



Sanford-Brown[™]
COLLEGE

Vienna

2010–2011 Catalog

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Sanford-Brown College – Vienna (Sanford-Brown) to make changes to this catalog due to the requirements and standards of the college's accrediting body, state licensing agency, or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Sanford-Brown reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, college policies and procedures, faculty and administrative staff, the college calendar and other dates, and other provisions.

Sanford-Brown also reserves the right to make changes in equipment and instructional materials, to modify curricula and to combine or cancel classes.

Photographs

While not all photographs in this publication were taken at Sanford-Brown College, they do accurately present the general type and quality of equipment and facilities found at Sanford-Brown College.

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About Sanford-Brown College

Mission Statement and Goals

The mission of Sanford-Brown is to support the needs of a diverse student population by providing quality, flexible and career-focused education that specializes in technical and non-technical fields of study with a focus on allied healthcare professions.

Sanford-Brown prepares students for entry-level employment through a supportive and student-oriented environment while serving the needs of our communities.

Objectives

Environment

We strive to create an environment that simulates the workplace by maintaining industry-current laboratory facilities, equipment, and externship opportunities.

Quality

We seek out faculty of higher caliber to provide education and training that focuses on the core knowledge and skills required to succeed and achieve professional recognition.

Service

We endeavor to recognize each of our students as individuals deserving of the highest level of customer service and satisfaction.

Continuous Improvement

We utilize student outcomes in placement and retention, and feedback from students, employers, faculty, staff, and advisory groups that can continually improve our educational programs.

Achievement

We provide the means to support high levels of achievement from our students, staff, and faculty.

The College

Sanford-Brown College – Vienna is part of a network of campuses offering programs in business, information technology, criminal justice, graphic design, nursing, and allied healthcare. Sanford-Brown Colleges are located across the country. Separate catalogs are published for each location. The Sanford-Brown College system does not take part in human research.

Faculty

The faculty members are the keystone of Sanford-Brown College's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom and its members are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered.

Faculty members are dedicated to academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. In essence, the faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

A listing of our faculty may be found in the addendum to this catalog.

Accreditation and Affiliations

Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. Sanford-Brown is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education (DOE) and the Council for Higher Education Accreditation (CHEA). This indicates that Sanford-Brown substantially meets or exceeds the stated criteria of education quality established by ACICS, and approved by the DOE and CHEA. This recognition of institutional accreditation by ACICS entitles Sanford-Brown to offer Title IV Financial Assistance to students who qualify.

An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as or a substitution for programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. Also, in some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience.



Institutional Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools to award Associate and Bachelor's degrees.

Accrediting Council for Independent Colleges and Schools

750 First Street, NE Suite 980
Washington, DC 20002-4241
(202) 336-6780

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

Sanford-Brown College is certified by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in Virginia. SCHEV is located at 101 North 14th Street, James Monroe Building, Richmond, VA 23219, (804) 225-2600.

Statement of Ownership

Sanford-Brown College is owned by Washington Business School, Ltd., which is wholly owned by Career Education Corporation (CEC).

The Executive Officers of CEC:

Gary E. McCullough

President and Chief Executive Officer

Michael J. Graham

Executive Vice President and
Chief Financial Officer

Members of the CEC Board of Directors:

Steven Lesnik, Chairman

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Gary E. McCullough

Edward A. Snyder

Leslie T. Thornton

History

The Sanford-Brown name dates back to 1866 when Rufus C. Crampton, a professor at Illinois College, established a school to meet the demands of post-Civil War America. Today, there are over 30 private colleges and schools bearing the name Sanford-Brown across the United States. At Sanford-Brown our goal is to meet the needs of students and employers by providing quality, flexible and career-focused education that specializes in technical and non-technical fields of study with a focus on allied healthcare professions. We hire and maintain a group of dedicated professionals whose goal is providing high-quality healthcare career programs to help enable our graduates to achieve success in their chosen area of the healthcare industry.

In July 2008, the Vienna, VA location changed its name to Sanford-Brown College, officially joining the Health Division of Career Education Corporation. Formerly Gibbs College, the school was part of a tradition that had been in existence for more than 90 years. The Vienna location has been with CEC since 1999, preparing graduates for rewarding professional careers in Medical Assisting, Medical Billing and Coding, Graphic Design, Business, and Criminal Justice.

Educational Philosophy

Our educational philosophy is based on delivering a personalized, quality education to each and every student. At Sanford-Brown, you're not just a number, but an individual. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a solid foundation in the knowledge and skills required to succeed in their chosen field. We provide students with an enriching, supportive environment to better help them gain mastery in their area of study. Our classes, labs and equipment are industry current and our instructors are dedicated professionals. The programs we offer are relevant to employers' needs and focus on areas that offer long-term employment opportunities.



Admissions Information

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program and start date.

All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

The following items must be completed at the time of application:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Attestation of graduation from high school or equivalency
- Financial aid forms (if applicant wishes to apply for financial aid)
- Payment of application fee (non-refundable unless applicant is denied admission)
- Interview Acceptance Approval Questionnaire
- Student Disclosure Form

The school reserves the right to reject applicants if the items listed above are not successfully completed.

Once an applicant has completed and submitted the Application Form, Enrollment Agreement, and paid the application fee, Sanford-Brown reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to Sanford-Brown are refunded.

Candidates for admission must have earned a high school diploma or its equivalent prior to matriculation to Sanford-Brown College. High school seniors may apply for admission but acceptances before high school graduation are contingent upon the receipt of notification of satisfactory completion of high school requirements or GED.

International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. A score of at least 500 (paper-based test), 173 (computer-based test), or 61 (Internet-based test) is required for admission. An affidavit of financial support should be submitted. Detailed information will be provided through our Admissions office. Coursework taken at a foreign institution* must be evaluated for equivalence to coursework taken at a United States institution. Sanford-Brown accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

(Other agencies may be approved by School President. Please see the Financial Aid department for more information).

Educational Perspectives, nfp

P.O. Box 618056
Chicago, Illinois 60661-8056
(312) 421-9300
www.edperspectives.org

World Education Services, Inc.

P.O. Box 745 Old Chelsea Station
New York, New York 10113-0745
(212) 966-6311

Josef Silny & Associates, Inc. International Educational Consultants

P.O. Box 248233
Coral Gables, Florida 33124
(305) 666-0233
www.jsilny.com

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, Wisconsin 53202-3470
www.ece.org

*excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education.



Policy on Forged/Altered Academic Documents from Foreign Institutions

Because Sanford-Brown College follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Evidence of valid foreign educational credentials can be from a Sanford-Brown College, approved foreign credential evaluation agency, or, in pre-approved circumstances, a written evaluation from a properly trained credential evaluator employed by a Sanford-Brown institution. Any forged/altered academic documents will be retained as property of the school and not returned to the student.

Re-Entering Students

Students who have previously attended the college will be subject to the same admission requirements and procedures as new applicants, with the exception of the application fee. The application fee will be waived for all students who re-enter. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition and fees in effect at the time of re-entry. A payment deposit may be required. A student's ability to re-enter may depend on program availability and a financial review.

Assessment for Academic Placement

Sanford-Brown College assesses incoming students to determine their readiness for college-level coursework. Assessment will include reading comprehension, writing, and math. Results are used to identify students' strengths and weaknesses, to assist in advisement of course selection, and to ensure that students possess or are helped to develop skills for academic success at Sanford-Brown College.

The developmental and foundational program is offered at Sanford-Brown College for those students who require assistance in reading, writing, and/or math before confidently moving on to required courses in composition and mathematics.

All students are required to be assessed for the developmental and foundational program unless the student provides the following:

1. Evidence of acceptable transfer credit from an accredited college or university in English and/or mathematics.

2. SAT, ACT, or achievement test scores that demonstrate acceptable scores on the verbal and/or mathematics sections of the exams. An acceptable score is greater than or equal to achievement at the 50% percentile on any submitted examination.
3. Documentation acceptable to the Vice President of Academics that demonstrates mastery of the course content.

All students who do not provide one of these methods to demonstrate proficiency will be required to either take the required courses in the developmental and foundational program or attempt the Accuplacer assessment.

Students who attempt the Accuplacer assessment may be placed in Developmental English (ENG099), Basic College English (ENGL100), or English Composition (ENG101), and Developmental Mathematics (MTH099), Basic College Math (MATH100), or higher-level math courses.

Students, who are not required to take the developmental or foundational courses will be eligible to attempt additional coursework in their program of study in the first academic term.



Financial Aid Information

Financial Assistance

Financial aid is available to those who qualify. Sanford-Brown College participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Sanford-Brown College administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied towards tuition and fees. Financial aid is awarded on an academic-year basis; therefore, it is necessary to re-apply for aid for each academic year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at the Sanford-Brown College Website (sanfordbrown.edu/Vienna) or at <http://fafsa.ed.gov>. FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Sanford-Brown before financial aid packages can be estimated and processed.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational-related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half time.

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant (ACG) is available to students who have successfully completed a rigorous High School program (as defined by the Secretary of Education). The ACG provides funding for the first and second academic year of undergraduate study. Students must be enrolled at least half time, be U.S. citizens (or eligible non-citizens) and receiving a Federal Pell Grant during the award year. Second-year students must also have a cumulative grade point average (CGPA) of at least 3.0 on a 4.0 scale.



The National Science and Mathematics Access to Retain Talent Grant (SMART)

The SMART Grant will provide funding for each of the third and fourth years of undergraduate study. For students who are enrolled at least half time, are U.S. citizens (or eligible non-citizens), and eligible for a Federal Pell Grant. Students must be enrolled in programs in physical, life or computer sciences, mathematics, technology, engineering or in a foreign language determined critical to national security (as defined by the Secretary of Education). Students must maintain a cumulative grade point average (CGPA) of at least 3.0 on a 4.0 scale.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part time while attending school. Positions may be on-campus, off-campus, or community-service related. A candidate must demonstrate need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal eligibility. A cosigner may be required to meet the loan program's credit criteria. Interest rates may vary and are typically based on the prime rate or the Treasury Bill rate. Contact the specific lender for more information.

Veterans' Educational Benefits

Sanford-Brown is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or (888) GI Bill-1 [(888) 442-4551]), or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA-Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Sanford-Brown has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to Sanford-Brown, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate Sanford-Brown attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov)
- Candidates must apply and be accepted for admission to Sanford-Brown to be eligible
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Sanford-Brown

Sanford-Brown is committed to assisting military students in determining the best options available to them. To receive additional information on Veterans' Educational Benefits eligibility, please contact the Veterans Administration at (800) 827-1000 or (888) GI Bill-1 [(888) 442-4551]). You may also visit the VA Website at <http://www.gibill.va.gov>.

Agency Funding

Sanford-Brown is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, Workforce Investment Act, Private Industry Council and several programs sponsored by state agencies for unemployed or underemployed workers. Information can be obtained from the agencies themselves or from the school's Financial Aid Office.

If you are eligible for the Workforce Investment Act, you may be entitled to receive a matching grant from Sanford-Brown. For more information, please seek additional information from the school's Financial Aid Office.

Economic Assistance For Separated Employees (Ease) Grant

The EASE grant program provides tuition assistance to students who become displaced from their employer during their enrollment at Sanford-Brown until graduation. Students that qualify as an "Independent" student for financial aid purposes, provide acceptable proof of unemployment and receipt of state and/or federal unemployment benefits, may be eligible for monthly payment assistance during the time they remain unemployed and enrolled at Sanford-Brown. Acceptable proof of unemployment must be provided to the school no later than five business days after the end of each month to remain eligible for the program. Students are eligible to apply for the grant until 12/31/10. Additional information can be obtained from school's Business Office.

Students interested in this grant must complete the EASE application form and submit it to the Business Office. Eligible students may receive a monthly grant that is equal to 50% of their scheduled monthly payment for each month the student qualifies for the EASE Grant. Individuals determining eligibility for each student are not responsible for disbursing the institutional aid. If accepted into the EASE program, each student will receive written notification.



Higher One Lost Card Replacement Fee

Students have the option of receiving their refunds and/or stipends electronically. Sanford-Brown has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged \$15.00 for a replacement card.

Cancellation

A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Agreement is not accepted by the college or if the college cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to Director of Admissions, Sanford-Brown College, 1980 Gallows Road, Vienna, VA 22182.

Refund Policy

After the last day of the drop/add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at Sanford-Brown College. Refunds are made for a student who withdraws or is withdrawn from Sanford-Brown College prior to the completion of his/her program and is based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below. Refunds will be based on the total tuition charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, fees, equipment, and/or uniforms that have been issued are non-refundable. When a student withdraws from the institution, he/she must complete a student withdrawal form with the Director of Student Services or the Vice President of Academics. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. It should be understood that if the student withdraws or is withdrawn prior to the end of the term, he/she is subject to the Return of Title IV Funds policy noted below which may increase his/her balance due to the college. If there is a balance due to Sanford-Brown College after all Title IV funds have been returned, this balance will be due

immediately, unless a cash-payment agreement for this balance has been approved by Sanford-Brown College. Credit balances due to the student of less than \$5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

Once students start classes, they will be charged tuition and will be subject to the college's refund policy should they decide to withdraw or if they are dismissed from the college.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations

Portion of Term	Refunded Tuition Amount
Within the first week	90%
Within the second or third week	75%
Within the fourth or fifth week	50%
After the fifth week	0%



require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans:
 - a. Unsubsidized FFELP Stafford loans
 - b. Subsidized FFELP Stafford loans
 - c. Unsubsidized Federal Direct Stafford Loans
 - d. Subsidized Federal Direct Stafford Loans
 - e. Federal Direct PLUS loans received on behalf of the student
2. ACG.
3. National SMART.
4. Federal SEOG.
5. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Sanford-Brown College is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those where the student does not complete the official withdrawal process.

Please note: *The above policy may result in a reduction in college charges that is less than the amount of Title IV financial aid that must be*

returned. Therefore, the student may have an outstanding balance due the college that is greater than that which was owed prior to withdrawal.

Student Financial Information

Student's rights and responsibilities - All students have the right to know:

- The school's accrediting and licensing agencies
- The school's programs, facilities and faculty
- The cost of attending Sanford-Brown
- The financial assistance available
- How the Financial Aid Office determines the student's financial need
- Each type of aid to be received and how it will be disbursed
- How to submit appeals under various school policies
- The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- The criteria for continued eligibility for financial aid
- The terms of all loans borrowed by the student

All students have the following responsibilities:

- To review and consider all aspects of the school program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the school or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school's refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities



Academic Information

Unit of Credit

The Quarter Credit hour is the unit of academic measurement used by Sanford-Brown College. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one Quarter Credit hour.

Converting Quarter Credit Hours to Semester Credit Hours:

Multiply Quarter Credit hours by 2/3

Converting Semester Credit Hours to Quarter Credit Hours:

Multiply Semester Credit hours by 1.5

Academic Year

The academic year is three terms (30 weeks). Sanford-Brown College is scheduled on a term calendar. Each term is 10 weeks in length and consists of two five-week modules. All programs are sequentially scheduled for students to attend consecutive terms.

Transfer of Credit to Other Schools

Sanford-Brown College does not imply or guarantee that credits completed at Sanford-Brown College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Sanford-Brown College. Students seeking to transfer credits earned at Sanford-Brown College to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Transfer of Credit to Sanford-Brown College

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Sanford-Brown College. Courses taken at the previous institution must be determined by Sanford-Brown College to be sufficiently equivalent to courses offered at Sanford-Brown College. In addition, Sanford-Brown College must determine that those courses are applicable to their program of study at Sanford-Brown College. Only courses in which the student earned a grade of "C" or above and which were completed within the last five years will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to Sanford-Brown College for review. Students may also be required to submit a school catalog. Students must petition for transfer credit with the Vice President of Academics as soon as possible after admission.

Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Residency Requirement

Students are required to earn a minimum of 25% of their credits in residence at Sanford-Brown College.

Online Course Option

Students may have the option to complete a portion of their program of study through online courses, subject to limits established by the institution's state licensure and accreditation. Online courses are supported through services provided by a third-party, Missouri College located in Saint Louis, Missouri. These online courses are specifically designed for the student who will be accessing online courses from a standard home or work personal computer.

Please note: Students enrolled in an online course delivered by Missouri College, Saint Louis, Missouri must adhere to Missouri College, Saint Louis, Missouri's drop/add period for purposes of the online courses taken only. Please contact the academic department for recommended PC specifications to ensure an optimal learning experience.

Students must also complete the following:

- Online Student Readiness Activity
- Receive Program Director approval
- Meet with and receive Online Advocate approval
- Agree to and sign all Student Responsibility Forms
- Agree to and sign the Student Technology Forms
- Complete Online Student Orientation

Student Technology Specifications

Each student enrolled in an online course delivered through the CECore learning management system is expected to have access to an Internet connection, computer hardware, and operating software. Contact your campus Online Advocate for specific student technology specifications.

Please note: For those who may access courses from a place of employment: Corporations often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond our ability to predict or control.

Attendance Policy

Students participating in online courses must actively participate in classroom activities a minimum of four (4) out of seven (7) days each week during the courses. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the course. Some courses may require students to schedule competency verification sessions with the Program Director. If you have questions, contact your campus Online Advocate.



Withdrawal Policy

Students who withdraw before the last week of class will receive a grade of "W." The grade of "W" does not impact the student's GPA, but does impact the student's rate of completion. Students withdrawing during the last week of a class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion. If you have questions or to withdraw from an online course, contact your campus Online Advocate.

Academic Honesty Policy

The following outlines academic honesty criteria for an online course. All students participating in an online course will be held accountable for and expected to comply with these criteria.

Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your campus Director of Education for appropriate sanctions or disciplinary actions. All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Statement on Academic Honesty.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Statement on Academic Honesty.

For all online coursework, learning events are to be the student's own work, and group projects are collaborative efforts.

1. Eighty percent of all assignments must be the student's original work.
2. Baccalaureate (300- & 400-level courses) and English courses require basic APA formatting with proper in-text citations and reference page.
3. All other courses will observe the 80 percent rule above in #1 and must include a reference page. No more than 20 percent of a paper should be quoted directly from other sources. Sections of an assignment that are direct quotes must be designated with quotations, basic in-text citations, and a reference page.

Violations

- 1st offense:
 - Student may resubmit the paper with a 50% penalty
 - Student receives warning from the faculty
 - Instructor notifies the Online Advocate (OA) of the first offense
 - OA works with the student to make sure the student understands the citation and documentation requirements
 - Student completes the APA sections of the student orientation under the guidance of the OA
- 2nd offense:
 - Student receives a zero for the assignment
 - Instructor notifies the OA of the second offense
 - OA requires student to complete the APA Lab located under the CECore Support tab
- 3rd offense:
 - Student automatically fails the course
 - Campus determines any further actions

Attendance Policy

Regular class attendance is essential to student success. Failure to maintain regular attendance can lead to a variety of negative consequences up to and including termination from the school. The school recognizes that unforeseen circumstances occasionally arise that may result in a student being absent from class. Sanford-Brown strongly discourages any student absences. The attendance and absence policies are as follows:

Attendance is determined by class and module. Attendance is measured by the quarter hour (15 minutes). Students arriving late or leaving early will have their recorded attendance reduced by the number of minutes rounded up to the nearest quarter of an hour.

1. Students who miss more than 10% of the hours in a course may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.
2. Students who exceed 25% absences in an individual course may be dropped from the course and will receive a grade of "W". The course must be repeated in its entirety.
3. Students are required to attend at least 75% of the on-campus hours and complete 100% of externship hours in order to graduate. Attendance rates for all students shall be calculated at the end of each term.
4. Externships: Students are required to complete 100% of their externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor. Students will not be considered to have completed their externships until the site supervisor has certified all required attendance hours.



5. Termination from the program may occur for any of the following attendance situations:
 - a. Seven consecutive absences
 - b. Absences in excess of 25% of the on-campus hours
6. For students who are receiving veterans benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

Please note: Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.

The school will withdraw any student who has not been in attendance for 30 consecutive days. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affects the entire student population.

Proficiency Credit

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student's prior work or educational experience. Academic challenges must be completed prior to a student's start date of the program. To be eligible for Academic Challenge credit, the student must provide the school with official documentation (as determined by the school) to validate the prior experience. For any student wishing to challenge a particular course, the Education Department will administer an appropriate course examination to determine "retained knowledge" in both lecture and laboratory components. The student will receive academic credit for a course only if the Education Department determines that the student has passed both the lecture and laboratory portions of the examination, and the course will be presented on the student's transcript with a letter grade of "PR". If a student receives credit for previous training, such credit will not be used to determine satisfactory academic progress, although it will be used to determine completion of graduation

requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge.

All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

Withdrawal Policy

Students who withdraw before the last week of class will receive a grade of "W". The grade of "W" does not impact the student's GPA, but does impact the student's rate of completion. Students withdrawing during the last week of a class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion.

Grading System

Grade reports are available to students online at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of "B" would earn 12.0 quality points [credit value of course (4) times quality point value of "B" (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits. Core courses must be completed with a grade of "C" or better.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	90-100	Yes	Yes	Yes	4.00
B	80-89	Yes	Yes	Yes	3.00
C	65-79	Yes	Yes	Yes	2.00
D *	60-69	Yes	Yes	Yes	1.00
F	Below 65	No	Yes	Yes	0.00
AU	Audit	No	No	No	N/A
I	Incomplete	No	Yes	No	N/A
P	Pass	Yes	Yes	No	N/A
PR	Proficiency Credit	Yes	Yes	No	N/A
TC	Transfer Credit	Yes	Yes	No	N/A
W	Withdraw	No	Yes	No	N/A
WP	Leave of Absence	No	No	No	N/A
NP	Not Pass	No	Yes	Yes	N/A
AR	High School Articulation Credit	Yes	Yes	No	N/A
FD	Fail-Developmental	No	Yes	No	N/A
NC	Noncredit	No	No	No	N/A
PD	Pass-Developmental	Yes	Yes	No	N/A

**D" grades are only handed out for General Education Courses.



Application Of Grades And Credits

The chart on the previous page describes the impact of each grade on a student's academic progress. For calculating rate of progress (see later in this catalog), grades of "F" (Failure), "W" (Withdrawn), and "NP" (Not Pass) are counted as hours attempted, but are not counted as hours successfully completed.

The student must repeat any required course in which a grade of "F" or "W" is received. The better of the two grades will be the grade calculated in the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A fee will be charged to repeat a class. (See addendum for details.)

"TC" and "PR" credits are counted in maximum time in which to complete, but are not counted in the CGPA and rate of progress calculations.

To receive an Incomplete "I" grade, the student must work directly with their instructor to receive an extension to complete the required course work. This must be done no later than the end of the drop/add period for the next subsequent term. The student must be passing the course at the time the Incomplete grade is issued. Incomplete grades that are not completed within two weeks after the beginning of the next term will be converted to an "F" and will affect the student's CGPA. Sanford-Brown reserves the right to extend the time needed to fulfill the Incomplete.

Students who disagree with a grade they have received should contact the instructor of record if they wish to discuss their concern.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty
- Temporary Out (One Mini-Term)

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 30 days of their last date of attendance
- The total time requested off must not exceed 180 days (cumulative) in a consecutive 12-month period

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for a LOA is issued. Students receiving a LOA may not receive further financial aid disbursements until returning to active status.

Developmental Courses

Sanford-Brown College offers additional courses in Math and English to assist those students who need assistance in developing their skills in these particular areas. Students who do not achieve the minimum scores on the Accuplacer test will be required to take a preparatory Math and/or English course before they can be scheduled to take the appropriate courses in that particular area of concentration. Developmental courses are calculated in the student's maximum timeframe of attendance and are included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements. Developmental courses are included in the calculation of all elements of satisfactory academic progress except grade point average (GPA). (See Course Descriptions – Developmental Courses for description details.)

Drop/Add Period

During the start of each term, students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each term is one calendar week after the beginning of the term.

Please note: *Dropping or adding classes may have financial consequences and should be discussed with the Financial Aid Office prior to the modifications.*

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled at the college. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program.



CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once students reach a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

Certificate Programs

Credits Earned	Minimum CGPA Required
0 – 15 Credits	1.0
16 – 30 Credits	1.5
31 credits – graduation or maximum allowable credits reached	2.0

Associate Degree Programs

Credits Earned	Minimum CGPA Required
0 – 15 Credits	1.0
16 – 45 Credits	1.5
46 credits – graduation or maximum allowable credits reached	2.0

Bachelor's Degree Programs

Credits Earned	Minimum CGPA Required
0 – 15 Credits	1.0
16 – 90 Credits	1.5
91 credits – graduation or maximum allowable credits reached	2.0

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete at least 67% of all credits attempted in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe. The maximum allowable attempted credits are noted in the table below.

Program	Maximum Allowable Credits
Bachelor's Degree Programs	270
Associate Degree Programs	135
Certificate Program	87

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum period allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits that she earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the timeframe is being calculated.

When a student elects to change a program at Sanford-Brown College, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the timeframe calculation. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer credits will be added to the attempted and earned credits when the timeframe is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the timeframe calculations.



Warning and Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- Students will be placed on Warning the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on Probation if they continue to fall below the specified values
- Students on probation will be evaluated at the end of their second term. They will be informed in writing and be required to return a signed form acknowledging their new academic status. Mandatory academic advising will be at the discretion of the Program Director. A student who raises their CGPA and rate of progress at or above the minimum standards will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements (or has failed to report to any mandatory academic advising) at the time of evaluation, the student will be dismissed from school

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the college.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, you may be due a tuition refund in accordance with the institution's stated refund policy.

During the periods of Warning and Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Warning and Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 10 calendar days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Director of Education is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Vice President of Academics. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement, and will be eligible to apply for federal financial aid.

Clinical Externship Policies

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student and externship facilities. Students who successfully complete didactic courses and receive instructor approval in those programs, which so require, will be placed on clinical externship at local medical/hospital facilities. The school maintains professional malpractice insurance on all students and faculty while at clinical sites. All students on clinical externship are supervised by approved faculty or clinical onsite personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by the accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at clinical externship sites may not be permitted to be paid for their time onsite. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures. Some job opportunities or externships may require criminal background checks prior to clinical site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown. All students enrolled in health-related programs with externship components in a clinical setting must complete a health screening within 30 days prior to the student's externship component. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the program chair in their discipline for additional details.



Clinical Externship Assignment

Clinical externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the school and that are convenient for the students, however, this may not always be possible. Based on clinical site availability or program requirements, students may be required to complete their externships at more than one clinical site. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available.

Before beginning their clinical assignments, students in health-related programs must have:

- A current CPR certification that is valid for the length of the clinical rotation. Clinical sites may require additional medical information, insurance coverage and/or inoculations for the student to begin their clinical program. The student is responsible for any cost associated with these additional requirements
- A statement of general health signed by a health practitioner. A form that includes the medical information required is furnished to the student. The statement must certify that the student's health does not preclude him/her from working in a healthcare setting. (For Medical Assisting and Medical Billing and Coding programs only)

Clinical Attendance Requirements

Students must attend their clinical externship on the days and hours designated by the site. Days or times of clinical externship may not be rearranged without permission from the school's Clinical coordinator and the clinical site supervisor. In the event a student will be absent from a clinical site, the student must call the clinical site and the school in advance. If the clinical site or school determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses five or more consecutive days of clinical externships, the student may be dismissed from school. Students are required to complete 100% of required clinical hours. Scheduled Sanford-Brown vacations do not apply to students on externship. It is the responsibility of a student to provide the school with a time sheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Monday of the following week. If a student has missed any clinical time, arrangements for makeup time must be made with the clinical site supervisor. Students will not be considered to have completed their clinical externship until the site supervisor has certified all required attendance hours.

Clinical Externship Conduct

Clinical externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students are not to receive compensation from the externship site while completing the clinical portion of the program. Students may not substitute or replace paid staff members. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive final transcripts. The graduation fee will be billed during the student's last term. (See addendum for details.) The cost of the cap and gown to participate in graduation is not covered by the Graduation Fee.



General Information

Facility

Sanford-Brown College is conveniently located in an office building in the heart of Tysons Corner, Virginia. The institution's close proximity to Washington, D.C. also provides students with a number of exciting academic, cultural, social, and professional opportunities. Sanford-Brown College maintains industry-standard computer labs that give students access to hardware and software that is used in many professional environments. The college has free parking on the north-side of Gallows Road across from the campus and operates a free shuttle service from the Dunn Loring Street Metro Station on the Orange Line. Applicants and students may check the Student Portal for parking requirements and registration, and the shuttle schedule.

Academic Integrity

All academic assignments, including papers, homework, tests, and in-class assignments are to be the work of individual students unless otherwise specified by the professor. The following are examples of unethical or unprofessional behavior:

- Plagiarism: Using another person's words, ideas, or results without giving proper credit to that person
- Using notes, textbooks, or other materials when not allowed during an examination
- Giving test questions or answers to another student or obtaining them for another student
- Completing an assignment for another student in whole or part

Any student who acts in an unethical or unprofessional manner on a test or an assignment will receive a grade of "F" for that test or assignment. A second incident of unethical or unprofessional behavior may result in administrative termination from the college.

Student Code of Conduct Policy

Sanford-Brown is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the school.

Sanford-Brown believes strongly in promoting the development of personal, professional and social responsibility. Sanford-Brown also believes in a humanistic approach to discipline conducive to academic pursuits. However, Sanford-Brown recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, Sanford-Brown administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, health or safety of students, faculty and staff.

Students are encouraged to share personal experiences while participating in classes at Sanford-Brown. However, students must be aware that should they disclose to any Sanford-Brown faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Director of Education.

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which the Administration feels would endanger members of the Sanford-Brown community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Sanford-Brown Director of Education. Conduct decisions made by the Director of Education may be appealed to the Appeals Committee for review.

Student Conduct Code Offenses

A. Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

B. Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Sanford-Brown.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Sanford-Brown.
3. Obtains the property of another person by misrepresentation or deceptive means.



4. Enters or uses the facilities or property of another person or Sanford-Brown without consent or authorization.
5. Commits a computer-related offense.

C. Offenses Related to the Operation of Sanford-Brown

An offense related to the operation of the College is committed when a student:

1. Engages in illegal, obscene or indecent conduct on College property or at Sanford-Brown-sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Sanford-Brown officials.
3. Fails without just cause to comply with the lawful order of a Sanford-Brown official acting in the performance of his/her duties and authority.
4. Engages in solicitation in or on Sanford-Brown property or involving the use of campus property unless such solicitation is approved by appropriate Sanford-Brown officials.
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Sanford-Brown.

D. Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Sanford-Brown authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Sanford-Brown property.
3. Abuses, removes, or damages fire and safety equipment; fails to vacate a building or facility when a fire alarm is activated.

4. Fails to leave a building, streets, walks, driveways or other facilities of Sanford-Brown when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Disregard of the Student Code of Conduct: Penalties and Procedures

Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times. Inappropriate conduct will not be tolerated, and may be a cause for dismissal. Students violating the student conduct code may be brought to the Administrative Appeals Committee for possible dismissal from Sanford-Brown.

The President has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees. The President has responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below as prescribed or approved by the President.

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense, which interferes with, the orderly operation of Sanford-Brown or which the administration feels would endanger members of the campus community shall be subject to disciplinary action.

Please note: *The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well being of any or all students.*

Student Rights and Responsibilities of Assembly

Sanford-Brown recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with the same rights and freedoms of others.

Also, Sanford-Brown recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the institution. Any recognized student organization, after receiving approval of time and space from a member of the campus senior administration may hold group meetings in campus facilities.

Termination Policy

Sanford-Brown College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay college fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Sanford-Brown College community, or failure to comply with the policies and procedures of Sanford-Brown College. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's dismissal from the college. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

College Policies

Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Sanford-Brown College, students agree to accept and abide by the terms stated in this catalog and all college policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.



Hours of Operation

The College is open Monday through Thursday from 8:00 a.m. to 11:00 p.m., Friday from 8:00 a.m. through 6:00 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

College Closings

The College reserves the right to close during weather and or any other emergencies. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. The College informs the staff and students of the College's status through an Emergency Hotline: (866) 854-4227. A recorded message is available at all times. The school will also notify WTOP News Radio (103.5 FM or www.wtopnews.com) regarding closings or delays.

Students should call the Sanford-Brown College Emergency Hotline at (866) 854-4227 for a detailed announcement.

College Closing – the decision to close the college will be made no later than 6:00 a.m. on the day in question. If the College is closed for the day, all activities will also be cancelled.

Late Openings – in the event of a possible late opening, the college day may operate at an appropriate later hour. If operations are delayed one (1) hour, the building will open at 8:00 a.m. and the first class would begin at 9:00 a.m. The second class period of the day (those with a starting time after 9:00 a.m.) will start on time.

Early Dismissals – in the event of an emergency occurring after the start of a day, which requires an early dismissal, the college will communicate that decision immediately to the students utilizing the Emergency Hotline.

Class Hours

Although schedules may vary, day classes are usually scheduled Monday through Friday between 8:30 a.m. and 5:40 p.m.; evening classes are scheduled Monday through Thursday from 5:45 p.m. to 10:45 p.m. Training on computers may be scheduled outside usual class hours. Makeup classes may also be scheduled beyond the normal college week and/or day. Students should expect class hours and schedules to change each term.

Reasonable Accommodations Policy – Individuals with Disabilities

Sanford-Brown College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Sanford-Brown College. To request an auxiliary aid or service please contact the Director of Student Services at 1980 Gallows Road, Vienna, VA 22182.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Sanford-Brown College to provide an auxiliary aid or service in a timely manner, Sanford-Brown College requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Sanford-Brown College's grievance procedures.

Campus Security

Sanford-Brown College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes, and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be accessed on the student portal and is also available through the admissions office during regular business hours.

Sanford-Brown College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Sanford-Brown College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Sanford-Brown College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to 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. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program are posted on the Student Portal and are also available through the Admissions Office during regular business hours.

Unlawful Harassment Policy

Sanford-Brown College is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the college's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the President and/or the Vice President of Academics.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.



All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Internal Grievance Procedure

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: *This grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.*

Sanford-Brown College and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Sanford-Brown College administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair. Alternatively, the student may submit the complaint to the Department Dean.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated, and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Vice President of Academics.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated, and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Sanford-Brown College. If Sanford-Brown College fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Sanford-Brown College and the student.

The student may also contact the **Accrediting Council for Independent Colleges and Schools**, at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, or telephone them at: (202) 336-6780.

The student may also file a complaint with the **State Council of Higher Education for Virginia (SCHEV)** at any time. The student may contact SCHEV for further details at James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219, or telephone them at: (804) 225-2600.



Notification of Rights Under FERPA with Respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Students enrolled at Sanford-Brown College shall have the right to inspect and review the contents of their education records within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's records will be allowed by Sanford-Brown College without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Vice President of Academics, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Sanford-Brown College has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Vice President of Academics within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Sanford-Brown College has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Catalog Addendum

See the catalog addendum for current information related to the college calendar, tuition and fees, and listing of faculty.



Student Services Information

Student Orientation

Prior to beginning classes at Sanford-Brown College, all new students attend an orientation program. Orientation facilitates a successful transition into Sanford-Brown College. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities.

Student Portal

The Student Portal is a secure Website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more. Sanford-Brown College is excited to offer this capability to make it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Sanford-Brown College, students will be issued a Student Number that can be used to gain access to the Student Portal.

Library Resources

The Sanford-Brown College library offers students the opportunity to do research for course assignments, investigate career opportunities, and keep abreast of current issues through the use of electronic resources and professional publications such as periodicals, books, and newspapers. Opening and closing hours are posted on the front door of the library.

Sanford-Brown College offers a large electronic collection of resources through its CECybrary program, which can be accessed through the Student Portal anytime.

CECybrary

The CECybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to Websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The "virtual" collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the CECybrary. The librarians at the various CEC colleges participate in selecting the electronic resources and Website links, and help prepare the instructional materials that are on the Website.

Students at all CEC colleges have access to the CECybrary from their campus location and from home, if they have an Internet service provider. Access to the CECybrary is password controlled. Students must use their Student Portal ID to access the CECybrary.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

Students enrolled in Sanford-Brown College have many opportunities for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Director of Career Services is the liaison between students and employers, serving the students by promoting Sanford-Brown College to prospective employers. These employers are assisted by the referral of qualified student employees from Sanford-Brown College.

The graduate placement assistance process intensifies as students near graduation. The Director of Career Services assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.



Criminal Background Checks

Agencies and institutions that accept our students for externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some certification, registry, or licensing agencies may have similar restrictions. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown College. Applicants who have questions regarding how these issues may affect their clinical placement or future employment should discuss this matter with a school official prior to beginning their program.

Sanford-Brown does not guarantee employment or salary. However, Sanford-Brown does offer career-planning assistance to students and graduates.

Plans to Improve Academic Programs

The school reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.

Academic Assistance

Students seek help and advice during their education for many reasons. At Sanford-Brown College, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Vice President of Academics is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Sanford-Brown College will supply official transcripts to whomever the student or graduate designates on a signed release of information form. There is a nominal charge for this service. Sanford-Brown College reserves the right to withhold a transcript if the student's financial account is in arrears.



Program Offerings

Bachelor of Fine Arts in Graphic Design

Length of Program: 37.5 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Bachelor of Fine Arts in Graphic Design aims to prepare students for a variety of careers in design and media industries. Students can develop and enhance drawing, design, photography, videography, and typographical skills to create professional graphic solutions. Digital imaging, computer illustration, digital media, editorial and publishing design, prepress, environmental design, and advertising techniques are used to refine concepts and develop students' individual skills and talents. Art direction, project management, and portfolio classes prepare students for their professional careers.

Upon successful completion of this program, students will be awarded a Bachelor of Fine Arts in Graphic Design.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

DES100	Design Fundamentals	60	4
DES110	Drawing	60	4
DES120	Typography I	60	4
DES140	Digital Imaging	60	4
DES201	Graphic Design I	60	4
DES202	Graphic Design II	60	4
DES203	Editorial Design	60	4
DES205	Design 2D/3D	60	4
DES220	Typography II	60	4
DES240	Digital Photography	60	4
DES250	Digital Video I	60	4
DES261	Animation	60	4
DES271	Web Design I	60	4
DES281	Interactive Media I	60	4
DES282	Interactive Media II	60	4
DES301	Advertising Design	60	4
DES302	Display Design	60	4
DES305	Project Management	60	4
DES310	Visual Literacy	60	4
DES320	Prepress	60	4
DES350	Digital Video II	60	4



Specialization Requirements – (Continued)

Code	Course	Contact Hours	Quarter Credits
DES361	Environmental Graphics	60	4
DES371	Web Design II	60	4
DES381	Interactive Media III	60	4
DES402	Branding and Identity	60	4
DES405	Principles of Marketing	60	4
DES415	Art Direction and the Business of Design	60	4
DES490	Capstone Course/Interdisciplinary Studio	120	8
Total Required Specialization Credits		1740	116

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
ENG103	English Composition II	40	4
ENG202	Interpersonal Communication	40	4
ENG210	Survey of American Literature	40	4
GE210	Survey of Science	40	4
HUM310	Ethics	40	4
HUM311	American Cultural Issues	40	4
MATH100	Basic College Math	40	4
MTH101	College Mathematics	40	4
PSY110	Introduction to Psychology	40	4
SOC201	Societal Issues	40	4
SSC101	History of Civilization	40	4
Total Required General Education Credits		560	56
Total Contact Hours and Credits Required For Graduation		2380	180



**Bachelor of
Science in Business
Administration**
Concentration: Management
Length of Program: 37.5 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Bachelor of Science in Business Administration with a concentration in Management exposes students to the concepts that students can expect to utilize in business. The program centers on managerial skills required in planning, organizing, and controlling workflow in organizations and in directing, coaching, and motivating people for effective performance. In addition, this program is designed to help students understand various management theories, essential management functions and their interrelationships, and the global environment of today's business. The program is supported by introductory and general education coursework in English, mathematics, psychology, and sociology.

Upon successful completion of this program, students will be awarded a Bachelor of Science in Business Administration with a concentration in Management.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

ACC230	Accounting I	40	4
ACC231	Accounting II	40	4
BUS140	Introduction to Business	40	4
BUS160	Business Computer Applications – Office	60	4
BUS161	Business Computer Applications – Database and Presentations	40	4
BUS250	Legal Environment of Business	40	4
BUS315	Business Statistics	40	4
BUS330	Business Communications	40	4
BUS415	Entrepreneurship	40	4
ECO115	Principles of Economics	40	4
FIN200	Principles of Finance	40	4
ISC204	Fundamentals of Business Information Systems	40	4
MGT105	Introduction to Management	40	4
MGT225	Supervision	40	4
MGT285	Organizational Behavior	40	4
MGT303	Production and Operations Management	40	4
MGT311	Human Resource Management	40	4
MGT320	Ethics in Management	40	4
MGT430	International Management	40	4
MGT440	Strategic Management	40	4
MGT480	Internship or		
MGT482	Capstone Course	120	4
MKT210	Foundations of Marketing	40	4
MKT320	Market Research	40	4
MKT325	E-Marketing	40	4
MKT340	Public Relations	40	4
MKT350	Advertising Principles	40	4
MKT360	Sales and Retail Management	40	4
MKT370	International Marketing	40	4
Total Required Specialization Credits		1220	112



General Education Requirements – Continued

Code	Course	Contact Hours	Quarter Credits
ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
ENG103	English Composition II	40	4
ENG202	Interpersonal Communication	40	4
ENG210	Survey of American Literature	40	4
GE210	Survey of Science	40	4
HUM310	Ethics	40	4
HUM311	American Cultural Experience	40	4
MATH100	Basic College Math	40	4
MTH101	College Mathematics	40	4
PSY110	Introduction to Psychology	40	4
SCI210	Environmental Science	40	4
SOC201	Societal Issues	40	4
SSC101	History of Civilization	40	4
Total Required General Education Credits		600	60
Total Contact Hours and Credits Required For Graduation		1900	180



Bachelor of Science in Criminal Justice

Length of Program: 37.5 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Bachelor of Science in Criminal Justice is designed to prepare students with key knowledge and abilities in criminal justice and juvenile processes, criminology, law enforcement, law adjudication and corrections. The primary goal of this program is to give students the broad-based preparation necessary to become qualified criminal justice professionals in the field.

Upon successful completion of this program, students will be awarded a Bachelor of Science in Criminal Justice.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

CJS100	Introduction to Criminal Justice	40	4
CJS101	American Legal System	40	4
CJS110	Criminal Law	40	4
CJS130	Law Enforcement	40	4
CJS150	Criminal Procedure	40	4
CJS201	Civil Law	40	4
CJS202	Civil Procedure	40	4
CJS205	Report Writing in Criminal Justice	50	4
CJS215	Law and Evidence	40	4
CJS220	Drugs in the Community	40	4
CJS225	Criminology	40	4
CJS235	Theory and Politics of Terrorism	40	4
CJS250	Introduction to Corrections	40	4
CJS260	Criminal Investigation	50	4
CJS271	Constitutional Law	40	4
CJS280	Homeland Security and Interagency Cooperation	40	4
CJS305	Minorities and Criminal Justice	40	4
CJS310	Forensic Psychology	40	4
CJS320	Computer Forensics	50	4
CJS335	Counter Terrorism	40	4
CJS340	Juvenile Delinquency	40	4
CJS370	Private Security	40	4
CJS410	Community Relations	40	4
CJS425	Criminal Justice Administration	40	4
CJS430	Victimology	40	4
CJS475	Research Methods in Criminal Justice	50	4
CJS495	Special Topics in Criminal Justice	40	4
CJS498	Capstone Course OR		
CSJ499	Internship	120	4
CNO100	Introduction to Computer Concepts and Applications	60	4
Total Required Specialization Credits		1300	116



General Education Requirements – Continued

Code	Course	Contact Hours	Quarter Credits
ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
ENG103	English Composition II	40	4
ENG202	Interpersonal Communication	40	4
ENG210	Survey of American Literature	40	4
GE210	Survey of Science	40	4
HUM310	Ethics	40	4
HUM311	American Cultural Experience	40	4
MATH100	Basic College Math	40	4
PSY110	Introduction to Psychology	40	4
SCI210	Environmental Science	40	4
SOC201	Societal Issues	40	4
SSC101	History of Civilization	40	4
Total Required General Education Credits		560	56
Total Contact Hours and Credits Required For Graduation		1940	180



Associate of Applied Science in Business Administration

Concentration: Management

Length of Program: 20 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Associate of Applied Science in Business Administration with a concentration in Management exposes students to concepts that students can expect to utilize in business. The program centers on managerial skills required in planning, organizing, and controlling workflow in organizations and in directing, coaching, and motivating people for effective performance. In addition, this program has a solid core of general education courses in writing, speech, mathematics, and critical thinking.

Upon successful completion of this program, students will be awarded an Associate of Applied Science in Business Administration with a concentration in Management.

Core Curriculum Requirements

Code	Course	Contact Hours	Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

ACC230	Accounting I	40	4
ACC231	Accounting II	40	4
BUS140	Introduction to Business	40	4
BUS160	Business Computer Applications – Office	60	4
BUS161	Business Computer Applications – Database and Presentations	40	4
BUS250	Legal Environment of Business	40	4
ECO115	Principles of Economics	40	4
FIN200	Principles of Finance	40	4
ISC204	Fundamentals of Business Information Systems	40	4
MGT105	Introduction to Management	40	4
MGT282	Capstone Course	40	2
MGT285	Organizational Behavior	40	4
MKT210	Foundations of Marketing	40	4
Total Required Specialization Credits		540	50

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
ENG202	Interpersonal Communication	40	4
GE210	Survey of Science	40	4
MATH100	Basic College Math	40	4
MTH101	College Mathematics	40	4
PSY110	Introduction to Psychology	40	4
Total Required General Education Credits		320	32
Total Contact Hours and Credits Required For Graduation		940	90



Associate of Applied Science in Criminal Justice

Length of Program: 20 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

This program is designed to prepare students to enter into the criminal justice profession in a variety of first-tier positions. Students of the program are exposed to the foundational areas of the discipline: investigation and law enforcement, law and courts, and corrections. The program also addresses social deviant behavior and terrorism. Students in the Criminal Justice program should be aware that additional education might be required for employment in some positions.

Upon successful completion of this program, students will be awarded an Associate of Applied Science in Criminal Justice.

Core Curriculum Requirements

Code	Course	Contact Hours	Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

CJS100	Introduction to Criminal Justice	40	4
CJS101	American Legal System	40	4
CJS110	Criminal Law	40	4
CJS130	Law Enforcement	40	4
CJS150	Criminal Procedure	40	4
CJS201	Civil Law	40	4
CJS202	Civil Procedure	40	4
CJS205	Report Writing in Criminal Justice	50	4
CJS215	Law and Evidence	40	4
CJS220	Drugs in the Community	40	4
CJS225	Criminology	40	4
CJS235	Theory and Politics of Terrorism	40	4
CJS250	Introduction to Corrections	40	4
CJS298	Capstone Course or		
CJS299	Internship	60	2
CNO100	Introduction to Computer Concepts and Applications	60	4
Total Required Specialization Credits		650	58

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
GE210	Survey of Science	40	4
MATH100	Basic College Math	40	4
PSY110	Introduction to Psychology	40	4
Total Required General Education Credits		240	24
Total Contact Hours and Credits Required For Graduation		970	90



Associate of Applied Science in Medical Assisting

Length of Program: 20 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Medical Assistant is an important link between the patient and the healthcare delivery system and provides essential support in the areas of patient care, medical and lab procedures, records management, and office administration. Students will be introduced to practical, administrative, interpersonal, and clinical skills that can prepare them with the technical ability and versatility needed to establish careers in the field of allied health services.

Upon successful completion of this program, students will be awarded the Associate of Applied Science in Medical Assisting.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

CNO100	Introduction to Computer Concepts and Applications	60	4
MED110	Medical Terminology	40	4
MED120	Medical Law and Ethics	40	4
MED130	Introduction to Anatomy & Physiology	40	4
MED140	Medical Office Procedures	50	4
MED160	Clinical Procedures	60	4
MED170	Medical Transcription Fundamentals	40	4
MED180	Internal Anatomy & Physiology	40	4
MED190	Electrocardiography	50	4
MED200	Hematology	50	4
MED210	Pharmacology	50	4
MED220	Medical Coding & Insurance	50	4
MED230	Urinalysis & Microbiology	50	4
MED299	Internship	180	6
Total Required Specialization Credits		800	58

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
GE210	Survey of Science	40	4
MATH100	Basic College Math	40	4
PSY110	Introduction to Psychology	40	4
Total Required General Education Credits		240	24

Total Contact Hours and Credits Required For Graduation

1120 **90**



Associate of Applied Science in Medical Billing and Coding

Length of Program: 20 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

Program Description

Medical billing and coding is a profession that plays a critical part in the healthcare industry. Medical billers are responsible for reviewing medical records and creating the documentation to support not only the assignment of a specific medical condition/surgical procedure, but also the medical necessity of the prescribed treatment.

Upon successful completion of this program, students will be awarded the Associate of Applied Science in Medical Billing and Coding.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

CNO100	Introduction to Computer Concepts and Applications	60	4
MED110	Medical Terminology	40	4
MED115	Introduction to Health Information Management	40	4
MED120	Medical Law and Ethics	40	4
MED125	Introduction to healthcare	40	4
MED130	Introduction to Anatomy & Physiology	40	4
MED135	ICD-9-CM Coding	50	4
MED145	CPT and HCPCS Coding	50	4
MED150	Human Pathology	40	4
MED155	Health Information Services and Systems	50	4
MED165	Medical Insurance Billing	50	4
MED180	Internal Anatomy & Physiology	40	4
MED210	Pharmacology	50	4
MED298	Internship	180	6
Total Required Specialization Credits		770	58

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
GE210	Survey of Science	40	4
MATH100	Basic College Math	40	4
PSY110	Introduction to Psychology	40	4
Total Required General Education Credits		240	24
Total Contact Hours and Credits Required For Graduation		1090	90



Associate of Applied Science in Graphic Design

Length of Program: 20 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The Associate of Applied Science in Graphic Design is designed to prepare students for a variety of careers in design and media industries. Students can develop and enhance drawing, design, and typographical skills to create professional graphic solutions. Digital imaging, computer illustration, digital media, editorial and publishing design, painting, two dimension animation, multimedia, and photography help to develop students' individual skills and talents. Portfolio class is designed to prepare students for their professional careers.

Upon successful completion of this program, students will be awarded an Associate of Applied Science in Graphic Design.

Core Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
COS110	College Success Skills	40	4
COS120	Career/Portfolio Development	40	4
Total Required Core Curriculum Credits		80	8

Specialization

DES100	Design Fundamentals	60	4
DES110	Drawing	60	4
DES120	Typography I	60	4
DES140	Digital Imaging	60	4
DES201	Graphic Design I	60	4
DES202	Graphic Design II	60	4
DES205	Design 2D/3D	60	4
DES220	Typography II	60	4
DES240	Digital Photography	60	4
DES250	Digital Video I	60	4
DES261	Animation	60	4
DES271	Web Design I	60	4
DES281	Interactive Media I	60	4
DES291	Interdisciplinary Studio	90	6
Total Required Specialization Credits		870	58

General Education Requirements

ENGL100	Basic College English	40	4
ENG101	English Composition	40	4
ENG102	Oral Communication	40	4
GE210	Survey of Science	40	4
MATH100	Basic College Math	40	4
PSY110	Introduction to Psychology	40	4
Total Required General Education Credits		240	24

Total Contact Hours and Credits Required For Graduation		1190	90
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Certificate in Medical Assisting

Length of Program: 10 months

Distance Education-Flexible Learning Options:

Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

The medical assistant is an important link between the patient and the healthcare delivery system, and provides essential support in the areas of patient care, medical and lab procedures, records management, and office administration. Students will be introduced to practical, administrative, interpersonal, and clinical skills that can prepare them with the technical ability and versatility needed to establish careers in the field of allied health services.

Upon successful completion of this program, students will be awarded the Certificate in Medical Assisting.

Curriculum Requirements

Code	Course	Contact Hours	Quarter Credits
CNO100	Introduction to Computer Concepts and Applications	60	4
MED110	Medical Terminology	40	4
MED120	Medical Law and Ethics	40	4
MED130	Introduction to Anatomy & Physiology	40	4
MED140	Medical Office Procedures	50	4
MED160	Clinical Procedures	60	4
MED170	Medical Transcription Fundamentals	40	4
MED180	Internal Anatomy & Physiology	40	4
MED190	Electrocardiography	50	4
MED200	Hematology	50	4
MED210	Pharmacology	50	4
MED220	Medical Coding & Insurance	50	4
MED230	Urinalysis & Microbiology	50	4
MED299	Internship	180	6
Total Contact Hours and Credits Required for Graduation		800	58



Course Descriptions

Course Numbering System

Courses are numbered from 000-499. Courses numbered between 000-099 are developmental courses. Courses numbered between 100-199 are normally attempted in the first academic year; courses numbered between 200-299 are normally attempted in the second academic year and typically carry at least one prerequisite; courses number between 300-499 are normally attended after completion of the second academic year and typically carry a sequence of prerequisites.

ACC230 Accounting I

4 Credits

Prerequisite: None

This course is designed to provide a basic understanding of financial accounting, including introductory accounting theory, principles, and procedures. Specific attention is devoted to the preparation and understanding of the four financial statements.

ACC231 Accounting II

4 Credits

Prerequisite: ACC230

This course builds on the skills acquired in Accounting I. Students are exposed to further accounting techniques for a business organized as a proprietorship and as a corporation. The generation of financial statements and additional work with journals and ledgers are emphasized.

BUS140 Introduction to Business

4 Credits

Prerequisite: None

This survey course provides a broad look into the contemporary American and global business environments while examining the external and internal influences on business decision making. A major unit on Starting and Growing Your Own Business covers the relevant topics of organizing small and large businesses, entrepreneurship, and doing business online.

BUS160 Business Computer Applications – Office

4 Credits

Prerequisite: None

This hands-on workshop introduces students to the use of computer application software to create effective and efficient business documents and reports. Specifically, this course covers both Microsoft Word and Microsoft Excel applications using the Official Microsoft Core Skills text.

BUS161 Business Computer Applications – Database and Presentations

4 Credits

Prerequisite: None

Using the Official Microsoft Core Skills text, this course covers Microsoft PowerPoint and Microsoft Access applications. Using a workshop format, students engage in a succession of hands-on activities to build skills and competency in producing presentations and creating databases and tables.

BUS250 Legal Environment of Business

4 Credits

Prerequisite: None

This course examines the nature of the legal system in which society functions, including business agreements, business entities, and government regulations.

BUS315 Business Statistics

4 Credits

Prerequisite: MTH101

As an introduction to statistics applied to business, this course provides students with statistics fundamentals ranging from collection and presentation of data, to measures of central tendency and variability, probability, sampling and sampling distributions, statistical inferences, and regression and correlations.

BUS330 Business Communication

4 Credits

Prerequisite: ENGL100

Excellent communication skills are essential for career success in the information age. Employers rank oral and written communication skills as top competencies for getting hired and achieving advancement within their organizations. This course provides a workshop for practicing the essential communication skills which are a daily demand of the modern workplace.



BUS415 **Entrepreneurship**

4 Credits

Prerequisite: MGT311

This course focuses on development and management strategies used in the creation of new business ventures. Students will be expected to research entrepreneurial case studies, and will discuss processes used to generate ideas, develop business plans, consolidate resources, finance projects, manage human resources, and design profitable businesses. Legal and regulatory issues related to business entities will be discussed.

CJS100 **Introduction to Criminal Justice**

4 Credits

Prerequisite: None

This course gives students an essential overview to crime, law and justice, as well as the essential areas of criminal justice studies.

CJS101 **American Legal System**

4 Credits

Prerequisite: None

This course presents the various facets of law. Students study ethics, sources of law, the court system, criminal law, torts, and contracts.

CJS110 **Criminal Law**

4 Credits

Prerequisite: CJS100

This course furnishes a concise but comprehensive introduction to substantive criminal law. It offers an understanding of the legal environment in which criminal justice professionals must function and helps the student to gain a clear understanding of the principles of the law that will be vital to success in the field of criminal justice.

CJS130 **Law Enforcement**

4 Credits

Prerequisite: CJS100

This course is a start-off point for how to handle different situations that will be encountered as a peace officer. It will present some of the best techniques in the real world of police work today. They are presented for the student to use as a novice and/or to improve upon as experience grows.

CJS150 **Criminal Procedure**

4 Credits

Prerequisite: CJS110

This course surveys the principles of criminal procedure and evidence law of the Federal Courts and the Constitution, by focusing on its social, political, and historical evolution. This course addresses how laws and legal institutions function.

CJS201 **Civil Law**

4 Credits

Prerequisite: CJS110

This course examines basic law as it applies to personal property, real property, landlord/tenant law, employment law, wills, estates, and trusts.

CJS202 **Civil Procedure**

4 Credits

Prerequisite: CJS201

There are specific guidelines for preparing and presenting a civil case before the court. This course will examine and prepare the student to draft the necessary legal documents for civil cases as well as provide techniques for interviewing and counseling at dispositional sessions. Extensive time will be spent on the actual trial and appeal processes, including pre-trial conferences, pleadings, discovery, motions, jury selection, and trial protocols.

CJS205 **Report Writing in Criminal Justice**

4 Credits

Prerequisite: ENGL100

This course will present guidelines for writing reports at all levels of the criminal justice field. Particular emphasis will be on observation, documentation and development of the writing skills necessary to record emergency responses, crime scenes, and routine events. The principles of this course will be applicable to those in law enforcement, corrections, court personnel, and other criminal justice occupations.

CJS215 **Law and Evidence**

4 Credits

Prerequisite: CJS110

This course is an overview of evidence law, mostly as it applies to litigation, not theories. It will show how the lawyer, judge, and investigator contend with evidence principles. It emphasizes how evidence is argued, evaluated, included or excluded, and how trials depend on its content.

CJS220 **Drugs in the Community**

4 Credits

Prerequisite: CJS110

This course is designed to provide the student with a thorough understanding of the nation's drug policy. The course will examine drug use in the United States from a range of perspectives, including historical and sociological, biological and psychological. The drug business, drug laws, and law enforcement will also be covered along with the various types of prevention and treatment programs.



CJS225 **Criminology**

4 Credits

Prerequisite: CJS100

This course is a sociological introduction to the study of criminology. It emphasizes the need to understand the social causes of crime in order to be able to significantly reduce it. The course suggests that the “get tough” approach to crime is short sighted since it ignores the roots of crime in the social structure and social inequality of society. It highlights the issues of race and ethnicity, gender, and social class.

CJS235 **Theory and Politics of Terrorism**

4 Credits

Prerequisite: CJS215

This course will cover the criminal justice study of terrorism. This class will examine the history and theories of international and domestic terrorism, counterterrorism, terrorist personalities, terrorist types and tactics. Also included in this course is an examination of the issues surrounding the politics of prevention, civil liberties, and self-preservation.

CJS250 **Introduction to Corrections**

4 Credits

Prerequisite: CJS100

This course is about the punishment phase of the criminal justice system. It is a study of the interface between people, agencies, and organizations that manage criminals and the significant challenges inherent in the system.

CJS260 **Criminal Investigation**

4 Credits

Prerequisite: CJS150

This course explores the elements of investigation, including crime scenes, witnesses and evidence, and such topics as investigative techniques, evidence documentation, interrogation, and arrest. The course also addresses the particulars of investigating major crimes.

CJS271 **Constitutional Law**

4 Credits

Prerequisite: CJS201

This course provides students with an introduction and understanding of constitutional law as it relates to the criminal justice system. Students will have the opportunity to become familiar with the U.S. Constitution and the role of the courts and law enforcement in enforcing its tenets. The course looks at the Constitution and how it protects the rights of both the innocent and guilty.

CJS280 **Homeland Security and Interagency Cooperation**

4 Credits

Prerequisite: CJS101

This course is an overview of how the Homeland Security Act came into legislation. The course will explore the cooperative efforts between the various law enforcement agencies. The Patriot Act will be discussed and how this impacts law enforcement. The topic of moral engagement will also be discussed.

CJS298 **Capstone Course**

2 Credits

Prerequisite: Approval from the Dean required

The capstone is a research-based course that integrates content learned throughout the program. Projects will simulate a professional work environment.

CJS299 **Internship**

2 Credits

Prerequisite: Must be taken during the final term of the program

The internship is designed to provide students with an opportunity to gain industry experience and to assist in the development of skills necessary to be successful in a chosen career field.

CJS305 **Minorities and Criminal Justice**

4 Credits

Prerequisite: None

This course offers an historical overview of the intersection between issues of race, crime, and justice. The impact of the criminal justice system on minority groups is the primary theme of all class activities.

CJS310 **Forensic Psychology**

4 Credits

Prerequisite: PSY110

The study of Forensic Psychology integrates both the science of psychology and the application of law in social situations. This course will be an overview of psychological problem solving for legal issues. We will trace the evolution of the admissibility of psychological expertise, criminal competency, involuntary commitment, and parental fitness – all within the framework of current rules of evidence and case law.

CJS320 **Computer Forensics**

4 Credits

Prerequisite: CNO100

This course is an advanced computer class, which assumes prior basic computer skills. It is designed to allow students to have hands-on experience with high-tech computer equipment, with an emphasis on computer incident responses and security risk assessments. This class will cover a variety of topics, including applied computer management for police, courts, corrections, and juvenile organizations, utilizing case studies and field exercises as well as computer evidence, issues of evidence preservation, cross validation of forensic tools, and the documentation of computer evidence findings.



CJS335 **Counter Terrorism**

4 Credits

Prerequisite: CJS235

This course is the follow-up to The Theory and Politics of Terrorism and is designed to offer a technical education in counter-terrorism. Topics will include roles of counter-terrorism, hijackings, intelligence gathering, counter-terrorism units, bombing and bomb threats, hostages, physical structures, bio-terrorism, and cyber-terrorism. Appropriate responses to counter-terrorism will also be examined, including other government responses, state-local-federal responses, interviewing, record checks, undercover operations, communication processes, management of stress, and crime scene and debriefing.

CJS340 **Juvenile Delinquency**

4 Credits

Prerequisite: None

This course examines core issues in juvenile delinquency, including the definition of delinquent and non-delinquent children, and the role that social factors such as family supervision, labeling, gangs, drug abuse, and neglect play as contributing factors in this growing problem.

CJS370 **Private Security**

4 Credits

Prerequisite: CJS130

This course presents an overview of the private security profession. The kinds of personnel and services and whether they are contractual or proprietary are also examined. How basic security responsibilities are performed and the challenges that will face the security profession in the future are also examined.

CJS410 **Community Relations**

4 Credits

Prerequisite: CJS130

This course examines the relationship between police forces and the surrounding community. Topics can include traditional relations and public policy as well as new programs designed to involve the community in police issues and police and safety education. Students will also be expected to address issues involving the ethics of public relations and the public image of police agencies in the media.

CJS425 **Criminal Justice Administration**

4 Credits

Prerequisite: CJS280

This course covers the administration of criminal justice from arrest to sentencing, and addresses federal and state rules of criminal procedure and laws of evidence as they apply to and affect the constitutional right of due process.

CJS430 **Victimology**

4 Credits

Prerequisite: CJS305

This course presents the scientific study of crime victims and public-policy responses to victims and their situations.

CJS475 **Research Methods in Criminal Justice**

4 Credits

Prerequisite: CJS425

This course will introduce students to basic research design and methodology appropriate in the field of Criminal Justice. The process of analysis, evaluation of policy, interpretation and clarification of problems, confidentiality and ethics in research and specific terminology associated with descriptive and inferential statistics will be studied. Students will be required to analyze criminal justice data sheets, create and collect sampling collections through surveys, questionnaires, interviews, or observations.

CJS495 **Special Topics in Criminal Justice**

4 Credits

Prerequisite: CJS425

In this course, students will have the opportunity to explore special topics in Criminal Justice.

CJS498 **Capstone**

4 Credits

Prerequisite: Approval from the Dean required

The capstone is a research-based course that integrates content learned throughout the program. Projects will simulate a professional work environment.

CJS499 **Internship**

4 Credits

Prerequisite: Must be taken during the final term of the program

The internship is designed to provide students with an opportunity to gain industry experience and to assist in the development of skills necessary to be successful in a chosen career field.



CNO100 **Introduction to Computer Concepts and Applications**

4 Credits

Prerequisite: None

This course is an overview of computer concepts and applications. The course is designed to provide students with basic understanding of what a computer is, its different components, and how it works. The computer applications in the business world will be examined.

COS110 **College Success Skills**

4 Credits

Prerequisite: None

This course is for entering freshmen students and is designed to prepare students for succeeding in college. Utilizing the textbook, *Becoming a Master Student*, the course reviews key issues related to college success, including self-esteem, social issues, financial needs, time management concerns, study skills, and developmental challenges. Each student will be expected to begin to formulate a life plan.

COS120 **Career/Portfolio Development**

4 Credits

Prerequisite: None

This course offers instruction in the final preparation and presentation of an individual portfolio. Resume preparation, job search procedures, interviewing skills, marketing strategies, aesthetic principles, presentation techniques, and portfolio critique and revision will be emphasized. This course will be taken during the final terms of study.

DES100 **Design Fundamentals**

4 credits

Prerequisite: None

The elements and principles of design are introduced through the exploration of various media in the design studio. Topics may include line, form, texture, color, balance, scale, and proportion as they apply to design projects. The history and theory of design are explored.

DES110 **Drawing**

4 Credits

Prerequisite: None

An introduction to the tools and techniques of both representational and non-representational drawing. Principles and elements of drawing are introduced through a series of studio assignments as well as working with other media: pen and ink, pastel, watercolor, and color pencil.

DES120 **Typography I**

4 Credits

Prerequisite: None

Typography deals with the language of type, the history of typography, typeface and character recognition, legibility, appropriate uses, units of measure, document specifications and the individual dynamics of letterforms. Typefaces can be evaluated and implemented in a variety of assignments using both traditional and computer techniques.

DES140 **Digital Imaging**

4 Credits

Prerequisite: None

An introduction to digital image capture and manipulation in the graphic design industry. Software, terminology, and photo-manipulation techniques are learned through the completion of projects.

DES201 **Graphic Design I**

4 Credits

Prerequisite: DES120

This course examines complex design problems as a means of developing dynamic and innovative solutions for specific purposes. Design projects are analyzed according to their conceptual and graphical composition, and are developed to effectively and creatively communicate to an identified demographic.

DES202 **Graphic Design II**

4 Credits

Prerequisite: DES201

This course focuses on the role of the designer in the development of multifaceted design projects from concept to completion. Process guidelines used in the creation of a design series are discussed, as are time and budget constraints.

DES203 **Editorial Design**

4 Credits

Prerequisite: DES202

This course examines historical and emerging trends in the publishing industry, with a focus on layout, content, production requirements, and deadlines. Students can discuss budgetary and editorial concerns related to the design process.

DES205 **Design 2D/3D**

4 Credits

Prerequisite: DES140

This course focuses on the development of package/product design. Elements of two-dimensional and three-dimensional design are explored in a studio environment. Projects include package/product design, visualizing techniques, translation, interpretation of three-dimensional environment into two dimensions. Perception, visual organization, aesthetics, and form are explored in a two-dimensional and three-dimensional environment.

DES220 **Typography II**

4 Credits

Prerequisite: DES120

Advanced typographical issues are explored through the completion of projects. The appropriate use of fonts, styles, and compositional techniques within diverse layouts is discussed. Components of digital typography, including visual hierarchies, typographic layout and grids, and styles are also presented. Printing options, color management systems, page layout techniques, and software integration can be addressed.



DES240 **Digital Photography**

4 Credits

Prerequisite: DES140

In this course, students can learn equipment, techniques, and concepts used in digital photography. Computer software and equipment used in digital photography are demonstrated and applied in the creation of studio projects.

DES250 **Digital Video I**

4 Credits

Prerequisite: DES140

This course examines the basic forms and methods of video production. Students can capture and edit digital footage. Topics include: shot planning, story structure, storyboarding, and continuity. Quality, timing, sound synchronization, compression, and distribution formats will be introduced. Student video projects examine a range of subjects in the light of professional practice.

DES261 **Animation**

4 Credits

Prerequisite: DES205

This course explores the fundamental techniques to create animation in a 3D environment on a computer. Through critical analysis, the student can apply basic design principles to the solution of visual problems using elements of 3D design. The student can conceptualize 3D coordinate systems and construct 3D models. The student can also learn fundamental modeling techniques, basic animation and animation principles. In this course, students can gain an understanding of animation through the development of timing, rhythm, and movement.

DES271 **Web Design I**

4 Credits

Prerequisite: None

This course explores professional web design principles and techniques. Students can explore the basic structure and architecture of web design. Students can work on independent projects that develop their technical and design skills.

DES281 **Interactive Media I**

4 Credits

Prerequisite: DES271

This course focuses on the creation of interactive motion graphics for the Internet and other media. Students can develop web graphics using interactive media and digital production techniques through the completion of various design projects.

DES282 **Interactive Media II**

4 Credits

Prerequisite: DES281

In this course, students can develop interactive projects for distribution through a variety of media using integrated graphic and textual content.

DES291 **Interdisciplinary Studio**

6 Credits

Prerequisite: Must be taken during final term of the program

The Portfolio is a research-based course that integrates contents learned throughout the program. Projects will simulate a professional work environment.

DES301 **Advertising Design**

4 Credits

Prerequisite: DES202

This course focuses on the communication skills and design techniques that are necessary for creating promotional materials and advertising campaigns. Students can learn from case studies how to develop advertising strategies and transform them into completed projects in print or Web media.

DES302 **Display Design**

4 Credits

Prerequisite: DES202

This course examines the use of graphic design fundamentals within three-dimensional spaces. Students are introduced to three-dimensional settings as a framework for conceptual thinking. Topics include: point-of-purchase displays, signage, package design, and small kiosks.

DES305 **Project Management**

4 Credits

Prerequisite: DES202

Business practices in design are examined through the development of an overarching design project. Management issues, client relations, proposal writing and bidding, resources and pricing, and the design process are discussed.

DES310 **Visual Literacy**

4 Credits

Prerequisite: DES203

This course focuses on the development of overarching conceptual design skills, allowing for the student's personal exploration and discovery of "solution seeking" and creation. Recognizing that there are not necessarily any right or wrong solutions to many problems, students have the opportunity to learn to develop contextual solutions to problems that are both found and presented. The students can participate in a series of structured projects that can be presented in specific context to encourage the student to search inward for personal design solutions.

DES320 **Prepress**

4 Credits

Prerequisite: DES220

Methods used to transfer images from the computer to traditional and digital press are explored in depth. This is a process-based course that concentrates on the numerous technical design choices that need to be made to produce accurate output.



DES350 **Digital Video II**

4 Credits

Prerequisite: DES250

In this course, students can plan, shoot, and edit digital video. Advanced camera techniques, lighting methodologies, and computer software used in the editing process are demonstrated and applied. Storyboards, shooting scripts, and cinematographic techniques are employed. Pre and post-production issues are discussed.

DES361 **Environmental Graphics**

4 Credits

Prerequisite: DES302

This course examines the design of thematic and functional interventions within spatial contexts. Students can develop informational packets to communicate to clients and service providers. Topics include: sight lines, lighting, thoroughways, public concerns, third-party cooperation, materials, and visual hierarchy.

DES371 **Web Design II**

4 Credits

Prerequisite: DES271

Students can develop a multi-tiered Website for a specific audience utilizing advanced Web design techniques. Topics include: interface design, information architecture, interactive-design strategies and structures.

DES381 **Interactive Media III**

4 Credits

Prerequisite: DES282

This is an advanced course in visual authoring and interactive project development. Students can develop interfaces and simulations for a variety of Web and digital media.

DES402 **Branding and Identity**

4 Credits

Prerequisite: DES301

This course explores the use of product branding to promote organizational or product identity. Students can learn advanced techniques for the design of various marketing material and can apply these techniques toward the development of identity and audience recognition.

DES405 **Principles of Marketing**

4 Credits

Prerequisite: None

This course is designed as an introduction to the different elements and principles of marketing. Students can learn to explain and discuss the marketing process and all of its components. This course is project-based, and students are given a variety of marketing objectives for which they must find alternative solutions. Students can create marketing and distribution plans for case-study projects.

DES415 **Art Direction and the Business of Design**

4 Credits

Prerequisite: DES305

Professional business practices in design are examined, including marketing techniques, retailing principles, pricing and billing, and the development and use of business plans and contracts. Legal documents, ethical concerns, and professional standards associated with the production of design projects are discussed.

DES490 **Capstone Course/ Interdisciplinary Studio**

8 Credits

Prerequisite: COS120

The capstone is a research-based course that integrates content learned throughout the program. Projects will simulate a professional work environment. Note: upon review and approval from the Dean, the student may be allowed to participate and substitute an approved field internship for credit for the course.

ECO115 **Principles of Economics**

4 Credits

Prerequisite: BUS140

Through the use of real-world examples and applications, this course develops analytical skills for understanding economic concepts. Economic problems are solved using step-by-step approaches, and hands-on graphing exercises help develop understanding of key concepts.

ENGL100 **Basic College English**

4 Credits

Prerequisite: Accuplacer placement or ENG099

Basic College English is a foundational reading and writing course. The course is designed to enhance the student's reading-comprehension and critical-thinking skills. Students will explore writing as a process to be discovered and controlled, and as a skill to be mastered and applied. Instruction will cover advanced reading strategies, conventions of written expression, idea generation, paragraph development, and essay construction. A grade of "C" or better is required for advancement into ENG101.



ENG101 **English Composition**

4 Credits

Prerequisite: Accuplacer placement or ENGL100

The purpose of this course is to help students develop competence in their writing ability and to prepare them (1) to enter – well prepared – the next level of college writing courses and other college disciplines that require written assignments (2) to approach writing as a process and to become proficient in using basic strategies for effective, successful writing.

ENG102 **Oral Communication**

4 Credits

Prerequisite: None

This course is designed to build confidence and give poise to the public speaker. It will focus upon the practical skills of public speaking – covering speech research, writing, preparation, and presentation. Students will have the opportunity to experiment with several types of speeches and speaking situations, and to cover the interaction between the speaker, speech, and audience.

ENG103 **English Composition II**

4 Credits

Prerequisite: ENG101

In this course, students will be expected to build on the skills taught in English Composition and further develop their experience in reading, thinking, and writing critically. Students will be required to write essays and research papers that demonstrate their ability to analyze and evaluate the ideas of others and to integrate them into their own writing. Additionally, students will be expected to develop specific skills related to writing in the workplace.

ENG202 **Interpersonal Communication**

4 Credits

Prerequisite: ENG102

Interpersonal Communication is a course on the nature of human communication and the variables that affect that complex process. This course is designed to enhance a student's ability to communicate, analyze a situation, and relate to others. Students will have the opportunity to examine basic theories of interpersonal communication and strive to enhance their own communication skills in a variety of interpersonal settings.

ENG210 **Survey of American Literature**

4 Credits

Prerequisite: ENG103

Through selected readings in American literature, the student can gain an appreciation of major literary figures and their works. This course examines our cultural heritage through reading a variety of historical and literary documents.

FIN200 **Principle of Finance**

4 Credits

Prerequisite: None

This course introduces students to fundamental financial concepts and principles. Students will have the opportunity to work with financial-analysis tools, financial planning, working-capital management and financial management.

GE210 **Survey of Science**

4 Credits

Prerequisite: None

This course examines principles and theories of science. The emphasis includes general principles and their application to real-world situations.

HUM310 **Ethics**

4 Credits

Prerequisite: None

Ethics is an introduction to the study of moral philosophy. Students will study theoretical and applied ethical constructs as they relate to the decision-making process.

HUM311 **American Cultural Experience**

4 Credits

Prerequisite: ENG103

Students examine several themes and topics central to American culture through various media, including selected readings in philosophy and literature. Selected topics may include the Puritan experiment, the Frontier influence and the impacts of immigration, industrialization, and urbanization.

ISC204 **Fundamentals of Business Information Systems**

4 Credits

Prerequisite: BUS160

This course discusses the principles of information systems within business organizations. Topics such as business data and information, telecommunications and networks, and the Internet will be discussed. In addition, the course will also explore the effects of globalization on information systems.

MATH100 **Basic College Math**

4 Credits

Prerequisite: Accuplacer placement or MTH099

Basic College Math is a thorough review and study of algebraic concepts utilizing a balanced approach of algebraic theories with practical applications and conceptual understanding. The course provides a review of basic algebraic concepts, operations, and functions.



MED110 **Medical Terminology**

4 Credits

Prerequisite: None

The student can develop knowledge of the language of medicine. Emphasis is placed on the spelling, pronunciation, and analysis of word elements and terms relating to anatomy, physiology, diagnosis, pathology, procedures, abbreviations, and symptomatic terms that apply to each body system and medical specialty.

MED115 **Introduction to Health Information Management**

4 Credits

Prerequisite: None

This course is designed to introduce the student to an overview of health information management. It includes a review of topics such as medical records, database software and the management of databases, medical ethics and law, the functions of a health information department, management and supervisory skills for the health information technician, medical record confidentiality and HIPAA, the retention of medical records, the various medical forms such as the UB92 and the CMS 1500.

MED120 **Medical Law and Ethics**

4 Credits

Prerequisite: None

Students have the opportunity to consider standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications of law in medicine will be included.

MED125 **Introduction to Healthcare**

4 Credits

Prerequisite: None

This course examines an overview of the healthcare system; causes and characteristics of health-service utilization, nature of wellness and disease, individual provider settings, financial and non-financial resources used and needed measurement of quality of care, and current issues in delivery. It is designed to introduce the student to organization, structure and operation of the nation's healthcare system in such a manner as to help identify more effectively the student's present and future roles as consumer, provider, manager, decision maker and analyst. Students will be introduced to the current status of the healthcare system and the health of the people of the U.S. through discussion of political and economic environment of healthcare, and their impact on the condition of healthcare and on the practice of the professions. Students will examine the significance of health promotion and inter-professional teamwork as means for improving the health status of people.

MED130 **Introduction to Anatomy & Physiology**

4 Credits

Prerequisite: MED110

This course focuses on human anatomy and physiology as medical assistants will encounter it in the medical office. Students can have discussions on disease as it pertains to anatomical systems.

MED135 **ICD-9-CM Coding**

4 Credits

Prerequisites: MED110, MED130, MED150, MED180

The course introduces the medical nomenclatures and classification systems and professional standards in the assignment of codes for diagnoses and procedures using the International Classification of Disease, 9th edition, Clinical Modification (ICD-9-CM) schemes and protocols. The student will also be introduced to diagnosis-related groups (DRGs) and their relationship to the coding processes.

MED140 **Medical Office Procedures**

4 Credits

Prerequisite: None

Students can learn to perform administrative duties common to a medical facility, including maintaining inventory facilities, processing mail, using the telephone, scheduling appointments, receiving patients, maintaining patient records and the physician's appointment book, applying managed care policies and procedures, preparing schedules for the utilization of equipment and personnel, and performing medical bookkeeping procedures. Using a problem-solving approach, students can learn to recognize the particular needs of a patient who is terminally ill, has a disability, has AIDS, or is elderly. Consideration and understanding are stressed, along with effective communication techniques. Community resources are examined.

MED145 **CPT and HCPCS Coding**

4 Credits

Prerequisites: MED110, MED130, MED135, MED150, MED180

Corequisite: None

This course is designed to provide students entering the coding and billing profession with an understanding of specialized classification schemes and nomenclatures used in healthcare. Considerable time will be spent coding surgeries and other healthcare services utilizing CPT/HCPCS.

MED150 **Human Pathology**

4 Credits

Prerequisite: None

This course is a scientific study of the examination of chronic, acute and contemporary diseases. Included in this course are the etiology, pathophysiology, diagnostic procedures, prevention, control and treatment for each disease.



MED155 **Health Information Services and Systems**

4 Credits

Prerequisites: CNO100, MED110

Corequisite: None

This course introduces the student to Electronic Health Records. Over 50 hands-on exercises facilitate the transfer of classroom concepts to actual applications in the medical office. This should familiarize students with the concepts of Electronic Health records and provide them with the skills to become successful in a clinical setting. Components such as exam notes, prescriptions, lab orders and results, and scanned images. HIPAA privacy and security regulations are stressed.

MED160 **Clinical Procedures**

4 Credits

Prerequisite: None

Students can learn to chart patient history, take blood pressure and check vital signs. This course develops the theory and practical components relating to universal precautions, patient interviewing, vital signs, and results. In addition, the course develops the theory and practical components relating to OSHA regulations, aseptic techniques, and instrumentation.

MED165 **Medical Insurance Billing**

4 Credits

Prerequisites: CNO100, MED110, MED135, MED145

Corequisite: None

Students can continue to master the coding of diseases and procedures according to international classification methods, schemes, and protocols. Students should be able to code medical records accurately according to the standards required by third-party payers, will have the opportunity to learn a systematic method of listing and coding procedures and services performed by physicians and should be able to prepare and transmit insurance claims both manually and electronically.

MED170 **Medical Transcription Fundamentals**

4 Credits

Prerequisites: CNO100, MED110

This course is designed to prepare the student to perform machine transcription in the medical field. Included in the course are basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. There will be an emphasis on development of speed and accuracy.

MED180 **Internal Anatomy & Physiology**

4 Credits

Prerequisites: MED110, MED130

This course provides an in-depth study of the body systems and diseases that can affect them. Emphasis is placed on the study of the structure and function of major organs, related medical terminology, common diseases and diagnostic testing associated with them.

MED190 **Electrocardiography**

4 Credits

Prerequisite: MED130

Students will have the opportunity to perform electrocardiograms and learn how to administer other cardiac tests such as: halter monitor, treadmill stress test, tolerance ECG and echocardiogram.

MED200 **Hematology**

4 Credits

Prerequisite: MED130

This course is designed to provide students with experience in laboratory tests such as hemoglobin, erythrocytes-sedimentation rates; enzyme, immunization tests, and blood-glucose tests. Venipuncture will be taught by using prosthesis.

MED210 **Pharmacology**

4 Credits

Prerequisite: MED130

This course is an introduction to the pharmacology of commonly used drugs. Topics to be covered include procedures for administering drugs, components of a prescription and drug actions and uses. The laboratory section will include demonstration, technique and theory of administration of medications in the medical-office setting; included will be intradermal, subcutaneous, and intramuscular routes as well as oral, topicality, sublingual, vaginal and rectal administration. The principles of recording medications in the medical record are also covered. In addition, this course covers common mathematics requirements for Medical Assisting. It includes a review of fractions, decimals, percents, and ratios, International System of Measurement (metric system), apothecary and household systems, systems conversions, as well as reading and calculating medication dosages.

MED220 **Medical Coding & Insurance**

4 Credits

Prerequisite: MED110

Students can learn to code diseases and procedures according to international classification methods, schemes, and protocols. The course provides an overview of the healthcare system in the United States. Students will be taught to code medical records accurately according to the standards required by third-party payers, can learn a systematic method of listing and coding procedures and services performed by physicians, and how to prepare and transmit insurance claims both manually and electronically.

MED230 **Urinalysis & Microbiology**

4 Credits

Prerequisite: MED130

This course will teach the collection of specimens and the performance of quality control of tests common to a physician's office, including clinical chemistry, medical microbiology, and urinalysis.



MED298 **Internship**

4 Credits

Prerequisites: Must be taken during the final term of the program

An important aspect of training in the allied health field is actual experience enabling the application of textbook and lab principles to an actual professional setting. Internship meets the need for practical experience and serves as a capstone. Students are placed in supervised positions during their last quarter.

MED299 **Internship**

6 Credits

Prerequisite: Must be taken during final term of the program

An important aspect of training in the allied health field is actual experience enabling the application of textbook and lab principles to an actual professional setting. Internship meets the need for practical experience and serves as a capstone. Students are placed in supervised positions during their last term.

MTH101 **College Mathematics**

4 Credits

Prerequisite: MATH100 or Accuplacer placement

This course develops the ability to solve a variety of problems through the use of mathematical structures such as algebra, geometry, and statistical analysis.

MGT105 **Introduction to Management**

4 Credits

Prerequisite: None

Starting by answering the question: "Who are managers and where do they work?" this course proceeds to examine the four basic management processes: planning, organizing, leading, and controlling. Students have the opportunity to develop an appreciation as to why and how these individual tasks are practiced simultaneously by successful managers.

MGT225 **Supervision**

4 Credits

Prerequisite: MGT105

This course provides students with skills, strategies, techniques, and knowledge needed to perform successfully as supervisors and workplace leaders in most of the public and private sector.

MGT282 **Capstone Course**

2 Credits

Prerequisite: Senior Standing or Instructor's Approval

The capstone is a research-based course that integrates content learned throughout the program. Projects will simulate a professional work environment.

MGT285 **Organizational Behavior**

4 Credits

Prerequisite: None

This course covers theories and concepts related to human behavior in organizations at the individual, group, and organizational levels. Topics such as diversity at the workplace, motivation, group dynamics, and team effectiveness will be discussed.

MGT303 **Production and Operations Management**

4 Credits

Prerequisite: None

This course surveys production and operations management functions. The course examines process design, operations strategy, capacity and facility planning, forecasting, material management, quality management, and project management.

MGT311 **Human Resource Management**

4 Credits

Prerequisite: MGT285

An examination of human resource management principles, processes and systems, this course analyzes the components of human resource management and reviews the functions of human resource managers within business environments. Students can learn to develop job descriptions; recruit and train employees; appraise performance; draft compensation, medical, and benefit policies; and avoid legal and safety problems.

MGT320 **Ethics in Management**

4 Credits

Prerequisite: BUS250

This course explores the legal and ethical constraints in managing business organizations.

MGT430 **International Management**

4 Credits

Prerequisite: MGT311

This course explores opportunities and challenges of managing a business organization in an international environment. This course focuses on theories useful to understanding the international environment and the managerial aspects of multinational organizations and corporations.

MGT440 **Strategic Management**

4 Credits

Prerequisite: MGT430

This course explores strategy formulation and implementation at the business and organizational levels. Emphasis is on the importance of value-creating insights through an understanding of the administration of business organizations from a top-management perspective and application of strategic management concepts to real-world management issues.



MGT480 Internship

4 Credits

Prerequisite: MGT440

The internship is designed to provide students with an opportunity to gain industry experience and to assist in the development of skills necessary to be successful in a chosen career field.

MGT482 Capstone Course

4 Credits

Prerequisite: MGT440

The capstone is a research-based course that integrates content learned throughout the program. Projects will simulate a professional work environment. Students will also be required to complete in-house work-related assignments.

MKT210 Foundations of Marketing

4 Credits

Prerequisite: BUS140

This course provides a solid foundation in the basic concepts and practices of marketing. It covers the four elements of the marketing mix – product, price, distribution, and promotion – and explains why the customer is the main focus for all marketing activities. Attention is given to the requirements and benefits of marketing on a global scale.

MKT320 Marketing Research

4 Credits

Prerequisite: MKT210

Providing a hands-on approach to marketing research, this course provides students with an overview of the information-gathering function based on the needs of both the researchers who gather the information and the marketing managers who use it. Marketing research concepts are applied in real-life marketing situations.

MKT325 E-Marketing

4 Credits

Prerequisite: MKT210

Internet marketing is a powerful component of most organizations' marketing strategy. The Internet's advantages for creating value for customers and profits for companies are the large themes of this course. Internet marketing practices are looked at for large companies, small businesses, non-profits, and online start-ups.

MKT340 Public Relations

4 Credits

Prerequisites: MKT210

This course covers the evolution of public relations, the preparation and process necessary for reaching a variety of "publics," and how to implement actual PR practices. Implementation topics include public relations writing, uses of the Internet, Integrated Marketing Communications, and PR's role in crisis management.

MKT350 Advertising Principles

4 Credits

Prerequisite: MKT320

Against the backdrop of the fast-changing environment in which modern marketing operates, this course covers the basic principles and practices of advertising and promotion. The development of media strategy and the creation of advertising to fit different types of media are studied in depth.

MKT360 Sales and Retail Management

4 Credits

Prerequisite: MKT210

This course covers the sales-management process to include the role of selling in marketing, the environment in which selling takes place, techniques for successful personal and non-personal selling, the management of sales employees, and control processes for the sales function. Customer service and retail selling are given added attention.

MKT370 International Marketing

4 Credits

Prerequisite: MKT210

A completely up-to-date approach is used to cover a wide range of international marketing topics. Beginning with the environmental considerations of global marketing, topics expand to include market entry and expansion, the export-marketing mix, the global-marketing mix, and careers in international marketing.

PSY110 Introduction to Psychology

4 Credits

Prerequisite: None

This course is designed to introduce students to various theories and contributions in the field of psychology. It includes the topics of learning, memory, intelligence, perception, personality theory, life-span development, the effect of color on the emotions, gender/sexuality, psychological disorders, and social psychology.

SCI210 Environmental Science

4 Credits

Prerequisite: None

This course is an introduction to the effects of humans on the earth's ecosystem. Topics discussed may include basic ecology, human populations; water, air, and land pollution; energy consumption, allocation of natural resources, alternative forms of energy, legislation, and citizen action.

SOC201 Societal Issues

4 Credits

Prerequisite: None

This course focuses on the importance of race, ethnicity, religion, and gender in the social construction of the United States. Students have the opportunity to explore contemporary societal issues and examine differences that exist within societies.



SSC101 **History of Civilization**

4 Credits

Prerequisite: None

This course surveys the development of civilization from prehistoric times to the present. Students will have the opportunity to study major periods, societies, figures, inventions, and events throughout history with an emphasis on the ideas, beliefs, developments, and cultures of each time period. Political and social philosophies and their influence on historical events are discussed.

Developmental Courses

ENG099 **Developmental English II**

4 Credits

Prerequisite: Accuplacer Assessment

Developmental English II is a course in the fundamentals of reading comprehension and grammar. The course will teach reading and sentence structure as a process to be discovered and controlled, and as a skill to be mastered and applied. Students will have the opportunity to discuss and develop reading-comprehension strategies for informative and expository texts as well as explore the mechanics of grammar and sentence structure.

MTH099 **Developmental Math**

4 Credits

Prerequisite: Accuplacer Assessment

Developmental Math emphasizes the basic operations of arithmetic. Other topics include fractions, decimals, percents, ratio/proportion, and solution of simple equations.





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Sanford-Brown College – Vienna

1761 Old Meadow Rd.

McLean, VA 22102

(703) 556-8888

sanfordbrown.edu/Vienna

Sanford-Brown College

CATALOG ADDENDUM

Catalog 2010-2011 publication date: July 2010

- 1. Academic Calendar**
- 2. Faculty**
- 3. Staff Listing**
- 4. Tuition and Fees**
- 5. Corrections**

Catalog 2010-2011 Addendum

ACADEMIC CALENDAR

The Sanford-Brown College academic year is scheduled on a four-quarter calendar. Terms are normally 10 weeks in length and consist of two five-week modules. All programs are sequentially scheduled for students to attend consecutive terms.

Term Start date	Class Day
Term End date	Make-Up Day
Holiday	Vacation Day

January 2012

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Catalog 2010-2011 Addendum

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December

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January 2015

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FACULTY LISTING

BUSINESS ADMINISTRATION

Ali Alavi

Program Director, Business Administration
M.B.A., University of Southern Maine
B.S., University of Southern Maine

FULL- TIME

Teresa Suder

Instructor, Ethics, Business Administration
M.Div., Virginia Theological Seminary
B.S., American University

PART-TIME

Evelyn Bates

Instructor, Business Administration
B.S., Virginia Union University

Gail Brown

Instructor, Business Administration
M.S., Central Michigan University
B.S., Virginia Commonwealth University

Peter Butu

Instructor, Business Administration
M.S., Southeastern University
M.S., Defense University, Romania
B.S., Air Defense Academy, Romania

Gina Genovese

Instructor, Business Administration
M.B.A., Avila University
B.A., University of Central Missouri

De'Onn Griffin

Instructor, Business Administration
M.B.A., Amberton University
B.S., University of North Carolina, Greensboro

Anthony Offor

Instructor, Business Administration
M.S.C.T., Strayer University
B.S., Strayer University

CRIMINAL JUSTICE

Rose Travers

Program Director, Criminal Justice, Paralegal Studies
J.D. University of Baltimore
B.S., University of Maryland

FULL- TIME

John Hughes

Instructor, Criminal Justice
B.S., Jackson State University

Shawn Land

Instructor, Criminal Justice & General Studies
M.A., Webster University
B.A., University of New York, Albany

PART-TIME

Paul Casagrande

Instructor, Criminal Justice
J.D., George Mason School of Law

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	B.S., SUNY at Stony Brook
Christopher Cochrane	Instructor, Criminal Justice M.S., Norwich University B.A., Mountain State University
Fiona Edwards	Instructor, Criminal Justice J.D., Seton Hall University M.B.A., St. Peter's College B.S., Fairfield University
Tamara Lewis	Instructor, Criminal Justice M.S., ST. Joseph's University B.A., Temple University
Lauren Pruitt	Instructor, Criminal Justice J.D., Georgetown University School of Law B.B.A., Howard University
Gary Redenthe	Instructor, Criminal Justice J.D., Boston University School of Law B.A., Hunter College, CUNY
David Rothstein	Instructor, Criminal Justice J.D., Columbus Scholl of Law of Catholic University B.A., College of William and Mary
Paul Scarborough	Instructor, Criminal Justice M.S., American University J.D., Universidad Catolica Boliviana
Vance Shaw	Instructor, Criminal Justice M.S., Michigan State University M.S., University of Northern Colorado B.S., Texas A&M University
Russell Travers	Instructor, Criminal Justice Ph.D., University of Maryland J.D., George Mason School of Law M.S., University of Maryland B.S., University of Maryland
GENERAL STUDIES	
Kay Snodgrass	Dean , General Studies and Student Support Services M.A., Texas A&M B.A., University of Central Arkansas
<i>FULL TIME</i>	
Arsala, Humera	M.A., George Mason University B.A., George Mason University
Mary Allison Forbes	Instructor, General Studies M.S., M.A., Virginia Polytechnic Institute and State University M.S. Walden University B.S., Virginia Tech
Laxmi Gupta	Instructor, General Studies M.S., B.S., University of Delhi, India B.S. University of Varanasi

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Andrew Martineau	Instructor, General Studies M.A., George Mason University B.F.A., Virginia Commonwealth University
Dennis Young	Instructor, General Studies Ph.D., University of Iowa M.A., University of Oklahoma B.A., University of Oklahoma
Michael Zawadzki	Instructor, General Studies and Business M.S., Capella University B.A., Sheffield University
<i>PART-TIME</i>	
Sandra de Levante	Instructor, General Studies Ph.D., George Mason University M.A., University of District of Columbia B.A., Concordia University A.A., Dawson College
Mark Gray	Instructor, General Studies Ph.D., University of California, Irvine M.A., University of California, Irvine B.A., University of California, Los Angeles A.A., Saddleback College
Pavan Gundaboena	Instructor, General Studies & Medical Assisting M.B.B.S., Rangaraya Medical Coll, India
Kristen Hardy	Instructor, General Studies M.A., American University B.A., Santa Clara University
Petya Nikolova	Instructor, General Studies M.A., Tufts University, Fletcher School of Law and DiploM.A.cy M.A., St. Kliment Ohridski University of Sofia, Bulgaria
Kevin Powell	Instructor, General Studies M.S., Loyola College M.Div., Union Theological Seminary B.A., Southeastern University
Audrey Siler	Instructor, General Studies M.S., University of New York M. of Ed., George Mason University B.A., University of New York
Jane Slomski	Instructor, General Studies M.S.W, Catholic University B.A., James Madison University
Sheri Wallenstein	Instructor, General Studies M.B.A., University of Hartford B.S.W., Kent State University

GRAPHIC DESIGN

Anne Chandra	Program Director , Visual Communication M.F.A., Syracuse University B.F.A., South Polytechnic for Women, New Delhi A.A., University of Allahabad
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PART-TIME

Lima Beauvais	Instructor, Graphic Design M.S., Bloomsburg University
Jessica Edwards	Instructor, Graphic Design M.A., University of Baltimore B.F.A., Virginia State University
Steven Ihde	Instructor, Graphic Design M.A., California State University B.A., California State University
Sandra Sharpes	Instructor, Graphic Design M.A., University of Baltimore B.A., Bowie State University
Nache Snow	Instructor, Graphic Design M.A., University of Baltimore B.A., Grambling State University

MEDICAL ASSISTING

Sarah De Guzman

Program Director, Medical Assisting
M.D., Far Eastern University, Philippines
B.A., University of Maryland

B.S., Fayetteville State University

FULL TIME

Tai House	Site Coordinator A.A., Medical Assisting, Sanford Brown College
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PART-TIME

Damien Baker	Instructor, Medical Assisting Doctor of Chiropractic, National University of Health Sciences B.S., University of Maryland B.S., National University of Health Sciences
Jessica Cash	Instructor, Medical Assisting M.S., Colorado State University B.S.N, George Mason University B.S., Colorado State University
Sandra Donahue	Instructor, Medical Assisting M.D., New University of Lisbon
Lara Johnson	Instructor, Medical Assisting B.A., Towson University
Alain Magaspi	Instructor, Medical Assisting M.D., Far Eastern University B.S., University of Santo Tomas - Philippines
Nevine Rizkalla	Instructor, Medical Assisting M.D., Ain Shams University, Egypt

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Nicole Testani

Instructor, Medical Assisting
D.P.M., Temple University School of Podiatric Medicine
B.S., Pennsylvania State University

MEDICAL BILLING AND CODING

Maggie Edwards-Johnson

Program Director, Medical Billing and Coding
B.S., Fayetteville State University

PART-TIME

Sayo Ebrahim

Instructor, Medical Billing and Coding
B.S, Howard University

Terizian Ghourghy

Instructor, Medical Billing and Coding
B.S., Ain Shams University - Egypt

Athena Vaughn

Instructor, Medical Billing and Coding
B.S., Long Island University CW Post

STAFF LISTING

Administrative Staff

Raul Garza
Mary Warren-Oliver
Paul Mamros
Everson Travers
Michael Briscoe
Will Coakley
Mario Corado

President
Director of Education
Vice President of Finance
Senior Director of Admissions
Director of Career Services
Director of Student Finance
Director of Facilities

Admissions Department

Eric Wideman
Roxana Cervantes
Yvette Walker

Lead Admissions Representative
Administrative Assistant
Stitch-In Coordinator

Felicia Bradshaw
Niki Harvey
Edward Glass
Katrina Schumacker
Sharmila Viswasam

Senior Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative

Finance Department

David Flippo
Tracy Coleman

Business Office Manager
Accounting Support

Adam DeVore
Janet Knightner
Anthony Little
Sherri Sherman

Student Finance Processor
Student Finance Processor
Student Finance Processor
Student Finance Representative

Career Services Department

Shaunee Lynch
Robin Taylor

Career Services Advisor
Career Services Advisor

Academic Department

Kay Snodgrass
Toni Jenkins
Wilberdt Ortiz
Jeffrey Prater

Dean of General Studies and Academic Support Services
Director of Student Services
I.T. Systems Administrator
Librarian

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ESTIMATED TUITION AND FEES

Program	App Fee	Tuition		Class Session	Credit Hours/ Contact Hours		Total Program Cost (Estimate)
Criminal Justice (B.S.)	25.00	65,335		Day & Evening	180/1940		65,360
Graphic Design (B.F.A.)	25.00	71,250		Day & Evening	180/2380		71,275
Business Administration (B.S.)	25.00	65,335		Day & Evening	180/1900		65,360
Business Administration (AAS)	25.00	32,690		Day & Evening	90/940		32,715
Criminal Justice (AAS)	25.00	32,690		Day & Evening	90/970		32,715
Medical Assisting (AAS)	25.00	32,690		Day & Evening	90/1120		32,715
Medical Billing and Coding (AAS)	25.00	32,690		Day & Evening	90/1090		32,715
Graphic Design (AAS)	25.00	38,000		Day & Evening	90/1190		38,025
Medical Assisting (Certificate)	25.00	16,045		Day & Evening	58/800		16,070
Medical Billing (Certificate)	25.00	16,045		Day & Evening	58/770		16,070
Nursing (A.A.S.)	25.00	44,130		Day and Evening			44155
Veterinary Technology	25.00	32,690		Day & Evening	96/1280		32,715

FEES

Application Fee	25.00
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Corrections to the Catalog

**Add to page 2:
Service Learning**

Sanford-Brown believes that as part of the academic experience, all members of the school community should learn and develop through active participation in thoughtfully organized service activities. As part of the Sanford-Brown student experience, Service Learning is integrated into and enhances the academic curriculum in which the students are enrolled and includes structured time for the students and participants to reflect on the service learning experience.

Page 3 – Statement of Ownership – Please replace the Executive Officers of CEC and Members of the CEC Board of Directors language that is currently in the catalog with the following:

The executive officers of CEC are:

Steven H. Lesnik, President and Chief Executive Officer

Michael J. Graham, Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Steven H. Lesnik, Chairman

Leslie T. Thornton, Lead Independent Director

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

**Add to page 4:
Admission Requirements**

Effective immediately for all students enrolling as of 11/1/11, with class starts scheduled after January 1, 2012.

Admissions Policy

Admission to Sanford-Brown is open to all applicants who will be 18 years of age at the time the clinical externship portion of their program begins (as applicable). All applicants are required to complete a personal interview with an admissions representative, either in person, by telephone or by e-mail. Parents, children and/or significant others are encouraged to attend admissions interviews and tour the School's facilities. This provides applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a qualified candidate for enrollment into the program.

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Students should apply for admissions as soon as possible in order to be accepted for a specific program and class start date.

The following items must be successfully completed at the time of application:

- Application for Admission
- Application fee*
- Entrance Exam (see “Selective Admissions Criteria” below)
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- General Student Disclosure
- Programmatic Disclosure
- Financial aid forms (if applicant wishes to apply for financial aid)
- Satisfactory personal interview

The following items must be completed prior to the end of the initial add/drop period:

- High School diploma or other acceptable proof of graduation from a valid institution providing secondary or post-secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S Department of Education.
- Background Check

* Payment of the full amount of the application fee at the time of enrollment may be waived for individuals who:

1. Paid an application fee to Sanford-Brown College within the past 364 days but did not graduate
2. Graduated from Sanford-Brown College
3. Are receiving financial assistance from agencies that cover the fee for students. Third-party funding must be verified in order for the upfront payment of the application fee to be waived. If a third party is covering the application fee, the full amount must be paid within 14 calendar days of enrollment.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if the items listed above are not successfully completed within the required timeframe.

Background Checks and Drug Screenings

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. Additionally, institutions that accept students for externship placements and/or potential employment often require a criminal and/or personal background check. As a result, students applying to any program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be cancelled. A listing of the specific offenses that are considered can be obtained from the institution.

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If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

Agencies and institutions that accept our students for clinical rotation and/or externship placements and potential employers may require an additional criminal and/or personal background check and may reject a student based on criteria different than those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

Selective Admissions Criteria

In addition to the requirements listed above, all students will need to meet the minimum testing and/or college credit requirements. In cases where the number of potential applicants exceeds the total number of available seats, a rubric will be used to objectively assess applicants to the program who meet all of the enrollment requirements to determine the accepted class and to determine alternates to the class. The rubric is based on up to four areas depending on the program: previous postsecondary experience, Math and Science grades, test scores, and having previously graduated from a Sanford-Brown or from an Allied Health program of another CEC school. If a program of study has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed before the class start so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 15% of the class size will be notified that they are alternates for admission and will be notified no later than the end of the drop/add period of the class start date.

Program	Wonderlic Score	Accuplacer Score (Overall/Math)	Additional Requirements
Business Administration	13		
Criminal Justice	13		
Graphic Design	13		
Medical Assisting	13	N/A	None
Medical Billing and Coding	13	N/A	None
Nursing	18	150 (A student must place into MATH100 and ENG100 on the	<ul style="list-style-type: none">• A high school GPA of 2.5 or above• A cumulative GPA of

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		Accuplacer examination)	<p>2.5 or above on previous college work and any LPN or ADN program previously attended</p> <ul style="list-style-type: none"> • All high school and previous college science and math courses with a grade of C or better is highly recommended. • A successful score on the Test of Essential Academic Skills (TEAS) entrance exam given prior to admission into the nursing program; • A successful score on the Test of English as a Foreign Language (TOEFL) for students whose native language is not English. • A personal interview with the Dean or a designated faculty member of the Nursing Department to determine whether an applicant is a strong candidate for enrollment into the program
Veterinary Technology	18	150 (A student must place into MATH100 and ENG100 on the Accuplacer examination)	<ul style="list-style-type: none"> • Satisfactory personal interview with the Veterinary Technology program director

Entrance exams may be waived for individuals with a conferred Bachelor Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education.

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Additional Admissions Requirements by Program:

Admission to the Nursing Program. In addition to the admission requirements of the College, all nursing **students must be formally accepted into the Nursing program before taking any course designated as a nursing course.** Admission to the College through the Admissions Office does not guarantee admission to the Nursing program. Students will be considered for admission to the Nursing program once the following criteria have been successfully met:

- Submission of a high school diploma or other proof of graduation from an institution providing secondary education, or the equivalent of such graduation, as recognized by the State of Virginia
- Submission of all high school transcripts
- Submission of college transcripts from all previous college education courses
 - Transfer credits require a C or better grade
 - Science and math courses older than five (5) years are not accepted for transfer
- Admission occurs for a set application period with beginning and ending dates. The top scoring students are accepted based on an Admission Rubric. If admission dates pass and seats remain, then remaining applicants are considered for admission
- No prerequisites are required for the college algebra course
- All transcripts must be translated into English and US credit equivalency
- A high school GPA of 2.5 or above
- A cumulative GPA of 2.5 or above on previous college work and any LPN or ADN program previously attended
- All high school and previous college science and math courses with a grade of C or better is highly recommended.
- A score of 18 or better on the Wonderlic test.
- A successful score on the Test of Essential Academic Skills (TEAS) entrance exam given prior to admission into the nursing program (scores yet to be determined); Students may retake the test twice.
- A successful score on the Test of English as a Foreign Language (TOEFL) for students whose native language is not English (Minimum passing score to be determined)
- Submission of a Nursing Program Application and fee
- A Nationwide criminal background check, including all alias and nationwide sex offenders index and check for crimes against minors, completed and cleared
- A personal interview with the Dean or a designated faculty member of the Nursing Department to determine whether an applicant is a strong candidate for enrollment into the program

After admission and before beginning the nursing core, the following documentation must be provided to the Nursing program administration:

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- Professional Liability Insurance coverage in the amount of \$1million/\$3 million
- Personal major medical health insurance coverage (for each enrollment period)
- Current CPR certification (American Heart Association for the health care professional)
- Completed Sanford Brown College medical exam form including the following current immunizations and/or titers
 - MMR (Measles, Mumps, Rubella) - two immunizations or positive titer
 - Varicella (Chicken Pox) vaccination or positive titer
 - Hepatitis B (Series of three (3) vaccinations) or positive titer
 - TD (Tetanus, Diphtheria) Every 10 years
 - PPD (Tuberculin Skin Test) Annually; *if positive - chest X-Ray every 2 yrs*
 - Seasonal Influenza Vaccination
- Drug screening completed and student cleared
- Medical/accident insurance for each enrollment period

International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through the Admissions department.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Sanford-Brown accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

Educational Perspectives, nfp

P.O. Box 618056
Chicago, Illinois 60661-8056
(312) 421-9300

www.edperspective.org

Josef Silny & Associates, Inc.

International Educational Consultants
7101 SW 102 Avenue
Miami, FL 33173

(305) 273-1616

www.jsilny.com

World Education Services, Inc.

Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, Wisconsin 53203-3470

www.ece.org

(212) 966-6311

Other acceptable services are those provided by agencies approved by NACES or AICE. Listings of approved agencies can be found at:

www.naces.org

www.aice.org

English Proficiency

Sanford-Brown does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173;
- Advanced Placement International English Language (APIEL) with a score of 173 or higher;
- International English Language Testing System (IELTS) with a level of 6 or higher;
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English; or,
- Completion of an interview with the Director of Education or his/her designee.

Policy on Forged/Altered Academic Documents From Foreign Institutions

Because Sanford-Brown follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any forged/altered academic documents will be retained as property of the school and not returned to the student.

Page 5 of the Catalog:

The following language is removed under the "Assessment for Academic Placement" heading.

The developmental and foundational program is offered at Sanford-Brown College for those students who require assistance in reading, writing, and/or math before confidently moving on to required courses in composition and mathematics. All students are required to be assessed for the developmental and foundational program unless the student provides the following:

- 1. Evidence of acceptable transfer credit from an accredited college or university in English and/or Mathematics.*
- 2. SAT, ACT, or achievement test scores that demonstrate acceptable scores on the verbal and/or mathematics sections of the exams. An acceptable score is greater than or equal to achievement at the 50% percentile on any submitted examination.*

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3. Documentation acceptable to the Vice President of Academics that demonstrates mastery of the course content.

Page 6 of the catalog:

The Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent (National SMART Grant) are no longer available as of July 1, 2011.

Financial Aid Information

Page 6, Replace current Federal Student and Parent Loans language with the following:

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans are available through the U.S. Government.

Replace Federal Stafford with the following:

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Add to Financial Aid Information:

Workforce Partnership Scholarship

Sanford-Brown has entered into an agreement with selected local area healthcare providers to provide a scholarship to selected employees of these providers of up to \$2,000 per academic year. To be eligible for the Workforce Partnership Scholarship Program, a candidate must be accepted for admission to Sanford-Brown and allow verification of employment and agree to the terms and conditions outlined in this form.

This scholarship is not to be confused with the WIA Matching grant. The application that will need to be used in the FA department is also attached for reference.

Student Ambassador Scholarship

Sanford-Brown offers Student Ambassador Scholarships to students who are active participants in the Student Ambassador Program and have remained in good standing for no less than two consecutive months. The Student Ambassador must submit two letters of recommendation from their instructors and a one-page essay describing their experience as a Student Ambassador and how they have benefited from the program. Each quarter, the selection committee will select a maximum of two students to be awarded a \$250 scholarship. Any single student can only be awarded this scholarship once during their time of study. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the quarter, no additional scholarships will be awarded for that quarter. Scholarship funds are non-transferable and non-refundable to the student. If a student's enrollment is canceled or the

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student withdraws or otherwise terminates his/her attendance at the school prior to the use of his/her entire scholarship, the remaining funds will be retained by the School.

Page 7 of the Catalog:

The following text is added:

Sanford-Brown Grant: Effective for enrollments as of February 14, 2012

Sanford-Brown College offers a Sanford-Brown Grant to students in programs who have applied for all federal, state, and private financial aid, grants and/or scholarships and do not qualify for the Federal Pell Grant Program. The Sanford-Brown Grant limits are:

- Certificate/Diploma programs-limit of \$3,100
- Associates programs-limit of \$10,500
- Bachelor programs-limit of \$13,000

Students will be considered for the grant based on the following requirements:

- Completion of the admissions application process.
- Completion of the financial aid application process (Federal, State and Private)
 - Must have valid (complete) ISIR on file (the ISIR EFC calculation will be used in determining grant amount).
 - Must have an alternative (private) loan denial – from a student loan lender/provider.
 - Must have a PLUS loan denial, if considered dependent.
- Must be a first time Sanford-Brown student.
- Must have an In-School Payment Plan of no more than \$250 per month.
- Must complete a separate grant application.
- Grants cannot be transferred to another individual or school or be received as cash.

Sanford-Brown College makes available a limited amount of money each year for the Sanford-Brown Grant. Once available funding has been exhausted, Sanford-Brown Grants will not be awarded to otherwise eligible students.

Please contact your Student Finance Representative with any Questions.

Page 8 of the catalog

The following text replaces the Return of Title IV Funds Policy found on page 8 of the catalog.

Return of Title IV Funds

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A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

The US Department of Education regulations indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate "academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically-related activity, such as; submit an assignment, take a quiz, contribute to an on-line discussion and in some cases post to an on-line gallery.

For R2T4 purposes in a term based program with modules, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

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Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. \ Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. Federal SEOG
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

Tuition, books and fees are bundled and billed together in a single charge each term. For registered students who have submitted all required FA paperwork books are made available at the campus for pick up by the 7th day of class.

The following text replaces the Withdrawal Date Policy found on page 9 of the catalog.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Sanford-Brown College is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

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For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 75 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College.

Page 10 of the catalog

Option 1: Credit Ascription Policy

Definition of a Credit Hour – Degree and Fully Transferable Non-degree Programs

The institution awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Written Agreements

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Students may have the opportunity to complete a portion of their program of study by taking online courses delivered by another institution, Missouri College Online, located in Brentwood, Missouri, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken from another institution.

Online courses are specifically designed for the student who has access to a computer and the Internet. Any expenses associated with the purchase of a computer or Internet access are the responsibility of the student and are not included in standard tuition and fees. Please contact the academic department for technology requirements specific to your program of study to ensure an optimal learning experience. Note: Students enrolled in an online course delivered by another institution must adhere to that institutions drop/add period for purposes of the online courses taken only.

Page 13 of the catalog:

The following text replaces the Leave of Absence Policy found on page 13 of the catalog.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's education for a specific period of time in an ongoing program when a student is not in academic attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 30 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in any consecutive 12-month period.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Page 13 of the catalog the following text is removed:

Developmental Courses

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Sanford-Brown College offers additional courses in Math and English to assist those students who need assistance in developing their skills in these particular areas. Students who do not achieve the minimum scores on the Accuplacer test will be required to take a preparatory Math and/or English course before they can be scheduled to take the appropriate courses in that particular area of concentration. Developmental courses are calculated in the student's maximum timeframe of attendance and are included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements. Developmental courses are included in the calculation of all elements of satisfactory academic progress except grade point average (GPA). (See Course Descriptions – Developmental Courses for description details.)

The following text replaces the Satisfactory Academic Progress Standards found on page 13 of the catalog.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at insert school name. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period, which consists of two five-week modules. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. Only those credits required in the student's program of study are used in the CPGA calculation. The CGPA will be reviewed at the end of each grading period after grades have been posted to determine if the student is meeting the minimum standard. Once the student reaches a new threshold, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum ROP in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the students program of study, including credits that were transferred from other approved institutions, and proficiency credits earned, are used in the ROP calculation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Certificate Programs
Quarter Hours

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Credits	ROP	CGPA
0-26	60%	1.5
27+	66.67%	2.0

Associate Programs		
Quarter Hours		
Credits	ROP	CGPA
0-15	50%	1.6
16-30	55%	1.75
31-45	60%	1.9
46+	66.67%	2.0

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the ROP calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at Sanford-Brown College, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being

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calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each term, after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first grading period in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to successfully appeal in order to maintain eligibility for federal financial assistance. (see Appeals section below)
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second grading period of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each term, after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first grading period in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to

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fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)

- A student who successfully appeals and is on Probation will be evaluated at the end of the second grading period of monitoring. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Appeal

A student who has been placed on Probation or FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the designated academic official within ten days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the academic official is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the academic official. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

Course Repeats

The student must repeat any required course in which a grade of F or W is received.

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Students will not be allowed to repeat courses they have already passed. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

Drop/Add Period

During the start of each term, students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each term is one calendar week after the beginning of the term. Students who post no attendance for a course by the end of the drop/add period will be withdrawn from the course without incurring an academic or financial penalty.

p. 43 and throughout program curriculum requirements "HUM311 American Cultural Issues" is changed to "HUM311 American Cultural Experience."

Addition to page 23:

Transcript Process and Fees

Transcript requests are fulfilled through Docufide, a leading company in secure transcript. Transcript Fee is assessed regardless of transcript hold status. If you are not current with any outstanding balance, the schools will not release the official transcript or allow the graduate to participate in the graduation ceremony. However, as an exception to this policy, you transcripts will be released only for purposes of a student sitting for a licensing, certification or registry exam.

\$5 – Transcript (electronic or paper) requested electronically through Docufide

\$10- Transcripts ordered through the campus

\$30 - Overnight/US Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

Addition to page 24 in catalog in the Program Offerings section: Certificate in Medical Billing and Coding

Program Length: 10 months

Program Description

The Medical Coding and Billing program at Sanford-Brown College, Vienna (SBC) is designed to prepare students for careers in a variety of healthcare settings, including medical offices, hospitals, clinics and skilled-care facilities. The curriculum is structured to include didactic instruction in several areas, including, but not limited to, billing practices and systems, coding and reimbursement systems, data abstracting, health record maintenance, or healthcare computer applications. The final portion of curriculum includes a supervised clinical externship at a medical facility. At the completion of the program, graduates who have diligently attended class

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and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment in the field of medical coding and billing.

Code	Course	Contact Hours	Quarter Credits
CNO100	Introduction to Computer Concepts & Applications	60	4
MED110	Medical Terminology	40	4
MED115	Introduction to Health Information Management	40	4
MED120	Medical Law and Ethics	40	4
MED125	Introduction to Health Care	40	4
MED130	Introduction to Anatomy and Physiology	40	4
MED135	ICD-9-CM Coding	50	4
MED145	CPT and HCPCS Coding	50	4
MED150	Human Pathology	40	4
MED155	Health Information Services and Systems	50	4
MED165	Medical Insurance Billing	50	4
MED180	Internal Anatomy and Physiology	40	4
MED210	Pharmacology	50	4
MED298	Internship	180	6
Total Contact Hours and Credits Required for Graduation		770	58

Associate of Applied Science in Nursing

Program Length: 20 Months

Program Description

The Nursing program is an integral component of its parent institution, Sanford-Brown College, and it conducts its academic affairs in accord with the mission, goals and policies of the College, the standards of the academic community, and the profession of nursing. The Nursing program is designed to provide a sound program of general and nursing education that prepares graduates for the intellectual, ethical, and interpersonal dimensions of contemporary work, civic and family life, and career mobility. The Nursing program administration encourages diversity in its student body and develops a diverse faculty who actively engage students to address the diverse and cultural globalization of tomorrow's health care systems.

Graduates are prepared to deliver safe, competent, and compassionate care using holistic principles in connection with technical competencies to promote, maintain, and restore optimum health in individuals, families, groups, and communities. Through a supportive and student-oriented environment, the standards for excellence in professional nursing practice are promoted, emphasizing the need for the commitment to life-long learning. At completion of the program, graduates should function as entry-level Registered Nurse members of an expanded interdisciplinary team. The Registered Nurse graduate will integrate and coordinate care for the

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transition of individuals and the community toward wellness-oriented choices and positive outcomes for the health improvement of society.

Code	Course	Contact Hours	Credits
Specialization			
ALH 122	Medical Terminology	40	4
BIO 140	Anatomy & Physiology I	50	4
BIO 141	Anatomy & Physiology II	50	4
BIO 142	Anatomy & Physiology III	50	4
BIO 150	Microbiology	60	5
GE 100	Computer Application	30	2
MSC 180	Nutrition Essentials and Diet Therapy	30	3
NUR 100	Pharmacology & Drug Calculation	60	5
NUR 105	Drug Administration	50	4
NUR 110	Professional Nursing Concepts	20	2
NUR 115	Health Assessment Theory	30	3
NUR 115L	Health Assessment Lab	20	1
NUR 120	Fundamentals of Nursing Theory	40	4
NUR 120L	Fundamentals of Nursing Lab	20	1
NUR 120C	Fundamentals of Nursing Clinical	60	2
NUR 130	Medical-Surgical Nursing I Theory	40	4
NUR 130L	Medical-Surgical Nursing I Lab	20	1
NUR 130C	Medical-Surgical Nursing I Clinical	60	2
NUR 140	Mental Health Nursing Theory	40	4
NUR 140L	Mental Health Nursing Lab	20	1
NUR 140C	Mental Health Nursing Clinical	60	2
NUR 200	Medical-Surgical Nursing II Theory	40	4
NUR 200L	Medical-Surgical Nursing II Lab	20	1
NUR 200C	Medical-Surgical Nursing II Clinical	60	2
NUR 210	Maternal Nursing Theory	40	4
NUR 210L	Maternal Nursing Lab	20	1
NUR 210C	Maternal Nursing Clinical	60	2
NUR 216	Geriatric Nursing Theory	30	3
NUR 216C	Geriatric Nursing Clinical	60	2
NUR 250	Pediatric Nursing Theory	40	4
NUR 250L	Pediatric Nursing Lab	20	1
NUR 250C	Pediatric Nursing Clinical	60	2
NUR 260	Foundations of Community Health Nursing Theory	30	3
NUR 260C	Foundations of Community Health Nursing Clinical	60	2
NUR 265	Intro to Nursing Leadership & Management Theory	30	3
NUR 265C	Intro to Nursing Leadership & Management Clinical	60	2
NUR 270C	Nursing Capstone Clinical	90	3

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Total Required Specialization Credits		1,570	101
General Education Requirements			
CHEM 101	General Chemistry	60	5
ENG 101	English Composition	40	4
MTH 135	Algebra	40	4
or	or		
MTH 134	Statistics		
PSY 110	Introduction to Psychology	40	4
PSY 250	Human Growth and Development	30	3
SCI210	Environmental Science	40	4
Total Required General Education Credits		250	24
Total Contact Hours and Credits Required for Graduation		1820	125

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Associate of Applied Science in Veterinary Technology

Program Length : 18 months

Program Objective:

The Veterinary Technology program at Sanford-Brown College is designed to provide students with the technical and practical training necessary to work as veterinary technicians who provide competent and humane care toward the emotional and physical well-being of animals. The core curriculum is structured to include a lecture component and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as veterinary technicians.

Code	Course	Contact Hours	Credits
COS110	College Success Skills	40	4
PD103	Professional Development	20	2
Total Required Core Curriculum Credits		60	6
Specialization			
VT101	Introduction to Veterinary Technology I	60	4
VT110	Introduction to Veterinary Technology II	60	4
VT 120	Animal Care Management I	60	4
VT130	Pharmacology and Medical Math	40	4
VT135	Diagnostic Technologies	30	2
VT140	Veterinary Laboratory Techniques I	50	4
VT145	Veterinary Medicine Topics I	50	4
VT155	Veterinary Anesthesia Topics	60	4
VT160	Office and Hospital Management	30	2
VT170	Veterinary Surgery Topics	60	4
VT220	Animal Care Management II	60	4
VT221	Large/Farm Animal Care	60	4
VT240	Veterinary Laboratory Techniques II	60	4
VT245	Veterinary Medicine Topics II	50	4
VT250	Veterinary Medicine Topics III	50	4
VT251	Veterinary Emergency and Critical Care	50	4
VT261	Animals in Research and Exhibition	30	2
VT270	Veterinary Clinical Preceptorship	120	4
Total Required Specialization Credits		980	66
General Education Requirements			
BIO107	Biology (General Education)	40	4
ENGL100	Basic College English (General Education)	40	4
ENG101	English Composition (General Education)	40	4

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MATH100	Basic College Math (General Education)	40	4
MSC160	Introduction to Chemistry (General Education)	40	4
PSY110	Introduction to Psychology (General Education)	40	4
Total Required General Education Credits		240	24
Total Contact Hours and Credits Required for Graduation		1,280	96

Page 36 of the catalog, under the “Course Descriptions” heading:

The sentence
Courses are numbered from 000-499.

is replaced by the sentence
Courses are numbered from 100-499.

The following sentence is removed:
Courses numbered between 000-099 are developmental courses.

Page 40 of the Catalog:

The following text:

COS110 **College Success Skills**

4 Credits
Prerequisite: None

This course is for entering freshmen students and is designed to prepare students for succeeding in college. Utilizing the textbook, *Becoming a Master Student*, the course reviews key issues related to college success, including self-esteem, social issues, financial needs, time management concerns, study skills, and developmental challenges. Each student will be expected to begin to formulate a life plan

is replaced by:

COS110 **College Success Skills**

4 Credits
Prerequisite: None

This course is for entering freshmen students and is designed to prepare students for succeeding in college. The course reviews key issues related to college success, including self-esteem, social issues, financial needs, time management concerns, study skills, and developmental challenges. Each student will be expected to begin to formulate a life plan.

Page 42 of the Catalog:

The following text:

ENGL100
Basic College English
4 Credits
Prerequisite: Accuplacer placement or ENG099

Is replaced with:
ENGL100
Basic College English
4 Credits
Prerequisite: None

Page 43 of the catalog:

The following text:

MATH100
Basic College Math
4 Credits
Prerequisite: Accuplacer placement or MTH099

Is replaced by:
MATH100
Basic College Math
4 Credits
Prerequisite: None

Page 48 of the catalog:

The following courses are removed:

Developmental Courses

ENG099
Developmental English II
4 Credits
Prerequisite: Accuplacer Assessment

Developmental English II is a course in the fundamentals of reading comprehension and grammar. The course will teach reading and sentence structure as a process to be discovered and controlled, and as a skill to be mastered and applied. Students will have the opportunity to discuss and develop reading-comprehension strategies for informative and expository texts as well as explore the mechanics of grammar and sentence structure.

MTH099
Developmental Math

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4 Credits

Prerequisite: Accuplacer Assessment

Developmental Math emphasizes the basic operations of arithmetic. Other topics include fractions, decimals, percents, ratio/proportion, and solution of simple equations.

Additions/correction to Course Descriptions section, beginning page 36 in catalog.

ALH122 Medical Terminology

4 credits

Prerequisite: None

This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

BIO107 Biology

40 clock hours (40 Lecture)

4 Quarter Credits

Prerequisites: None

Biology is the science that deals with the origin, history, physical characteristics, processes, and habits of plants and animals. Students will study the principles of cellular life, genetics, evolution, biodiversity, the structure and function of living organisms, ecology, and behavior.

BIO140 Anatomy & Physiology I

4 credits

Prerequisite: None

A study of the structure and function of the systems and organs of the human body and their interrelationships. Emphasis on the cells, tissues, integumentary system, skeletal system, and muscular system.

BIO141 Anatomy & Physiology II

4 credits

Prerequisite: None

A study of the structure and function of the systems and organs of the human body and their interrelationships. Emphasis on nervous system, endocrine system, blood, cardiovascular system, lymphatic system, immune system, and stress.

BIO142 Anatomy & Physiology III

4 credits

Prerequisite: None

A study of the structure and function of the systems and organs of the human body and their interrelationships. Emphasis on Respiratory System, Digestive System, Urinary System, Fluid, and Electrolyte Balance. Male and Female Reproductive System.

BIO150 Microbiology

5 credits

Prerequisite: None

This course examines the structure and function of microorganisms, with a focus on bacteriology, virology, pathogenicity, and immunity. Topics include microbial cell structure and function, metabolism and growth, microbial genetics, pathogens, and the role of microorganisms in disease, epidemiology, and immunity.

CHEM101 General Chemistry

5 credits

Prerequisite: None

This course explores topics in general chemistry including matter; atoms; chemical bonding and reactivity; energy; organic chemicals and biochemistry; and environmental, medical, and consumer chemistry.

GE100 Healthcare Computer Applications

2 credits

Prerequisite: none

This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

MSC160 Introduction to Chemistry

4 Credits

Prerequisite: None

This course is an introductory course in chemistry, including stoichiometry, basic atomic theory, bonding, environmental, nuclear, acid-base, organic and biochemistry. 4 credits: 40 lecture hours.

MSC180 Nutrition Essentials and Diet Therapy

3 credits

Prerequisite: none

An introduction to the fundamentals of nutrition throughout the lifespan and how it relates to the promotion and maintenance of optimal health. Includes a presentation of the practical applications of the current principles of nutrition and diet therapy in the prevention and treatment of nutrition-related pathologies, as well as a discussion of socio-economic, religious, and cultural influences on nutrition.

MTH134 Introduction to Statistics

4 credits

Prerequisite: None

This course introduces statistical methodologies that are used to collect, describe, organize, measure, interpret, and display data. Topics include data classification, experimental design and hypothesis testing, descriptive statistics and graphs, probability, confidence intervals, correlation and regression, variance analysis, and nonparametric tests.

MTH135 Algebra

4 credits

Prerequisite: None

This course is a broad overview of college algebra. Particular emphasis is placed on problem solving and reasoning. Contents include the study of linear and quadratic equations; inequalities and their applications; polynomial, rational, exponential and logarithmic functions; and systems of equations.

NUR100 Pharmacology and Drug Calculation

5 credits

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Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: MSC 150, PSY110, NUR 105

This course prepares the beginning Professional Nurse to assume the responsibility of medication administration. Core competencies required of nurses to administer medication to patients will be developed by focusing on the use of medications in the management of physiologic and psychological disorders. The major drug classifications, actions, normal dosages, side effects, nursing implications and representative drugs are discussed. Competency domains to be covered include the principles of medication administration, dosage calculation, ethical and legal implications related to medication administration and teaching needs. Laboratory experiences provide opportunities to practice the principles of medication administration, including oral, subcutaneous, intra-dermal, and, intra-muscular routes.

NUR105 Drug Administration

4 credits

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 100, MSC 180, Psy 110

This course prepares student Professional Nurses to perform intravenous fluid therapy and drug administration in accordance to the State's Nursing Practice Act. Using the knowledge and skills required to perform such therapy safely will develop core competencies. Competency domains to be covered include the responsibilities of Therapy/Drug Administration according to the State's Nurse Practice Act as it relates to the Professional Registered Nurse. Laboratory experiences provide opportunities to practice the principles of intravenous therapy including inserting and discontinuing peripheral intravenous lines and IV therapy maintenance, administering IV medications, blood and nutrition; and, phlebotomy.

NUR110 Professional Nursing Concepts

2 credits

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR120, NUR120C, NUR120L, NUR115, NUR115L

This course introduces the beginning professional student nurse to the concepts of roles, change, and competency based nursing practice. The professional roles of Provider of Care, Manager of Care, and Member of the Discipline of Nursing are explored and compared to the role expectations of the practical nurse. The nursing process serves as the framework for defining nursing practice core competency. Competency domains to be covered include building upon skills introduced during practical nurse education or beginning Registered Nurse education course work and laboratory experiences, which include pharmacology, medication administration, and communication.

NUR115 Health Assessment Theory

3 credits

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 115L, NUR 120, 120L, 120C, NUR 110

This course provides the professional Registered Nurse student with knowledge of the beginning competencies as a foundation for performing a general health history and assessment to include documentation. Ethical and cultural considerations, techniques and equipment for health assessment and techniques for each body system will be taught. Students will also review theories of development and specific health assessment techniques to use with populations across

the lifespan to include infants, children, adolescents, and adults and older adults. The Head-to-Toe examination approach will be included.

NUR115L Health Assessment Skills Lab

1 credit

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 115, NUR 120, 120L, 120C, NUR 110

This course provides the professional Registered Nurse student with practice of basic health assessment skills in a skills lab as a foundation for completing and documenting a general health history and physical assessment on clients in clinical settings. The Head-to-Toe examination approach is reinforced with practice using simulation, manikins and humans. Ethical and cultural considerations are stressed as various techniques and equipment are used to assess each body system. Adaptations of techniques to meet the needs of specific populations including infants, children, adolescents, and older adults are practiced.

NUR120 Fundamentals of Nursing Theory

4 credits

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 120L, 120C, NUR 110, NUR 115, NUR115L

This course focuses on fundamental principles and concepts related to meeting basic physical and psychosocial needs of adult patients. Nursing process is presented as the approach to clinical decision making with stress on the competencies of assessment, caring interventions, communication, teaching, collaboration, management of care, and professional behavior.

NUR120C Fundamentals of Nursing Clinical

2 credits

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 120, NUR 120L, NUR 110, NUR 115, NUR 115L

In this course, students apply knowledge and skill sets related to basic physical and psychosocial needs of adults to the care of selected patients in acute care clinical setting. Nursing process with its added components of assessment, communication and teaching is stressed as the method of clinical decision making and competencies related to professionalism, caring, and collaboration with members of the health care team in achieving patient goals are introduced.

NUR120L Fundamentals of Nursing Lab

1 Credit

Prerequisites: All General Education, Science, and Nursing Support courses, except co-requisites listed below.

Corequisites: NUR 120, 120C, NUR 110, 115, 115L

This course focuses on basic skills used in the care of adults across various settings. Skills are learned and practiced in the campus Nursing Laboratory using simulation, manikins and humans. The competency areas of clinical decision making, managing care, caring interventions, assessment, communication, teaching, collaboration, and professional behavior as related to the basic patient care skills are stressed in preparation for skill performance in the clinical setting.

NUR130 Medical-Surgical Nursing I Theory

4 credits

Prerequisites: BIO140, PSY250, MSC180, CHEM101, GE100, BIO141, MSC150, NUR100, NUR110, NUR120, NUR120L, NUR120C, NUR115, NUR115L

Corequisites: NUR130L, NUR130C, NUR140, NUR 140C, NUR 140L

This course builds on the foundations of nursing by considering stressors that affect an individual's level of wellness by inflicting intermediary self-care physical and/or mental limitations. Stressors explored will include, but are not limited to, commonly occurring health limitations that alter one's state of wellness and thus require therapeutic nursing demands for self-care and a change in one's wellness status. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, interdisciplinary healthcare team approaches, and holistic considerations for selected stressors.

NUR130C Medical-Surgical Nursing I Clinical

2 credits

Prerequisites: All General Education and science courses, NUR 110, NUR 100, NUR 120, 120L, 120C, NUR 115, 115L

Corequisites: NUR130, 130L, NUR 140, 140L, 140C

Medical Surgical 1 Clinical provides selected experiences in medical surgical settings that assist the student to integrate content from the classroom with the nursing care of adults and their families. The focus, in these settings, is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for normal self-care limitations due to medical surgical conditions. Keys to care include assessments, communications, teaching/learning, inter-disciplinary and community partnering, and managing care. Critical thinking models for human functioning and independent nursing interventions will be further practiced and expanded to include detailed nursing processes, care management, interdisciplinary healthcare team approaches and holistic considerations for selected stressors. Clinical experiences will occur in in-patient medical and surgical units.

NUR130L Medical-Surgical Nursing I Lab

1 credit

Prerequisites: BIO140, PSY250, MSC180, CHEM101, GE100, BIO141, MSC150, NUR100, NUR110, NUR120, NUR120L, NUR120C, NUR115, NUR115L

Corequisites: NUR130, NUR130C, NUR140, NUR140L, NUR140C

Medical Surgical Nursing 1 Skills Laboratory provides the knowledge and practice for medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care for adults. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills.

NUR140 Mental Health Nursing Theory

4 credits

Prerequisites: All general education, science and nursing support courses, NUR110, NUR120, NUR 120L, NUR120C, NUR115, NUR115L.

Corequisites: NUR 130, NUR 130L, NUR 130C, NUR 140L, NUR 140C

Mental Health Nursing introduces the student to the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing tools and intervention modalities are

expanded. The DSM-IV-TR classification system is introduced for moderate, severe, psychotic, and, emergency issues. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated, implemented and evaluated. Selected stressors include, but are not limited to commonly occurring mental health limitations that lead to therapeutic nursing interventions that require partnering.

NUR140C Mental Health Nursing Clinical

2 credits

Prerequisites: All general education, science and nursing support courses, NUR110, NUR120, NUR120L, NUR120C, NUR115, NUR115L.

Corequisites: NUR 130, NUR 130L, NUR 130C, NUR 140L, NUR 140

The Mental Health Nursing Clinical provides selected client experiences in mental health settings that assist the student to integrate content from the classroom with client care. The client care focus and accompanying technical skill sets are used by the student to implement the nursing process for clients with commonly occurring mental health limitations. Individuals and families are assisted in defining and accepting an altered mental perception in order to maintain wellness.

NUR140L Mental Health Nursing Lab

1 credit

Prerequisites: All general education, science and nursing support courses, NUR110, NUR120, NUR120L, NUR120C, NUR115, NUR115L.

Corequisites: NUR 130, NUR 130L, NUR 130C, NUR 140C, NUR 140

Mental Health Nursing Lab introduces the student to skill sets and tools for psychosocial nursing intervention modalities. Students will expand their communication techniques to include combative and uncooperative clients; use of self presence; managing difficult, neurotic, psychotic and psychosocial disadvantaged clients; mental and emotional assessments; nursing process orientation to the use of DSM-IV-TR, NIC, NOC and NANDA; and, teaching strategies for non-compliant clients.

NUR200 Medical-Surgical Nursing II Theory

4 credits

Prerequisites: BIO140, PSY250, MSC180, CHEM101, GE100, BIO141, MSC150, NUR100, NUR110, NUR120C, NUR115, NUR115L, NUR130, NUR130L, NUR130C, NUR 140, NUR140L, NUR140C

Corequisites: NUR 200L, NUR 200C, NUR 210, NUR 210L, NUR 210C

Medical-Surgical Nursing 2 focuses on self-care limitations that are common to adults. Stressors are explored through categories of nursing diagnoses and include complex, multi-system failure health limitations that alter one's view of wellness and require therapeutic nursing interventions. Critical thinking models for human functioning and independent nursing interventions will continue to be explored. Examples of limitations include, but are not limited to cardiac abnormalities, neurologic injury, endocrine disorders, and hematologic disorders.

NUR200C Medical-Surgical Nursing II Clinical

2 credits

Prerequisites: BIO140, PSY250, MSC180, CHEM101, GE100, BIO141, MSC150, NUR100, NUR110,, NUR120C, NUR115, NUR115L, NUR130, NUR130L, NUR130C, NUR 140, NUR140L, NUR140C

Corequisites: NUR 210, NUR 210L, NUR 210C, NUR200, NUR 200L

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Medical- Surgical 2 Clinical provides selected experiences in acute care medical surgical settings that assist the student to integrate content from the classroom with the nursing care of adults and their families. The focus in these settings is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for self-care limitations due to medical surgical conditions. Keys to care include assessments, communications, teaching/learning, inter-disciplinary and community partnering, and managing care. This course builds on the Medical Surgical Nursing 1 Clinical course. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, interdisciplinary healthcare team approaches, and holistic considerations for selected stressors.

NUR200L Medical-Surgical Nursing II Lab

1 Credit

Prerequisites: BIO140, PSY250, MSC180, CHEM101, GE100, BIO141, MSC150, NUR100, NUR110, NUR120, NUR120L, NUR120C, NUR115, NUR115L, NUR130, NUR130L, NUR130C, NUR140, NUR140L, NUR140C

Corequisites: NUR 200, NUR 200C, NUR 210, NUR 210L, NUR 210C

Medical-Surgical Nursing 2 Laboratory builds on previously learned nursing skills. This lab course introduces intermediate nursing skills and assessment processes, and provides opportunities to apply these skill sets in the simulated technology lab setting. Refinement of selected previously learned skills is integrated into the course. Students find a supportive and supervised environment to increase confidence and competence. Encouragement is provided while students practice medical/surgical patient care skills.

NUR210 Maternal Nursing Theory

4 credits

Prerequisites: All General Education and science courses, NUR130, 130L, 130C, NUR 140, 140L, 140C

Corequisites: NUR 210L, 210C, NUR200, 200L, 200C

Maternal Nursing introduces the student to the components of nursing for women and newborns. Self care limitations imposed by pregnancy, childbirth, new life, and health promotion are addressed. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communication, clinical decision making, managing, collaborating, teaching/learning and wellness.

NUR210C Maternal Nursing Theory Clinical

2 credits

Prerequisites: All General Education and science courses, NUR130, 130L, 130C, NUR 140, 140L, 140C

Corequisites: NUR 210, 210L, NUR200, 200L, 200C

Maternal Nursing Clinical provides selected experiences in obstetric settings that assist the student to integrate content from the classroom with the nursing care of childbearing women, newborns and their families. The focus in these settings is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process related to women's health, childbearing and the newborn. Keys to care include assessments, communication, teaching/learning, inter-disciplinary and community partnering, and managing care.

NUR210L Maternal Nursing Lab

1 credit

Prerequisites: All General Education and science courses, NUR130, 130L, 130C, NUR 140, 140L, 140C

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Corequisites: NUR210, NUR210C, NUR200, NUR200L, NUR200C

Maternal Nursing Skills Lab provides the nursing student with practice of maternal and newborn health assessment skills, technical skills, and nursing procedures in a lab as a foundation for care delivery to maternal and newborn clients in the clinical setting. The Head-to-Toe examination approach is reinforced with practice using simulation and manikins. Ethical and cultural considerations are stressed as various techniques and equipment are used to assess each body system on the maternal and newborn client. Care of the mother, fetus and newborn during the prenatal, labor and delivery, and post partum phases is incorporated.

NUR216 Geriatric Nursing Theory

3 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below and Quarter 8 courses.

Corequisites: NUR250, NUR250L, 250C, NUR 216C

This course prepares the Professional Nursing student for the responsibility of caring for the geriatric client. Core competencies required will focus on the aging process, as well as the trends and issues that affect the older adult throughout the life span. Competency domains covered include health maintenance and promotion for older adults, effective communication and assessment skills.

NUR216 Geriatric Nursing Clinical

2 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below and Quarter 8 courses

Corequisites: NUR250, NUR250L, 250C, NUR 216

This course provides the student clinical experiences to incorporate knowledge from theory and skills into the care of older adults. Students will care for client's psychological and physiological responses to illness, including health and physical assessments and appropriate documentation. Using medical/surgical skill sets, students will: create a therapeutic environment; use the nursing process with evidenced based care to solve problems; collaborate/delegate care; teach health maintenance and promotion; and, consider culturally sensitive needs of the older adult.

NUR250 Pediatric Nursing Theory

4 credits

Prerequisites: All General Education and Science courses, NUR 210, NUR 210L, NUR 210C, NUR 200, NUR 200L, NUR 200C

Corequisites: NUR250L, NUR 250C, NUR 216, NUR 216C

Pediatric Nursing introduces the student to the components of nursing for the pediatric client that address self care limitations imposed by illness, developmental delays or health promotion limitations. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision making, managing, collaborating, teaching/learning and wellness.

NUR250C Pediatric Nursing Clinical

2 credits

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Prerequisites: All General Education and Science courses, NUR 110, NUR 100, NUR 120, 120L, 120C, NUR 115, 115L, NUR130, 130L, 130C, NUR 140, 140L, 140C, NUR 210, 210L, NUR 210C, NUR200, NUR 200L, NUR 200C

Corequisites: NUR250, NUR250L, NUR216, NUR216C

Pediatric Nursing Clinical provides selected experiences in various Pediatric settings to assist the student to integrate content from the classroom with the nursing care of Pediatric clients and their families. The focus is on age appropriate and holistic nursing care, and accompanying technical skill sets that are used by the nurse to implement the nursing process for limitations due to illness or developmental delays in the pediatric client. Keys to care include assessments, communication, teaching/learning, inter-disciplinary and community partnering, and managing care.

NUR250L Pediatric Nursing Lab

1 credit

Prerequisites: All General Education and science courses, NUR 210, 210C, 210L, NUR200, 200C, 200L

Corequisites: NUR 250, NUR 250C, NUR 216, NUR 216C

Pediatric Nursing Lab provides the professional nursing student with the opportunity to practice pediatric skills, health assessments and documentation in a simulated skills lab environment. The Head-to-Toe examination approach is reinforced with practice using simulation and manikins. Ethical and cultural considerations are stressed and various techniques and equipment are used for skill development and assessment of each body system on the pediatric patient from infancy to adolescence.

NUR260 Foundations of Community Health Nursing Theory

3 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below.

Corequisites: NUR 260C, NUR 265, NUR 265C, NUR 270

This course provides the student with knowledge of the competencies for nursing in the community and community oriented practices. A synthesis of nursing and public health theory is applied to promoting, preserving, and maintaining the health of populations to individuals, families, and groups. Course content includes concepts of community-oriented nursing practice; community diagnosis; investigation of health and environmental problems; health surveillance and monitoring; and evaluating community and population health status for the purposes of preventing disease and disability; promoting, protecting and maintaining health; and for creating conditions for healthy living.

NUR260C Foundations of Community Health Clinical

2 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below.

Corequisites: NUR 260, NUR 265, NUR 265C, NUR 270C

This course is structured as a precepted experience, and is designed to develop competencies in the community and community oriented practice. The student will apply nursing and public health theory to promote, preserve, and maintain the health of populations through the delivery of health care services to individuals, families, and groups. Students will gain competencies

through community investigation and diagnoses; investigation of health and environmental problems; health surveillance and monitoring; and evaluating community and population health status for the purposes of preventing disease and disability; promoting, protecting, and maintaining health; and to create conditions for healthy living.

NUR265 Introduction to Nursing Leadership and Management Theory

3 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below.

Corequisites: NUR 260 & 260C, NUR 270C

This course is designed to assist the student to synthesize the intersection of nursing care with leading people and managing organizations and systems. The course incorporates the application of management principles and leadership, change, and administration theories in nursing practice and health care delivery. Content discussions include delegation, working with large groups, communication and collaboration, cultural diversity, legal and ethical dilemmas, budget management, staff development, resource management, quality improvement and risk management, evidence based practice, and the health care consumer.

NUR265C Nursing Leadership and Management Clinical

2 credits

Prerequisites: All General Education, Science, Nursing Support and Nursing Clinical Specialty courses, except co-requisites listed below.

Corequisites: NUR 260 & 260C, NUR 270C, NUR 265

This course is designed to assist the student to synthesize the intersection of nursing care with leading people and managing organizations and systems. Students are prepared to assume the roles and responsibilities of the manager of patient care. Core competencies required of nurses caring for patients will be developed for a wide range of management concepts to include delegation through hands on experiences in the clinical setting. Competencies and skills will be developed in the areas of communication, collaboration, patient care management, leadership, information management, improving organizational performance, organizational strategic and financial planning, and human resources to include staffing and scheduling.

NUR270C Nursing Capstone Clinical

3 credits

Prerequisites: All General Education, Science, and Nursing Support Courses. All nursing specialty courses except co-requisites.

Corequisites: NUR260, NUR 260C, NUR 265, NUR 265C

This course is structured as a precepted experience. It builds on knowledge and skills previously learned, and integrates the theory of organizational development and culture, management styles and beginning leadership skills into the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned clinical preceptor and faculty advisor, who mentor the student throughout the course. At completion, the student is expected to be safe, confident and competent in handling all aspects of the average patient load for that healthcare agency. The student will prepare for the NCLEX-RN by using ATI Review Texts and online resources.

PD103 Professional Development

2 Credits

Prerequisite: None.

This course is designed to help the student communicate effectively with others in a variety of settings. It covers a wide range of job-seeking skills, including the development of an effective resume, interviewing skills, and the building of professional qualities.

PSY250 Human Growth and Development

3 credits

Prerequisites: none

Corequisites: per degree program for the RN program.

This course addresses concepts of growth and development across the lifespan. Theories of development, the influence of family on lifestyle, and bereavement will also be discussed.

VT101 Introduction to Veterinary Technology I

4 Credits

Prerequisites: None

This course provides a historical review of the technician role in clinical veterinary medicine. Other discussion topics include a look at opportunities in the science field, both within and outside of traditional veterinary practice. Students will be informed of the growing interest and evolution of clinical specialization available for graduating veterinary technicians. Other categories of study include medical terminology; functional anatomy; and both fundamentals of and comparative aspects in animal physiology. A preliminary introduction of technical skills requirements is introduced here as well.

VT110 Introduction to Veterinary Technology II

4 Credits

Prerequisites: VT101 Introduction to Veterinary Technology I.

This course will be a continuation of the study of anatomy and physiology, looking at both domestic and non-domestic species most frequently presented in the real-world work place. Basics of veterinary nutrition and feeding methods will be introduced. Laboratory time emphasizes applied and functional anatomical and physiological principles. Essential clinical skills and modeling clinical scenarios for problem solving experiences are introduced.

VT120 Animal Care Management I

4 Credits

Prerequisites: None

This course begins with a thorough study of normal and natural behaviors in both domestic and non-domestic animals. Students will first study ways to recognize normal behaviors and then study abnormal or aberrant behaviors they will encounter in a research or clinic setting. Lectures include training, conditioning and behavioral modification programs that are utilized in managing animals in homes and in institutions, like research facilities and zoos. Another essential component introduced in this course regards safe and humane handling and husbandry of pets and other captive managed animals. Students will be instructed in appropriate protocols

of care and handling of animals as well as technologies and pharmacology that can be applied in any given situation.

VT130 Pharmacology and Medical Math

4 Credits

Prerequisite: MATH100

This course introduces the integration of mathematical principles as they pertain to practical, clinical scenarios in the life sciences, particularly in veterinary medicine. These actions include configuring fluid administration rates, therapeutic drug dosing calculations, dilutions and conversions to metric units in various categories of measure. Terminology of measures, math and of pharmacological science are reviewed. Principles of pharmacology and pharmacy science are defined in order for the technician students to understand and become familiar with types and classes of drugs and chemicals used as well as safety procedures in handling, labeling, storing and disposing of pharmaceuticals and other chemical agents. Finally, clinical disease categories are introduced relevant to appropriate therapeutic protocols for any given clinical scenario.

VT135 Diagnostic Technologies

2 Credits

Prerequisite: None.

Diagnostic Technologies is a course designed to introduce technician students to the broad collection of diagnostic tools and techniques available to the field of veterinary medicine and related sciences, both clinical and research in description. Topics include all imaging technologies like radiology, ultrasonography, magnetic resonance imaging, CT scans and fluoroscopy. Special studies included are myelography, urethral contract studies, arthroscopy and others that elucidate normal and abnormal organ systems. Further diagnostic technologies focusing on specific organ systems or supporting specific diagnostic and therapeutic actions will be preliminarily introduced here and presented in greater depth throughout other appropriate areas of course studies.

VT140 Veterinary Laboratory Techniques I

4 Credits

Prerequisite: None.

This course introduces students to the clinical laboratory; its capabilities as a diagnostic support program for both research and clinical medicine; and the technologies associated with both traditional and less familiar clinical applications. The laboratory portion of this course should prepare students to perform testing, manage and maintain laboratory facilities and technologies, and, finally, introduce recognition skills and preliminary interpretation of disease concerns in animals.

VT145 Veterinary Medicine Topics I

4 Credits

Prerequisite: None

This course begins as an introduction to veterinary medicine principles in order to characterize the scope of clinical medicine for technician students. Discussion of diseases is preceded by a summary review of quarantine principles and preventative health program

overviews as first introduced in earlier quarters. Infectious diseases and epidemiological science is discussed fully to include zoonotic disease concerns. The students are introduced to diagnostics and technologies employed in support of the medical sciences. The remaining portion of this course details specific anatomical and physiological regions of the animal in relation to diseases and disorders that affect them.

VT155 Veterinary Anesthesia Topics

4 Credits

Prerequisites: VT145 Veterinary Medicine Topics I.

This course provides an overview of basic concepts in veterinary anesthesia and pain management. Relevant medical terminology, pharmacology, technologies, and techniques in anesthesia and pain management are presented. Laboratory exercises will implement and enforce principles of anesthesiology through hands-on experiential actions.

VT160 Office and Hospital Management

2 Credits

Prerequisites: None

This course helps technician students to understand the business management aspects of veterinary practice. The material presented explains sources of hospital revenue; shows how to represent and market preventative health programs and other products and services; introduces methods of record keeping utilizing computer and hard copy files, creating inventory control procedures and records; and introduces materials for client education and communications. Further, the course explains how to understand the vision and mission of the industry, and how to create an organizational map within the scope of the work setting. Laboratory exercises reinforce necessary computer skills utilizing actual clinic software programs.

VT170 Veterinary Surgery Topics

4 Credits

Prerequisites: VT155 Veterinary Anesthesia Topics.

This course introduces veterinary technician students to basic principles of veterinary operating room physical organization, technologies, and protocols for procedural preparation of the surgical facility and the surgical patient. Emphases in studies include techniques and protocols for asepsis, pack preparation and sterilization, and aspects of the surgical nursing role pre-, during and post-procedure. The course includes a preliminary review of elective emergency, non-elective and special surgical procedures that are encountered in most clinical and research animal programs.

VT220 Animal Care Management II

4 Credits

Prerequisites: VT120 Animal Care Management I.

Students should begin to apply principles taught in preceding class and laboratory settings that explain expanded principles of animal husbandry and care. These principles include home and kennel management; hygiene in housing and in feeding

actions; how to manage kennel animals; and implementing proper care protocols that emphasize record keeping, animal identification systems, safe transfer of animals as well as surveillance protocols for animals kept in the hospital, kennel, and home.

VT221 Large / Farm Animal Care

4 Credits

Prerequisite: None.

This course expands upon basic learned principles to include livestock management, appropriate housing nutrition and feedstuffs, and herd management. Proper care protocols will be studied, with emphasis on the maintenance of adequate farm records, animal identification systems and safe transfer of animals. Surveillance protocols for animals kept in the hospital, farm, production facility and home hobbyist will also be examined. In addition, this course covers identification of farm animal breeds, restraint, behavior and nursing skills for farm animal species. Medical skills including preventive medicine, large animal medical and surgical procedures, lameness, and necropsy techniques will be addressed.

VT240 Veterinary Laboratory Techniques II

4 Credits

Prerequisites: VT140 Veterinary Laboratory Techniques I.

This class is an elaboration of diagnostic clinical pathology laboratory capabilities in studying and assessing potential disease elements in animals. More specific testing procedures are introduced in categories of hematology, serology and immunodiagnosics. Students will be introduced to the comparative assessment of in-house versus outside laboratory resources. Laboratory diagnostic skills cover parasitology, hematology, serology, immunology, interpretation of clinical pathology findings, and post-mortem examinations. In each regard, the actual laboratory experience will emphasize the methods of biomaterials collection and proper handling, processing and storing of those items.

VT245 Veterinary Medicine Topics II

4 Credits

Prerequisites: VT145 Veterinary Medicine Topics I. This course follows the medical issues associated with special anatomical and physiological regions of the animal body. Each week introduces a new body region and highlights all aspects of disease and diagnostics pertinent to those areas.

VT250 Veterinary Medicine Topics III

4 Credits

Prerequisites: VT245 Veterinary Medicine Topics II.

Veterinary Medicine Topics III is designed to apply the principles of medicine learned in the two preceding quarters to special areas of study in medicine. The topics in this course include neonatal medicine and care; emergency veterinary medicine and intensive care principles; the science of blood transfusions; a review and survey of shelter and rescue medicine topics; and an understanding of the influence of poor husbandry practices in

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creating clinical disease and disorders. Finally, time is provided to introduce special interest areas in exotic and non-domestic animal species to include small mammals, reptiles, birds, fish, and other super-exotic species most typically found in the wild or zoos.

VT251 Veterinary Emergency and Critical Care

4 Credits

Prerequisites: VT250 Veterinary Medicine Topics III

Veterinary Emergency and Critical Care is designed to apply the principles of medicine taught in the two preceding quarters to special areas of study in medicine. The topics in this course include emphasis on the emergent and critical patient. There will be a special focus on emergency procedures, fluid therapy, drug applications, and pain management.

VT261 Animals in Research and Exhibition

2 Credits

Prerequisites: VT101 Introduction to Veterinary Technology I.

This course will focus on the use of animals in the laboratory and as models for research. Additionally, the care and use of animals exhibited to the public through zoos and aquariums will be examined. Medical and ethical issues of the use of animals will be discussed.

VT270 Veterinary Clinical Preceptorship

4 Credits

Prerequisites: Last Term of Program.

The purpose of this preceptorship program is to permit students to explore one or more professional settings where they utilize their knowledge and technical skills acquired. Preceptorship opportunities may be introduced by students and/or faculty members for review and approval. Each student is required to maintain a log of preceptor activities, signed off on by the site supervisor, and submit a written summary to highlight his or her impressions of his or her unique experiences. This course is also a time for students to explore their own special interests in subjects not directly available through the regular curriculum.