

Affiliations



ACCSC

Accrediting Commission of Career Schools and Colleges



HEALTH & FITNESS
PROVIDER NETWORK

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Each student is responsible for knowing and complying with the information contained in this publication and other College information bulletins. Copies of this catalog and other consumer information are available by contacting an admissions representative or college representative. The College reserves the right to make changes in the instructional staff, equipment, and curriculum at its discretion. The College also reserves the right to review tuition, fees, regulations, policies, procedures, class schedules and hours, to consolidate classes and to change locations at its discretion, as described.

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Mission

To be the premier provider of innovative, quality career education that enables our graduates to succeed and lead in their chosen career field.

The mission of Bryan College (“the College”) is to provide educational career programs that prepare students in selected entry-level business, technology, allied health, and wellness careers, or self-employment. At Bryan College, each student is provided the opportunity to develop essential knowledge and skills, self-discipline and confidence, a professional attitude and the ability to meet future employer expectations in the ever changing and richly diverse business, allied health, and wellness industries. The College will provide a well-balanced curriculum to students through a supportive residence environment where experienced staff and faculty encourage education and successful completion of each program through understanding, strong college policies, and liberal student services.

Accreditation

Bryan College is a private institution that it is approved to operate and/or accredited by:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

<http://www.accsc.org>

Bryan College is recognized by the Department of Education as an accredited college capable of receiving and disbursing Title IV funds. The College’s court reporting program is recognized by the State of California’s Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

P: 888-370-7589

F: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

History

1995 *November*

Bryan College granted approval to operate as a post-secondary institution, under the name of New Horizons Computer Learning Center

1998 *May*

Post-secondary division of New Horizons of Sacramento was renamed Northwestern Technical College.

2003 *September*

Northwestern Technical College renamed to Northwestern College, reflecting the diversification of the curriculum.

2005 *January*

College relocates to Gold River, CA (2317 Gold Meadow Way).

2006 *April*

Northwestern acquired by Alta Education.
Name changed to Bryan College.

The College is now a freestanding institution legally established as a Limited Liability Company, and reports as such to the appropriate federal, state and local government agencies.

The Sacramento Campus

Bryan College's main administrative offices are located at 2317 Gold Meadow Way in Gold River, CA 95670. Academic space is located at 2317 Gold Meadow Way and at 2339 Gold Meadow Way. The campus consists of 18,000 square feet of lecture-rooms, labs, a resource library, and administrative offices in two buildings. Ample parking is available at no extra charge.

Facilities

Classrooms and labs are designed for 48 students maximum. Classrooms are outfitted with course specific equipment, as appropriate and needed. Classrooms may be outfitted with massage tables, spa equipment, fitness equipment, plyometric flooring, Internet ready desks, computer equipment, whiteboards, and overhead projectors.

Campus Security

Bryan College strives to provide a safe work and campus environment and encourages personal health for all students and employees. Classrooms and labs comply with requirements of various federal, state, and local building codes. Students are responsible for their own security and safety both on-campus and off-campus. If you are aware of or are the victim of a campus crime, please notify Student and Alumni Outreach immediately. If you are an evening student, notify your instructor. The College will not be held responsible for student's personal property that is lost, stolen, or damaged while on campus grounds.

Campus Crime Statistics

Bryan College is strongly committed to crime prevention and the safety of the campus community. A copy of the school's Campus Crime Statistics may be obtained in the Financial Aid office.

Organization of the College

Bryan College is operated as a private postsecondary college.

Corporate Structure

The corporate officers and directors are:

Chad Evans, CEO

Eric Evans, Chief Technical Officer

John Kolacinski, Chief Academic Officer

Rob Dillman, President, Sacramento Campus

David Rogers, Chief Financial Officer

Sacramento Campus

The Directors of the Sacramento campus are:

Christine Zmijewski, M.S.W., Director of Education

Jeffrey Horton, B.S., Director of Student and Alumni Outreach

Ramiro Ontiveros, B.S., Director of Financial Aid

Orquedia Chavez, M.A., Director of Admissions

Programs and Degrees

Bryan College offers occupational degrees in the following professional training programs.

Advanced Health and Fitness Training

- Associates of Occupational Studies (Blended Learning)

Advanced Therapeutic Massage and Bodywork

- Associates of Applied Science

Court Reporting

- Associates of Applied Science (Distance Education)

Health Information Management and Coding

- Associates of Occupational Studies

Articulation Agreements

Bryan College has established articulation agreements with other academic institutions. The list of institutions is available from the Director of Education.

Advanced Health and Fitness Training (Blended Learning)

Associates of Occupational Studies (AOS) in Advanced Health and Fitness Training

Program Length

Program Hours: 1,280

Credit Hours: 90.0

Months: 15

Program Director

Dr. James Byron Astin

Overview of Curriculum

The Advanced Health and Fitness Training (Blended Learning) is a 15-month course of study designed to prepare high school graduates for entry-level employment in the field of personal training, group exercise, lifestyle fitness coaching, and other skills requiring fitness certification. The College delivers the program through a combination of residential and online instruction.

Students in the program will learn the skills of assessing client needs, providing exercise, nutrition, and lifestyle management programs consistent with their scope of practice, and monitoring on-going implementation of these programs. The program will provide applicable skills in anatomy, physiology, pathology, exercise science, communication and math skills, and research and business skills. Students will gain an appreciation for professionalism and the qualitative skills necessary to succeed in the field of health and fitness. These skills, abilities, and knowledge will be gained through synchronous and asynchronous learning experiences.

Following completion of the program, a graduate has the knowledge, skills, and abilities to pursue employment in the following fields.¹

- Personal training
- Sports-related performance
- Corrective exercise
- Group exercise instructor
- Lifestyle fitness coach
- Wellness coach

Graduates may elect to sit for the following certifications:

- American College of Sports Medicine (ACSM) CPT
- National Academy of Sports Medicine (NASM) CPT

¹ Additional certification may be mandatory to pursue all employment.

The college encourages students to discuss their academic performance and career goals with their program coordinator prior to selecting and taking a certification.

Program Objectives

Students completing the Advanced Health and Fitness Training program will have demonstrated competency in the following objectives. Each of these objectives has several competencies associated with it, which will be listed in the individual class syllabi.

- Given an apparently healthy adult client with an overall wellness goal, the student will be able to design a comprehensive exercise program consisting of resistance, cardiovascular, and proprioceptive training elements that effectively addresses the client's goal and personal exercise preferences according to the guidelines provided by the ACSM and NASM.
- Given a client with a history of injury/illness with an overall wellness goal, the student will be able to demonstrate awareness of the impact of the injury/illness on programming and effectively choose and modify exercises to address the client's needs according to the guidelines provided by the ACSM and NASM.
- Given an apparently healthy adult client with an overall fitness goal, the student will be able to design a comprehensive exercise program consisting of resistance, cardiovascular, and proprioceptive training elements that effectively addresses the client's goal and personal exercise preferences according to the guidelines provided by the ACSM and NASM.
- In all classes, demonstrate professionalism and commitment to quality by responding to instructor feedback, modifying the work product or behavior, and exhibiting the correct process or behavior in future situations.

Course of Study

The course of study for the Associates of Occupational Studies (AOS) in Advanced Health and Fitness Training program consists of the following classes. (Course descriptions of each class included)

FIT100: Introduction to Personal Training (3.0 credits)

This course is an overview of the field of personal training including the history of exercise science, sub-disciplines of exercise science, professional organizations, certifications and the future of the field.

Prerequisite: No prerequisite. 40 hours

FIT101: Medical and Clinical Terminology (3.0 credits)

A course covering common medical terms, with a focus on those commonly found in allied health.

Prerequisite: No prerequisite. 40 hours

FIT102: Law and Ethics for Fitness Professionals (2.0 credits)

This course covers the fundamentals of professional conduct and the reduction of professional liability for allied health professionals.

Prerequisite: No prerequisite. 40 hours

FIT103: Anatomy and Physiology (3.0 credits)

An overview of the human body and its major systems, with a focus on the musculoskeletal system.

Prerequisite: No prerequisite. 40 hours

FIT104: Fitness Screening and Testing (3.0 credits)

This course covers the fundamentals of conducting health screenings and risk stratifications, as well as tests such as body fat, cardiovascular condition, and flexibility.

Prerequisite: No prerequisite. 40 hours

FIT105: Introduction to Biomechanics (3.0 credits)

This course covers the basic principles of biomechanics, with a significant focus on injury prevention for both the allied health professional and the client.

Prerequisite: No prerequisite. 40 hours

FIT106: Introduction to Group Exercise (3.0 credits)

An overview of the field of group exercise and the various modalities taught in most fitness centers.

Prerequisite: No prerequisite. 40 hours

FIT107: College Nutrition (2.5 credits)

This course covers the fundamentals of nutrition, including macro and micronutrients, and the fundamentals of how food is used by the human body.

Prerequisite: No prerequisite. 40 hours

FIT108: Weight Management (2.5 credits)

A course covering the principles of achieving effective and permanent changes in weight, depending upon client goals.

Prerequisite: No prerequisite. 40 hours

FIT109: Sales Management (2.5 credits)

An overview of the fundamentals of selling allied health services, with a focus on the components of an effective sale and how to overcome reluctance toward selling.

Prerequisite: No prerequisite. 40 hours

FIT200: Cardiovascular Training and Programming (3.5 credits)

A course focusing on the guidelines and implementation of programs intended to improve cardiovascular health. Attention will be given to the effective communication of form and technique during cardiovascular training.

Prerequisite: FIT103. 40 hours

FIT201: Resistance Training and Programming (3.5 credits)

A course covering the fundamentals of designing basic programs for hypertrophy, strength, and endurance, with a focus on appropriate exercise selection and progression.

Prerequisite: FIT103. 40 hours

FIT202: Proprioceptive Training and Programming (3.5 credits)

This course covers the principles of training clients for increased flexibility, balance, and coordination.

Prerequisite: FIT-103. 40 hours

FIT203: Cardiovascular Training for Performance (3.5 credits)

This course covers the fundamentals of performance oriented training, and the role of cardiovascular training in reaching performance oriented goals.

Pre-requisite: FIT103. 40 hours

FIT204: Resistance Training for Performance (3.5 credits)

This course covers the fundamentals of performance-oriented training and the role of resistance training in reaching performance-oriented goals.

Prerequisite: FIT103. 40 hours

FIT205: Training for Special Needs (3.5 credits)

This course covers modifications to standard training programs for people with existing chronic or acute disease, as well as the fundamentals of training special populations.

Prerequisite: No prerequisite. 40 hours

FIT206: Nutrition for Performance and Special Needs (2.5 credits)

This course covers the nutritional needs of those seeking to improve physical performance, as well as the nutrition needs of special populations, such as children, seniors, and pre-natal clients.

Prerequisite: FIT107. 40 hours

FIT207: Business Management (3.0 credits)

This course covers the fundamentals of running and maintaining an allied health business.
Prerequisite: No prerequisite. 40 hours

FIT208: Coaching Psychology (2.5 credits)

This course covers the fundamentals of client motivation and coaching, with a focus on practical techniques for helping clients reach their stated goals.
Prerequisite: No prerequisite. 40 hours

FIT296: Fitness Practicum (12.0 credits)

This course provides the student an avenue to practice and refine the knowledge, skills, and abilities learned in class and to receive direct feedback from the instructors.
Prerequisite: FIT100, FIT103. 160 hours

FIT299: National Testing Preparation (2.5 credits)

A course intended to prepare the student to take national certification exams, with a focus on test taking skills, self-directed review, and improvement of weak areas of knowledge, skill, and ability.
Prerequisite: ENGL110, MATH101, TECH102, ENGL112, FIT100, FIT102, FIT103, FIT104, FIT105, FIT106, FIT107, FIT108, FIT109, FIT201, FIT202

ENGL110: College Grammar (3.0 credits)

A course providing students with grammar-specific skills needed for success in the modern business environment; including but not limited to sentence structure, relationships, sentence construction, and punctuation. * This class will be offered solely online.
Prerequisite: No prerequisite. 40 hours

ENGL111: Personal Success and Wellness (2.5 credits)

This course focuses on the elements related to developing a lifelong approach to personal education and financial success, as well as the basic elements of wellness, including stress management. * This class will be offered solely online.
Prerequisite: No prerequisite. 40 hours

ENGL112: Word Power (1.0 credits)

A course dedicated to the tools and techniques of acquiring a college level, advanced vocabulary. * This class will be offered solely online.
Prerequisite: No prerequisite. 20 hours

ENGL113: Business Writing and Communication (2.5 credits)

This course covers the important types of communication in business, including resumes, cover letters, business letters, and formal business reports. * This class will be offered solely online.
Prerequisite: No prerequisite. 40 hours

ENGL114: Oral Communication (1.0 credits)

A course focusing on improving the student's ability to communicate via the spoken word. Focus will be given to persuasion and conflict resolution communication techniques. * This class will be offered solely online.
Prerequisite: No prerequisite. 20 hours

FINC101: Introduction to Finance (2.5 credits)

A course covering the basics of financial management including the ideas of banking, consumer credit, retirement, and investing. * This class will be offered solely online.

Prerequisite: No prerequisite. 40 hours

MATH101: College Algebra (3.0 credits)

A course covering the foundations of college algebra with a focus on its practical application in real life. * This class will be offered solely online.

Prerequisite: No prerequisite. 40 hours

TECH101: Keyboarding (1.0 credits)

A course designed to improve the student's typing skills. Students must complete an online typing test at 40 WPM with 90% accuracy to successfully complete the course. * This class will be offered solely online.

Prerequisite: No prerequisite. 40 hours

TECH102: Business Computing Skills (2.5 credits)

A course in the use of computers within a business environment, including the use of common office productivity packages to develop documents, spreadsheets, and presentations. * This class will be offered solely online.

Prerequisite: No prerequisite. 40 hours

Advanced Therapeutic Massage and Bodywork

Associates of Applied Science (AAS) in Advanced Therapeutic Massage and Bodywork

Program Length

Clock Hours: 1,180

Credit Hours: 98

Months: 15

Program Director

Stephanie Cotton, NCBTMB, LMBT

Overview of Curriculum

The Advanced Therapeutic Massage and Bodywork program prepares students for entry-level employment as massage therapists and bodyworkers. Starting with foundational skills and sciences, the program provides knowledge and skills in high demand in the massage, bodywork, spa, and allied health industries. Graduates will learn the necessary skills to work with a diverse clientele and become an active partner in the health of their clients and themselves. The Advanced Therapeutic Massage and Bodywork program is based on the National Certification Board for Therapeutic Massage and Bodywork's exam guidelines.

Program Objectives

Following completion of the program, a graduate should have:

- Knowledge of the essential sciences related to massage therapy: anatomy, kinesiology, physiology, pathology, and body/mind psychology.
- Knowledge of the essential skills related to massage therapy: manual techniques, safety and hygiene protocols, client communication, session design and documentation, and self-care routines.
- Knowledge of the essential skills needed for personal business success.
- Ability to conduct a massage session using a wide variety of modalities/techniques, including, but not limited to: Swedish, deep tissue, neuromuscular, shiatsu, sports-related massage, lymphatic drainage, spa bodywork, and aromatherapy.
- Ability to design a multi-modality massage plan to address client concerns and needs.
- Ability to document sessions for accurate recordkeeping and insurance billing.

Graduates may elect to sit for the following certifications:

- California Association of Massage Therapy (CAMT)
- National Certification Exam (NCE)

Course of Study

The course of study for the Associates of Applied Science (AAS) in Advanced Therapeutic Massage and Bodywork program consists of the following classes. (Course descriptions of each class included)

AGE 200: Facility Management (7.5 credits)

A review of the knowledge, skills, and abilities that support the fitness or massage professional in understanding the dynamics of the massage or fitness facility, including a review of the qualitative and quantitative business skills needed to be successful.

Prerequisite: MLT 105, MLT 106, MLT 108, MLT 111. 80 hours.

AGE 210: Psychology of the Body/Mind (7.5 credits)

A review and discussion of the connection between the body/mind, the emerging field of psychoneuroimmunology, and the development of a personal and interpersonal understanding of relationship and social interaction.

Prerequisite: MLT 105, MLT 106, MLT 108, MLT 126. 80 hours.

CLT 101A, B, C, D, E, F, G, H, I: Massage Therapy Clinic (1 credit)

Practical hands-on application of massage therapy skills on members of the public.

Prerequisite: MLT 105, MLT 106, MLT 108. 180 hours.

MLT 105: Anatomy and Physiology for Bodyworkers (7 credits)

A review of the knowledge, skills, and abilities related to the content areas of anatomy, kinesiology, physiology, and introductory pathology.

No prerequisite. 80 hours.

MLT 106: Massage Fundamentals (9.5 credits)

A review of the knowledge, skills, and abilities related to Swedish massage therapy, including: equipment setup and sanitation, basic massage therapy techniques and sequence, client communication and documentation, ethics and principles of working with special populations.

No prerequisite. 100 hours.

MLT 108: Business Fundamentals for Massage Therapists (2 credits)

A review of the knowledge, skills, and abilities related to basic business practices needed to secure entry-level employment in the massage industry.

No prerequisite. 20 hours.

MLT 111: Spa Bodywork Techniques (7 credits)

A review of the knowledge, skills, and abilities related to dry-room spa techniques, including: aromatherapy, fango therapy, scrubs, and principles of reflexology.

Prerequisite: MLT 105, MLT 106, MLT 108. 80 hours.

MLT 116: Sports Massage Techniques (7 credits)

A review of the knowledge, skills, and abilities related to sports-specific massage including: analysis of sport requirements, pre- and post-event massage treatment plan, sports-specific stretching, and common injuries and issues in the amateur and competitive athlete.

Prerequisite: MLT 105, MLT 106, MLT 108. 80 hours.

MLT 122: Deep Tissue Massage Techniques (7 credits)

A review of the knowledge, skills, and abilities related to deep tissue and other local manipulation techniques including deep tissue, neuromuscular facilitation, lymphatic drainage, and abdominal massage.

Prerequisite: MLT 105, MLT 106, MLT 108. 80 hours.

MLT 126: Eastern Massage Techniques (7 credits)

A review of the knowledge, skills, and abilities related to Eastern massage techniques and massage specific Traditional Chinese Medicine including yin/yang, five element theory, acupoints, and a shiatsu massage sequence.

Prerequisite: MLT 105, MLT 106, MLT 108

MLT 201: Advanced Massage Techniques (6.5 credits)

A review of the knowledge, skills, and abilities related to Eastern massage theories and techniques. This class will expand upon the knowledge learned in MLT 126 Eastern Massage Techniques.

Prerequisite: MLT 105, MLT 106, MLT 108, MLT 126

MLT 205: Medical Massage Techniques (6.5 credits)

A review of the knowledge, skills, and abilities related to medical massage techniques including pathology, pharmacology, detailed contraindications, and treatment plan design for special populations.

Prerequisite: MLT 105, MLT 106, MLT 108. 80 hours.

MLT 210: Advanced Eastern Massage Techniques (6.5 credits)

A review of the knowledge, skills, and abilities related to Eastern and Ayurvedic massage techniques, including thai massage, ayurvedic massage principles and doshas, and ayurvedic self-care techniques.

Prerequisite: MLT 105, MLT 106, MLT 108, MLT 126. 80 hours.

MLT 296: National Certification Exam Test Preparation (8 credits)

A course preparing students to take currently available national certification exams for massage therapy.

Prerequisite: All courses within the course of study. 80 hours.

Court Reporting

Associates of Applied Science (AAS) in Court Reporting

Program Length

Clock Hours:	3,545
Credit Hours:	217
Months:	36

Program Director

June Cochrane, B.S., CSR, CRI

Overview of Curriculum

The Court Reporting Degree program is designed to prepare today's court reporter with the skills and knowledge for entry-level positions that will be required in tomorrow's demanding litigation environment. The program is delivered as a combination of on-campus and online virtual classroom lecture and laboratory work. Each subject taught in the court reporting program is relevant to the field of court reporting. The subject matter of each course is specifically designed to meet the standards of the National Court Reporters Association and the Court Reporters Board of California.

Program Objectives

Following completion of the program, a graduate should have:

- Knowledge of the field of machine shorthand, including, but not limited to, court reporting, deposition reporting, closed captioning, and CART.
- Knowledge of Realtime shorthand theory.
- Knowledge of the basic structure and function of English grammar, including parts of speech and punctuation.
- Knowledge of medical and legal terminology.
- Knowledge of CAT software and its use in machine shorthand transcription.
- Knowledge of English vocabulary and its challenges (e.g. homonyms, often confused words, etc.).
- Ability to transcribe written material at 225 words per minute at 98% accuracy with one or more speakers.
- Ability to read notes written in machine shorthand with fluency and confidence.
- Ability to proofread and correct transcribed material for accuracy and readability.
- Ability to define a wide variety of words in the English language.

Graduates may elect to sit for the following certifications:

- Registered Professional Reporter (RPR)
- Certified Shorthand Reporter (CSR)

NCRA Graduation Requirements

As an NCRA-aligned program, the blended learning model requires students to meet the NCRA requirements prior to being considered a graduate of the program. In order to graduate from the program and qualify to sit for the RPR the student must take and pass three (3) five-minute tests at each of the following speeds: 225 words per minute testimony (two-voice), 200 wpm jury charge, and 180 wpm literary. A student will complete these requirements in MSLA 134.

Qualifying for the CSR

Students electing to take the Certified Shorthand Reporter exam provided by the state must have completed the following requirements in order to sit for the qualifying examination:

- Successful completion of the NCRA Graduation Requirements (see above).
- Machine Shorthand 200 - 225.
- Successful completion of all English, Legal, and Medical courses, along with TECH-101, TECH-201, and the Independent Study.
- Maintained satisfactory academic progress and attendance, as defined in this catalog.

Note that the CSR qualification requirements are a subset of the academic requirements to graduate from the Court Reporting program.

Becoming a Certified Shorthand Reporter requires licensure in the State of California and the requirements of the California Court Reporters Board (CCRB) are listed below.

Required Statements from the California Court Reporters Board (CRB)

Bryan College's program length exceeds the minimum standards required by the State of California's Court Reporters Board. This allows our students to reasonably expect to complete the program at the required levels in the given timeframe. The mission of the Court Reporters Board is to protect the public health, safety and welfare by ensuring the integrity of judicial records through oversight of the court reporting profession. The CRB carries out this mission by testing, licensing and disciplining court reporters, and by recognizing the schools of court reporting that meet state curriculum standards*.

Area of Study	Minimum Requirement	Bryan College Requirement
Machine Shorthand	2300	2945
Resource Materials	5	5
English	215	215
Legal	175	175
Medical	125	125
Apprenticeship	60	60
Transcript Preparation	55	55
Technology Instruction	25	30
Typing	45 WPM	45 WPM

*Contact information: Court Reporters Board of California:

CRB

2535 Capitol Oaks Dr, Suite 230, Sacramento, CA 95833

Phone: (916) 263-3660/Toll Free: 1-877-327-5752

Fax: (916) 263-3664/ www.courtreportersboard.ca.gov

Course of Study

The course of study for the Associates of Applied Science (AAS) in Court Reporting degree program consists of the following classes. (Course descriptions of each class included)

ENGL 101: Grammar A (2.0 credits)

An in-depth review of the rules of grammar covering the parts of speech, prepositions, verbs, and nouns.

Prerequisite: MSTH 101. 40 hours

ENGL 102: Vocabulary Development (3.5 credits)

A self-paced study course providing the student with the ability to correctly identify the best definition of a word. The student will take this course a minimum of seven times. *This class will be offered solely online.

Co-requisite: MSLA 101. 10 hours per class

ENGL 103: Study Skills (.5 credits)

An introduction to the field of court reporting and the development of research skills using a variety of tools and techniques.

Prerequisite: No Prerequisite. 5 hours

ENGL 104: Word Usage (1 credits)

Covers commonly confused words and homonyms to build proficiency with correctly transcribing dictation.

Prerequisite: MSTH 102. 10 hours

ENGL 105: Spelling (1 credits)

Covers the rules of spelling in the English language.

Prerequisite: No Prerequisite. 10 hours

ENGL 110: Grammar B (2.0 credits)

A course continuing the material covered in Grammar A, including conjunction, interjections, adjectives, adverbs, and sentence construction.

Prerequisite: ENGL 101. 40 hours

ENGL 111: Punctuation (2.0 credits)

A course covering the use of punctuation and capitalization in the preparation of the court reporter's transcript.

Prerequisite: ENGL 110. 40 hours

ENGL 201: Transcript Production (2.0 credits)

A practical course in all aspects of transcript preparation. Student will demonstrate mastery of punctuation, set-up, and preparation of a professional resume and portfolio. Student will also learn proofreading techniques to produce a high-quality transcript. * This class will be offered solely online.

Prerequisite: MSLA123. 40 hours

IDST 201: Independent Study (Shadowing) (2.5 credit)

Provides the students with the opportunity to observe, report and transcribe actual legal proceedings in real-life settings. Ten observation hours in a court of record are required by lower machine shorthand speeds. Forty hours of sitting in with deposition and official reporters is required at higher speeds followed by twenty hours of transcription time.

Prerequisite: None for observation hours; MSLA 122 for shadowing requirements. 60 hours

LAW 101: Legal Terminology and Substantive Law A (4.0 credits)

An intensive course in common legal terms with particular emphasis on the language of the courtroom. * This class will be offered solely online.

Prerequisite: Admission to the college. 40 hours

LAW 102: Legal Terminology and Substantive Law B (4.0 credits)

A survey course in the various fields of law with particular emphasis on those areas frequently involved in litigation. * This class will be offered solely online.

Prerequisite: LAW 101. 40 hours

LAW 201: Deposition Procedures (2.0 credits)

An intensive course covering the applicable codes of the Discovery Act, NCRA Code of Professional Ethics and California Court Reporters Board Code of Ethics and the reporter's responsibility in taking a deposition. * This class will be offered solely online.

Prerequisite: MSLA123, LAW102. 40 hours

LAW 202: Court Procedures (2.0 credits)

A comprehensive course in the American Judicial system, court structure, criminal and civil proceedings, specialty courts, procedures for federal and state courts, trial procedure, NCRA Code of Professional Ethics and California Court Reporters Board Code of Ethics, and the reporter's role in court. * This class will be offered solely online.

Prerequisite: MSLA123, LAW102. 40 hours

MEDT 101: Medical Terminology A (4.0 credits)

An intensive course in common medical language with emphasis on prefixes, suffixes, and word roots for building medical vocabulary. Students will demonstrate knowledge of basic medical terms to report and transcribe medical testimony. * This class will be offered solely online.

Prerequisite: Completion of or concurrent enrollment in MSLA 111. 40 hours

MEDT 102: Medical Terminology B (4.0 credits)

A survey course in human anatomy and physiology with particular emphasis on those specialties most frequently encountered in the courtroom. Students will demonstrate mastery of the structure and function of the basic body systems, drugs, and diseases to report and transcribe medical testimony. * This class will be offered solely online.

Prerequisite: Completion of or concurrent enrollment in MEDT 101. 40 hours

MSTH 101: Machine Shorthand Theory I (12.0 credits)

An introduction to a computer-compatible, conflict-free machine shorthand theory, including an introduction to the basic keyboard letters, vowel sounds, the principles of phonetic writing, writing basic numbers, punctuation, introduction of brief forms, and machine

shorthand vocabulary. As part of this course, the student will be introduced to *Realtime Coach* (RTC).

Prerequisite: Admission to the college. 200 hours

MSTH 102: Machine Shorthand Theory II (12.0 credits)

An intermediate class in machine shorthand theory with emphasis on multi-stroke words, including resolution of sound-alike conflicts, high-frequency words, possessives and contractions, word endings and sound combinations that begin a word, advanced number usage, advanced brief forms, and aspects of improving writing speed.

Prerequisite: MSTH-101. 200 hours

MSTH 103: Machine Shorthand Theory III (12.0 credits)

An intermediate class in machine shorthand theory, including additional word endings and sound combinations that begin a word, advanced conflict resolution, advanced brief forms, and aspects of improving writing speed.

Prerequisite: MSTH-102. 200 hours

MSTH 104: Machine Shorthand Theory IV (12.0 credits)

An advanced class in machine shorthand theory, including prefixes and suffixes, compound words and word boundary resolution, acronyms, capitalization, introduction to Q&A, advanced brief forms, intensive review of theory, and focusing on speed-building literary dictation.

Prerequisite: MSTH-103. 200 hours

MSLA 110: Machine Shorthand Lab 60-80 (12.0 credits)

A basic speed-building class in machine shorthand, including new briefs and writing concepts, drill work, and practice on 60 to 80 materials. Student will develop proficiency in machine shorthand to write at 80 wpm edit on new material.

Prerequisite: MSTH-104. 200 hours

MSLA 111: Machine Shorthand Lab 80-100 (12.0 credits)

A basic speed-building class in machine shorthand, including new briefs, writing concepts, legal dictation, and drill work. Student will develop proficiency in machine shorthand to write at 100 wpm edit on new material.

Prerequisite: MSLA-110. 200 hours

MSLA 112: Machine Shorthand 100-120 Lab (12.0 credits)

An intermediate speed-building class in machine shorthand, introducing two-voice dictation, legal dictation, and reinforcing drill work. By the end of this course, the student will develop proficiency to write at 120 wpm edit on new material.

Prerequisite: MSLA-111. 200 hours and completion of 5 Court Observation hours.

MSLA 114: Machine Shorthand 120-130 (12.0 credits)

An intermediate speed-building class, including endurance work, retention exercises, legal dictation and accuracy drills. Continued two-voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests at 130 wpm edit.

Prerequisite: MSLA-112. 200 hours

MSLA 121: Machine Shorthand 130-140 Lab (12.0 credits)

An intermediate speed-building class, including endurance work, retention exercises, and accuracy drills. Continued two-voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests at 140 wpm edit on new material. Prerequisite: MSLA-114. 200 hours

MSLA 122: Machine Shorthand 140-150 Lab (12.0 credits)

An advanced speed-building class, including endurance work, retention exercises, and reinforcing drill work. Continued two-voice, jury charge, and literary material. Introduction of multiple-voice dictation. The student will develop proficiency to write literary and 2-voice tests at 150 wpm edit.

Prerequisite: MSLA-121. 200 hours

MSLA 123: Machine Shorthand 150-160 (12.0 credits)

An advanced speed-building class focusing on literary, jury charge, medical dictation, reinforcing drill work, and continued multiple-voice dictation. Students will develop proficiency to write literary and two-voice tests at 160 wpm on new material.

Prerequisite: MSLA-122. 200 hours

MSLA 131: Machine Shorthand 160-170 Lab (12.0 credits)

An advanced speed-building class with emphasis on legal, medical, technical material, and multiple-voice material. Students will develop proficiency to write literary and two-voice tests at 170 wpm.

Prerequisite: MSLA-123. 200 hours

MSLA 132: Machine Shorthand 170-180 Lab (12.0 credits)

An advanced speed-building class with emphasis on legal, medical dictation, technical material, and multiple voice material. Students will demonstrate proficiency to write literary and two-voice tests at 180 words per minute on new material.

Prerequisite: MSLA-131 and completion of 5 Court Observation hours. 200 hours

MSLA 133: Machine Shorthand 180-200 Lab (12.0 credits)

An advanced speed-building class with emphasis on legal, medical, technical and multiple-voice dictation from court and deposition transcripts. Students will demonstrate proficiency to write two-voice and four-voice tests at 200 words per minute on new material.

Prerequisite: MSLA-132. 200 hours

MSLA 134: Machine Shorthand 200-225 Lab (10 credits)

A concentrated speed-building class in machine shorthand with emphasis on legal, medical, technical, and multiple-voice dictation from court and deposition transcripts. Students will demonstrate proficiency to write two-voice tests at 225 wpm on new material.

Prerequisite: MSLA-133. 155 hours. Completion of Internship and transcripts due.

TECH 50: Keyboarding (Non-Credit)

A course in the development of speed and accuracy in keyboarding. The student must pass a 5-minute test with a score of 45 net words per minute. * This class will be offered solely online. 5 hours

TECH 201: Reporting Technology (2.0 credits)

A practical course in technology applications for court reporting, broadcast captioning, and computer-aided transcription, with a focus on the CAT application. * This class will be offered solely online.

Prerequisite: MSLA 121. 30 hours

CSR/RPR Test Preparation (non-credit)

A test preparation course, reviewing all of the key areas of the CSR or RPR tests, along with sample tests and test taking strategies.

Prerequisite: Completion of all academics and entry into MSLA134

Health Information Management and Coding

Associates of Occupational Science (AOS) in Health Information Management and Coding

Program Length

Clock Hours:	1,320
Credit Hours:	91
Months:	15

Program Director

Bruce Pressler

Overview of Curriculum

The Health Information Management and Coding program prepares students to gain entry-level employment in the exciting and growing field of health information management and medical billing and coding. The program focuses on the skills related to health information management systems, coding medical conditions, procedures, and the subsequent use of these codes in billing and reimbursement of procedures. Students will learn the necessary skills to manage other employees, as well as insure the on-going quality of medical records.

Program Objectives

Following the completion of the program, the graduate should have:

- Knowledge of medical terminology, anatomy and physiology, pathology, and pharmacology.
- Knowledge of the structure of the United States healthcare system, its processes of documentation, and associated insurance industry.
- Knowledge of the components of the electronic health record (EHR), and how it is created, stored and protected.
- Knowledge of quality assurance practices both with data and with human assets.
- Ability to translate diagnosis, conditions, and procedures into medical codes using a variety of standard formats, including ICD-9, ICD-10, CPT and HCPCS.
- Ability to successfully transmit coded documents to insurance companies for the purposes of reimbursements.
- Ability to monitor personal and group productivity, and make recommendations for improvements in record quality and employee performance.
- Ability to work in a variety of medical environments.

Students who successfully complete all requirements of the program will graduate with an Associates of Occupational Studies (AOS) degree. Students who elect to do so may sit for AHIMA and AACP entry-level examinations.

Course of Study

The course of study for the Associates of Occupational Science (AOS) in Health Information Management and Coding degree program consists of the following classes. Course descriptions of each class follows:

HIMC 100: Introduction to Health Information Management and Coding (7.0 Credits)

This course will introduce students to the field of health information management (HIM). It will provide a survey and orientation to the overall program, as well as preparing students for success in their future coursework.

Prerequisite: No Prerequisite. 100 hours.

HIMC 101: Medical Terminology (7.0 Credits)

This course will provide students with a foundation in medical terminology. Students will learn strategies for memorizing and recalling medical terms, and a broad array of medical terms common in the health care professions.

Prerequisite: No Prerequisite. 100 hours.

SKIL 200: Professional Communication Skills (7.0 Credits)

This course will provide students with business and professional communication skills in the area of oral and written communications.

Prerequisite: No Prerequisite. 100 hours.

SKIL 210: Professional Quantitative Skills (7.0 Credits)

This course will provide students with a foundation in college level mathematics to prepare for future coursework. The course will focus on practical applications of mathematics in daily life.

Prerequisite: No Prerequisite. 100 hours.

HIMC 103: The Human Body: Health and Disease (7.0 Credits)

Building on the basis of HIMC 101, students will study more in-depth anatomy and physiology information. This course will also introduce the student to the concept of the disease process and different conditions that can manifest in the systems of the body.

Prerequisite: HIMC 101. 100 hours.

HIMC 105: The American Healthcare System (7.0 Credits)

This course will provide the student with a fundamental understanding of the American healthcare system through the lens of health insurance types and processes. Students will learn about the types and sources of health insurance, claim forms and processes, and the role of the EHR in billing and reimbursement.

Prerequisite: No Prerequisite. 100 hours.

HIMC 107: Health Information Technology I (7.0 Credits)

This course will provide students with a foundation in technology and basic computer skills. From this foundation, students will then review the basic aspects of the electronic health record, and the way in which healthcare data is accessed, stored, and manipulated in the field of health information management.

Prerequisite: No Prerequisite. 100 hours.

HIMC 109: Health Information Technology II (7.0 Credits)

Building on the foundation of HIMC 107, this course will go more in-depth with healthcare information management, and will introduce the student to concepts of data analysis in preparation for HIMC 200.

Prerequisite: HIMC 101, HIMC 111, HIMC 107, HIMC 200. 100 hours.

HIMC 111: CPT/HCPCS (7.0 Credits)

This course will give students the ability to code a wide variety of procedural and drug information from the patient's medical record.

Prerequisite: HIMC 101. 100 hours.

HIMC 113: ICD-9/ICD-10 (7.0 Credits)

This course will give students the ability code a wide variety of diagnostic information from the patient's medical record. Students will also be introduced to the upcoming ICD-10 standards.

Prerequisite: HIMC 101. 100 hours.

HIMC 115: Coding Practice (7.0 Credits)

This course is presented as a coding lab for students to practice advanced ICD-9, CPT, and HCPCS coding. Students will meet with instructors on a scheduled basis to review their coding working and receive input.

Co-Requisite: HIMC 111, HIMC 113. 100 hours.

HIMC 200: Quality Assurance and Record Management (7.0 Credits)

Building on the student experience of coding and information technology, students will learn the foundations of quantitative and qualitative data analysis in the field of healthcare data. Students will use office productivity software to perform data analysis and learn how to present it effectively to information stakeholders.

Prerequisite: HIMC 101, HIMC 200. 100 hours.

HIMC 201: Leadership and Management (7.0 Credits)

This course will build upon the students' foundation in professional mathematics and communication skills, giving them tools to be leaders within organizations. Through both theoretical learning and practical simulations and exercises, students will practice the elements of effective management within professional healthcare environments.

Prerequisite: HIMC 101, HIMC 200. 100 hours.

Academic Philosophy

Bryan College teaches the required knowledge, skills, and abilities for students to successfully secure entry-level employment in their chosen career field. The experience is both concentrated and immersive, allowing the student to complete the program in the minimum amount of time. As such, the College has established policies regarding attendance, satisfactory academic progress, and graduation requirements to help provide guidance to students and staff.

Degrees Awarded

All graduates from Bryan College will receive a degree stating the student has satisfactorily completed the program of enrollment. All degrees received from Bryan College are occupational in nature.

Upon completion of the following program, an Associate of Occupational Studies degree is awarded.

- AOS in Health Information Management and Coding
- AOS in Advanced Health and Fitness Training

Upon completion of the following programs, an Associate of Applied Science degree is awarded.

- AAS in Court Reporting
- AAS in Advanced Therapeutic Massage and Bodywork

Graduates from all programs have received the necessary instruction or the minimum necessary materials intended as outlined in the program descriptions in this catalog.

The College does not make any representation or promise whatsoever regarding any future credential or certification that may be awarded to any graduate of any program of study.

Method of Delivery

The ACCSC has approved Bryan College to provide education through on-campus and distance education instruction. Distance education assists both the College and its students by providing greater accessibility and availability to the College's courseware, instructors, and resources. The College may provide any of its courses in the Advanced Health and Fitness Training, Court Reporting program through online instruction. Students enrolled in classroom instruction at our Sacramento campus may participate in online classes and vice versa. The College reserves the right to offer required courses through an online format.

Some of the courses in the Bryan College's online program are designed to mirror our live classroom experience. Students enrolled in the online program have mandatory, regularly scheduled class meetings that consist of live lecture and discussion

between the instructor and the student. Other classes may be taught asynchronously and will be self-paced. Students will have homework and assignments that deepen their understanding of the learned material and prepare them for the next day of learning. Tests and quizzes are an integral part of the assessment process, and most, if not all, classes will use them.

The College utilizes the Blackboard Collaborate platform for the delivery of live lectures and presentations, and a learning management system for online tests, quizzes, discussions, etc. All lessons, projects, or dissertations that are received from distance education students will be processed along with the on-campus components and responses or evaluations will be given with matching expediency.

Technology Requirements for Distance Education

Students may participate in distance education instruction in any location with the appropriate technology (see below).

Because of the wide range of different computers available in the market today, the College does not make specific recommendations on the computer that the student should own. However, the College has the following minimum requirements:

- A high-speed internet connection, such as cable or DSL.
- At least two free USB ports for the VoIP headset.
- The ability to run the latest versions of Java, Adobe Flash, Adobe Shockwave, and Microsoft Office.
- Current and up-to-date antivirus software.

The College will provide students in an online program with the appropriate VoIP headset and webcam. The College requires that students use this specific equipment in order to minimize technical issues.

Attendance in Distance Education Classes

The Bryan College distance education program uses scheduled meeting times for classes. These classes are mandatory for all students enrolled in the distance education program. While the College records and archives lectures for later review by students, students who miss lecture will not receive attendance credit for that day. Students who are not able to attend lecture are expected to follow the same procedures as students currently taking live lecture courses. Students who consistently demonstrate poor attendance in the distance education program may be placed on Academic Probation.

Tutoring in Distance Education Classes

Tutoring is available for online classes in the same manner for classroom classes. Students should discuss the need for tutoring with their instructor, and identify specific areas in which the student needs to improve. From there, the instructor will

arrange an appropriate tutoring session with the student. The specific parameters for tutoring sessions remain the same as for students in live classroom courses.

Changes to Curriculum

Bryan College reserves the right to make changes in the instructional staff, equipment, and curriculum provided the changes meet BPPE and ACCSC regulations and are approved by both agencies. The College also reserves the right to revise tuition, fees, regulations, policies, procedures, class schedules, and hours for attendance, to consolidate classes, and to change locations as described in this catalog provided the changes meet BPPE and ACCSC regulations and are approved by both agencies.

Unit of Credit

- One quarter credit hour for at least ten (10) hours of classroom contact; or
- One quarter credit hour for at least twenty (20) hours of supervised laboratory/shop instruction; or
- One quarter credit hour for at least twenty (20) hours of documented independent study activities; or
- One quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience.
- Clock hour represents a minimum of fifty (50) minutes of instruction within a sixty (60) minute period.

Certification Exams

Bryan College encourages each student to pass, or attempt to pass, a certification test as soon as possible after the completion of the relevant course or courses, along with sufficient test preparation outside of class.

Academic Policies

Graduation Policy

For each course of enrollment, candidates for graduation must meet the following requirements:

- Satisfactorily complete all course requirements with a grade point average (GPA) of 2.0 or higher;
- Complete the training program within a specified number of attempted credits which may not exceed one and a half (1.5) times the program credits listed in the school catalog; and,
- Have a zero (0) balance on their account, or have a written agreement, which is current and where the student has shown the ability to pay on time, for any outstanding balance with the accounting department.

Students who fail to meet the second criteria may receive the degree, but will not be recorded as a graduate of the College.

Class Enrollment Policies

Bryan College automatically enrolls students into a progression of classes that allow them to graduate in a timely manner with no interruptions in their attendance. Students receive their tentative schedule at orientation, and receive an updated schedule upon any student or school requested change in the progression of their courses (e.g. failing a course or an approved leave of absence).

The College expects students to be aware of their academic schedule and plan accordingly to attend their classes with minimal lack of attendance. A student is considered to be enrolled and responsible for the material and content starting on the first day of the course, **even if the student is not in attendance.**

Withdrawing from a Class

A student may withdraw from a class within three days *of the start of class* and receive a grade of W. Students who fail to withdraw prior to this point will receive a letter grade in the class commensurate with their performance. Students who withdraw under the College's leave of absence policy will receive a grade of WP if they are currently passing the course requirements as of the date of their leave; otherwise, the student will receive a WF. While grades of W, WP, and WF do not affect the student's GPA, they do remain part of the student's permanent record, and are included in the school's calculation of academic progress.

Grading Policies

The purpose of grading is to provide the student with feedback on the quality of their work against established college and industry standards and their demonstrated understanding of the material. **Grades are earned, not given.** At the end of a class, a student will receive a final grade based on the instructor's qualitative and quantitative assessment of their work. Bryan College permits instructors to take into account qualitative factors such as student's attitude and personal growth when determining a student's final grade.

Receipt of a grade in a class indicates the completion of that class. For the implications of failing a class, please see "Academic Success Policy" below.

The grading chart below provides a summary of the grades a student may earn in response to their academic performance.

Grading Chart

Percent	Grade	Points	Interpretation
90 – 100%	A	4.0	Excellent; professional-level grasp of information
86 – 89%	B+	3.33	Very good; nearly professional-level grasp of information
80 – 85%	B	3.0	Good; substantial grasp of information
76 – 79%	C+	2.66	Above Average; more than acceptable grasp of information
70 – 75%	C	2.0	Average; acceptable grasp of information
00 – 69%	F	0.0	Unacceptable grasp of information
	P.	0.0	Passing effort and work shown
	F.	0.0	Unacceptable effort and work shown
	W	0.0	Withdraw within three days of the class start
	WP	0.0	Withdraw from course with a passing grade
	WF	0.0	Withdraw from course with a failing grade
	TO	0.0	Test out of class
	TC	0.0	Transfer credit substituted for class (e.g. DANTES, CLEP, experiential)

All grades received by the student become part of the student's permanent record. For the purposes of calculating GPA, the College does not include grades of F once the student has successfully repeated a course and received a passing grade of C or higher. However, students should be aware that all failed courses, including repeats, will appear on both official and unofficial transcripts and records of student progress.

Academic Honors and Awards

The College recognizes students who achieve academic success based on their performance in a term. The following academic awards are available to students.

Student of the Month

At the end of each month, the College's Directors and President will select a student for Student of the Month. The award may be given by the school's leadership based on academic achievement, exceptional citizenship and service to the campus, or personal growth and transformation in the month. The student of the month will be able to park in a designated parking spot for the following month and have his or her name displayed in the College's lobby.

President's List

Students with a 4.0 GPA will be placed on the President's List. Students who maintain this status in each term of their education will receive recognition at graduation.

Director's List

Students with a 3.5 GPA in a term will be placed on the Director's List.

Perfect Attendance

Students with a perfect attendance percentage in the term will receive the perfect attendance award. Students who maintain perfect attendance in each term of their education will receive recognition at graduation.

Attendance Excellence

Students with an attendance percentage greater than 95 percent in the term will receive an attendance excellence award. Students who maintain perfect attendance in each term of their education will receive recognition at graduation.

Notification of Grades

Approximately 7 days following the end of an academic class, students will receive, by mail, a copy of their report card. Students should review their report card for accuracy. A student may contest any information on their current report card by contacting their Program Director within 15 days of the date displayed on the report card. After 15 days, the student's record is considered accurate and no further updates will be considered.

Student Records

Students may request student record services by sending a request to registrar@bryancollege.edu. Student record requests may include: official and unofficial transcripts; proof of full-time status; and official signatures on documents, among others. Requests for student record services take approximately 5 business days after receipt; certain services will require an appointment with the Registrar. Students who require services in a shorter timeframe will be assessed a \$5 processing fee. Official transcripts are delivered in a sealed envelope and are not considered official if opened by any other party than the intended recipient.

Retention of Student Records

The college retains all active student records on site and retains records for graduates, drops and terminated students on site for three years. After three years, all student records are kept indefinitely in an off-site location.

Required Student Records

(a) Bryan College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) Bryan College shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

Satisfactory Academic Progress (SAP)

In order to receive Federal financial aid, all Bryan College students must maintain minimum academic progress as defined by the US Department of Education. The College is required to assess both credit completion and GPA as part of its SAP policy. The College considers a grade of C or higher (or a Pass in Pass/Fail classes) **and** a cumulative grade point average of 70% or higher to represent satisfactory academic progress.

Maximum Credits

All students must complete their program in a period not exceeding 150% the normal length of the program as measured in credits attempted. For example, if a pro-

gram requires 90 credits of course and lab work, the student may not attempt more than 135 credits (1.5 x 90).

Students who exceed or will exceed the maximum credits will be dismissed from their course of study. A student may appeal that decision, in writing, to the Director of Education. An appeal letter must include the following: a) the reasons that contributed to not maintaining satisfactory academic progress; and b) the factors that have changed allowing the student to maintain satisfactory academic progress and complete the program of study. The school will accept appeals only in extraordinary circumstances, e.g., death of a relative, injury or illness of the student. Students who successfully appeal a maximum time frame dismissal may be ineligible for financial aid while completing their coursework and consequently will need to secure alternative funding options.

Students who successfully appeal a maximum time frame dismissal will be placed on academic probation, required to meet with the program director, and expected to follow a personal improvement plan (PIP) on a module-by-module basis. Failure to meet the stated items in the PIP will result in a student's withdrawal from the current program of study.

Required Evaluation Schedule

All students will be evaluated at the end of each academic year to determine if it is possible to successfully complete the program within the maximum credit hours permitted and the required GPA of 2.0 or higher. Students who are in danger of not meeting this requirement are placed on probation. While on probation, students may continue to receive financial aid and attend classes.

Students who show substantial lack of progress may become ineligible for financial aid, or be dismissed from their course of study.

All repeated courses, withdrawals, and incompletes are counted toward the credits attempted. After completing the assessment of SAP, the school will inform students of their SAP status by email (for those meeting SAP) and by mail (for those not meeting SAP). SAP status is also displayed on report cards.

Students may request a copy of the College's evaluation schedule and criteria by contacting the Registrar.

Academic Success Policy

The College has a responsibility to provide its students with the knowledge, skills, and attitudes to be successful. Students are responsible for taking advantage of this through consistent attendance and thorough application in their studies. When a student fails a class, the College will pursue the following actions to assist the student.

Academic Advisement

A student who does not meet the criteria for SAP (earning an F or having cumulative GPA less than 70%) will be placed on **academic advisement**. Academic advisement is both a status and a process. Prior to completing the first week of the next class, the student will have the following requirements:

- The student will meet with their instructor to discuss the reason(s) for the lack of satisfactory academic process.
- Following this discussion, the instructor and student will complete a Performance Improvement Plan (PIP). In the PIP, the student will commit to an appropriate course of action they will take in order to maintain consistent attendance and/or performance. This course of action may include on-going tutoring and support for the academic class or term.
- A representative from the Learning Resource Center may also be involved in the student's improvement plan.
- The student's current instructor will monitor his or her progress and provide coaching and feedback on progress within the class.

If a student is in danger of failing a class (as assessed at the midway point) or appears to be unsuccessful in achieving his/her PIP criteria or making SAP, the student will meet with his or her Program Director to determine his or her barriers to progress.

At the end of the module, the student will receive a grade from his or her current instructor reflecting the quality of work completed. If the student passes the course, the student will no longer have mandatory tutoring and academic assistance. Students may self-elect to continue receiving academic assistance.

If the student fails his or her current course(s), the student will then be placed on academic probation.

While on academic advisement, a student will remain eligible to receive financial aid. However, certain grants and loans may not be available to the student due to their current GPA or grade percentage.

Academic Probation

The College will place a student on probation when the student has not successfully completed their term of academic advisement or has received two grades of "F" in two successive classes. The student will then be required to meet with the Academic Review Board (ARB). The ARB consists of the:

- Director of Education or Education Assistant;
- Appropriate Program Director; and,

- Director of Student and Alumni Outreach or a representative from Student and Alumni Outreach (optional).

The board will review with the student his or her academic performance and the content of the PIP developed during the term of academic advisement. At this point, the student may provide input as to how and why his or her academic performance will improve. The board will then discuss the student's performance and his or her input, revise the PIP as necessary, and determine if the College should place the student on academic probation or recommend that the student be dropped from his or her course of study. The Director of Education will present the board's recommendations to the Campus President (see **Termination Policy** below).

Charges for Retaking Classes

Students may be charged for retaking the same class. In cases where the College has changed the books, supplies, or other courseware required for the course, the student is responsible for the costs of the new courseware.

Termination Policy

At its sole discretion, the College reserves the right to terminate any student in violation of the College's rules, regulations, policies, procedures, standards or agreements. The Campus President will review all terminations and reserves the right to cancel any termination. Upon termination, the College will notify in writing the student (and parents of dependent students), any agency sponsoring the program, and any funding sources. The campus business office, in conjunction with financial aid, will generate either a check for any monies due to the student or send a bill for monies owed.

Terminated students may request reenrollment under the reenrollment policies outlined in the admissions section of the Academic Catalog. Students who are terminated due to not meeting SAP requirements are not permitted to re-enroll in the course of study from which they were terminated.

Auditing Classes

Students and graduates may audit classes that they have previously taken and passed with permission of the Director of Education. In general, students may not audit classes when it will interfere with their timely completion of their program, nor may they audit a class for which they have received transfer or experiential credit. Permission will be given based on a space available basis. It is the responsibility of the student to purchase any courseware needed to participate in the class. No grade will be assigned for the class.

Incomplete Coursework

In the event that a student cannot take the final exam or practical in a course because of an excused absence, s/he will have 10 calendar days in which to complete the missing exam or practical. Students are required to take missed exams or practicals immediately upon returning to campus, even if doing so interferes with their

current course. Failure to complete the missing exam or practical within 10 calendar days will result in the practical or exam receiving a score of 0.

Making-Up Missed Work

Assigned Work/Homework

Students are expected to complete all assigned work within the timeframes requested by the instructor. Assigned work that is turned in after the due date will receive, at a minimum, a full grade penalty; however, an individual instructor may adopt more stringent grading standards. Refer to the class syllabus for more information.

Practicums

The experiential nature of the Bryan College education means that practicums are a major component of the student's learning and evaluation. The nature of a practicum is such that it may be difficult or impossible for a student to make-up a missed practicum. Therefore, students are encouraged to make every possible attempt to be in attendance on the days when practicums will take place. The ability of a student to make-up a practicum is at the sole discretion of the instructor, and may require the student to come to school during non-academic hours.

Tests/Exams

Many of Bryan College's courses use online testing tools to deliver tests and exams. In cases where a test or exam is provided online, students must petition the instructor for an extension to the test's deadline. For paper tests and exams, students will be responsible for taking the exam on their next day of attendance. Tests submitted after the published deadline will be assessed, at a minimum, a full grade penalty.

If a make-up test or exam interferes with their participation in class, a practicum, or another test, it is the responsibility of the student to make arrangements with the instructor on how to manage this conflict.

Transferring Credit

Requests for transfer credit must be made to the Director of Education prior to enrolling in a course of study. Transfer credit is applied to courses required for graduation with the student's selected course of study; the College does not transfer in credit for the purposes of meeting the total number of credits required for graduation. A student shall not complete more than 50% of the program through transfer credit, or a combination of transfer and experiential credit.

Because of the occupational nature of the training received at Bryan College, many college courses will not be applicable to the student's chosen course of study. Students should not assume that credits completed at another institution will transfer to their course of study.

In order for the Director to evaluate transfer credit students must provide the following:

1. An official, sealed copy of a transcript from an accredited college or university.
2. A copy of the course catalog describing the content of the course OR a syllabus from the course.
3. A completed petition for transfer credit received from the student's admissions representative.

Upon receiving these three items, the Director will assess the student's petition. Courses accepted for petition will be recorded on the student's official transcript with a grade of TC. A student is not required to take a class for which s/he has received transfer credit. However, the class is not available for audit or retake under the school's retake policies.

The decision of the Director is final in relationship to transfer credit.

Experiential Credit

The College values life experience as an important source of learning. Students may submit experiential credit for practicums, general education, and applied general education classes. A student should document their experience in written form, including resume, narratives, letters of recommendation, etc. The Director of Education will review the submitted documentation for its clarity and relevance to the coursework, and award credit as appropriate. The decision made by the Education Department is final. No appeal process is permitted.

A student shall not complete more than 50% of their program through experiential credit or a combination of experiential and transfer credit. Students are required to pay 75% of the cost of credits received through experiential credit.

Challenge Exams

Challenge exams allow students with prior knowledge and skill, but lacking transfer credit in a course area, to receive course credit. Challenge exams may only be taken for courses in the student's course of study that the student has not already attempted. Challenge exams are based on the College's curriculum, and will test the specific knowledge, skills, and abilities referenced or discussed in the assigned textbooks, delivered and demonstrated through lectures, etc.; consequently, a student will need to have more than a general knowledge of a subject to pass a challenge exam. Challenge exams may be taken at any point up to the first day of class. To receive credit, the student must pass the exam by eighty percent (80%) or higher. Students will still be responsible for the tuition costs for those credits awarded through challenge exam procedures.

After the successful passing of a challenge exam, the College may need to change the student's schedule. This may result in the College placing the student on a scheduled break if there is no available academic class for the student.

Attendance Policies

Regular and punctual attendance is an important part of training for life. As such, students should be on time and remain for the duration of classes, whether online or in the live classroom environment 100% of the time. At the beginning of each class, the course instructor will review the attendance policy for the course, as outlined in the syllabus. Students are responsible for all work indicated in the syllabus; non-attendance does not remove responsibility for completing the assigned work.

Minimum Attendance Requirement

A student must be in attendance a minimum of 50% of the class meetings to receive a passing grade in a course. If a student does not meet the minimum 50% threshold, s/he will automatically receive a failing grade in the class. Individual instructors and classes may have a higher attendance requirement.

Attendance Probation

Students who fail to maintain an attendance percentage of 75% in the module or term will be placed on attendance probation. A student may not be on attendance probation for more than two consecutive terms. Following two terms on attendance probation, students will meet with the Academic Review Board. A student can be terminated from the College due to poor attendance.

Students are encouraged to work with their academic advisor, student services, and their instructors to ensure that they can maintain satisfactory attendance.

Excused Absences

In order to receive an excused absence, the student must produce documentation indicating that s/he was unable to attend due to either a personal or family emergency, legal matter, or illness. Documentation must come on official letterhead or other verifiable source. Students should expect the school to verify the documentation if there is a concern regarding its validity or authenticity. All documentation should be presented to the Director of Student and Alumni Outreach.

Although the absence may be excused, the student is still responsible for all class work missed. Students will need to communicate with their instructor regarding the timeframes and potential penalties for turning in late work.

Scheduled Breaks

A scheduled break is a period of time during which the student is not required to post attendance in a class to remain active in their course of study. Students on scheduled break are considered active for both academic and financial aid purposes, but the student does not earn credit towards their course of study. Scheduled breaks can be of any length; however, a student cannot be on scheduled break if required courses are available. The College will automatically place the student on scheduled break, as appropriate.

Withdrawal from the College

A student may voluntarily withdraw from the College by making a written request to the Director of Student and Alumni Outreach. The student will be required to meet with a member of Student and Alumni Outreach to discuss the withdrawal. The date of withdrawal from the College will be the date of the student's request for withdrawal for Title IV purposes.

A student may also be withdrawn involuntarily from the College. The College will consider a student withdrawn from the College if 14 consecutive calendar days elapse from their last date of attendance as recorded by the College.

Student Life

Learning Resource Center

Librarian

Karen Tercho, MLIS

Email

library@bryancollege.edu

Hours of Operation

M – F 8:00 AM to 10:45 PM

Staffed Hours

M – Th 9:00 AM to 8:00 PM

F 9:00 AM to 6:00 PM

The Bryan College LRC supports the educational and information needs of its students and the educational objectives and outcomes of the College. The LRC seeks to foster the information competency skills necessary for students to become lifelong learners and successfully navigate their academic and professional lives. The Bryan College LRC collection consists of books, print journals, article databases and electronic books; a list of these is available in the LRC. The LRC also provides in-person and virtual help with course assignments and technology.

Computers

The LRC is equipped with computers with web access, and is accessible to students while the campus is open (Monday through Friday, 8:00 a.m. to 10:45 p.m.). Free access to a networked printer is also available. The computer workstations are equipped with software and hardware to allow individuals and groups to utilize the LRC for project development, lab study, certification preparation, homework assignments, and collaborative work assignments. Workstations have Microsoft Office software (Word, PowerPoint, Excel), and internet access software (Internet Explorer and Mozilla Firefox).

Online Library

The LRC provides students with a password protected library website which consists of full-text article databases, electronic books, and program-specific pages with links to reliable and relevant web sites, journals, magazines and newspapers. The online library includes an instructional tutorial that illustrates the system's features, as well as a 24/7 *Ask a Librarian* service. The online library can be accessed remotely.

Academic Assistance

Free tutoring is available as a supplement to in-class learning. Students may request academic assistance directly from the LRC or through their instructor or Program Director. Alternatively, a student may be required to meet with an Academic Assistant if he/she is at or below an academic percentage of 75%, and/or the instructor believes that the student has not retained the material at the pace of the class. Academic assistance is not a substitute for regular classroom attendance, and is not intended to repeat missed information due to lack of attendance.

All tutoring sessions are limited to 1 hour per day, and a student may request multiple tutoring sessions within a week. Academic assistance is available for those students who require assistance with the following:

- Reading skills
- Math skills
- Writing skills (including proofreading)
- Test-taking skills
- Memorization and retention (techniques, as well as quizzing for test preparation)
- Grammar and vocabulary development
- Computer skills
- Research help
- Other areas as needed

If course content-specific information is required, the students will generally be referred to their Program Director, class instructor, or the program's teaching assistant.

Learning Resource Center (LRC) for Distance and Hybrid Students

In accommodating distance learners, Bryan College ensures equitable access to resources and information. The LRC offers the following services and resources for distance students:

Help via email: Please email library@bryancollege.edu for assistance. LRC staff will respond within two hours during business hours. If the request is made after hours, staff will respond within two hours on the next business day.

Help via phone: LRC staff is available at 916-649-2400 and will respond to voice messages within two hours during business hours. If the request is made after hours, staff will respond within two hours on the next business day.

Student Conduct

The College expects students to conduct and carry themselves as the professionals they are seeking to become. Considerate, cooperative, and supportive behavior is expected from students at all times. Behavior contrary to this will not be tolerated. The College reserves the right to take any allowable action, up to and including termination of the student, in response to a student's misconduct.

Academic Honesty

Central to a student's success is actively engaging with the material, and learning through the process of completing assignments and tests. Plagiarism, copying another student's work or test, and other forms of academic dishonesty will not be tolerated. This includes wrongly accusing another student of action or behavior that did not take place. Actions that can undeniably be called plagiarism include buying, stealing, copying, or borrowing a paper; hiring someone to write your paper for you; and copying large sections of text from a source without quotation marks or proper citation. Also, plagiarism includes using someone's ideas without giving them credit, or repeating the words of a source too closely instead of using quotation marks.

A student who is suspected of engaging in academic dishonesty will be required to discuss the matter with their instructor and the Director of Education. The Director of Education will make a final decision as to whether or not academic dishonesty has taken place. If the student is found to have taken action or engaged in behavior that is dishonest, the work in question will receive a failing grade and cannot be made up. The student will also be placed on immediate academic probation.

Future occurrences of academic dishonesty will result in the termination of a student from the College.

Disrespectful Behavior

Students are expected to act professionally while on and off campus and while participating in College activities. Disruptive behavior, such as lewd or obscene comments, obstruction of school activities, or failure to comply with instructions given by staff of the College are all grounds for suspension or termination from the College. This extends to the proper use of college resources and tools.

Local, State, and Federal Law

Violation of any local, state, or federal law will be grounds for immediate suspension or termination, regardless of whether or not they occur on the College's campus or during The College's activities or events.

Other Areas of Concern

In addition to the areas discussed above, the College also reserves the right to take action based on a student's behavior that is contrary to the goals of the College; misrepresents either him or herself or the College to its departments, staff, and/or the public at any point in the student's relationship with the College; or encourages oth-

ers to act in any way not in accordance with the College's policies or the student's best interests.

Drug Policy

The College complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988. As a matter of policy, The College prohibits the manufacturing and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. The College also prohibits students and staff of legal drinking age to come to school intoxicated or showing signs of recent alcohol use. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Smoking Policy

Students and staff of The College must comply with the State of California's laws regarding smoking in and around public and private buildings. In addition, students participating in certain activities and events, such as working in the Center for Health and Wellness may be required to refrain from smoking during their participation. Students failing to comply with the smoking policy will be warned and/or disciplined at the discretion of the College.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the gender of a person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of gender violates this federal law.

Sexual harassment of employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Requests for sexual favors; and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as basis for employment or academic decisions affecting an individual;

- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels s/he has a complaint or matter s/he wishes to discuss may report the problem directly to the College. Please remember that this policy applies to students as well as employees.

Student Dress Code

The College adheres to a student dress code as a way to encourage professional behavior and conduct, as well as to prepare students for their future career. Safety and comfort are also a consideration in the adopted dress code. Adherence to the dress code discussed below is required for all students on the campus and those attending or participating in The College's events or activities off-campus.

Students not in dress code will be given an opportunity to conform to dress code. Students who do not or cannot conform to dress code when asked will be dismissed from campus or the activity until they can appear in proper dress code.

Health and Fitness Students

Dress code for Health and Fitness students consists of the following:

Tops

- Bryan College t-shirt during lecture, practicums, or other classes or activities involving physical movement on- or off-campus.

Bottoms (worn above the hips)

- Khaki shorts or pants that do not restrict movement. Shorts must come to a point slightly above or below the knee.
- Athletic shorts or pants in good repair. Shorts must come to a point slightly above or below the knee. Sweat pants are not acceptable attire.

Shoes

- Sneakers or other closed-toe, non-cleated athletic shoes in good repair.

Headgear

- No hats or other head coverings may be worn by the student at any time while on-campus or at a Bryan College event or activity off-campus.

Massage Therapy Students

Dress code for Massage Therapy students consists of the following:

Tops

- Bryan College polo.

Bottoms (worn above the hips)

- Khaki or black shorts or pants that do not restrict movement. Shorts must come to a point slightly above or below the knee.
- Black athletic pants in good repair. Sweat pants are **not** acceptable.
- No jeans are allowed

Shoes

- Sneakers or other closed-toe, non-cleated athletic shoes in good repair.
- During massage modalities that are normally conducted barefoot, students may wear sandals to class.

Headgear

- No hats or other head coverings may be worn by the student at any time while on-campus or at a Bryan College event or activity off-campus.

Fingernails and Nail Polish

- Fingernails should be clean, short, and without polish.

Scents

- Students are to refrain from wearing scented lotions, perfumes, or any other strong smelling scent.
- Students should **not** smell of cigar or cigarette smoke.

Jewelry, Piercings, and Body Art

Students will be asked to remove all visible jewelry and piercings prior to participating in hands-on bodywork and fitness activities. Students may continue to wear stud earrings unless it interferes with the techniques being taught or practiced.

Some body piercings, such as belly button rings, may become entangled in sheets during a massage or damage school property (such as massage tables). Students with these piercings take personal responsibility for their health and safety, and may be held responsible for damage to school property.

Students with body art that may be considered offensive in nature (either through words, images, or a combination of both) will be asked to cover it while at Bryan College or engaging in off-campus events and activities. Students must cover their

body art in a way that allows them to continue to maintain their program appropriate dress code.

Dress Code: All Other Students

Dress code for all other students consists of the following:

Tops

- Bryan College polo or polo shirts in good repair
- Button down shirts or blouses in good repair

Bottoms

- Non-faded jeans in good repair
- Khaki or black shorts or pants that do not restrict movement. Shorts must come to a point slightly above or below the knee.
- Sweat pants are not acceptable attire

Shoes

- Sneakers or other closed-toe, non-cleated athletic shoes in good repair.

Headgear

- No hats or other head coverings may be worn by the student at any time while on-campus or at a Bryan College event or activity off-campus.

Exceptions to these Policies

Exceptions to these policies will be considered based on documented need for a particular piece or type of clothing, such as those required for religious observance or medical condition. Students should bring these issues to the attention of their admissions representative prior to their enrollment, if at all possible. If the need for an exception arises during the course of the student's studies, then the student will petition the Director of Education for an exception. The student should expect to provide documentation that demonstrates the need for the exception.

Student Services

Career Resources

As a vocational college, Bryan College believes that assisting students in obtaining employment is one of our most important functions. The College provides support to students in multiple ways during their academic studies and following graduation.

Job Skills Development

During orientation, all students receive information regarding resume and cover letter development, as well as basic job search techniques. As part of academic coursework, all students receive a basic introduction to resume development and basic interviewing skills.

Job Placement Assistance

All students are encouraged to work with Career Services during their job search. The role of Career Services is to provide support and assistance to students so that they become independent and responsible job seekers while students at Bryan College and in the future.

Student and Alumni Outreach assists students by providing access to job leads, reviewing resumes for appropriateness and completeness, and following up with the student on interviews to improve future performance. Student and Alumni Outreach also provides multiple opportunities to interview on campus each year by developing employer connections with local businesses. Career Services will inform students eligible to participate in on-campus interviewing of these opportunities.

Post-Graduation Follow-up

All graduates are required to update Career Services as to their employment status and placement. Graduates can continue to use the Student and Alumni Outreach department for assistance with their career needs.

Other Resources

Information Technology

Bryan College has a password-protected Wireless Local Area Network (WLAN) that is available to students upon request. The password is available from Student and Alumni Outreach or the front desk.

The College does not provide individual email accounts to students; however, students may access their Internet-accessible personal email accounts in the Learning Resource Center. Bryan College students are required to have an email account; students without an email account should speak with a member of Student and Alumni Outreach about setting up an account.

Housing

Although housing is not provided directly by the College, many apartments are available within walking distance of the College. Students and their parents (if applicable) are ultimately responsible for housing arrangements. A listing of nearby housing is available upon request. The average price range for housing in the local area is \$600 - \$1,200 per month.

Child Care

The College is happy to assist students with finding local child care options. Students can speak with the Student and Alumni Outreach about child care options. Due to safety issues, students are not permitted to bring their children to campus.

Clinic

The Bryan College Clinic provides services to students at discounted rates. Students may receive massages, bodywork, and body treatments during the clinic's operational hours. For current hours and service offerings, check with the Clinic Manager.

Persons with Disabilities

The School does not discriminate in admission or access to our program(s) on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids and you are applying for enrollment, please contact the Director of Admissions, if you are currently enrolled, please contact the Director of Student and Alumni Outreach. You may request academic adjustments or auxiliary aids at any time. The School President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Director of Admissions or Director of Student and Alumni Outreach in writing by completing the "Request for Reasonable Accommodations" form, which captures the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
- 2) The Director of Admissions or Director of Student and Alumni Outreach will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please follow the institutional grievance procedure as outlined in the institu-

tional catalog. Please provide a statement of why and how you think the response should be modified.

Student Grievances

Bryan College realizes the student reaching his/her graduation goal to be of the utmost importance. If at any time during the program a student becomes dissatisfied, the College encourages the student to address his/her concerns with the appropriate staff personnel. The grievance can be resolved by the following procedures:

- Discuss grievance with instructor;
- If unresolved discuss with Student and Alumni Outreach;
- If the student is unable to resolve the problem, he/she should refer the matter to the Director of Education;
- If the problem is still unresolved to student's satisfaction, the student is encouraged to contact the Campus President.

Administrative concerns should be addressed in the following manner:

- Discuss with the administrative staff person;
- If the student is unable to resolve the problem, he/she should refer the matter to Student and Alumni Outreach;
- If the problem is still unresolved to student's satisfaction, the student is encouraged to contact the Campus President.

Student Appeals Process

At its sole discretion, the College reserves the right to make a determination based on the College's rules, regulations, policies, procedures, standards, or agreements. These determinations can include but are not limited to discipline or termination. A student who does not agree with the College's determination may file an appeal in accordance to the College's appeal policy. The decision whether to reverse the determination made in regard to the student will be based on the student's written appeal and review by college officials. The Campus President will make the final determination.

Student Appeal Procedure

If a student believes a Bryan College determination to be inaccurate, invalid, or inappropriate, the student has ten (10) days in which to appeal the decision. Before filing an appeal, the student must first meet and discuss the situation with the Director of Student and Alumni Outreach or Director of Education. After meeting with one of the Directors, if the student would like to continue with his/her appeal, the student must follow the procedure outlined below.

1. Appeal, in writing, within ten (10) days from the date of determination, to the College official that assigned the determination. The College official has ten (10) working days to respond in writing. If the issue is not resolved at this step, proceed to Step 2.
2. Appeal, in writing, within ten (10) working days of the date of the College official's response, to the Campus President. The Campus President has ten (10) working days to respond in writing. The determination of the Campus President is considered final.

The College welcomes the opportunity to implement ideas and/or resolve student concerns that are stated orally or in writing. Concerns will be addressed within ten (10) working days. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

P: 888-370-7589

F: (916) 263-1897

Student Complaints

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the sta-

tus of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Student and Alumni Outreach.

A student or any member of the public may also file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

Leave of Absence

All requests for a Leave of Absence (LOA) must be made in writing and submitted to Student and Alumni Outreach. Acceptable criteria for an LOA include: jury duty, military reasons and Medical Leave Act of 1993 (FMLA) (Public Law 103-3). All requests for Leaves of Absence must be accompanied by verification. If the LOA is due to unforeseen medical circumstances and is not accompanied by verification, the request must be approved by the Campus President. The LOA request can be signed upon return if the LOA is due to unforeseen medical circumstances. Official forms for an LOA request are available in the Student and Alumni Outreach department and must be signed by the student. The Student and Alumni Outreach department will meet with the Campus President for final approval and to discuss the details of the LOA. LOAs are granted at the discretion of the College.

Students who have been placed on a LOA will be classified as being on an approved LOA or on an unapproved LOA as defined by the Department of Education. Approved LOAs must meet the following guidelines:

- The maximum length of a LOA is one hundred eighty (180) days, at the College's discretion, and each student will be granted only one LOA in a twelve (12) month period.
- A student may be granted one additional LOA, with previous approval from the Campus President, not to exceed thirty (30) days, in limited, well-documented cases due to unforeseen circumstances. The total length of a student's LOA may not exceed 180 days in a twelve (12) month period, beginning with the first day of the first LOA.
- Accepted criteria for a subsequent approval of an additional LOA request includes documented jury duty, military reasons, family and medical emergencies, and other circumstances deemed acceptable by the College under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3).

- It is imperative that the student returns to school when the approved Leave of Absence is over. Any student not returning on the scheduled return date will be withdrawn from the program.
- The College may, at its discretion, extend or shorten the Leave of Absence to coincide with the nearest class start date, not to exceed one hundred eighty (180) days total.
- An unapproved LOA is defined by the Department of Education as a leave that does not meet the conditions for an approved LOA. Any LOA that does not meet the conditions for an approved LOA is considered a withdrawal for Title IV purposes.

Admissions

Admission Eligibility

In order to apply for admission to Bryan College, a future graduate must meet the following criteria:

- A US citizen or legally able to pursue education in the United States.
- Able to read, write, and speak in English, either as a primary or secondary language. Students in the Court Reporting program must speak English as their primary language. Students whose primary language is not English must provide evidence of a TOEFL score of 500 or more. Bryan College does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. No VISA services for student status are provided, nor verification of student status.
- Have graduated from high school, or are able to demonstrate equivalency. Documents accepted to verify this requirements are: high school diploma; high school transcript bearing graduation date; GED certificate or GED test verification sheet; state high school proficiency examination certificate; notarized translation of foreign high school transcripts bearing graduation date; transcripts verifying a Bachelor degree (or higher) from an accredited college or university; DD form 214 verifying status as a high school graduate or equivalent.
- Future graduates seeking enrollment in our distance education program will need to demonstrate competency with the required technologies. Students will need to complete their admissions process online in order to participate in this program.

Admission Procedure

Bryan College requires all applicants to complete the following process prior to admission.

1. Attend a career planning session and campus tour with an authorized Admissions Representative. Admissions Representative's will recommend applicants for acceptance to Bryan College only if the applicant has demonstrated he/she has: career goals in line with the course's design, motivation to successfully graduate and seek employment in the field, the capacity to succeed academically and the ability to attend class on a regular basis.
2. Take and pass a standardized aptitude test. As of the date of this publication, the College uses the SLE exam as its assessment tool.
3. Complete an Application for Admission.
4. Complete a financial aid interview to develop a plan for financing.

5. Complete enrollment agreement and all required paperwork with Admissions Representative and provide: photo identification, social security card and registration fee.
6. Meet with the Director of Education, or an appropriate Education Department Director to discuss any unusual enrollment circumstances or accommodations needed for successful completion of a chosen program of study.

Once completed, the Director of Admissions, in consultation with the Director of Education and Campus President, reviews the application. Applicants are notified of their acceptance promptly, and all admissions decisions are considered final.

Bryan College offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, physical or mental handicap, or Vietnam Era Veteran status, in any of our academic programs or activities, or in any of its employment practices.

Bryan College reserves the right to deny admission for any nondiscriminatory reason. The College also reserves the right to deny admission for a student previously accepted if any of the items listed above are not successfully completed or found to contain false information.

As a prospective student, you are encouraged to review this catalog prior to signing and enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Transferring Credit

Transfer credit is accepted after the Director of Education reviews any official transcripts. Not more than fifty percent (50%) of the total units in a program may be transferred, including DANTES, CLEP, or ACE credits.

Bryan College credit will be awarded for applicable industry certifications upon receipt of certified proof of completion and a passing score for the industry certification. The Director of Education will review all documents of proof and award the credit, if appropriate.

DANTES, CLEP, and ACE credits are accepted and will be evaluated by the Director of Education to determine if they are applicable.

Financial credit for transferred, experiential, DANTES, CLEP, or ACE credits accepted will vary by program. Questions regarding financial charges on transferred credits should be directed to the student's admissions representative.

Transfers Once Enrolled

Students wishing to change from one training program to another must be approved by the appropriate school officials and will not be assessed a re-registration fee.

Tuition fees will be calculated and adjusted accordingly. Students will be credited or charged for the difference in the course cost. The required forms are to be filled out in their entirety.

Transfer Out

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Re-entering a Program

A student who withdraws from a program, or is terminated from a program for any reason, and wishes to re-enroll, must submit a written request specifying the circumstances of the withdrawal or termination and the current circumstances that can reasonably ensure the student's success in completing the program. The student's petition is reviewed by a re-enrollment committee and the committee's recommendation is forwarded to the Campus President.

Upon approval and acceptance of re-enrollment by the Campus President, the student wishing to re-enroll in the program will be charged a re-enrollment fee of \$20.00. This fee is for costs incurred during the re-filing and reinstatement process. These fees are the sole responsibility of the student regardless of the funding source. The fee must be paid upon submission of the re-enrollment paperwork and prior to the first day of attendance in class.

Reinstatement into a program is on a space available basis and will be contingent on prior approval of the funding source. The Campus President will make final approval of reinstatement.

Comparable Program Information

To obtain comparable program information related to tuition and program length, students may contact:

The Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Telephone (703) 247-4212

Financial Aid

Financial Aid is available through a variety of sources to eligible applicants, including Title IV Federal grant and loan programs, as well as independent lending institutions. The Financial Aid Department utilizes standard federal need calculations to determine eligibility for Federal Tuition Assistance programs. To determine eligibility, all students will meet with a Financial Aid Advisor to complete the Financial Aid application packet. Students receiving Financial Aid must make satisfactory academic progress towards their degree program to remain eligible for Financial Aid.

Bryan College participates in the following programs:

- Federal Pell Grant Program;
- Federal Subsidized Stafford Loan Program;
- Federal Unsubsidized Stafford Loan Program;
- Federal Plus Program;
- Institutional Loan Program;
- FSEOG
- Federal Work-Study Grant (FWS)

Definitions

Withdrawal Date

The withdrawal date (last date of attendance) is the date determined from the attendance records. If the College determines that a student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw due to illness, accident, personal loss, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date. The College may use as the student's withdrawal date a student's last date of attendance at an academically-related activity provided the College documents that the activity is academically-related and documents the student's attendance at the activity. An example of an academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, logging in to the College's academic resources, academic counseling, turning in a class assignment, etc.

Loan

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Academic Year

For Financial Aid purposes, the student academic year is defined as at least thirty (30) weeks of instructional time; within the weeks of the academic year, a full-time student must be expected to complete at least twenty four (24) semester or tri-

mester hours or thirty six (36) quarter credit hours at a school measuring program length in credit hours, or at least 900 clock hours at a school measuring program length in clock hours. This definition is used in advancing grade levels for students.

Financial Aid Warning

Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

Financial Aid Probation

Financial aid probation means a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

While a student is on financial aid probation, the institution will require the student to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV funds.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer short-term career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, have prepaid your tuition, have paid the STRF fee, and have suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed;
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school;
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs;
4. The school's breach or anticipatory breach of the agreement for the course of instruction;
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days

prior to the closure, a time period of decline determined by the Bureau;
or

6. The school committed fraud during the recruitment, enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid. Such information may substantiate a claim for STRF reimbursement. For further information or instructions, contact:

Bureau for Private Postsecondary Education

PO Box 980818

West Sacramento, CA 95798-0818

www.bppe.ca.gov

P: 888-370-7589

Payment Default

Failure to make payment for all fees and services due as agreed may result in the termination as a student from Bryan College. Upon termination for failure to pay or for any other reason or upon voluntary withdrawal, Bryan College has the option to require immediate payment of the entire balance due including any accrued finance and late charges, less any applicable charges you are entitled to under the tuition refund policy.

Graduated students who fail to make a minimum payment when due may be required to immediately pay, at Bryan College's option, the entire unpaid balance including any unpaid accrued finance and late charges.

If payment is not received in full as required in the above paragraphs, interest at the highest rate allowed by law, reasonable collection costs, and attorney's fees, whether lawsuit is filed or not, may be charged.

Cancellation Policy

Cancellation Prior to the Commencement of Classes

If a student is denied entry to Bryan College, all monies paid to the College by the applicant will be refunded.

Any monies due the applicant shall be refunded within forty-five (45) days from cancellation or failure to appear on or before the first day of class, excluding the registration fee.

When a student fails to return books, kits and equipment that the student received from the College within ten (10) days of cancellation, the College will charge the student for documented costs. (Open kits and courseware, and books that have been written in or are no longer in new condition will not be acceptable for return.)

Students Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh business day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 2317 Gold Meadow Way, Gold River California 95670. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Termination/Withdrawal After Commencement of Classes

Students and applicants may terminate their enrollment by written request at any time during their education. The College policy for determining the effective date of termination is either the date on which the College received notice of the student's intention to discontinue the training program and/or the date on which the College terminates or cancels the student's enrollment. Students who discontinue their education for any reason are required to have an exit interview with Student and Alumni Outreach and Financial Aid.

The College refund policy provides for a refund, which is the larger of the refund required by an applicable policy under state law or statutory Federal Return of Title IV Funds if applicable. Specific allowable charges excluded from the amount to be refunded, appropriate refund policies and payments of refunds are identified below. Refunds are calculated from the first date of entrance (commencement of education) to the last day of actual attendance as determined by official attendance records.

Allowable charges to be excluded from the refund calculation:

1. Documented costs of opened courseware and kits.
2. Documented costs of returnable equipment that the student received and failed to return within ten (10) days of withdrawal or in good condition. Books defaced in any way will not be accepted for return.
3. A registration fee not to exceed \$100.00.

Refund Policy

The cost of all books, equipment and other fees are charged at the beginning of all programs. Upon termination, the student is charged for actual books received. If the student fails to return the books in satisfactory condition (open kits and courseware, and books that have been written in will not be acceptable for return) within ten (10) days from the last day of attendance, the College may deduct the documented charges from the refund calculated according to the Federal, State, and Institutional Policy. The College does not charge for books the student did not receive. Examples of refund calculations are available in the Financial Aid Office.

Return of Title IV Funds

Once a student who has received Student Financial Aid (SFA) Program funds withdraws or is terminated from the College and a withdrawal date is determined, Bryan will calculate the percentage of the payment period or period of enrollment completed. The percentage of the payment period or period of enrollment represents the percentage of financial aid earned by the student. Any unearned SFA Program funds must be returned.

The percentage of the payment period or period of enrollment completed is determined differently for students who withdraw from credit hour programs and students who withdraw from clock hour programs. The two determinations are as follows:

For programs measured in credit hours. For a credit hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment, as of the day the student withdrew, by the total number of calendar days in the same period. The total number of calendar days in a payment period or period of enrollment includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. Days in which the student was on an approved leave of absence will also be excluded. The day the student withdrew is counted as a completed day.

For Programs Measured in Clock Hours

For a clock hour program, the percentage of the period completed is determined dividing the number of actual hours completed (or scheduled hours to be completed) in the payment period or period of enrollment, as of the day the student withdrew, by the total number of hours in the same period.

If the student withdrew before actually completing 60% of the payment period or period of enrollment, it is necessary to determine whether the scheduled hours to be completed may be used instead of actual hours completed in the percentage of the period completed equation. Scheduled hours to be completed is determined by dividing the actual hours completed by the scheduled hours to be completed. If the percentage is less than 70%, completed hours must be used in the percentage of the period completed equation.

Excused absences do not count as completed hours in the return of Title IV funds calculation. The absences must be counted as scheduled hours that were not completed.

Return of Unearned SFA Program Funds

The school must return the lesser of:

1. The amount of SFA Program funds that the student does not earn; or
2. The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

1. Any SFA loan funds in accordance with the terms of the loan; and
2. The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

California State Refund Policy

A student who withdraws or is terminated from Bryan College after the prescribed cancellation period is charged in accordance to the following California State Refund Policy (BPPE Reform Act 01/01/1998 Section 94820):

1. Deduct the registration fee not to exceed one hundred dollars (\$100) from the total tuition charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1). (Hours attended are determined by the start date of the program through the last date of attendance.)
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Tests, books and supplies not used are not charged to the student. Any refund amount will be adjusted for the cost of testing, books and supplies not returned in good condition within ten (10) calendar days of withdrawal or termination.

Determination of Charges

Example: A student is enrolled in a program of 700 clock hours with a total program cost of \$14,537.00. Included in this cost is a \$35.00 registration fee, a \$42.00 STRF fee, and \$3,901.00 for textbooks/testing. The student withdraws after completing 100 clock hours and using \$500.00 in textbooks. The student has \$250.00 in refundable and \$250.00 in nonrefundable textbooks (allowable charges to be excluded from the refund calculation). The student has paid \$4,000.00 to the school. (See table below for actual calculations.)

1. Deduct the registration fee, STRF fee, and textbook/testing fee from the total program cost.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge per clock hour.

4. Multiply the total hours attended by the hourly charge for instruction plus the registration fee, STRF fee, and nonrefundable textbook fee.
5. The refund shall be any amount in excess of the figure derived above.

Payment of Refund

Refunds are made within forty-five (45) days following the date upon which the student's withdrawal has been determined, or, for a student who fails to return from an authorized Leave of Absence (LOA), within forty-five (45) days of the date the student was scheduled to return. The student agrees that a refund of \$25.00 or less will not be applied to reduce the student's loan debt or be refunded to the student, but may be retained by the College. Refunds are distributed to the Title IV Programs in accordance with the distribution order defined by Federal Regulation.

All tuition refunds will be calculated in compliance with criteria established at the State, Federal, and Accrediting Commission levels. The largest refund amount will be determined by those guidelines and disbursed accordingly.

Refund Distribution Order

Any portion of tuition to be refunded will be distributed in the following order as required by federal law:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans
5. Federal PLUS Loans
6. Federal Pell Grants
7. FSEOG
8. Other: Federal, State, Private
9. Student or Sponsor

Federal Work Study

The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work related to the student's course of study. Funds under this program are limited and do not have to be repaid. Students who participate in the Work Study program work part-time on or off campus. Work study provides great opportunities for gaining true work experience, learning budgeting skills, and networking with professionals inside and outside the Bryan University community.

Veteran Policy Statement

Evaluation of Previous Education and Training, CFR 21, 4253 (d)(3)

This institution will conduct an evaluation of previous education and training for veterans and eligible persons, grant appropriate credit, shorten the duration of the course proportionately, and notify the student and VA accordingly.

Attendance Policy, CFR 21,4253 (d)(5)

A student must maintain minimum cumulative attendance average of 75%. All students, regardless of VA status, are monitored under the College's Academic Success policy. If the student does not improve his or her attendance to the required minimum of seventy-five percent by the end of 10 weeks for students in 15 month programs, or by the end of 24 weeks for students in programs longer than 15 months, the student will have all veteran benefits terminated and VA will be notified accordingly.

Satisfactory Progress Policy, CFR 21,4253 (d)(2)

Academic progress is evaluated at the end of each module. All students, regardless of VA status, are monitored under the College's Academic Success policy (see above). If the student receiving VA benefits spends two consecutive terms on probation, the student will have all veteran benefits terminated and VA will be notified accordingly.

Voter Registration

Schools in most states and the District of Columbia must make a good faith effort to distribute voter registration forms to their students. (Schools in Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming are exempt from this requirement.) The school must make the voter registration forms widely available to its students. It must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.

The school can mail paper copies, or, alternatively, it may distribute voter registration forms by electronically transmitting to each student a message containing an acceptable voter registration form or an Internet address where that form can be downloaded. The electronic message must be devoted exclusively to voter registration.

In states where this condition applies, schools must request voter registration forms from the state 120 days prior to the state's deadline for registering to vote. This provision applies to general and special elections for federal office, and to the elections of governors and other chief executives within a state. If a school does not receive the forms within 60 days prior to the deadline for registering to vote in the state, it is not liable for failing to meet the requirement during that election year.

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Bryan College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Bryan College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an at-

torney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bryan College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bryan College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within Bryan College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(j)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities such as a State postsecondary authority that is responsible for supervising the university's State-supported education

programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the stu-

dent is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
(§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))