commercial Rules, Consumer Procedures and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 335 Madison Avenue, Floor 10, New York, New York 10017-4605, by telephone at (800) 778-7879 or through its **Web site** at [www.adr.org](http://www.adr.org).



## Academic Affairs

### Academic Calendar

Bryan College utilizes an open registration system. An up-to-date academic calendar is available in the supplement to the Catalog.

### Academic Year Definition

One quarter equals ten weeks of instruction. Three quarters or 30 weeks of instruction equal an academic year for Bryan College. The minimum number of credits for a full time student per quarter is 12 quarter credits. A minimum of 30 weeks of instruction and 36 quarter credits equal an academic year for students attending Bryan College.

### Credit Hour Definition

Bryan College measures units of credit on a quarter credit hour basis. One quarter equals 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.

### 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 College requirements.

A diploma programs consist of a minimum of 81 quarter credits; an associate degree program consists of a minimum of 45 quarter credits within the area of concentration; 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; 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 college catalog

## Campus-based and Hybrid Course Scheduling

Campus-based curricula have been developed such that the following possible schedules are in place for students. The days and hours for campus-based attendance are listed below by Quarter and by Shift (Day versus Evening). A student that fails a course, withdraws from a course or program or moves between Divisions or Day versus Evening courses may experience changes in the specific times they are required to be on campus. Not all divisions are available at all campus location. Therefore, a student will work with an admissions representative to determine their shift during the enrollment process:

### First Quarter Courses

(each shift includes a thirty-minute meal break that is not factored into the overall contact hour determinations).

<b>Day - Hybrid Shift – Monday, Tuesday &amp; Wednesday</b> Classes held 8:00 a.m. – 2:00 p.m.	<b>or</b>	<b>Evening/Hybrid Shift - Monday, Tuesday &amp; Wednesday</b> Classes held 5:00 p.m. – 11:00 p.m.
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### Second Quarter Courses through the Final Quarter

(each shift includes a thirty-minute meal break that is not factored into the overall contact hour determinations).

<b>Day - Hybrid Shift – Division I – Monday, Tuesday</b> Classes held 8:00 a.m. – 2:00 p.m.	<b>or</b>	<b>Evening - Hybrid Shift – Division I – Monday &amp; Tuesday</b> Classes held 5:00 p.m. – 11:00 p.m.
<b>Day - Hybrid Shift – Division II – Wednesday &amp; Thursday</b> Classes held 8:00 a.m. – 2:00 p.m.	<b>or</b>	<b>Evening - Hybrid Shift – Division II – Wednesday &amp; Thursday</b> Classes held 5:00 p.m. – 11:00 p.m.
<b>Hybrid Courses</b>	<b>and/or</b>	<b>Externship</b>

## 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.

## Externships

Externships experiences sites are assigned by Bryan College 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 college. Arrangements for externships are also made such that the student will be required to commute. The college 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. Externships are arranged and scheduled by the college as unpaid experiences. Students must also be aware that some externship sites may require the completion of a background check to be placed on externship.

## Course Naming and Numbering System

Courses identified with prefixes of “AHM, BA, CJ, CN, ES, IT, MAA, MA, MBA, MLT, and PT” are considered core courses for their respective programs. Courses with prefixes beginning “GEN” are general education courses. Courses with prefixes “CA” are classified as support courses. Courses listed as 100 and 200 level are lower-division courses. Courses listed as 300 and 400 level are upper- division courses. Externships are designed to be completed the final quarter of a student’s program

of study (even if a student is also attempting a 100, 200, or 300 level course at the same time). CA100, CA110, CA120 are generally scheduled as the first three courses for new students. 100 and 200-level courses are designed to be completed prior to a student attempting upper division coursework (i.e., 300 – 400 level coursework); however, lower division and upper division courses may be taken concurrently in some instances. Master’s level coursework is comprised of 500-level courses.

Courses may be taken in any order unless established prerequisites dictate otherwise. Pre-requisite and/or co-requisites are outlined in the course description section of this catalog and identify the proper qualification of students for any given course. A student may request, via the Dean, permission for an exception to the established pre- and/or co-requisites.

## 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 program at Bryan College. Core courses may be taken a maximum of three times. If courses have been attempted three times and not successfully passed, the student will be dismissed from Bryan College. For more information, see the Repeat Policy section of this Catalog.

## 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 College 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. All incomplete grades must be completed within two (2) weeks after the beginning of the next course. Otherwise, the incomplete grade automatically becomes the grade earned up to the point the 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 College 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.

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. 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 Bryan College.

### **Attendance**

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

The goal at Bryan College 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. The instructor(s) must be contacted on the day of the absence. Upon contacting the instructor(s) the student will be allowed to complete and submit assignments or exams missed on that day but will be marked absent from class (Campus-based students).
4. Students absent for two (2) consecutive weeks from a course will be withdrawn from that course.
5. Students absent for two (2) consecutive weeks from all courses will be withdrawn from Bryan College for their program of study.
6. 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 College is open, the student must call the College by the start of class on the same day/evening and inform Bryan College 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).
7. Cases with extenuating circumstances will be evaluated on an individual basis and must be documented by the College and approved by the Bryan College Systems Administration office. The student must provide documentation in order for their extenuating circumstance to be considered. Definition: An extenuating circumstance is defined as an unexpected or uncontrollable situation which may prevent the student from attending class.

A student that is subject to being administratively dropped for non-attendance may:

- Still be obligated to pay tuition (refer to the Cancellation and Refund Policy)
- Jeopardize future federal financial assistance funding

Attendance for Bryan College 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 the classroom at the campus. Attendance on assigned externships is defined as physically attending the assigned externship site and completing the required hours.

## Homework

Homework is regularly assigned to aid in mastering course material and to insure maximum progress and development. Assignments are important in determining a final grade for the student.

## 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.

## 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 College, 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 may no longer be 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 will be dismissed from Bryan College, unless an Extended Enrollment has been granted. 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.

If at any time the College determines the student cannot achieve SAP, the student may be dismissed.

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:

Award Level	Evaluation Point	GPA	Credit Hours Completed	Rate of Progress
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 College may seek readmission. All readmission determinations will be made by Bryan College at its discretion. Bryan College is not obligated to readmit any student. As part of the College's determination to readmit a student, the College 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 College. 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 SAP requirements are not met, the student will be dismissed and not allowed an appeal for reenter. If a student for any reason is terminated or withdraws from his or her program of study at Bryan College 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 College 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 College

In no event will any student be readmitted to a program of study at Bryan College if the College 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 College based on past academic performance and past attendance criteria

If the College decides to readmit the student, the student must agree in writing to the terms for readmission and execute a new Enrollment Agreement with Bryan College 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 College will be charged the application fee and must complete the admissions process before re-entry is allowed.



If the College determines that a student is failing to make Satisfactory Academic Progress in their program of study at Bryan College, the student may appeal the College's determination in writing to Bryan College. 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 College may disburse federal financial assistance funds to students provided all other eligibility requirements are met.

### **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 College. The extended enrollment status is only available for programs designated by Bryan College. 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 College must visit with an appropriate Bryan College staff member. 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 College 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 Bryan College to complete the student status change form and official withdrawal paperwork. Students who do not notify the college of their intention to withdraw and are absent for two consecutive weeks will be withdrawn from the college.

Course and program withdrawals 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.

Course and program withdrawals 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 student's last day of attendance will determine the withdrawal grade (i.e., either W/P or W/F) posted.

Course and program withdrawals 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 college must participate in an exit interview with the Financial Assistance Office. During this interview, the student will complete a withdrawal form and discuss refunds, tuition due, and/or outstanding debts.

### **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 College campus must visit with an appropriate Bryan College staff member 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 College 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 College 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 College campus must visit with an appropriate Bryan College staff member 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 College campus will remain in the student's permanent academic record.

### **Credit Transfers from Other Postsecondary Educational Institutions**

Bryan College 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 College
- 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 College
- 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.

Students may transfer no more than 50% of the total credits required for the completion of a Bryan College Diploma or Associate degree program. A minimum of 42 credits required in the program of study must be earned through the Bryan College 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 receiving school has the right and responsibility to decide whether to accept credits from Bryan College. All programs at the college are intended to prepare the graduate with the necessary skills and knowledge to enter or advance in a specific career field.

Degrees and/or Diplomas awarded at Bryan College 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 College 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 College will be allowed to return one time on a no-fee basis and will not be charged a graduation fee. Any students re-entering multiple times due to class rotation will have the re-entry fee waived. Re-entry paperwork will need to be completed in both the financial and academic offices. Any student who desires to re-enter Bryan College as a continuing student a second time, will be charged a cash re-entry fee and will not be charged a graduation fee. 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 College attendance policy may solicit re-entry for the next scheduled quarter or term with Executive Director approval by scheduling an appointment with Bryan College prior to the start of that quarter.

Students who withdraw or are dropped from a program of study at the College 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.

## Graduation Requirements

Students must fulfill the following requirements in order to graduate from Bryan College:

- Achieve a minimum cumulative grade point average of 2.0.
- Satisfactorily complete all core subjects with a grade of “C” or better; and successfully pass all other courses in the program.
- Make arrangements to satisfy all financial obligations to the College.

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 the college 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.

- Each student is expected to attend school regularly. Excessive absenteeism will subject the student to withdrawal from a course and/or program.
- Each student is expected to act with integrity and honesty at all times. Any student caught cheating on tests, final examinations or other graded materials may be placed on probation. Students suspected of cheating will be informed by the instructor as to the reason for suspicion. If suspicious behavior continues, disciplinary action may be taken. Disciplinary actions which may be taken include, but are not limited to:
  1. An "F" or "0" grade on material in question
  2. Withdrawal from the course; with a failing grade recorded
  3. Withdrawal from the school

Plagiarizing written work from any source is also considered cheating. A second occurrence of cheating will result in immediate dismissal from Bryan College.

- **Illicit Drug Use and Crime Prevention** - In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Bryan College is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the college 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 College 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. • 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 by any student or employee is prohibited.
- Vandalism is defined as intentional or negligent damage to any and all Bryan College 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 college.

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 college property. Students who violate these policies are subject to dismissal. Any student dismissed for unsatisfactory conduct will not be readmitted to Bryan College. Disregard or failure to comply with the rules and regulations established by the college may subject the student offender to disciplinary action, up to and including expulsion

from the college. Bryan College 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 invest in their education. Part of that investment is to present themselves to their best advantage in the business world. One of the educational aims of Bryan College is to instill in each student the awareness of a good business image that would be appropriate for any and all offices and would not conflict with the overall image of the company. On occasion, Bryan College has Professional Dress Days. Professional dress attire should reflect a positive attitude toward one's career objective.

### Professional dress for men is considered the following:

- Shirt
- Tie
- Dress slacks
- Dress shoes
- Jacket or sweater is optional

### Professional dress for women is considered the following:

- Skirt, blouse or sweater
- Dress shorts
- Dress
- Suit
- Dress slacks with jacket or sweater
- Dress shoes or boots

### Acceptable daily attire is considered the following:

- Dress shirts, polo shirts, blouses and slacks
- Dress jeans (without rips or tears)
- Dress skirts (as long as they are worn with appropriate hosiery, tights or anklets, and appropriate flats, loafers or heels)
- Appropriate sweatshirts and t-shirts
- Appropriate footwear
- Dress shorts (no cutoffs, spandex, etc.)

### Unacceptable attire/hygiene is considered the following:

- Head coverings of any type
- T-shirts or sweatshirts with inappropriate advertising, such as obscene, suggestive or profane pictures or slogans
- Torn or dirty clothing
- Shorts, dresses, skirts, or blouses that reveal in excess
- Cutoffs, spandex slacks
- Halter or midriff blouses
- Ungroomed hair
- Headphone or portable electronic equipment
- Sunglasses

- Offensive body odor

**Students found in non-compliance with the above dress code will be asked to return home for appropriate attire. Absences will be reported appropriately. Attire should reflect a positive attitude toward one's career objective. Student attire should not be distracting to the educational environment.**

### **Classroom Guidelines**

- Bryan College is a smoke-free campus. There will be no smoking inside the building or on the school grounds of Bryan College 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.

### **Library**

Bryan College provides materials to serve as supplemental information for each of its programs. In addition ProQuest, an online research center, offers access to more than 4400 titles, with over 2500 in full text from 1971 forward. 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 of this information can be accessed by all staff and all students enrolled at Bryan College.

The library has a professionally trained Librarian to supervise and manage the library, instructional resources, facilitate their integration into all phases of the institution's curricular and educational offerings, and assist students in their use. A complete listing of all materials available will be maintained using the Library of Congress classification system. Reference materials are available to students and may be checked out through the Library Tech. Students are responsible for materials checked out in their names. Lost or damaged materials must be replaced and paid for by the person that checked out the resource. Any checked-out materials must be returned by the expected due date. Returning all resources prior to the completion of a student's educational program is a requirement for graduation.

The System Librarian and the Library Techs are assigned to maintain the library and assist in its use. The library is accessible to staff and students daily, and ProQuest, an online research center, is available twenty four hours a day. Library assistance is available within the physical library by sending an e-mail to [bclibrarians@bryancolleges.edu](mailto:bclibrarians@bryancolleges.edu), or by phone.

### **Transcripts**

If all financial obligations to the college have been met, a student will receive one certified, official transcript of their academic record at no cost.

Official transcripts of a student's academic record will also be released by the Dean upon written authorization by the student and submission of a transcript fee (if applicable). Official transcripts are issued only when all financial obligations to the college have been met.



## Student Services

### Academic Advising

Students are encouraged to seek academic assistance from their instructor or the Academic Dean throughout their program when problems and questions arise. Bryan College offers free tutoring to its students. Tutoring is scheduled on an individualized basis.

### Admissions

Prospective students of the college are interviewed by an Admissions Representative to make sure their career objectives can be served by the college's academic resources. Those persons whose objectives cannot be served by the programs of the college are advised to seek other educational institutions which offer programs in their field of interest.

### Career Services

Students, as they approach completion of their programs, meet with the Career Services Manager, who helps them determine their employment goals. The Career Services Office provides assistance to all qualified students in finding the jobs for which they are best qualified.

### Financial Assistance

Questions concerning financial status with the college should be directed to the Financial Assistance Coordinator.

### Student Services

Students may obtain information concerning child care, housing and other community resources from the Student Services Coordinator.

### 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 College. 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 College'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 College graduates. However, such career service assistance can only be rendered in a meaningful manner when total cooperation exists between the graduate and Bryan College's Career Services Office. Therefore, 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.
- Accept the responsibility to "sell yourself" to an employer.
- 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 construction.
- Notify Bryan College's Career Services Office of any changes in contact information.
- Contact the Bryan College 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 College 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 College's Career Services Office.

Bryan College has established relationships which have been fostered throughout the years and Bryan College will not compromise the employers' respect for our college by recommending a student who does not demonstrate these personal characteristics. In addition, some programs may require background checks, licensure and/or certification for employment. Registration or certification requirements for taking and passing exams and which sites require background checks is not controlled by Bryan College and are subject to change by the controlling agency without notice. Consequently, Bryan College 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.

Bryan College cannot and does not guarantee employment or wages at any time.

### **Student Lounge**

A student lounge is provided for students to study, visit, and eat lunch/dinner. No other area is designated for these purposes. In addition, students are reminded not to loiter in entrances or hallways. Loitering and talking loudly in the hallways can be distracting to faculty and students in the classrooms.

## **Additional Policies for Distance Education/Online Learning Opportunities**

Bryan College is extremely excited about the opportunity to provide courses to students online using one of the most advanced and reliable delivery systems available. Our online courses give students the opportunity to experience an enhanced learning environment, which transcends the traditional limitations of time and location. Students have access to “learning on demand” twenty-four hours a day from anywhere that has access to the Internet, locally, regionally or globally.

Online students can expect to receive the same high quality educational experience students have come to expect from Bryan College. As with our traditional campus-based courses, instructors will be experienced professionals with both appropriate academic credentials and professional real life experience. In addition to quality academic programs, students also have access to twenty-four hour technical and student services support. The combination of cutting edge technology and solid online instruction gives students the opportunity to achieve more in their academic program and career. Students interested in learning more about the online courses should contact the admissions department.

### **Online Student Orientation**

Bryan College’s mandatory orientation for online students introduces students to the Learning Management System used to deliver all online and hybrid courses. The online orientation familiarizes the student with the process of submitting assignments, participating in discussions and communicating with the instructor online.

### **Hardware Requirements**

2.0 GHz Intel or AMD processor  
Memory: 512MB RAM / 1 GB recommended  
Memory for XP: 1 GB / 2 GB recommended  
Memory for Vista or Windows 7: 2 GB / 4 GB recommended  
60 GB Hard Drive min  
Internet Explorer 7 or higher  
DVD Player  
Sound Card and Speakers;  
56 Kbps Internet Connection

\*\*\* MAC and Linux users: Not all publishers’ software maybe compatible with these systems. Students must assume responsibility for having access to appropriate technology in these situations. Computers are also available for use in the local campus computer labs during normal business hours. For additional information, please contact the college via email at [DL@bryancolleges.edu](mailto:DL@bryancolleges.edu) or by phone at 417-862-0755 / 1-855-862-0755.

### **Technical Support**

Technical support is available to online students. Technical support does not include computer repairs, or service. Students experiencing connection or course operational problems are encouraged to contact by sending an e-mail to [support@bryancollegeonline.edu](mailto:support@bryancollegeonline.edu) or by phone at 1-866-346-0121. Email assistance should be directed to [dl@bryancolleges.edu](mailto:dl@bryancolleges.edu).

## Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite - do not use abusive or offensive language in messages to others.
- Do not reveal your personal address or phone number or those of other students, faculty, or Bryan College employees.
- Remember that electronic mail (E-Mail) is not guaranteed to be private. Those who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities without notification to or permission from the student sending or receiving the message.

## General Information

### Disclaimer of Warranties

EXCEPT AS EXPRESSLY STATED IN THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, REGARDING OR RELATING TO ANY SERVICE OR PRODUCT FURNISHED BY THE SCHOOL TO THE STUDENT PURUANT TO OR IN CONNECTION WITH THE STUDENTS ENROLLMENT AGREEMENT OR THIS CATALOG. THE SCHOOL SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PURPOSE.

### Limitation of Liability

IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMENDMENTS OR ADDENDA THERETO OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER OF:

THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR

THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE.

Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.

The provisions of the student's Enrollment Agreement and this catalog allocate risks between the student and the school. The amount of tuition and fees and the cost of any tools purchased by the student from the school that the student was required to obtain for the program of study reflect this allocation of risk and the limitation of liability.

### American's with Disabilities Act (ADA) Policy

Bryan College prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the College 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 College 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 College's programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities."

### **REQUESTING ACCOMMODATIONS**

Students requiring accommodations must first provide professional verification of the condition(s) that necessitate the accommodations utilizing appropriate Bryan College forms. Students can request appropriate forms from the Dean. 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 Dean. 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 borne 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 Dean 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 Dean will notify the student promptly once a decision has been reached regarding whether or not an accommodation is granted. Students receiving accommodations and/or academic adjustments shall meet, periodically, with the Dean 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 Dean. Bryan College 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 the Systems Director of Human Resources. If the student is not satisfied with the Systems Director of Human Resources decision, 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.

### **Americans with Disabilities Act (ADA) Policy**

For more information regarding services, accommodations, academic adjustments and modifications on the basis of disability, contact Heather Price 417-862-0098 or email [hprice@bryancolleges.edu](mailto:hprice@bryancolleges.edu). All inquiries are confidential.

### **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. FERPA provides guidelines regarding a parent's and/or eligible student's right to access information contained within the student academic record, the College'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.

Parents or eligible students will be provided access to their student records within 45 days from the day the college receives a written request for access. A request must be submitted in writing to the Executive 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 College amend an educational record that the student believes is inaccurate. The student must submit a written request to the Executive Director outlining the specific information that requires consideration. If the College determines not to change the information in the student file, the Executive 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. 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,” including teachers, 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.

Schools may, and Bryan College 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 College may release to third parties without the consent of the student. Bryan College 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 students consent, the student must present such a request in writing to the Executive Director within 10 days after the date of the student’s initial enrollment or by a later date as specified by the College.

### **School Closure Information**

In the event of inclement weather, students should listen to local media stations for information regarding Bryan College closings. If additional clarification is needed, please contact the College.

### **Reporting of Criminal Actions or Other Emergencies**

Notification procedures will begin with the Executive 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 Executive Director, constitutes an ongoing or continuing threat, campus wide timely warning will be issued. The warning will be issued through the college's phone and e-mail system to students, faculty, and staff. If police or emergency services are required the Executive Director will initiate. If notification is required to the community/media the President will initiate.

Depending on the particular circumstances of the crime, 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 campus-wide web site at:

<http://www.bryancolleges.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. Anyone with information warranting a timely warning should report the circumstances to the Executive Director by phone, or in person at the college campus.

## **Sexual Harassment Prevention**

Bryan College 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.

The Student Right-to-Know Report and Campus Security information is available at [bryancolleges.edu](http://bryancolleges.edu). Printed versions will be available on request.

## **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 College is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the college 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 College 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.
- 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.

The Campus Crime Report is available in the Student Service Coordinator's office.

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition by any student or employee is prohibited.

## **Student Right-To-Know and Campus Security Information**

The Student Right-To-Know and Campus Security Act of 1990 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 College Student Right-to-Know Report and Campus Security Information is available at [www.bryancolleges.edu](http://www.bryancolleges.edu).



## Diploma Programs

### Business Administration

Diploma Program

Completion Time: 60 weeks, Six Quarters

Program is offered at **Columbia, Rogers, and Topeka** campuses. Program is not offered **online**.

The Business Administration Program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries. After completion of this program, students may transfer all earned credits toward the Business Administration and Management Associate of Applied Science Degree Program.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
BA100	Business Communications	4.5	58.5
BA101	Keyboarding Φ	4.5	
BA105	Business Accounting Concepts	4.5	
BA106	Business Accounting Functions	4.5	
BA110	Principles of Business	4.5	
BA125	Organizational Behavior	4.5	
BA140	Business Law	4.5	
BA175	Business Applications	4.5	
BA195	Sales and Marketing	4.5	
BA220	Leadership	4.5	
BA226	Project Management Φ	4.5	
BA230	Human Resource Management	4.5	
BA299	Business Administration Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	9.0
GEN180	Technical Writing Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>81</b>
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Φ Course available online only

± Hybrid Courses

## Computer Network Specialist

Diploma Program

Completion Time: 60 weeks, Six Quarters

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

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems – Networking Associate of Applied Science Degree Program.

<b>Required Support Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

<b>Required Core Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
IT120	Hardware Technician	4.5	63.0
IT121	Windows Network Client Φ	4.5	
IT130	Linux Fundamentals	4.5	
IT140	Windows Server Administration	4.5	
IT150	Introduction to Scripting	4.5	
CN200	Network Infrastructure	4.5	
CN210	Directory Services	4.5	
CN211	Network Security Φ	4.5	
CN220	Networking Scripting	4.5	
CN230	Database Fundamentals for System Admins	4.5	
CN231	Certification Prep Φ	4.5	
CN240	Network Design Analysis	4.5	
CN250	Linux Applications	4.5	
CN299	Computer Networking Externship	4.5	

<b>Required General Education Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	4.5
<b>Total Quarter Credit Hours Required</b>			<b>81</b>

Φ Course available online only

± Hybrid Courses

## Medical Office Assistant

Diploma Program

Completion Time: 60 weeks, Six Quarters

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

The Medical Office Assistant Diploma Program will provide the student the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, 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 the medical coding and insurance billing procedures.

<b>Required Support Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

<b>Required Core Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
MA100	Medical Terminology	4.5	49.5
MA110	Anatomy and Physiology	4.5	
MA115	Anatomy and Physiology	4.5	
MA120	Medical Law and Ethics	4.5	
MA150	Basic Insurance	4.5	
MA160	Medical Keyboarding / Transcription	4.5	
MA180	Medical Office Administration / Medisoft	4.5	
MA190	Medical Office Communications	4.5	
MA212	Coding & Billing Φ	4.5	
MA213	Medical Office Assistant Certification Preparation Φ	4.5	
MOA299	Medical Office Assistant Externship	4.5	

<b>Required General Education Courses</b>			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	18.0
GEN120	Composition I Φ	4.5	
GEN150	Introduction to Biology Φ	4.5	
GEN240	Psychology Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>81</b>
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Φ Course available online only

± Hybrid Courses

## Personal Trainer

Diploma Program

Completion Time: 60 weeks, Six Quarters

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

The Personal Trainer Diploma 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. After completion of this program, students may transfer all earned credits toward the Exercise Specialist Associate of Applied Science Degree Program.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
PT100	Lifestyle and Health	4.5	54
PT101	Anatomy and Physiology	4.5	
PT102	Leisure Programming	4.5	
PT103	Anatomy and Physiology	4.5	
PT105	The Business of Personal Training Φ	4.5	
PT106	Kinesiology	4.5	
PT110	Biomechanics	4.5	
PT120	Exercise Physiology	4.5	
PT140	Personal Training	4.5	
PT170	Sport Law and Ethics Φ	4.5	
PT200	Exercise Testing and Prescription Φ	4.5	
PT299	Personal Trainer Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	13.5
GEN120	Composition I Φ	4.5	
GEN180	Technical Writing Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>81</b>
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Φ Course available online only

± Hybrid Courses

## Academic Associate's Degree Programs

### Business Administration & Management

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

The Associates 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. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
BA100	Business Communications	4.5	58.5
BA101	Keyboarding Φ	4.5	
BA105	Business Accounting Concepts	4.5	
BA106	Business Accounting Functions	4.5	
BA110	Principles of Business	4.5	
BA125	Organizational Behavior	4.5	
BA140	Business Law	4.5	
BA175	Business Applications	4.5	
BA195	Sales and Marketing	4.5	
BA220	Leadership	4.5	
BA226	Project Management Φ	4.5	
BA230	Human Resource Management	4.5	
BA298	Applied Business Research (online only)	4.5	
or BA299	Business Administration Externship (Campus only)	(or 4.5)	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	22.5
GEN120	Composition I Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN230	Introduction to American Politics Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>94.5</b>
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Φ Course available online only

± Hybrid Courses

## Computer Information Systems – Networking

Associate of Applied Science Degree Program

Completion Time: 80 weeks, Eight Quarters

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

Prepares students for end-user support of microcomputers and software applications and enhances problem-solving skills while maintaining a high degree of customer service. Program is structured with Microsoft emphasis.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
IT120	Hardware Technician	4.5	72.0
IT121	Windows Network Client Φ	4.5	
IT130	Linux Fundamentals	4.5	
IT140	Windows Server Administration	4.5	
IT150	Introduction to Scripting	4.5	
CN200	Network Infrastructure	4.5	
CN210	Directory Services	4.5	
CN211	Network Security Φ	4.5	
CN220	Networking Scripting	4.5	
CN230	Database Fundamentals for System Admins	4.5	
CN231	Certification Prep Φ	4.5	
CN240	Network Design Analysis	4.5	
CN250	Linux Applications	4.5	
CN260	Messaging Φ	4.5	
CN270	Project Management Φ	4.5	
CN299	Computer Networking Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	22.5
GEN120	Composition I Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN230	Introduction to American Politics Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>108.0</b>
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Φ Course available online only

± Hybrid Courses

## Criminal Justice

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

The Criminal Justice Associate of Applied Science Degree Program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CJ100	Legal Ethics	4.5	49.5
CJ110	Criminal Law	4.5	
CJ115	Criminal Procedures	4.5	
CJ120	Criminal Justice Administration	4.5	
CJ200	Criminal Investigation	4.5	
CJ205	Introduction to Law Enforcement	4.5	
CJ210	Criminology Φ	4.5	
CJ215	Introduction to Security	4.5	
CJ220	Introduction to Corrections Φ	4.5	
CJ225	Case Report Writing	4.5	
CJ299	Criminal Justice Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	27.0
GEN120	Composition I Φ	4.5	
GEN160	Introduction to Communications Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN230	Intro to American Politics Φ	4.5	
GEN240	Psychology Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>90.0</b>
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Φ Course available online only

± Hybrid Courses

## Exercise Specialist

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

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.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
PT100	Lifestyle and Health	4.5	58.5
PT101	Anatomy and Physiology	4.5	
PT102	Leisure Programming	4.5	
PT103	Anatomy and Physiology	4.5	
PT105	The Business of Personal Training Φ	4.5	
PT106	Kinesiology	4.5	
PT110	Biomechanics	4.5	
PT120	Exercise Physiology	4.5	
PT140	Personal Training	4.5	
PT170	Sport Law and Ethics Φ	4.5	
PT200	Exercise Testing and Prescription Φ	4.5	
PT205	Conducting and Reading Research in Health and Human Performance Φ	4.5	
PT299	Personal Trainer Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	22.5
GEN120	Composition I Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN230	Introduction to American Politics Φ	4.5	

<b>Total Quarter Credit Hours Required</b>		<b>94.5</b>
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Φ Course available online only

± Hybrid Courses



## Heating, Ventilation, Air Conditioning and Refrigeration Technology

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

The Heating, Ventilation, Air Conditioning and Refrigeration Technology Associate of Applied Science Degree Program is designed to prepare the successful graduate with the theory and working knowledge to work in the field as an entry-level Air Conditioning, Heating and Refrigeration technician or other field related industries. Students preparing for a career in the field of heating, air conditioning and refrigeration will study residential, commercial, and industrial applications.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
HV112	Basic Electricity for HVAC/R	9.0	54
HV114	Basic Refrigeration for HVAC/R	9.0	
HV215	Residential Air Conditioning / Residential Geothermal Systems	9.0	
HV216	Residential Heating	9.0	
HV217	Commercial Air Conditioning / Commercial Geothermal Systems	9.0	
HV218	Commercial Refrigeration	9.0	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	27.0
GEN120	Composition I Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN230	Introduction to American Politics Φ	4.5	
GEN240	Psychology Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>94.5</b>
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Φ Course available online only

± Hybrid Courses

## Medical Administrative Specialist

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will learn to use a higher level thinking skills, and decision making skills required for medical office management.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
MA100	Medical Terminology	4.5	49.5
MA110	Anatomy and Physiology	4.5	
MA115	Anatomy and Physiology	4.5	
MA120	Medical Law and Ethics	4.5	
MA150	Basic Insurance	4.5	
MA160	Medical Keyboarding / Transcription	4.5	
MA180	Medical Office Administration / Medisoft	4.5	
MA190	Medical Office Communications	4.5	
MA212	Coding & Billing Φ	4.5	
MA213	Medical Office Assistant Certification Preparation Φ	4.5	
MOA299	Medical Office Assistant Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	27.0
GEN120	Composition I Φ	4.5	
GEN150	Introduction to Biology Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN240	Psychology Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>90</b>
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Φ Course available online only

± Hybrid Courses

## Medical Assistant

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

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.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
MA100	Medical Terminology	4.5	54
MA110	Anatomy and Physiology	4.5	
MA115	Anatomy and Physiology	4.5	
MA120	Medical Law and Ethics	4.5	
MA160	Medical Keyboarding / Transcription	4.5	
MA180	Medical Office Administration / Medisoft	4.5	
MAA250	Pathophysiology	4.5	
MAA260	Pharmacology	4.5	
MAA270	Clinical	4.5	
MAA280	Laboratory	4.5	
MAA281	Medical Assisting Certification Preparation Φ	4.5	
MA299	Medical Assistant Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN101	Introduction to Algebra Φ	4.5	27.0
GEN120	Composition I Φ	4.5	
GEN150	Introduction to Biology Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN200	College Algebra Φ	4.5	
GEN240	Psychology Φ	4.5	

	<b>Total Quarter Credit Hours Required</b>		<b>94.5</b>
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Φ Course available online only

± Hybrid Courses

## Medical Laboratory Technician

Associate of Applied Science Degree Program

Completion Time: 70 weeks, Seven Quarters

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

The Medical Laboratory Technician Program prepares students to become skilled laboratory professionals to work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management ±	4.5	13.5
CA110	Introduction to Computer Applications ±	4.5	
CA120	Strategies for Success ±	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
MLT100	Medical Laboratory Technician Principles and Practices	4.5	58.5
MLT105	Laboratory Calculations	4.5	
MLT110	Anatomy and Physiology	4.5	
MLT115	Anatomy and Physiology	4.5	
MLT200	Urinalysis and Body Fluids	4.5	
MLT215	Pathophysiology	4.5	
MLT225	Mycology, Parasitology, Virology Φ	4.5	
MLT250	Clinical Chemistry Laboratory	4.5	
MLT255	Clinical Principles and Practices	4.5	
MLT270	Clinical Chemistry Laboratory	4.5	
MLT275	Clinical Principles and Practices	4.5	
MLT290	Medical Laboratory Technician Certification Prep Φ	4.5	
MLT299	Medical Laboratory Technician Externship	4.5	

Required General Education Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
GEN120	Composition I Φ	4.5	22.5
GEN170	Introduction to Microbiology Φ	4.5	
GEN180	Technical Writing Φ	4.5	
GEN190	Basic Chemistry Φ	4.5	
GEN240	Psychology Φ	4.5	

<b>Total Quarter Credit Hours Required</b>			<b>94.5</b>
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Φ Course available online only

± Hybrid Courses

## Bachelor Degrees

### Allied Health Management

Bachelor of Science Degree Program

Completion Time: 140 Weeks, Fourteen Quarters

Program is offered **online** only.

The Bachelor of Science in Allied Health Management at Bryan College accepts students with Associate's degrees in Allied Health and Business programs from regionally or nationally accredited schools. Before awarding any credit, the Academic Dean will thoroughly review a student's official transcripts from the school at which they earned the Associate's degree. During this transfer credit analysis, qualifying transfer credits will be placed into one of three possible categories: Health/Business Coursework, General Education Coursework, and Elective/Support Coursework. The number of quarter credit hours or their equivalent in transfer credit awarded for coursework will be subtracted from the total of 90 quarter credit hours required for the Bachelor's degree. Likewise, the number of quarter credit hours or their equivalent in transfer credit awarded for General Education Coursework will be subtracted from the total of 54 quarter credit hours required for the Bachelor's degree. Up to 22.5 quarter credit hours of transfer credits in Elective and 13.5 credit hours of Support Coursework may be applied to the Bachelor's degree program.

#### Required Support Courses

Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management	4.5	13.5
CA110	Introduction to Computer Applications	4.5	
CA120	Strategies for Success	4.5	

#### Required Core Courses

Course	Course Name	Quarter Credit Hours	Required Credits
MA100	Medical Terminology	4.5	90
MA110	Anatomy and Physiology	4.5	
MA115	Anatomy and Physiology	4.5	
MA120	Medical Law and Ethics	4.5	
MA180	Medical Office Administration / Medisoft	4.5	
MA190	Medical Office Communications	4.5	
BA220	Leadership	4.5	
BA226	Project Management	4.5	
BA230	Human Resource Management	4.5	
AHM300	Healthcare Systems and Policy	4.5	
AHM310	Healthcare Information Systems Management	4.5	
AHM320	Legal / Ethical / Social Issues in Healthcare	4.5	
AHM330	Healthcare Management	4.5	
AHM340	Principles of Healthcare Marketing	4.5	
AHM350	Quality Management in Healthcare	4.5	
AHM400	Healthcare Finance	4.5	
AHM410	Health Education and Promotion	4.5	
AHM420	Healthcare Research	4.5	
AHM430	Case and Outcomes Management	4.5	
AHM440	Allied Health Management Capstone Project	4.5	

#### Required General Education Courses

Course	Course Name	Quarter Credit Hours	Required Credits
GEN215	Foreign Language	4.5	
GEN285	Economics	4.5	
GEN300	Environmental Science	4.5	
GEN305	Sociology	4.5	

GEN310	Critical Thinking	4.5	
GEN311	Introduction to Ethics	4.5	

	General Education Transfer Credits (see below)		27
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	Electives (see below)		22.5
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	<b>Total Quarter Credit Hours Required</b>		<b>180</b>
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### Transfer Credit General Education Pool

Up to 27 Quarter Credit Hours may be transferred into program		
Course	Course Name	Quarter Credit Hours
GEN101	Introduction to Algebra	4.5
GEN120	Composition I	4.5
GEN150	Introduction to Biology	4.5
GEN170	Microbiology	4.5
GEN180	Technical Writing	4.5
GEN190	Chemistry	4.5
GEN200	College Algebra	4.5
GEN230	Introduction to American Politics	4.5
GEN240	Psychology	4.5

### Electives

Up to 22.5 Quarter Elective Credit Hours may be transferred into program from the following courses:		
Course	Course Name	Quarter Credit Hours
MA150	Basic Insurance	4.5
MA160	Medical Keyboarding / Transcription	4.5
MA212	Coding & Billing	4.5
MA280	Laboratory	4.5
MAA250	Pathophysiology	4.5
MAA260	Pharmacology	4.5
MAA270	Clinical	4.5
MLT105	Laboratory Calculations	4.5
MLT215	Pathophysiology	4.5
MLT220	Hematology / Coagulation	4.5
MLT225	Mycology, Parasitology, Virology	4.5
MLT275	Clinical Principles and Practices	4.5
PT100	Lifestyle and Health	4.5
PT105	The Business of Personal Training	4.5
PT106	Kinesiology	4.5
PT110	Biomechanics	4.5
PT120	Exercise Physiology	4.5
BA110	Principles of Business	4.5
BA125	Organizational Behavior	4.5
BA140	Business Law	4.5
BA175	Business Applications	4.5
BA195	Sales and Marketing	4.5

## Business Administration

Bachelor of Science Degree Program

Completion Time: 140 weeks, Fourteen Quarters

Program is offered **online** only.

The Bachelor of Science in Business Administration degree program has been designed to provide advanced educational opportunities for students who have completed an Associate's degree program at an accredited postsecondary institution. The courses address a wide variety of business needs in finance, technology, management skills, and business principles, theories and practices. The Bachelor 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.

Required Support Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
CA100	Introduction to Computer Software Management	4.5	13.5
CA110	Introduction to Computer Applications	4.5	
CA120	Strategies for Success	4.5	

Required Core Courses			
Course	Course Name	Quarter Credit Hours	Required Credits
BA100	Business Communications	4.5	112.5
BA101	Keyboarding	4.5	
BA105	Business Accounting Concepts	4.5	
BA106	Business Accounting Functions	4.5	
BA110	Principles of Business	4.5	
BA125	Organizational Behavior	4.5	
BA140	Business Law	4.5	
BA175	Business Applications	4.5	
BA195	Sales and Marketing	4.5	
BA220	Leadership	4.5	
BA226	Project Management	4.5	
BA230	Human Resource Management	4.5	
BA298	Applied Business Research (online only)	4.5	
or BA299	Business Administration Externship (Campus only)	(or 4.5)	
BA300	Managerial Cost Accounting	4.5	
BA305	Tax Accounting	4.5	
BA310	Money and Banking	4.5	
BA315	Entrepreneurial Finance	4.5	
BA320	Consumer Behavior	4.5	
BA325	Market Research	4.5	
BA340	Personal Investing and Portfolio Management	4.5	
BA404	Microeconomics	4.5	
BA405	Macroeconomics	4.5	
BA410	International Business	4.5	
BA415	Market Strategies	4.5	
BA420	Integrated Marketing	4.5	

<b>Required General Education Courses</b>			
<b>Course</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>	<b>Required Credits</b>
GEN101	Introduction to Algebra	4.5	54.0
GEN120	Composition I	4.5	
GEN180	Technical Writing	4.5	
GEN200	College Algebra	4.5	
GEN230	Introduction to American Politics	4.5	
GEN240	Psychology	4.5	
GEN300	Environmental Science	4.5	
GEN305	Sociology	4.5	
GEN310	Critical Thinking	4.5	
GEN311	Introduction to Ethics	4.5	
GEN312	Creating Wealth in Today's Economy	4.5	
GEN400	Geopolitics	4.5	
	<b>Total Quarter Credit Hours Required</b>		<b>180.0</b>



## Master's Degree Program

### Master of Business Administration

Completion Time: 50 Weeks, 5 Quarters

Program is offered **online** only.

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

<b>Required Core Courses</b>			
<b>Course</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>	<b>Required Credits</b>
MBA500	Organizational Behavior	4	56
MBA510	Corporate Finance	4	
MBA515	Managerial Accounting	4	
MBA520	Global Leadership and Business Ethics	4	
MBA530	Research Methods	4	
MBA540	Organizational Management	4	
MBA545	Managerial Economics	4	
MBA550	Designing and Executing Management Strategies	4	
MBA555	Sustainable and Responsible Investment Management	4	
MBA560	Social Media and Marketing Strategies	4	
MBA565	Survey of Global Business Practices	4	
MBA570	Human Resources Management	4	
MBA580	Management Information Systems	4	
MBA590	MBA Capstone Project	4	
	<b>Total Quarter Credit Hours Required</b>		<b>56</b>

## Course Descriptions

### **AHM300 Healthcare Systems and Policy - 4.5 Credit 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 available to government 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**

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/Socials Issues in Healthcare - 4.5 Credit 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**

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**

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**

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**

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**

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**

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**

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**

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.

**BA100 Business Communications - 4.5 Credit 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.

**BA101 Keyboarding - 4.5 Credit Hours**

This course provides a contemporary learning environment for today's high-tech office. The course emphasizes learning correct key strokes techniques, and then practicing to develop proficient typing skills.

**BA105 Business Accounting Concepts - 4.5 Credit 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**

This course provides experience in establishing and using computer-based accounting systems for small business operations.

**BA110 Principles of Business - 4.5 Credit 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**

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**

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**

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 used in today's business world. Students will develop the necessary math skills required to systematically solve business-related problems. The student will increase both keyboarding and ten-key calculation speed through the use of daily exercises and practice.

**BA195 Sales and Marketing - 4.5 Credit 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.

**BA220 Leadership - 4.5 Credit 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**

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. The text is developed around a philosophy of a project-driven organization committed to continuous improvement and organizational learning.

**BA230 Human Resource Management - 4.5 Credit 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**

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.

**BA299 Business Administration Externship - 4.5 Credit Hours**

This course will train the student to develop fundamental skills for office administration and management. Students will be assigned to a business related office and will be trained for office operation duties that are vital in today's business world. Students will continue to increase proficiency in business software functions. This experience is designed to provide students with actual on-the-job learning in the office environment.

**BA300 Managerial Cost Accounting - 4.5 Credit 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**

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**

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**

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**

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**

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**

In the midst of today's shifting financial environment and fast-paced, changing lives, it's more important than ever before that students 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**

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**

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**

Explores the concept of international business as a system and the theories which underlie it; institutions which are visual evidences 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**

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**

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**

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 Computer Applications - 4.5 Credit Hours**

This course provides the student with a basic understanding of modern computer applications, web-based applications, and the impact of technology on the business and educational environments. The course is designed to introduce spreadsheets and presentation software to reach students with a wide range of backgrounds, interests, and skills. The course will allow students to become acquainted with integrated software through hands-on training. Additionally, students will be introduced and trained in e-communication techniques for education and business through the use of a learning management system and other messaging software.

**CA120 Strategies for Success - 4.5 Credit 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.

**CJ100 Legal Ethics - 4.5 Credit Hours**

This course is designed to provide students with critical thinking skills needed to deal with increasingly complex ethical issues in today's professional legal field. In addition, this course provides an understanding of legal terminology, procedures and applications regarding ethics. Emphasis will be placed on the consequences of individual conduct in a variety of employment environments.

**CJ110 Criminal Law - 4.5 Credit Hours**

This course is designed to provide a basic understanding of criminal law. This course will emphasize state law, historical common law and constitutional law issues. Students will become familiar with the elements of crimes, criminal intent, defenses to crimes and the differences between felonies and misdemeanors.

**CJ115 Criminal Procedures - 4.5 Credit Hours**

This course is designed to provide an in-depth understanding of criminal law procedures and applications. Students will become familiar with basic rights in a criminal prosecution such as the presumption of innocence, the government's burden of proof and the concept of reasonable doubt. Emphasis will be placed on the understanding of applicable Constitutional Amendments. In addition, students will understand the court process in state criminal justice system.

**CJ120 Criminal Justice Administration - 4.5 Credit Hours**

This course is designed to provide a basic understanding of the criminal justice system which consists of the police, courts and corrections. Students will become familiar with the history of law enforcement and its duty to protect society, as well as the court system's balancing of an individual's rights versus social control. The course will also explore the role of corrections in punishing criminals while attempting to rehabilitate them to return to society. The major emphasis will be placed upon state criminal justice administration.

**CJ200 Criminal Investigation - 4.5 Credit Hours**

This course is designed to provide students with the basic theoretical and philosophical understanding of the investigatory process. Analysis of problems encountered in interviewing, interrogating, evidence collection and admissibility will be examined. It is also designed to be an objective analysis of the formal social control in our society, including the philosophies, limitations, technologies and responsibilities of investigators.

**CJ205 Introduction to Law Enforcement - 4.5 Credit Hours**

This course is designed to provide the student with the basic theory, and application and philosophy of policing in our society. In addition, this course will give an overview of the different levels of law enforcement, their roles, and how police agencies are organized. Information about the jobs available in law enforcement and the skills needed in order to obtain these jobs will also be discussed.

**CJ210 Criminology - 4.5 Credit Hours**

This course is designed to examine criminal behavior as it relates to several varieties of crime. Major emphasis will be placed on the evolution of criminological theories. This course also deals with analysis of present-day programs and trends in the criminal justice system's response to victims. The historical and emerging roles of victimology as a field of study are examined and discussed.

**CJ215 Introduction to Security - 4.5 Credit Hours**

This course is designed to provide students with an introduction to the world of security and addresses the nature, scope, and history of security services. The course will introduce the essential elements of private and public security as well as types of security organizations. Information about jobs available in the security field and the skills needed in order to obtain these jobs will also be discussed.

**CJ220 Introduction to Corrections - 4.5 Credit Hours**

This course is designed to offer a practical analysis of corrections in the American criminal justice system. The course covers and explores various aspects of the social history of punishment, staff and inmate safety, prisoner rights litigation, overcrowding, gender and ethnicity, special needs, gang control strategies and growth of supermax prisons. The course also identifies theories of the environmental conditions and subcultures within a correctional setting. In addition, this course can serve as a useful introduction to career planning for employment in the corrections fields.

**CJ225 Case Report Writing - 4.5 Credit Hours**

This course defines the basic elements of criminal justice report writing and describes the writing process, style, research, and techniques necessary for complete, clear and concise reporting. Emphasis is on criminal justice writing applications.

**CJ299 Criminal Justice Externship - 4.5 Credit Hours**

Students will be assigned to a criminal justice 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 criminal justice environment under the direct supervision of local law enforcement professional. Prerequisite: Must have a 2.0 cGPA in all completed core courses.

**CN200 Network Infrastructure - 4.5 Credit Hours**

This course provides students with the information necessary to correctly implement, configure, and troubleshoot networking protocols and services that are provided by enterprise network operating systems. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN210 Directory Services - 4.5 Credit Hours**

This course provides students with the information necessary to design, implement, and administer a directory services infrastructure. Students will be instructed in the use of directory services to control access to resources and implement policies that enable the use of networked resources in the enterprise environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN211 Network Security - 4.5 Credit Hours**

This course provides students who are new to network security practices with the knowledge necessary to understand and identify the tasks involved in implementing and managing network security. This is an introductory course designed to provide an overview of security concepts and how they are implemented in a network environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN220 Network Scripting - 4.5 Credit Hours**

This course provides students who are new to scripting with the information necessary to understand and identify the tasks involved in managing a network through automation. This course is designed to provide an overview of scripting basics and how they are implemented in a network environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN230 Database Fundamentals for System Admins - 4.5 Credit Hours**

This course is to provide students with the information necessary to correctly install, configure and manage server based databases. Administrative methods are also presented to provide students with a basis for successful database implementation. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN231 Certification Prep - 4.5 Credit Hours**

This course provides students with the knowledge necessary to understand and prepare for A+ certifications, and other certifications and will use Trainers to study and practice for the certification test included in the course. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN240 Network Design Analysis - 4.5 Credit Hours**

This course prepares students to analyze, design, build, troubleshoot, and maintain networks. In addition, students will be exposed to network security issues and the methods employed to implement security measures. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 A Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN250 Linux Applications - 4.5 Credit Hours**

This course provides students with the information to install, administer, configure, and maintain services and applications used with the Linux operating system in the enterprise environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN260 Messaging - 4.5 Credit Hours**

This course provides students with the information necessary to design, implement and administer a network messaging service. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN270 Project Management - 4.5 Credit Hours**

This course provides students who are new to project management with the knowledge necessary to understand and identify the tasks involved in implementing and managing projects. This is an introductory course designed to provide an overview of project management concepts and how they are implemented in an organizational environment. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications, CA120 Strategies for Success, IT120 Hardware Technician, IT121 Windows Network Client, IT130 Linux Fundamentals, IT140 Windows Server Administration and IT150 Introduction to Scripting.

**CN299 Computer Networking Externship - 4.5 Credit Hours**

Students will be assigned to a networking related environment and will be trained for networking duties related to an organization. This course will train the student to develop fundamental skills for network administration and management and will practice proficiency in installation and operation protocols, system maintenance, back-up and security. This experience is designed to provide students with actual on-the-job learning activities in the network environment. Prerequisites: must have a 2.00 GPA in all core courses attempted and approval of the Director of Education.

**GEN101 Introduction to Algebra - 4.5 Credit 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**

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.

**GEN150 Introduction to Biology - 4.5 Credit 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**

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.

**GEN170 Introduction to Microbiology - 4.5 Credit Hours**

This course is the study of microbiology as it affects our everyday lives. The student will discover the impact of microorganisms on health, food/water, sanitation, environment, industry and genetic engineering. Emphasis will be placed on cytology, physiology, genetics, virology growth and control of growth with coverage of the role of microorganisms in nature, disease and as useful tools.

**GEN180 Technical Writing - 4.5 Credit Hours, 5.0 Credit Hours (Topeka Only)**

This course explores the writing skills, proper organization of information, and document formatting required of the professional business and technical writer, with an emphasis on the clear, concise presentation of information. Course topics include application letters, resumes, brochures, reports, instructions and instruction manuals, web content, graphic illustrations, collaborative writing, and ethical considerations. Working in collaborative groups students will be expected to complete an organizational operations manual by the close of the course.

**GEN190 Basic Chemistry - 4.5 Credit Hours**

Students will develop a basic understanding of performing and analyzing data on diagnostic procedures generated from clinical chemistry equipment and instrumentation. These skills will include knowledge of the appropriate sample, volume needed to execute the testing protocol, and ability to recognize normal, therapeutic and critical values. The student will study metabolic pathways evaluated by the array of tests performed in the chemistry environment of the clinical laboratory. Classical and contemporary methods of testing in clinical chemistry will be covered.

**GEN200 College Algebra - 4.5 Credit 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.

**GEN215 Foreign Language - 4.5 Credit Hours**

This course is an introduction to understanding, speaking, reading, and writing a foreign language. Students acquire language functions, vocabulary, structures and culture through contextualized presentation, interactive activities and laboratory practices.

**GEN230 Introduction To American Politics - 4.5 Credit 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**

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 regards 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.

**GEN300 Environmental Science - 4.5 Credit 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**

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**

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**

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.

**GEN312 Creating Wealth in Today's Economy - 4.5 Credit Hours**

This course provides students with a practical overview of personal finance management and creation of wealth that blends financial theory and applications. Students will develop personal financial management skills budgeting income and expenditures, planning financial security for retirement, investments, and portfolio management, including savings, financing and credit sources, the role of insurance in protecting income and assets, and federal income tax issues.

**GEN400 Geopolitics - 4.5 Credit 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.

**HV112 Basic Electricity for HVAC/R - 9 Credit Hours**

This course includes construction safety rules and regulations; reviews basic construction mathematical functions and identifies tools widely used across the construction craft fields. It familiarizes trainees with techniques for reading and using blueprints, specifications, and shop drawings; discusses employability in the construction field; and addresses on-the-job communication skills within the craft professions. Additionally, it teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. The student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

**HV114 Basic Refrigeration for HVAC/R - 9 Credit Hours**

Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the



selection, preparation, joining, and support of copper and plastic piping and fittings; introduces the basic principles, processes, and devices used to control humidity and air cleanliness; and presents indoor air quality and its effect on the health and comfort of building occupants. It discusses techniques for reading and using blueprints, specifications, and shop drawings.

**HV215 Residential Air Conditioning / Residential Geothermal Systems - 9 Credit Hours**

Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps. Students will also learn the principles of Geothermal energy as it relates to residential applications including designing a Geothermal system. Prerequisites: HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

**HV216 Residential Heating - 9 Credit Hours**

This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. It covers the principles of reverse cycle heating; describes the operation of the various types of heat pumps and reviews heat pump operation and heat pump control circuits. Prerequisites: HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

**HV217 Commercial Air Conditioning / Commercial Geothermal Systems - 9 Credit Hours**

This course describes air distribution systems and their components, air flow measurements, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity and covers procedures for the startup of hot water and steam heating, chilled water, and forced air distribution systems. It covers operating principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations. It also explains how computers and microprocessor controls are used to manage zoned HVAC systems. Students will also learn the principles of Geothermal energy as it relates to commercial applications including designing a Geothermal system. Prerequisites: HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

**HV218 Commercial Refrigeration - 9 Credit Hours**

This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting cooling equipment. It explains the operating principles of the different types of compressors used in comfort air conditioning systems and offers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices. It presents the entire basic refrigerant handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustment of different types of belt drives, bearings, and couplings. Prerequisites: HV112 Basic Electricity for HVAC/R, HV114 Basic Refrigeration for HVAC/R.

**IT120 Hardware Technician - 4.5 Credit Hours**

This course teaches essential competencies for a microcomputer hardware service technician with the equivalent of six months of on-the-job experience. Students will be provided with information on how to properly install, configure, upgrade, troubleshoot, and repair microcomputer hardware and Microsoft Operating Systems.

**IT121 Windows Network Client - 4.5 Credit Hours**

This course provides students who are new to Microsoft's network client products with the knowledge necessary to understand and identify the tasks involved in supporting Microsoft based client networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Microsoft client environment.

**IT130 Linux Fundamentals - 4.5 Credit Hours**

This course teaches essential competencies in installation, configuration, and maintenance of the Linux operating system (s). This includes a comprehensive overview of administrative tasks related to user, group and application management. Other areas of system administration introduce the student to the network capable functions of Linux as an application, remote access, file, print, web and email server concepts. Course structure is designed to prepare students for the Linux+ certification offered by the Computing Technology Industry Association (CompTIA), which provides vendor neutral certifications that are recognized and supported by more than 8,000 companies in the IT industry.

**IT140 Windows Server Administration - 4.5 Credit Hours**

This course provides students who are new to Microsoft's server products with the knowledge necessary to understand and identify the tasks involved in supporting Microsoft based server networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Microsoft server environment.

**IT150 Introduction to Scripting - 4.5 Credit Hours**

This course is an introduction to writing programs using scripting languages. This course does not require any prior programming experience and introduces concepts involving logic, flowcharts, structured design, problem solving and mathematics. Prerequisites: CA100 Introduction to Computer Software Management, CA110 Introduction to Computer Applications and CA120 Strategies for Success.

**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.

**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.

**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.

**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.

**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.

**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.

**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: Must have a 2.0 cGPA in all completed 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.

**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.

**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.

**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.

**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.

**MBA500 Organizational Behavior - 4 Credit 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.

**MBA510 Corporate Finance - 4 Credit hours**

This course introduces students to concepts important to the financial success of a corporation. Students will examine the key financial concepts including sources of investment capital, corporate investment strategies, dividend policy, short and long-term planning and risk management.

**MBA515 Managerial Accounting - 4 Credit 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 Credit 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 Credit 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 Credit 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 Credit 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 Credit 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.

**MBA555 Sustainable and Responsible Investment Management - 4 Credit Hours**

This course provides students with skills and information required to evaluate business investments and make informed decisions relative to establishing investment objectives and evaluating investment performance. Students will estimate risk-return relationships and various quantitative approaches to evaluate investment strategies.

**MBA560 Social Media and Marketing Strategies - 4 Credit 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 Credit 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 Credit 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 Credit 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 Credit 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.

**MLT100 Medical Laboratory Technician Principles and Practices - 4.5 Credit Hours**

This course is an introduction to the field of medical laboratory science. The course includes quality control, blood borne pathogens, basic laboratory equipment, laboratory settings, industry certification, professionalism, and laboratory ethics. The course will emphasize safety, specimen collection and specimen processing.

**MLT105 Laboratory Calculations - 4.5 Credit Hours**

This course will prepare a student with math skills required for the medical laboratory environment. The study involves reading medical / laboratory documents and how to accurately calculate to provide solutions. The content reviews, systems of measurements, medication administrations and dosage calculations.

**MLT110 Anatomy and Physiology - 4.5 Credit Hours**

This course is a study of several systems of the human body including related medical terminology. 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.

**MLT115 Anatomy and Physiology - 4.5 Credit Hours**

This course is a study of several systems of the human body including related medical terminology. Beginning with the immune systems, the respiratory, digestive, endocrine, special senses, urinary and reproductive systems will be covered. The course is designed to enable the student to understand the health problems of the patients as they relate to the various systems.

**MLT200 Urinalysis and Body Fluids - 4.5 Credit Hours**

This course will present the normal and abnormal composition of urine and commonly collected body fluids for clinical evaluation. The student will be introduced to principles and techniques of testing procedures, sources of error, and clinical correlation as they relate to urine and body fluids.

**MLT215 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 and diseases of the body systems including, congenital, urinary, reproductive, digestive, respiratory, circulatory, nervous, endocrine, musculoskeletal, skin, eye, ear and childhood diseases, pain management and holistic health.

**MLT225 Mycology, Parasitology, Virology - 4.5 Credit Hours**

This course details concepts in specimen collection, nomenclature, taxonomy & identification of pathogenic fungi & parasites. It will also describe human viruses, viral infections as well as clinical and laboratory diagnosis, epidemiology, treatment, prevention & control of viral infections.

**MLT250 Clinical Chemistry Laboratory - 4.5 Credit Hours**

This course will focus on practical application and experience in general laboratory collection and testing for Hematology, Coagulation / Hemostasis, Immunology/Serology, Immunohematology, and Blood Banking. Students will focus on Erythrocyte, Leukocyte, coagulation procedures, serological tests for syphilis, analytical procedures, immunoglobulin, cross matching, blood typing, blood banking practices and various special tests required in a medical laboratory. Students will develop skills in blood collection methods using proper techniques, and universal precautions. Collection will cover vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood cultures, and specimen collection on adults, children, and infants. The course will also emphasize infection prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling and processing. The proper use and care of laboratory equipment and basic quality control will be practiced. The student will also practice urinalysis, and will focus on anatomy and physiology, analytic procedures, microscopic urinalysis.

**MLT255 Clinical Principles and Practices - 4.5 Credit Hours**

This course is an theory extended study of clinical principles and practices in Hematology, Coagulation/Hemostasis, Immunology/Serology, and blood banking which support the clinical laboratory application skills and techniques learned in the clinical laboratory classroom. This course will study the general medical laboratory techniques required in a laboratory environment. The study will include Laboratory quality, laws and regulations, laboratory safety, instrumentation, maintenance & principles of laboratory operation.

**MLT270 Clinical Chemistry Laboratory - 4.5 Credit Hours**

This course will focus on practical application and experience in general laboratory collection and testing for Chemistry, Microbiology, and Parasitology. For chemistry a student will focus on kidney/renal, liver/hepatic, carbohydrate tests, protein analysis, enzymology, endocrinology, electrolytes, pH, blood gas, and special chemistry procedures. For microbiology the student will study bacteriology media techniques/cultures, bacterial identification, and special tests/strains for microbiology. For parasitology the student will focus on parasite identification, mycological procedures, and special test related to parasitology.

**MLT275 Clinical Principles and Practices - 4.5 Credit Hours**

This course is an extended study of clinical principles and practices in Chemistry, Microbiology and Parasitology which support the clinical laboratory application skills and techniques learned in the clinical laboratory classroom. Sterile technique, methods of handling and inoculating specimens containing pathogenic microorganisms, isolation of and identification of pathogenic microorganisms, laboratory test in chemotherapy, and diagnostic bacteriology mycology, and parasitology will be used.

**MLT290 Medical Laboratory Technician Certification Prep - 4.5 Credit Hours**

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a Medical Laboratory Technician program to prepare the student to take the American Medical Technologist's MLT certification exam. The course will include basic theory review, self evaluation and answers and rationales.

**MLT299 Medical Laboratory Technician Externship - 4.5 Credit Hours**

Students will be assigned to a medical, 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 lab environment under the direct supervision of local healthcare professionals. Prerequisite: Must have a 2.0 cGPA in all completed core courses.

**MOA299 Medical Office 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 front office environment under the direct supervision of local healthcare professionals. Prerequisite: Must have a 2.0 cGPA in all completed core courses.

**PT100 Lifestyle and Health - 4.5 Credit 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.

**PT 101 Anatomy and Physiology - 4.5 Credit Hours**

This course will provide students with an overall understanding of the musculoskeletal system and the integument system as it relates to personal fitness training. Subjects include study of the skeletal system to include study of the bony landmarks and joints, the muscular system to include origins, insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.

**PT102 Leisure Programming - 4.5 Credit 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.

**PT103 Anatomy & Physiology - 4.5 Credit Hours**

This course is designed to provide the student with an overall understanding of the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems, including the pathologies of each system.

**PT105 The Business of Personal Training - 4.5 Credit 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**

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**

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**

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**

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**

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, statutes and regulations pertinent to sports management.

**PT200 Exercise Testing and Prescription - 4.5 Credit 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**

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**

Students will be assigned to a training facility, clinic or other physical fitness setting and will be trained for a Personal Trainers 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. In addition the student will attend certification drill preparation, and attend the fitness boot camp. At the end of the boot camp students will complete ACE certification exam. This experience is designed to provide students with actual on-the-job learning activities in the physical fitness environment. Prerequisite: Must have a 2.0 cGPA in all completed core courses.

## Index

Ability-to-Benefit (ATB) Students .....	10	Incomplete Grade.....	28
About Bryan College .....	4	Installment Contracts .....	17
Academic Affairs .....	25	International Admission Requirements.....	11
Academic Calendar .....	25	Legal Control .....	7
Accreditation, Certification, and Approvals.....	4	Library .....	39
Additional Policies for Distance Education/Online Learning Opportunities.....	43	Limitation of Liability.....	45
Admissions.....	9	Make-Up Work .....	29
American’s with Disabilities Act (ADA) Policy .....	45	MBA Degree Program .....	65
Appeal and Grievance Procedures.....	22	Memberships and Affiliations .....	6
Associate of Applied Science Degree Programs.....	53	Mission Objectives .....	4
Attendance .....	28	Mission Statement .....	4
Bachelor Degrees.....	61	Netiquette.....	44
Campus Contact Information & Description of Campus Facilities .....	8	Non-Discrimination Policy .....	9
Campus-based Course Scheduling.....	26	Officers of the Corporation .....	7
Cancellation and Refund Policy .....	19	Online and Hybrid Course Scheduling .....	26
Career Development .....	41	Online Student Orientation ?? Hybrid Students.....	43
Career Services .....	41	Private Education Loan.....	19
Classroom Guidelines .....	39	Program Change, Re-entry into a Different program, or Seeking an Additional Degree.....	34
Core Courses.....	27	Program Transfer .....	33
Course Descriptions.....	66	Programs .....	49
Course Naming and Numbering System .....	26	Prohibition of Illicit Drug Use and Crime Prevention.....	48
Credit Hour Definition .....	25	Publication Information .....	3
Credit Transfers from Other Postsecondary Educational Institutions ..	34	Re-entry into the Same Program.....	34
Credit Transfers to Other Colleges .....	35	Re-entry of Discontinued Students .....	35
Description of Diploma and Degrees Awarded.....	25	Repeat Policy.....	28
Diploma Programs .....	49	Resolution of Disputes .....	23
Disclaimer of Warranties .....	45	School Closure Information.....	47
Dress Code.....	38	Sexual Harassment Prevention .....	48
Extended Enrollment Status .....	33	Standards of Satisfactory Academic Progress (SAP) .....	29
Externships .....	26	State Financial Assistance .....	17
Federal Fund Eligibility .....	14	Student Lounge .....	42
FEDERAL REGULATIONS ON FEDERAL AID FOR STUDENTS CONVICTED OF POSSESSION OR SALE OF ILLEGAL DRUGS .....	15	Student Records and Rights of Privacy.....	46
Financial Assistance .....	13	Student Responsibilities and Code of Conduct.....	37
General Admission Requirements .....	9	Student Right-To-Know and Campus Security Information.....	48
General Information .....	45	Student Services.....	41
Grading System.....	27	Student Status .....	13
Graduation Requirements .....	36	Technical Support.....	43
Hardware Requirements .....	43	Transcripts.....	39
Homework.....	29	Veteran Affairs Benefits (VA) .....	17
		Withdrawals .....	33