

## Affiliations



Accrediting Commission of Career Schools and Colleges



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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, technology, 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 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.

## 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 (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. 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 up to 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 Services 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

Steve Bagley, Chief Operating Officer

Eric Evans, Chief Technical Officer

John Kolacinski, Chief Academic Officer

John S. Ledesma, B.S., President, Sacramento Campus

David Rogers, Chief Financial Officer

### **Sacramento Campus**

The Directors of the Sacramento campus are:

Matthew Brandstetter, Ed.D. (ABD), Director of Education

Jeffrey Horton, B.S., Director of Career Services

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

## **Programs and Degrees**

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

### **Advanced Health and Fitness Training**

- Associates of Occupational Studies
- Associates of Applied Science (as of 12/30/2009)

### **Advanced Therapeutic Massage and Bodywork**

- Associates of Occupational Studies
- Associates of Applied Science (as of 12/30/2009)

### **Court Reporting**

- Associates of Applied Science
- Associates of Applied Science (Distance Education)

### **Health Information Management and Coding**

- Associates of Occupational Studies

## Advanced Health and Fitness Training

Associates of Occupational Studies in Advanced Health and Fitness Training

### Program Length

**Clock Hours:** 1,180

**Credit Hours:** 111.5

**Months:** 15

### Program Director

James Byron Astin

### Overview of Curriculum

The Advanced Health and Fitness Training program prepares a student to find entry-level employment in the expanding field of health and fitness. Starting with a foundation in the skills needed to be a successful personal trainer, the student will expand their tool set to include industry demanded skills and knowledge. Graduates of the program will have been exposed to information and received training in techniques needed to work with clients of all ability levels and a wide variety of different health and fitness environments.

### Program Objectives

Following completion of the program, a graduate should have:

- Knowledge of the essential sciences related to health and fitness: anatomy, exercise physiology, exercise psychology, motor learning, and aspects of adult learning.
- Knowledge of the elements of exercise prescription for apparently healthy adolescent, teen, and adult populations; post-rehabilitative clients and clients with known risk factors or symptoms of disease; and athletic fitness.
- Knowledge of the elements of nutrition and its relationship to health and fitness.
- Knowledge of the business skills needed for personal success in the health and fitness field.
- Knowledge of the elements of client motivation and the connection between the mind and body.
- Ability to design an exercise regimen for a wide variety of clients.
- Ability to oversee the client's performance of exercise, including resistance, cardiovascular, and flexibility training.

- Ability to counsel clients on healthy lifestyle choices.
- Ability to conduct a safe and effective group exercise class.

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 a wide variety of fitness certifications.

## Course of Study

### **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: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

### **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: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

### **FLC-101A, B, C, D, E, F, G, H, I: Fitness Practicum (12.5 credits)**

Practical hands-on application of health and fitness skills learned in class. Prerequisite: HFP 103, HFP 104, HFP 107

### **HFP 103: Personal Trainer Fundamentals (10 credits)**

A review of the knowledge, skills, and abilities related to creating and overseeing individualized programs for health and wellness, including: initial client consultation, goals/objectives, screening, and assessments, and developing a client's exercise program, including hands-on techniques for resistance, cardiovascular, and flexibility training. No prerequisite

### **HFP 104: Essential Sciences for the Fitness Professional (8 credits)**

A review of the knowledge, skills, and abilities related to: anatomy, exercise psychology, and motor learning principles. No prerequisite

### **HFP 106: Sales Management (8 credits)**

An introduction to basic business skills related to selling goods and services in the fitness industry. Prerequisite: HFP 103, HFP 104, HFP 107

### **HFP 107: Professional Ethics for Fitness Professionals (2 credits)**

A review and discussion of the ethical considerations and requirements of fitness professionals. No prerequisite

**HFP 110: Nutrition and Weight Management (8 credits)**

A review of the knowledge related to the foundations of human nutrition and weight management, including: role of carbohydrates, fats, and proteins; body composition and health; the relationship between diet, exercise, and weight loss; and the benefits and dangers of supplementation and ergogenic aids. Prerequisite: HFP 103, HFP 104, HFP 107

**HFP 120: Group Fitness Fundamentals (8 credits)**

A review of the knowledge, skills, and abilities related to teaching exercise and fitness to groups. Prerequisite: HFP 103, HFP 104, HFP 107

**HFP 125: Human Behavior and Counseling (8 credits)**

A review of the knowledge related to enhancing exercise and health behavior change, including motivation techniques, stages of change, counseling and encouragement techniques, and client dialogue techniques. Prerequisite: HFP 103, HFP 104

**HFP 201: Performance Enhancement Techniques (8 credits)**

A review of the knowledge, skills, and abilities related to advanced fitness program design, including strength and conditioning for sport; resistance exercise prescription; improving aerobic performance, plyometric, speed, and agility exercise; and powerlifting techniques. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 206: Corrective Exercise and Injury Prevention Techniques (8 credits)**

A review of the knowledge, skills, and abilities related to non-rehabilitative corrective exercise, including principles of biomechanics, gait, and posture analysis; muscle and joint testing; and corrective exercise techniques and options. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 211: Clinical and Medical Considerations for Fitness Professionals (8 credits)**

A review of the knowledge, skills, and abilities related to working with clients with known diseases and disorders, including cardiovascular, musculoskeletal, immunological, and sensory impairments. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 296: National Certification Exam Test Preparation (8 credits)**

A course preparing students to take currently available national certification exams for personal trainers and fitness professionals. This course will be conducted as a lab. Prerequisite: All courses within the course of study

## Advanced Health and Fitness Training

Associates of Applied Science (AAS) in Advanced Health and Fitness Training

### Program Length

**Clock Hours:** 1,180

**Credit Hours:** 111.5

**Months:** 15

### Program Director

James Byron Astin

### Overview of Curriculum

The Advanced Health and Fitness Training program prepares a student to find entry-level employment in the expanding field of health and fitness. Starting with a foundation in the skills needed to be a successful personal trainer, the student will expand their tool set to include industry demanded skills and knowledge. Graduates of the program will have been exposed to information and received training in techniques needed to work with clients of all ability levels and a wide variety of different health and fitness environments.

### Program Objectives

Following completion of the program, a graduate should have:

- Knowledge of the essential sciences related to health and fitness: anatomy, exercise physiology, exercise psychology, motor learning, and aspects of adult learning.
- Knowledge of the elements of exercise prescription for: apparently healthy adolescent, teen, and adult populations; post-rehabilitative clients and clients with known risk factors or symptoms of disease; and, athletic fitness.
- Knowledge of the elements of nutrition and its relationship to health and fitness.
- Knowledge of the business skills needed for personal success in the health and fitness field.
- Knowledge of the elements of client motivation and the connection between the mind and body.
- Ability to design an exercise prescription for a wide variety of clients.
- Ability to oversee the client's performance of exercise, including resistance, cardiovascular, and flexibility training.

- Ability to counsel clients on healthy lifestyle choices.
- Ability to conduct a safe and effective group exercise class.

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 a wide variety of fitness certifications.

## Course of Study

### **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: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

### **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: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

### **FLC-101A, B, C, D, E, F, G, H, I: Fitness Practicum (12.5 credits)**

Practical hands-on application of health and fitness skills learned in class. Prerequisite: HFP 103, HFP 104, HFP 107

### **HFP 103: Personal Trainer Fundamentals (10 credits)**

A review of the knowledge, skills, and abilities related to creating and overseeing individualized programs for health and wellness, including: initial client consultation, goals/objectives, screening, and assessments, and developing a client's exercise program, including hands-on techniques for resistance, cardiovascular, and flexibility training. No prerequisite

### **HFP 104: Essential Sciences for the Fitness Professional (8 credits)**

A review of the knowledge, skills, and abilities related to: anatomy, exercise psychology, and motor learning principles. No prerequisite

### **HFP 106: Sales Management (8 credits)**

An introduction to basic business skills related to selling goods and services in the fitness industry. Prerequisite: HFP 103, HFP 104, HFP 107

### **HFP 107: Professional Ethics for Fitness Professionals (2 credits)**

A review and discussion of the ethical considerations and requirements of fitness professionals. No prerequisite

**HFP 110: Nutrition and Weight Management (8 credits)**

A review of the knowledge related to the foundations of human nutrition and weight management, including: role of carbohydrates, fats, and proteins; body composition and health; the relationship between diet, exercise, and weight loss; and the benefits and dangers of supplementation and ergogenic aids. Prerequisite: HFP 103, HFP 104, HFP 107

**HFP 120: Group Fitness Fundamentals (8 credits)**

A review of the knowledge, skills, and abilities related to teaching exercise and fitness to groups. Prerequisite: HFP 103, HFP 104, HFP 107

**HFP 125: Human Behavior and Counseling (8 credits)**

A review of the knowledge related to enhancing exercise and health behavior change, including motivation techniques, stages of change, counseling and encouragement techniques, and client dialogue techniques. Prerequisite: HFP 103, HFP 104

**HFP 201: Performance Enhancement Techniques (8 credits)**

A review of the knowledge, skills, and abilities related to advanced fitness program design, including strength and conditioning for sport; resistance exercise prescription; improving aerobic performance, plyometric, speed, and agility exercise; and powerlifting techniques. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 206: Corrective Exercise and Injury Prevention Techniques (8 credits)**

A review of the knowledge, skills, and abilities related to non-rehabilitative corrective exercise, including principles of biomechanics, gait, and posture analysis; muscle and joint testing; and corrective exercise techniques and options. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 211: Clinical and Medical Considerations for Fitness Professionals (8 credits)**

A review of the knowledge, skills, and abilities related to working with clients with known diseases and disorders, including cardiovascular, musculoskeletal, immunological, and sensory impairments. Prerequisite: HFP 103, HFP 104, HFP 106, HFP 107, HFP 110, HFP 120, HFP 125

**HFP 296: National Certification Exam Test Preparation (8 credits)**

A course preparing students to take currently available national certification exams for personal trainers and fitness professionals. This course will be conducted as a lab. Prerequisite: All courses within the course of study

## Advanced Therapeutic Massage and Bodywork

Associates of Occupational Studies in Advanced Therapeutic Massage and Bodywork

### Program Length

**Clock Hours:** 1,180

**Credit Hours:** 98

**Months:** 15

### Program Director

M. Susan Lengle

### Overview of Curriculum

The Advanced Therapeutic Massage and Bodywork program prepares a student for entry-level employment as a massage therapist and bodyworker. 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/technique, including, but not limited to: Swedish, deep tissue, neuromuscular techniques, shiatsu, sports-related massage techniques, 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.

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 a national certification exam.

## Required Courses

### **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, MLT 116, MLT 122, MLT 126

### **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 111, MLT 116, MLT 122, MLT 126

### **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 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.

### **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.

### **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.

### **MLT 111: Spa Bodywork Techniques (7 credits)**

A review of the knowledge, skills, and abilities related to dry-room spa techniques, including: aromatherapy, fangotherapy, scrubs, and principles of reflexology. Prerequisite: MLT 105, MLT 106

### **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 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 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 201: Advanced Massage Techniques (6.5 credits)**

A review of the knowledge, skills, and abilities related to nutrition and lifestyle factors relevant to massage and multi-session massage planning using a wide variety of interventions. Prerequisite: MLT 105, MLT 106, MLT 111, MLT 116, MLT 122, 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 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 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

## 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

M. Susan Lengle

### Overview of Curriculum

The Advanced Therapeutic Massage and Bodywork program prepares a student for entry-level employment as a massage therapist and bodyworker. 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/technique, including, but not limited to: Swedish, deep tissue, neuromuscular techniques, shiatsu, sports-related massage techniques, 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.

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 a national certification exam.

## Required Courses

### **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, MLT 116, MLT 122, MLT 126

### **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 111, MLT 116, MLT 122, MLT 126

### **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 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.

### **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.

### **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.

### **MLT 111: Spa Bodywork Techniques (7 credits)**

A review of the knowledge, skills, and abilities related to dry-room spa techniques, including: aromatherapy, fangotherapy, scrubs, and principles of reflexology. Prerequisite: MLT 105, MLT 106

### **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 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 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 201: Advanced Massage Techniques (6.5 credits)**

A review of the knowledge, skills, and abilities related to nutrition and lifestyle factors relevant to massage and multi-session massage planning using a wide variety of interventions. Prerequisite: MLT 105, MLT 106, MLT 111, MLT 116, MLT 122, 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 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 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

## Court Reporting

Associates of Applied Science (AAS) in Court Reporting

### Program Length

**Clock Hours:** 3,771  
**Credit Hours:** 208  
**Months:** 36

### Program Director

June Cochrane, B.S., CSR

### 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. 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 speaker.
- 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.

### Qualifying for the CSR

Students electing to take the Certified Shorthand Reporter exam provided by the state must have completed the following courses:

- Machine Shorthand 200 - 225, including the qualifying exam.
- 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. Graduates of the program will automatically qualify for the CSR exam.

### Required Statements from the California Court Reporters Board (CRB)

The following statements are required, by regulation, to appear in Bryan College's program descriptions of its court reporting program:

**In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:**

#### Court Reporters Board

2535 Capitol Oaks Drive, Suite 230

Sacramento, CA 95833

Phone: (877) 3-ASK-CRB (1-877-327-5272) / (916) 263-3660

Fax: (916) 263-3664

### Comparison of Program Against Minimum Standards

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.

Area of Study	Minimum Requirement	Bryan College Requirement
Machine Shorthand	2300	2971
Resource Materials	5	5
English	215	250
Legal	175	240

Medical	125	125
Apprenticeship	60	60
Transcript Preparation	55	60
Technology Instruction	25	60
Typing	45 WPM	45 WPM

### Pass Rates

Our program has proven itself successful as demonstrated by the first time pass rates of our graduates on the CSR exam averaged over the last seven years.

First Time Pass Rate Overall – Public Schools	32.5%
First Time Pass Rate Overall – Private Schools	48.5%
Bryan College First Time Pass Rate	50.0%

### Course of Study

#### ENG 101: Grammar A (6 credits)

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

#### ENG 102: Vocabulary Development (1 credit)

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. Corequisite: MS 103 or higher.

#### ENG 103: Study Skills (1 credit)

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

#### ENG 104: Word Usage (2 credits)

Covers commonly confused words and homonyms to build proficiency with correctly transcribing dictation. Prerequisite: MS 102.

#### ENG 105: Spelling (2 credits)

Covers the rules of spelling in the English language.

#### ENG 110: Grammar B (4 credits)

A course continuing the material covered in Grammar A, including conjunction, interjections, adjectives, adverbs, and sentence construction. Prerequisite: ENG 101

#### ENG 111: Punctuation (4 credits)

A course covering the use of punctuation in the preparation of the court reporter's transcript. Prerequisite: ENG 110. Corequisite: MS 103 or higher

**ENG 201: Transcript Production (4 credits)**

A practical review of the rules of grammar and punctuation in relationship to the reporter's transcript. Prerequisite: ENG 111

**IDS 201: Independent Study (Shadowing) (1 credit)**

A program that provides the opportunity to observe, report and transcribe actual legal proceedings. Ten observation hours in a court or record are required at lower machine shorthand speeds. Forty hours of sitting in with deposition and official reporters is required at higher speeds.

**LAW 101: Legal Terminology and Substantive Law A (4 credits)**

An intensive course in common legal terms with particular emphasis on the language of the courtroom.

**LAW 102: Legal Terminology and Substantive Law B (4 credits)**

A survey course in the various fields of law with particular emphasis on those areas frequently involved in litigation. Co-Requisite/Prerequisite: LAW 101

**LAW 201: Deposition Procedures (4 credits)**

An intensive course covering the applicable codes of the Discovery Act and the reporter's responsibility in taking a deposition. Prerequisite: LAW 102

**LAW 202: Court Procedures (4 credits)**

A comprehensive course in court structure, trial procedure, and the reporter's role in court. Prerequisite: LAW 102

**MED 101: Medical Terminology A (4 credits)**

An intensive course in common medical language with emphasis on prefixes, suffixes, and word roots for building medical vocabulary. Prerequisite: MS 103

**MED 102: Medical Terminology B (4 credits)**

A survey course in human anatomy and physiology with particular emphasis on those specialties most frequently encountered in the courtroom. Prerequisite: MED 101

**MS 101: Machine Shorthand Theory 1 (15 credits)**

A course introducing students to machine shorthand theory and its application within the court reporting field.

**MS 102: Machine Shorthand Theory II (12 credits)**

A continuation of MS-101, covering additional theory concepts and aspects of improving writing speed. Students are expected to complete the course with a speed of 60 words per minute. Prerequisite: MS 101

**MS 103: Machine Shorthand Theory III (12 credits)**

A speedbuilding class focusing on a review of theory concept and the building of confidence with literary dictation. Prerequisite: MS 102

**MS 104: Machine Shorthand 80-100 Lab (12 credits)**

A speedbuilding class focusing on literary dictation. Prerequisite: MS 103

**MS 121: Machine Shorthand 100-120 Lab (12 credits)**

A speedbuilding class focusing on literary dictation, with the addition of jury charge material, and exposure to 2-V material. Prerequisite: MS 104.

**MS 122: Machine Shorthand 120-140 Lab (12 credits)**

A speedbuilding class focusing on literary, jury charge, and two-voice Q&A material. Prerequisite: MS 121.

**MS 125: Machine Shorthand 140-150 Lab (12 credits)**

A speedbuilding class focusing on literary, jury charge, and two-voice Q&A material. Prerequisite: MS 122

**MS 126: Machine Shorthand 150-160 (12 credits)**

A speedbuilding class focusing on literary, jury charge, and two-voice Q&A material. Prerequisite: MS 125

**MS 135: Machine Shorthand 160-170 Lab (12 credits)**

A speedbuilding class focusing on literary, jury charge, and two-voice Q&A material. Prerequisite: MS 126

**MS 136: Machine Shorthand 170-180 Lab (12 credits)**

A speedbuilding class focusing on literary, jury charge, and two-voice Q&A material. Prerequisite: MS 135

**MS 137: Machine Shorthand 180-200 Lab (12 credits)**

A speedbuilding class focusing on literary, jury charge, and multi-voice material. Prerequisite: MS 136

**MS 138: Machine Shorthand 200-225 Lab (12 credits)**

An intensive speed-building class in machine shorthand with emphasis on preparation for the national Registered Professional Reporter examination and the Certified Shorthand Reporter license. Prerequisite: MS 137

**TECH 101: Keyboarding (1 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.

**TECH 201: Reporting Technology (4 credits)**

A practical course in technology applications for court reporting, broadcast captioning, and computer-aided transcription, with a focus on the CAT application. Prerequisite: MS 122

## Court Reporting (Blended Learning)

Associates of Applied Science (AAS) in Court Reporting

### Program Length

**Clock Hours:** 3,545

**Credit Hours:** 216.5

**Months:** 36

### Program Director

June Cochrane, B.S., CSR

### Overview of Curriculum

The Court Reporting (Blended Learning) 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 speaker.
- 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.

## 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. Graduates of the program will automatically qualify for the CSR exam.

## 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.

<b>Area of Study</b>	<b>Minimum Requirement</b>	<b>Bryan College Requirement</b>
Machine Shorthand	2300	2800
Resource Materials	5	5
English	215	300
Legal	175	220
Medical	125	125
Apprenticeship	60	60

Transcript Preparation	55	60
Technology Instruction	25	40
Typing	45 WPM	45 WPM

Please see above for information on pass rates.

### Course of Study

#### **ENGL 101: Grammar A (2 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 (6.75 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. 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. 10 hours.

#### **ENGL 104: Word Usage (.25 credits)**

Covers commonly confused words and homonyms to build proficiency with correctly transcribing dictation. Prerequisite: MSTH 102. 20 hours.

#### **ENGL 105: Spelling (.5 credits)**

Covers the rules of spelling in the English language. 10 hours.

#### **ENGL 110: Grammar B (2 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 credits)**

A course covering the use of punctuation in the preparation of the court reporter's transcript. Prerequisite: ENGL 110. Co-requisite: MSTH 103 or higher. 40 Hours.

#### **ENGL 201: Transcript Production (2 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. Prerequisite: ENGL 111. 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 at lower machine shorthand speeds. Forty hours of sitting in with deposition and official reporters is required at higher speeds. Prerequisite: None for observation hours; MSLA 122 for shadowing requirements. 50 Hours.

**LAW 101: Legal Terminology and Substantive Law A (4 credits)**

An intensive course in common legal terms with particular emphasis on the language of the courtroom. Prerequisite: Admission to the college. 40 Hours.

**LAW 102: Legal Terminology and Substantive Law B (4 credits)**

A survey course in the various fields of law with particular emphasis on those areas frequently involved in litigation. Prerequisite: LAW 101. 40 Hours.

**LAW 201: Deposition Procedures (2 credits)**

An intensive course covering the applicable codes of the Discovery Act and the reporter's responsibility in taking a deposition. Prerequisite: LAW 102. 40 Hours.

**LAW 202: Court Procedures (2 credits)**

A comprehensive course in court structure, trial procedure, and the reporter's role in court. Prerequisite: LAW 102. 40 Hours.

**MEDT 101: Medical Terminology A (4 credits)**

An intensive course in common medical language with emphasis on prefixes, suffixes, and word roots for building medical vocabulary. Prerequisite: Completion of or concurrent enrollment in MSLA 111. 40 Hours.

**MEDT 102: Medical Terminology B (4 credits)**

A survey course in human anatomy and physiology with particular emphasis on those specialties most frequently encountered in the courtroom. Prerequisite: Completion of or concurrent enrollment in MEDT 101. 40 Hours.

**MSTH 101: Machine Shorthand Theory 1 (12 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 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 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 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 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 60 wpm real time and 80 wpm edit, on new material. Prerequisite: MSTH-104. 200 hours.

**MSLA 111: Machine Shorthand Lab 80-100 (12 credits)**

A basic speed-building class in machine shorthand, including new briefs and writing concepts, and drill work. Student will develop proficiency in machine shorthand to write at 80 wpm real time and 100 wpm edit, on new material. Prerequisite: MSLA-110. 200 hours.

**MSLA 112: Machine Shorthand 100-120 Lab (12 credits)**

An intermediate speed-building class in machine shorthand, introducing two-voice dictation and reinforcing drill work. By the end of this course, the student will develop proficiency to write at 100 wpm real time and 120 wpm edit, on new material. Prerequisite: MSLA-111. 200 hours.

**MSLA 114: Machine Shorthand 120-130 (12 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, and literary test at 120 wpm real time. Prerequisite: MSLA-112. 200 hours.

**MSLA 121: Machine Shorthand 130-140 Lab (12 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, and literary test at 120 wpm real time. Prerequisite: MSLA-114. 200 hours.

**MSLA 122: Machine Shorthand 140-150 Lab (12 credits)**

An advanced speed-building class, including endurance work, retention exercises, and accuracy drills. Continued two-voice, jury charge, and literary material. Students will develop proficiency to write literary and two-voice tests at 150 wpm on new material, and literary test at 140 wpm real time. Prerequisite: MSLA-121. 200 hours.

**MSLA 123: Machine Shorthand 150-160 (12 credits)**

An advanced speed-building class focusing on literary, jury charge, and two-voice Q&A material. Students will develop proficiency to write literary and two-voice tests at 160 wpm on new material, and literary test at 140 wpm real time if not completed in MSLA 114. Prerequisite: MSLA-122. 200 hours.

**MSLA 131: Machine Shorthand 160-170 Lab (12 credits)**

An advanced speed-building class with emphasis on legal, medical, and technical material. Students will develop proficiency to write literary and two-voice tests at 170 wpm on new material, and literary test at 160 wpm real time. Prerequisite: MSLA-123. 200 hours.

**MSLA 132: Machine Shorthand 170-180 Lab (12 credits)**

An advanced speed-building class with emphasis on legal, medical, and technical material. Students will demonstrate proficiency to write literary and two-voice tests at 180 words per minute on new material, and literary test at 160 wpm real time if not completed in MSLA 122. Prerequisite: MSLA-131. 200 hours.

**MSLA 133: Machine Shorthand 180-200 Lab (12 credits)**

An advanced speed-building class with emphasis on legal, medical, and technical material with an introduction to multiple-voice dictation. Students will demonstrate proficiency to write two-voice and literary tests at 190 words per minute on new material and literary test at 180 wpm real time. Prerequisite: MSLA-132. 200 hours.

**MSLA 134: Machine Shorthand 200-225 Lab (8 credits)**

A concentrated speed-building class in machine shorthand with emphasis on two-, three-, and four-voice dictation from court and deposition transcripts. Students will demonstrate proficiency to write three tests each of the three legs of the RPR. Prerequisite: MSLA-133. 200 hours.

**MSLA 135: Test Preparation (Non-Credit)**

A test prep course to review all the key areas of the CSR or RPR along with sample tests and test taking strategies. Prerequisite: Completion of all academics including all vocabulary sections and entry into MSLA 134. 40 hours.

**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. 5 Hours

**TECH 201: Reporting Technology (2 credits)**

A practical course in technology applications for court reporting, broadcast captioning, and computer-aided transcription, with a focus on the CAT application. Prerequisite: MSLA 112. 40 Hours.

## Health Information Management and Coding

Associates of Occupational Science in Health Information Management and Coding

### Program Length

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

### Program Director

Sandra Hertkorn

### 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 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 with 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

### **HIMC 100: Introduction to Health Information Management and Coding (7 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.

### **HIMC 101: Medical Terminology (7 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.

### **SKIL 200: Professional Communication Skills (7 Credits)**

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

### **SKIL 210: Professional Quantitative Skills (7 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.

### **HIMC 103: The Human Body: Health and Disease (7 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

### **HIMC 105: The American Healthcare System (7 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.

### **HIMC 107: Health Information Technology I (7 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.

### **HIMC 109: Health Information Technology II (7 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 107.

**HIMC 111: CPT/HCPCS (7 Credits)**

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

**HIMC 113: ICD-9/ICD-10 (7 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.

**HIMC 115: Coding Practice (6 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

**HIMC 200: Quality Assurance and Record Management (7 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.

**HIMC 201: Leadership and Management (7 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.

## 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 to allow 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 programs, an Associate of Occupational Studies degree is awarded.

- AOS in Advanced Therapeutic Massage and Bodywork
- AOS in Advanced Health and Fitness Training
- AOS in Health Information Management and Coding

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

- AAS in Court Reporting
- AAS in Advanced Therapeutic Massage and Bodywork (after 12/30/2009)
- AAS in Advanced Health and Fitness Training (after 12/30/2009)

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 and Court Reporting programs 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.

Bryan College's online program is 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. 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 Elluminate platform for the delivery of live lectures and presentations, and a learning management system for online tests, quizzes, discussions, etc.

### **Technology Requirements for Distance Education**

Students may participate in distance education instruction in any location with the appropriate technology (see below). Students who do not have access to the appropriate technology from home may elect to come to campus and use the campus computer lab to access the course.

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. These resources must be returned at the end of the specified course. Any damage to equipment or loss of equipment will result in a charge to the student's account.

### **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. Students who fail a certification exam may be required to receive tutoring or retake any applicable certification preparation course.

## 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 protest any information on their current report card by contacting the Registrar 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 Record Requests

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.

### 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 program 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. The school will accept appeals only in extraordinary circumstances. Students who successfully appeal a maximum time frame dismissal will likely be ineligible for financial aid while completing their coursework and consequently will need to secure alternative funding options.

### 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 a representative of the Learning Resource Center (LRC) to discuss the reason(s) for the lack of satisfactory academic process.
- Following this discussion, the representative of the LRC and student will complete a Performance Improvement Plan (PIP). In the PIP, the student will commit to an appropriate course of action s/he will take in order to maintain consistent attendance and/or through application in his/her studies. This course of action may include on-going tutoring and support for the academic class or term.
- 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 Assistant Director of Education;
- Appropriate Program Director; and,
- Director of Student and Career Services.

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 SAP are not permitted to 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.

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 Career Services.

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 Career Services. The student will be required to meet with a member of the Student and Career Services department 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

#### 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 10:00 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 through their instructor, the Librarian, the Academic Assistant, or the Directors of Education and Operations. 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](mailto: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.

#### **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**

The LRC offers and arranges free tutoring. Please email to request tutoring (include your availability) and LRC staff will respond within one business day. Topics covered include study skills, memorization, reading, writing, computer skills, and other subjects upon request. Tutoring sessions are administered via Elluminate, an online learning platform. Alternatively, in-person tutoring sessions can be arranged for hybrid students.

### **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 others 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.

Students working in the clinic may have a slightly more limited dress code. Students should confer with the Clinic Manager regarding appropriate 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)***

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

#### ***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.

### **All Other Students**

Dress code for all other programs consists of the following:

#### ***Tops***

- Bryan College polo.
- For men and for women, polo shirts in good repair.
- For men, button down shirts in good repair tucked into the pants.
- For women, blouses in good repair.

#### ***Bottoms (worn above the hips)***

- Non-faded jeans in good repair that do not restrict movement.
- Khaki shorts or pants that do not restrict movement.
- For women, skirts that come at or below the knee.

#### ***Shoes***

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

- For men and for women, business casual shoes, such as loafers, flats, etc.

#### **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.

#### **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.

#### **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 the Career Services manager during their job search. The role of the Career Services manager 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.

Career Services 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. Career Services also provides multiple opportunities to interview on campus each year by developing employer connections with local businesses. The Career Services manager will inform students eligible to participate in on-campus interviewing of these opportunities.

### Post-Graduation Follow-up

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

### Other Resources

#### Information Technology

Bryan College has a password-protected Wireless Area Network (WAN) that is available to students upon request. The password is available from Student/Career Services 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 the Student/Career Services department 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.

### **Child Care**

The College is happy to assist students with finding local child care options. Students can speak with the Director of Career Services 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, body treatments, health and fitness assessments, nutritional counseling and advice, and fitness program design and encouragement during the clinic's operational hours. For current hours and service offerings, check with the Clinic Manager.

### **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 Services;
- 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 Services;
- 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 Career Services or Director of Education. After meeting with the Director of Education or Career Services, 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**

PO Box 980818

West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov)

P: 888-370-7589

### **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 status 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 Career Services.

### **Leave of Absence**

All requests for a Leave of Absence must be made in writing and submitted to Student Services. 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 Career Services and must be signed by the student. Career Services 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 an 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 an 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.
- 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 bachelors 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 Wonderlic 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: proof of High School graduation or equivalent, photo identification, social security card and registration fee.

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.

### **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.

### **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 stu-

dent'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 \$100.00. 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; and,
- Perkins.

## 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.

### 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 trimester 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.

### **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](http://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.)

### **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 Career Services 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 Perkins Loans
6. Federal PLUS Loans
7. Federal Pell Grants
8. FSEOG
9. Other: Federal, State, Private
10. Student or Sponsor

### **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 (see above). 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.