



**Sanford-Brown™**  
**INSTITUTE**

**Pittsburgh/Monroeville**

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 Institute – Pittsburgh/Monroeville (Sanford-Brown) to make changes to this catalog due to the requirements and standards of the school'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, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.

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

### **Photographs**

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

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# About Sanford-Brown

## Mission Statement

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.

## 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.

The Western School of Health and Business Careers ("Western") first opened in October of 1980 and was granted institutional accreditation by the Accrediting Bureau of Health Education Schools in April of 1982. The National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges, became the institutional accreditor of the school in April of 1985. The Western School of Health and Business Careers opened its Monroeville branch in February of 1989. Approval to offer specialized Associate degrees was granted by the Pennsylvania Department of Education in July of 1987 and May of 1990. In August 2003, the Western School of Health and Business Careers was acquired by Career Education Corporation, a publicly traded company.

In September 2008, Western changed its name to Sanford-Brown Institute.

## 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 that can 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.

## Faculty

The faculty members are the keystone of Sanford-Brown'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 is 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 Commission of Career Schools and Colleges (ACCSC), an independent accrediting agency recognized by the United States Department of Education (DOE). This indicates that Sanford-Brown substantially meets or exceeds the stated criteria of education quality established by ACCSC and approved by the DOE. This recognition of institutional accreditation by ACCSC 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.

Sanford-Brown is licensed by the Pennsylvania State Board of Private Licensed Schools.

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

### Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212

The Diagnostic Medical Sonography (Main) and Surgical Technology (Branch) degree programs are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street  
Clearwater, Florida 33756  
(727) 210-2350

Sanford-Brown's Medical Assistant and Medical Assistant Specialist programs, offered at the Main and Branch campuses, are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

### Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314  
North, Falls Church, Virginia 22043  
(703) 917-9503

The Pharmacy Technician degree program offered by the Branch Campus of Sanford-Brown is programmatically accredited by the American Society of Health System Pharmacists.

### American Society of Health System Pharmacists

7272 Wisconsin Avenue  
Bethesda, Maryland 20814  
(301) 657-3000

The Radiographer degree program, offered at the Main Campus, is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300

The Respiratory Therapy degree program, offered at the Branch Campus, is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC).

### Commission on Accreditation for Respiratory Care

1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

The Veterinary Technology degree program, offered at the Main campus, is accredited by the AVMA as a program for educating Veterinary Technicians.

### American Veterinary Medical Association

1931 N. Meacham Road, Suite 100  
Schaumburg, Illinois 60173-4360  
(800) 248-2862

Approved By

- PHEAA (Pennsylvania Higher Education Assistance Agency)
- Pennsylvania Department of Education for Training Veterans
- Sanford-Brown is eligible for participation in federal Title IV Student Assistance programs
- Sanford-Brown is authorized to enroll non-immigrant students
- Sanford-Brown participates in the Workforce Investment Act, WIA (formerly JTPA Job Training Partnership Act) and vocational rehabilitation programs. WIA may be available for those who qualify for the program only if funds are available



## Degree Authorization

Sanford-Brown is authorized by the Pennsylvania Department of Education to confer Associate in Specialized Business and Associate in Specialized Technology degrees.

## Memberships

Sanford-Brown holds the following memberships:

- Better Business Bureau of Southwestern Pennsylvania
- Region III Coordinating Council of Proprietary Schools and Colleges
- Pennsylvania Association of Private School Administrators
- National Association of Student Financial Aid Administrators
- Career College Association
- Monroeville Chamber of Commerce (Branch Campus)
- Pittsburgh Downtown Partnership (Main Campus)
- Pittsburgh Area Chamber of Commerce (Main Campus)
- American Massage Therapy Association (Main Campus)
- Westmoreland County Cultural Trust

## Statement of Ownership

Sanford-Brown is owned by WAI, Inc., which is wholly owned by Career Education Corporation (CEC).

### The Executive Officers of CEC are:

#### **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 are:

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



# Admissions Information

## Non-Discrimination

Sanford-Brown 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

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 email. Parents, children and/or significant others are encouraged to attend admissions interviews and tour the school facilities. 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 qualified candidate for enrollment into the program.

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

### The following items must be completed for admission to all programs:

- Application for Admission
- Application Fee\*
- Wonderlic SLE Examination
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by a parent or guardian)

- High School diploma, certificate or other proof of graduation from an institution providing secondary education, General Education Diploma (GED), or the equivalent of such graduation as recognized by the United States Education Department and Pennsylvania Department of Education

- Financial aid forms (if applicant wishes to apply for financial aid)
- Satisfactory personal interview with school official

\*Payment of the application fee at time of enrollment may be waived for students re-entering Sanford-Brown within less than 364 days of having withdrawn, graduates of the Sanford-Brown, and recipients of 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 if the items listed above are not successfully completed.

## Wonderlic SLE Examination Score by Program:\*\*

Anesthesia Technology	20
Dental Assistant	13
Diagnostic Medical Sonography	25
Dialysis Technology	20
Massage Therapist	15
Medical Assistant	13
Medical Assistant Specialist	14
Medical Billing and Coding	15
Paralegal Specialist	18
Paramedic	18
Pharmacy Technician	15
Polysomnography	19
Radiographer	25
Respiratory Therapy	20
Surgical Technology	18
Veterinary Technology	20

\*\* The following may be used in lieu of the Wonderlic exam for admission to any program the institution offers:

1. A SAT score of 800 or higher for the combined Critical Reading and Math sections or ACT score of 17 or higher. Applicant must present copy of official SAT or ACT score report, prior to his/her first attempt of the Wonderlic SLE exam.
2. A conferred Associate Degree (or higher degree) from a post-secondary institution accredited by an agency as recognized by the United States Department of Education. Applicant must provide documentation of conferred degree - a diploma or school transcript – prior to his/her first attempt of the Wonderlic SLE exam.



## Criminal Background Checks

Agencies and institutions that accept our students for externship placements and potential employers may conduct a criminal and/or personal background check. Some agencies and employers may require candidates to submit to a drug test. The student is responsible for any cost associated with these additional requirements. 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 externship or employment placement following completion of the program. Applicants who have questions regarding how these issues may affect their clinical placement should discuss this matter with a school official prior to beginning their program. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.

## Additional Admissions Requirements by Program

### Diagnostic Medical Sonography

Successful completion of post-secondary educational credit equivalent to 24 Semester or 36 Quarter Credits with a minimum grade of "C" or better and which were completed within the last five years, as evidenced by official transcript(s). Required credits must include a minimum of 3.0 Semester or 4.5 Quarter Credits, in each category:

- Algebra or 100-level or higher math
- Communication Skills (may be met by a 100-level or higher English, Speech, or Composition course)
- Physics or Radiographic Physics

Credits must have been earned at an accredited institution as recognized by the U.S. Department of Education. Credits earned at a foreign college or university must be evaluated at the student's expense by an authorized agency as noted elsewhere in this catalog.

### Paramedic

- Proof of EMT Certification

### Pharmacy Technology

Due to the sensitive nature of handling prescription medications and other controlled substances, many states impose restrictions on the employment, registration, licensure, and/or certification in the pharmacy technician field of persons with certain criminal convictions. Additionally, agencies and institutions that accept our Pharmacy Technician students for externship placements and potential employers and certification agencies generally require a criminal and/or personal background check. Prior to starting the Pharmacy Technician program, applicants must successfully pass a criminal background check as specified by the institution. Drug-related and material fraud-based convictions or guilty pleas will automatically disqualify a student from beginning the program.

### Radiography

Successful completion of post-secondary educational credit equivalent to 24 Semester or 36 Quarter Credits with a minimum grade of "C" or better and which were completed within the last five years, as evidenced by official transcript(s). Required credits must include a minimum of 3.0 Semester or 4.5 Quarter Credits, in each category:

- Algebra or 100-level or higher math
- Communication Skills (may be met by a 100-level or higher English, Speech, or Composition course)
- Human Biology, Chemistry, or other 100-level or higher science

Credits must have been earned at an accredited institution as recognized by the U.S. Department of Education. Credits earned at a foreign college or university must be evaluated at the student's expense by an authorized agency as noted elsewhere in this catalog.

### Respiratory Therapy

- Successful completion of Algebra I or higher with a grade of "C" or better
- Successful completion of a Biology course (high school level or higher) with a grade of "C" or better
- Successful completion of high school with a minimum CGPA of 2.5. If candidate did not have a CGPA of 2.5 in high school, a minimum of 3 college level courses (post-secondary education) at an accredited institution with a CGPA of 2.5 will be considered

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

## Admission of Home-Schooled Applicants

Home-schooled applicants must provide a state-issued certification of completion of home schooling equivalent to high school graduation.

Sanford-Brown does not accept ability-to-benefit students.

## Comparable Program Information

Candidates for enrollment or students who are enrolled and interested in the availability of comparable program information such as tuition and program length may contact the Accrediting Commission of Career Schools and Colleges (ACCSC) for information.

### Accrediting Commission of Career Schools and Colleges (ACCSC)

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



## 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. 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](http://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](http://www.jsilny.com)

### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, Wisconsin 53202-3470  
[www.ece.org](http://www.ece.org)

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

The Main Campus of Sanford-Brown Institute, located in downtown Pittsburgh, is authorized under Federal law to enroll non-immigrant students.

All eligible international applicants must meet the admission requirements as outlined in the catalog.

## 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. Evidence of valid foreign educational credentials can be from a Sanford-Brown approved foreign credential evaluation agency. 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 school 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 less than a year after leaving the school. 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.



# Financial Aid Information

## Financial Assistance

Financial Aid is available for those who qualify. Sanford-Brown 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 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, depending on the length of the program, it may be necessary to re-apply for aid for each award 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 (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at Sanford-Brown's Website (<http://www.sanfordbrown.edu/Tuition-And-Financial-Aid>) 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 post-secondary 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. 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.

## 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.

## Pennsylvania State Grant Program

This is a resource available for Pennsylvania state residents who are enrolled in specialized Associate degree programs at the school. Eligibility is based on income information and dependency status as reported on the FAFSA and reviewed by the Pennsylvania Higher Education Assistance Agency (PHEAA). This grant does not have to be repaid.

## 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 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) education-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 Loans**

The William D. Ford Federal Direct PLUS Loan is a low-interest loan 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.

### **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 either be on campus, off campus, or community service related. A candidate must demonstrate financial 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 and state 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.

### **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, and several programs sponsored by state agencies for unemployment or under-employed 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.

### **CESF Scholarship**

The Career Education Scholarship Fund is dedicated to providing scholarships to full-time students who attend a school owned by Career Education Corporation and have financial need. Scholarship applications will be reviewed and prospective recipients will be judged on financial need (to be determined by school), a student essay, service and leadership and letters of recommendation.

### **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 Department. 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.

## **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 Policy**

A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the prospective student has received a tour of the facility and equipment and has signed the Enrollment Agreement.

## **Cancellation Prior to the Start of Class**

An application fee of \$25 is to be paid upon signing the Enrollment Agreement. The application fee is non-refundable except as follows:

1. If an application is not accepted by the school, all monies will be refunded to the applicant.
2. If an applicant requests cancellation within five calendar days (ten calendar days if the request is in written form) after signing the Enrollment Agreement, the application fee is fully refundable.
3. An applicant may cancel enrollment at any time prior to the start of class. An applicant requesting such cancellation prior to the start of class, but after the time listed in (2) above, shall be entitled to a refund of all monies paid, less the non-refundable application fee as defined above.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the School facilities and inspection of equipment.



## Refund Policy

Refunds are made for a student who withdraws or is withdrawn from Sanford-Brown prior to the completion of his/her program and are based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below. The schedule of adjustments is for tuition only; lab fees are non-refundable. Refunds will be based on the total 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, 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 school's Registrar. 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. The student should understand that if the student withdraws or is withdrawn prior to the end of the term, the student is subject to the Return of Title IV Funds Policy noted elsewhere in this catalog which may increase the student's balance due to Sanford-Brown. If there is a balance due to Sanford-Brown 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. 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.

## Commonwealth of Pennsylvania State Board of Private Licensed Schools, Department of Education Refund Requirements

For purposes of refund calculations under this policy, a term is defined as a period of 10 weeks. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

### Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Sanford-Brown 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 did not complete the official withdrawal process.

**Please note:** *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.*

### Request for Withdrawal

A student may request to be officially withdrawn from school. The student must complete a "Notice of Withdrawal/Re-Entry Eligibility" form, available in the Registrar's Office. This form must be signed by the appropriate Program Director, Financial Aid Director, and Director of Education.

If the student is unable to be present on campus to complete the official notification, he/she must phone the school to personally speak with the appropriate Program Director or Director of Education regarding the intent to withdraw from school. Voice messages will not be considered official notification. The school will then expeditiously make a Determination of Termination for that student.

Time of Withdrawal	Amount of Tuition Adjustment
During first seven calendar days of term	75% of total term tuition price
After the first seven calendar days but within the first 25% of the term	55% of total term tuition price
After the first 25% but within the first 50% of the term	30% of total term tuition price
After the first 50% of the term	0% of total term tuition price



## 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 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. Federal Pell Grants.
3. ACG.
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.

## 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 Institute
- 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

Academic credit at Sanford-Brown is measured in Semester Credits. One Semester Credit is the equivalent of 15 lecture hours; 30 laboratory hours; or 45 clinical/externship hours. Typically, one hour of instructional time is defined as a fifty-minute period. Credits earned at Sanford-Brown are for determining progress towards program completion.

## Transfer of Credit to Other Schools

Every institution has its own rules regarding transferability of credits and recognition of coursework/degrees from another institution. The awarding of credit, or recognition of, coursework completed at any other institution is at the sole discretion of the receiving institution. Sanford-Brown does not make any representation or guarantee that coursework completed at another institution will transfer to Sanford-Brown. Additionally, Sanford-Brown does not imply, promise or guarantee that any credits earned at Sanford-Brown will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Sanford-Brown will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Sanford-Brown.

## Transfer of Credit to Sanford-Brown

Students who previously attended an accredited college or university recognized by the Department of Education or CHEA may be granted transfer credit, at the sole discretion of Sanford-Brown. Courses taken at the previous institution must be determined by Sanford-Brown to be sufficiently equivalent to courses offered at Sanford-Brown. In addition, Sanford-Brown must determine that

those courses are applicable to the student's program of study at Sanford-Brown. 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. The courses that are approved as transfer credits will show a grade of "TC" on the Sanford-Brown transcript. Students seeking to transfer credit are responsible for having official transcripts forwarded to the Registrar's Office at Sanford-Brown for review before the course begins. Awarding of credits will take place before the course begins. Students may also be required to submit a school catalog. A student must petition for transfer credit with the Director of Education as soon as possible after admission.

Students who receive transfer credit will have the program tuition charge prorated 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 50% of their credits in residence at Sanford-Brown.

## 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 makeup 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 affect the entire student population.

## 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.

To participate, students must 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 for Online Courses

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. If you have questions or to withdraw from a 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.



- 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 and 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

## 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. If you have questions or to withdraw from a course, contact your campus Director of Education.

## Grading System

Grade reports are available to students at the completion of each term. Student grade reports are available via the Student Portal. Course 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 credits completed. Core courses must be completed with a grade of “C” or better.

Letter Code	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2.00
D	Yes	Yes	Yes	1.00
F	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)	Yes	Yes	No	N/A
TC (Transfer Credit)	Yes	Yes	No	N/A
W (Withdraw)	No	Yes	No	N/A
WP (LOA)	No	No	No	N/A
NP (Not Pass)	No	Yes	Yes	N/A

\*“D” grades only apply towards General Education courses.

## Application of Grades and Credits

The chart below describes the impact of each grade on a student’s academic progress. For calculating rate of progress (see below), grades of “F” (Failure), “W” (Withdrawn), and “NP” (Not Pass) are counted as credits attempted, but are not counted as credits successfully completed. The student must repeat any required course in which a grade of “F”, “W”, “WP” or “NP” is received.

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.



Sanford-Brown cannot guarantee class availability or scheduling; therefore a student's graduation date and/or school status may be affected if any class(es) must be repeated. Students should contact the Financial Aid Office to discuss charges and payment for repeated classes.

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

To receive an Incomplete "I" grade, the student must work directly with his/her instructor to receive an extension to complete the required coursework. This must be done no later than the last day of the 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.

If the student is unable to resolve the dispute with the instructor, he or she should write a letter no later than five school days following the end of the course explaining the reasons for the dispute to the Director of Education. The Director of Education will either approve or deny the request after he or she investigates. The Director of Education will issue the student a letter within five days of the decision.

## 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 program start date. 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 with a minimum 85% grade, 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.

## 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.

## Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled at the school. 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 a minimum CGPA requirement of 2.0 throughout their enrollment in order to be considered making satisfactory academic progress. CGPA will be reviewed at the end of each term after grades have been posted to determine if the student's CGPA is in compliance.

## Rate of Progress Towards 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 Attempted Credits
Anesthesia Technology	99
Dental Assistant	63
Diagnostic Medical Sonography	148
Dialysis Technology	70
Massage Therapist	54
Medical Assistant	78
Medical Assistant Specialist	103
Medical Billing and Coding	64
Paralegal Specialist	110
Paramedic	100
Pharmacy Technician	114
Polysomnography	88
Radiographer	144
Respiratory Therapy	149
Surgical Technology	100
Veterinary Technology	132

## 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 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 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%) x 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, 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%) x 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 immediately after 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 SAP review, 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 period of monitoring. A student who raises their CGPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements 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 must be dismissed from the school.

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. A tuition refund may be due 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 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.



## Academic Integrity Policy

An instructor may give a failing grade to any student who plagiarizes, violates copyright laws or cheats in a class or course. The failing grade may be on an assignment, test, exam, or for an entire course. All alleged violations of the institution's Academic Integrity Policy will be immediately reported by the instructor to the Program Director. The Program Director will promptly investigate and act accordingly to the following if the student is found to be in violation. Students found to be in violation of the institution's Academic Integrity Policy will be subject to disciplinary action as follows:

1. First occurrence – The student may be issued a grade of zero (0) on the assignment, quiz, test, exam, or laboratory project(s). The degree of infraction may be grounds for suspension or termination at the discretion of the Director of Education or the President.
2. Second occurrence – The student may be issued a failing grade of "F" for the course in which the infraction occurred. The degree of infraction may be grounds for suspension or termination at the discretion of the Director of Education or the President.
3. Third occurrence – The student's enrollment will be terminated from the school.

In all cases, the circumstances will be documented and discussed with the student by the instructor and reviewed by the Program Director and the Director of Education. The Director of Education must approve any actions taken. The student may appeal the decision, in writing, within seven calendar days to the campus President, who shall have final authority.

## 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 ten (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 did not complete the prior term and who was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. 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 he/she is 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 be required to 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 and 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.

## Externship Policies

Externships are designed to be instructional in nature by providing students with hands-on experience. This practical 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, when so required, will be placed on externship at local facilities. The school maintains professional malpractice insurance on all students and faculty while at sites.

All students on externship are supervised by approved faculty or 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 accreditor or other regulatory requirements. Students may not substitute or replace paid staff members. In most cases, students receiving education at externship sites may not be permitted to be paid for their time on site. The externship site expects the student to obey all rules and regulations regarding the site and the student's assignment. The site has the right to remove any student who demonstrates disregard for program and/or the site's policies and procedures. Some job opportunities or externships may require criminal background checks prior to 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 a program with an externship component 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.



## Externship Assignment for Allied Health Programs

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. Sanford-Brown 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 site availability or program requirements, students may be required to complete their externships at more than one site. Students who decline or are removed from two sites may be required to withdraw from the program. In such an event, Sanford-Brown makes no assurances as to when or if other sites will be available.

Before beginning their externship assignments, students must have:

- A current CPR certification that is valid for the length of the rotation
- An Immunization Form signed by a health practitioner. A form that includes the medical information required is furnished to the student
- Externship sites may require additional medical information, insurance coverage and/or inoculations for the student to begin their externship program. The student is responsible for any cost associated with these additional requirements

## Externship Attendance Requirements

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from the school's Externship/Clinical Coordinator and the externship site supervisor. In the event a student will be absent from an externship site, the student must call the site and the school in advance. If the externship 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 externships, the student may be dismissed from school. Students are required to complete 100% of required externship 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 externship site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any externship time, arrangements for makeup time must be made with the externship site supervisor. Students will not be considered to have completed their externship until the site supervisor has certified all required attendance hours.

## Externship Conduct

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 externship portion of the program. Students may not substitute or replace paid staff members. The externship site expects the student to obey all rules and regulations regarding the site and externship assignment. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. The school reserves the right to terminate any student who is removed from a site for any reason.

## 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 official final transcripts. Eighty percent (80%) minimum overall attendance is required for graduation. Any student failing to meet the above requirements will not participate in graduation exercises. Graduation ceremonies are typically held once per year.



## 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

### 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 and required documentation within 30 days of their last date of attendance
- The total time requested off must not exceed 180 days (cumulative) within a consecutive 12-month period. A "12-month period" begins on the first day of the student's initial leave of absence
- The student has successfully completed at least half of the courses in one grading 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 regular status.

Please see the Registrar or your Program Director for further information on the Request for Leave of Absence process.



# Student Services Information

## Student Orientation

Prior to beginning classes at Sanford-Brown, all new students attend an orientation program. Orientation facilitates a successful transition into Sanford-Brown. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, 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 offers this capability so that it is easy for our students to keep in touch with us and enhance their educational experience. Upon acceptance to Sanford-Brown, students will be issued a Student Number that can be used to gain access to the Student Portal. An e-mail will be sent to each student describing how to register and begin using the Student Portal.

## 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.

## Academic Assistance

Students seek help and advice during their education for many reasons. At Sanford-Brown, 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 Program Director 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.

## Advising Services

The faculty and administrative staff are available to assist individual students in attaining academic and career goals. Students are encouraged to seek advising for any problems, personal or otherwise, which would preclude receiving maximum benefits from school experience.

**Academic Advising:** Faculty members and program directors are available to assist students with questions or concerns about schedules, course selections, grades, and graduation requirements.

**Administrative Advising:** The administrative staff is accessible to every student. The staff is available during the school's hours of operation.

**Financial Advising:** The Financial Aid department staff assists students with the financial aid application process by providing information about grants, loans, and other programs. Appointments may be made through the Financial Aid department.

## Tutorial Assistance

Sanford-Brown offers tutoring at no additional charge to students, provided students requesting such tutorial assistance meet the following criteria:

1. A student must be maintaining satisfactory attendance.
2. A student must receive approval of the course instructor in which tutorial assistance is required.
3. A student must arrange for tutorial assistance through the Program Director or the office of the Director of Education.
4. A student must schedule tutoring sessions on campus and at a time when class is not otherwise scheduled.

## Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Sanford-Brown will supply official transcripts to whomever the student or graduate designates. Sanford-Brown reserves the right to withhold a transcript if the student's financial account is in arrears.

## 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 will have an opportunity for part-time employment assistance while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Career Services department is the liaison between students and employers, serving the students by promoting Sanford-Brown to prospective employers.



The graduate employment assistance process intensifies as students near graduation. The Career Services department assists students with resume writing, interviewing skills and professional networking techniques. Students may have an opportunity to interview both on and off campus, until they have secured an entry-level position. This partnership between the graduate and Career Services department has the most potential for successful employment when the graduate maintains weekly contact with their Career Services Representative.

Agencies and institutions that accept our students for externship, as well as 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, institutions and employers for internship or employment placement following completion of the program. Some agencies, institutions and employers may require candidates to submit to a drug test. The student is responsible for any cost associated with these additional requirements. Some programs may require additional education, relocation, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown.

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.

## Part-Time Employment Assistance

Students sometimes must work while they attend school and may need to secure part-time employment in Pittsburgh, Monroeville or surrounding areas. Many companies often notify the school of available positions. These listings are posted by the Career Services department which will assist students in their search for part-time employment.

## Learning Resource Center

Sanford-Brown maintains a Learning Resource Center ("LRC") on each campus. In accordance with the mission of the school and its educational goals, the LRC strives to provide the resources and services required to meet the informational, cultural, recreational, and educational needs of Sanford-Brown students, faculty and staff. The LRCs are managed by full-time professional Librarians and support staff who are available to help students and faculty find information in the library, the CECybrary and online. The Librarians are also available to assist with proofreading research papers, resume and cover letter writing, technology skill development.

The LRC's book and magazine collection covers all program areas and includes general education titles and general interest magazines. Books may be checked out by students and circulate for a period of 2 weeks.

Sanford-Brown maintains library facilities at both of its campuses. Each library is considered a Learning Resource Center and is staffed with a professional librarian and trained staff. The Learning Resources Center ("LRC") provides students with both print and electronic resources. In addition to print collections of books and periodicals selected to meet the needs of each program, the LRCs maintain online resources that can be used by students while in the library or away from school. The LRCs offer a comfortable environment for students to study and electronically access the online sources they need via the libraries' computer stations.

## Health Services

The school has no facilities for caring for ill students and no medications are dispensed. If an emergency occurs, the nearest Emergency Medical System (911) will be called.

## Insurance

Each student is covered by professional liability and student accident health insurance during the entire period the student is enrolled, including field trips, clinical and externship training.

Health insurance for students is available while attending school on a full-time basis. More information may be obtained through the admissions office.

## Refresher Courses

Graduates of the Sanford-Brown are entitled to return to Sanford-Brown to audit classes within the program from which they graduated. If a graduate would like to refresh training in a course no longer offered at Sanford-Brown, she/he may audit a class that is determined to be equivalent by the Director of Education. Audit opportunities are on a first-come, first-served basis and must be requested no less than one week prior to the start of the class. The availability of a seat in a class is based on existing enrollment for the class. Current students will have first priority in filling any class, and class ratios will be observed.

This opportunity is for auditing purposes only. No certificate of completion, attendance record, grade, or other similar record will be made available.



# General Information

## Facilities

### Pittsburgh Campus (Main Campus)

The Pittsburgh Campus is located in an historic landmark building, centrally located in downtown Pittsburgh with easy access to public transportation and major expressways. The campus consists of 22 lecture rooms, 7 classroom/labs, three computer labs and three independent labs. The school is equipped with laboratories customized for each of the allied health programs. The Diagnostic Medical Sonographer lab includes six ultrasound machines for imaging and film case studies for student review. The Veterinary Technology lab maintains an X-ray lab, veterinary kennel and examination lab. The Medical Assistant lab houses equipment for EKGs, urinalysis, IVs, and hematology. The Radiographer program incorporates a live X-ray lab in addition to an X-ray simulation lab for digital and film case studies. The Massage Therapist program lab houses massage tables, hot stone therapy, and Paraffin wax machines along with the current therapeutic devices.

### Monroeville Campus (Branch Campus)

The Monroeville Campus, located in a modern office building, has easy access through two major highways and the Pennsylvania Turnpike. The school consists of 15 lecture rooms, 11 programmatic labs, and two computer labs.

The Dental Assistant program utilizes a lab that is a functional dental suite including dental chairs and X-ray equipment. The Medical Assistant program manages two labs: one houses equipment for EKGs, urinalysis, and hematology; the second simulates a medical office environment. The Respiratory Therapy program maintains a respiratory lab with ventilators and IPP machines, in addition to a hospital-simulation lab with medical gases and an ultrasonic nebulizer unit. The Surgical Technology Program has two mock surgical suites that include surgical manikins used to perform mock surgeries, and a separate scrub room. The Pharmacy Technician program utilizes a lab that simulates the pharmacy environment. The Paramedic Program occupies a

dedicated classroom and lab that includes a fully equipped ambulance simulator.

### Administrative Hours of Operation

Monday-Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.
Saturday-Sunday	8:00 a.m. to 6:00 p.m.*

\*Office hours may vary on weekends

## School Closings

Sanford-Brown will report school closings to Channel 2 (KDKA), Channel 4 (WTAE) and Channel 11 (WPXI).

## School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Sanford-Brown, students agree to accept and abide by the terms stated in this catalog and all school 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.

## 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, the 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 Sanford-Brown is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Sanford-Brown 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 reserves the right to suspend or dismiss a student at any time when such action is deemed by the administration to be in the best interest of the student, the student body, or the school. The severity of the infraction will determine suspension or dismissal. These reasons include, but are not limited to: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, unacceptable behavior, posing a danger to or threatening the health or welfare of students or other members of the Sanford-Brown community, or failure to comply with the policies and procedures of the Sanford-Brown Institute. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

Non-academic dismissals will be reviewed by a disciplinary committee. At the time of determination to dismiss a student, the committee will also determine if a student will be eligible to apply for re-entry to Sanford-Brown at a later date. Sanford-Brown reserves the right to determine both the eligibility date for the re-entry application and the conditions under which the application may be made. This does not guarantee acceptance for re-entry.

## Appeal for Re-entry from a Non-Academic Dismissal

Students who have been dismissed from Sanford-Brown for other than academic reasons may apply for re-entry at a later date. To obtain re-entry eligibility, the student must submit an appeal. To do so, a letter is first to be submitted to the Director of Education or the President explaining the circumstances contributing to the dismissal, and what plans the student has to eliminate those potential problems in the future. The appeal will be reviewed by an Appeal Committee and the campus President, and the decision regarding eligibility for re-entry to the school will be final. A student is permitted no more than a total of two Appeals – Dismissal or Academic – for Re-entry at the Sanford-Brown.

## Reasonable Accommodations Policy

Sanford-Brown 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 Institute. To request an auxiliary aid or service, please contact the appropriate Director of Education:

Pittsburgh Campus  
421 Seventh Avenue  
Pittsburgh, PA 15219  
(412) 281-2600

Monroeville Campus  
777 Penn Center Boulevard, Bldg 7  
Pittsburgh, PA 15235  
(412) 373-6400

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

## Campus Security

Sanford-Brown 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 obtained from the administrative office during regular business hours.

Sanford-Brown 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 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 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. Attendance in class under the influence of alcohol or controlled substance is prohibited. Any violation of these policies will result in appropriate disciplinary actions 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 may be obtained from the administrative office.

## Unlawful Harassment Policy

Sanford-Brown 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 school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the President and/or the Director of Education.

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 that 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 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 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 campus' Lead Instructor or Assistant Director of Education.

**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, the Director of Education.

**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 for a preliminary meeting 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. If Sanford-Brown 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 and the student.

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

### **Accrediting Commission of Career Schools and Colleges**

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

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

### **The student may also file a complaint with the Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314N  
Falls Church, Virginia 22043  
(703) 917-9503  
or fax (703) 917-4109

### **The student may also submit any grievances regarding the Diagnostic Medical Sonography (Pittsburgh) and Surgical Technology (Monroeville) programs to the Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601  
(312) 553-9355

### **The student may also submit any grievances regarding the Pharmacy Technician Program in Monroeville, to the American Society of Health System Pharmacists**

7272 Wisconsin Avenue  
Bethesda, Maryland 20814  
(301) 657-3000

### **The student may also submit any grievances regarding the Radiographer Program, in Pittsburgh, to the Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 North Wacker Drive, Suite 2850  
Chicago, IL 60606  
(312) 704-5300

The student may also submit any grievances regarding the Respiratory Therapy Program, in Monroeville, to the **Commission on Accreditation for Respiratory Care**  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

### **The student may also submit any grievances regarding the Veterinary Technology Program, in Pittsburgh, to the American Veterinary Medical Association**

1931 N. Meacham Road, Suite 100  
Schaumburg, Illinois 60173-4360  
(800) 248-2862

### **The student may also file a complaint directly with the Pennsylvania State Board of Private Licensed Schools**

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, Pennsylvania 17126-0333



## 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 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 Director of Education. 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 record will be allowed by Sanford-Brown 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 Director of Education, 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 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 Director of Education 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 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 school calendar, tuition and fees, listing of faculty and staff, and other updates.



# Academic Program Offerings

## Anesthesia Technology

**Associate in Specialized  
Technology Degree Program  
(AST)**

**Program Length:  
60 Instructional Weeks – Day  
Pittsburgh Campus**

### Program Description

The Anesthesia Technology program at Sanford-Brown – Pittsburgh is designed to prepare students to assist the anesthesiologist and nurse anesthetist with the preparation of the equipment and supplies needed to deliver anesthesia to patients with supervision. The program focuses on teaching students to maintain and troubleshoot anesthesia equipment and maintain a clean work environment. The core curriculum is structured to include a lecture component, a laboratory 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 anesthesia technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

### Accreditation/Certification Information Disclosure

Graduates of the Anesthesia Technology program at Sanford-Brown are eligible for and encouraged to take the certification examination offered by the American Society of Anesthesia Technicians and Technologists (ASATT). This certification examination is voluntary but obtaining this certification may enhance employment opportunities. However, certification requirements for taking and passing this examination are not controlled by Sanford-Brown and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take the certification exam at all or at any specific time, regardless of their eligibility status upon enrollment.

### State Licensure/ Registration Information

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require anesthesia technicians to obtain state licensure and/or registration at this time, some states may require this. Sanford-Brown does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as anesthesia technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-135	Medical Terminology	40	2.5
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
AH-250	Pathophysiology	35	2.0
AH-400	Pharmacology	60	4.0
AT-100	Introduction to Anesthesia	40	2.0
AT-105	Infection Control/Bacteriology	25	1.0
AT-200	Anesthesia Terminology	30	2.0
AT-205	Types of Anesthesia	50	3.0
AT-216	Clinical Education Internship I	160	3.5
AT-220	Anesthesia Monitors I	40	2.0
AT-301	Anesthesia Gas Machines	40	2.5
AT-305	Pediatric Anesthesia	25	1.5
AT-316	Clinical Education Internship II	160	3.5
AT-320	Anesthesia Monitors II	40	2.0
AT-330	Hematology	40	2.0
AT-420	Assisting in an Emergency	20	1.0
AT-510	Cardiac Monitoring	60	4.0
AT-905	Anesthesia Technology Externship	300	6.5
<b>Total Required Core Curriculum</b>		<b>1285</b>	<b>52.0</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-140	Biomedical Ethics	40	2.5
GS-195	Math and Metrics	40	2.5
<b>Total Required General Education</b>		<b>240</b>	<b>14.0</b>
<b>TOTAL</b>		<b>1525</b>	<b>66.0</b>



## Dental Assistant

### Diploma Program

#### Program Length:

**40 Instructional Weeks – Day**

**40 Instructional Weeks – Evening**

**Monroeville Campus**

### Program Description

The Dental Assistant program at Sanford-Brown – Monroeville is designed to prepare students to assist in a variety of dental office situations. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials, X-rays and radiography, chairside assisting techniques, as well as dental laboratory and office administration procedures. The core curriculum is structured to include a lecture component, a laboratory 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 dental assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

### Accreditation/Certification Information Disclosure

The Dental Assistant program at Sanford-Brown is not accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates of the Dental Assistant program at Sanford-Brown are encouraged to take certification examination offered by the Dental Assisting National Board (DANB). This certification examination is voluntary but obtaining this certification may enhance employment opportunities. Graduates of the program are eligible to take the certification exam after acquiring a minimum of 3500 hours of work as a dental assistant after graduation. Registration and certification requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take the certification exam at all or at any specific time, regardless of their eligibility status upon enrollment.

### State Licensure/Registration Information

Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. In Pennsylvania, dental assistants are required to take and pass a state certification exam in order to work as dental assistants. Sanford-Brown does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants in Pennsylvania or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
DD-101A	Anatomy for Dental Assistants	35	2.0
DD-106	Oral Anatomy	45	3.0
DD-110	Dental Radiology	80	4.0
DD-113	Dental History and Ethics	40	2.5
DD-115A	Dental Materials	65	2.0
DD-118	Dental Specialties	100	3.5
DD-121	Pharmacology/Diet and Nutrition	25	1.5
DD-125A	Oral Pathology	20	1.0
DD-128	Microbiology/Infection Control	20	0.5
DD-130A	Dental Office Management	55	2.0
DD-135A	Dental Emergencies	40	2.5
DD-150	Chairside Assisting: Preparing Instruments	40	1.5
DD-155	Chairside Assisting: Four-Handed	65	2.5
DD-198	Dental Assistant Externship I	150	3.0
DD-199	Dental Assistant Externship II	150	3.0
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-151	Communication Skills	40	2.5
<b>TOTALS:</b>		<b>1050</b>	<b>42.0</b>



## Diagnostic Medical Sonography

**Associate in Specialized Technology Degree Program (AST)**

**Program Length:  
100 Instructional Weeks – Day  
Pittsburgh Campus**

### Program Description

The Diagnostic Medical Sonography program at Sanford-Brown – Pittsburgh is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures. Students are also introduced to vascular ultrasound. The student will have the opportunity to study the anatomy, physiology and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The core curriculum is structured to include an on-campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component that requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their clinicals, studied, and practiced their skills should have the skills to seek entry-level employment as diagnostic medical sonographers.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a student to faculty ratio of 15:1.

### Accreditation/Certification Information Disclosure

The Diagnostic Medical Sonography program at Sanford-Brown is programmatically accredited by the Commission on Accreditation or Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are eligible for and encouraged to take the Registered Diagnostic Medical Sonographer (RDMS) exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-135	Medical Terminology	40	2.5
ALH-166	Human Anatomy and Physiology – All Body Systems	60	3.5
DMS-206	Ultrasound Terminology	40	2.5
DMS-220	Introduction To Clinical Education	229	5.0
DMS-225	Ultrasound Case Review	50	3.0
DMS-226	ARDMS Registry Exam Seminar	40	2.5
DMS-230	Clinical Education I	229	5.0
DMS-234	Clinical Education IV	229	5.0
DMS-240	Clinical Education II	229	5.0
DMS-250	Clinical Education III	229	5.0
DMS-300	Abdominal Ultrasound I	80	4.0
DMS-301	Abdominal Ultrasound II	40	2.5
DMS-310	Superficial Anatomy	60	3.0
DMS-320	Physics and Instrumentation II	40	2.5
DMS-340	Abdominal Pathology I	40	2.5
DMS-341	Abdominal Pathology II	40	2.5
DMS-350	Abdominal Doppler	60	3.0
DMS-400	Obstetrical Pathology I	50	3.0
DMS-401	Gynecology and Obstetric Ultrasound	40	2.5
DMS-410	Vascular Ultrasound I	60	3.0
DS-101	Ultrasound Lab I	60	2.0
DS-102	Ultrasound Lab II	60	2.0
DS-104	Ultrasound Lab III	60	2.0
DS-110	Introduction To Ultrasound	40	2.5
DS-120	Physics and Instrumentation I	40	2.5
<b>Total Required Core Curriculum</b>		<b>2145</b>	<b>78.5</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-117	Computer Concepts II	40	1.5
GS-120A	Developmental Psychology	40	2.5
GS-140	Biomedical Ethics	40	2.5
GS-195	Math and Metrics	40	2.5
GS-270	Patient Care/Hospital Policies	40	2.5
<b>Total Required General Education</b>		<b>360</b>	<b>20.5</b>
<b>TOTALS:</b>		<b>2505</b>	<b>99.0</b>



## Dialysis Technology

### Diploma Program

#### Program Length:

**40 Instructional Weeks – Day**

**Pittsburgh Campus**

### Program Description

The Dialysis Technology program at Sanford-Brown – Pittsburgh provides students with the opportunity to study dialysis, principles of dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematologic aspects, infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of renal failure, psychosocial aspects, and an overview of peritoneal dialysis and renal transplantation. The program seeks to prepare students to work under the supervision of other medical professionals such as physicians and registered nurses. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, where the student will practice physical assessments, universal precautions, fluid management, initiating and concluding dialysis, access to circulation, patient equipment monitoring, and the treatment of routine hemodialysis problems in accordance with dialysis procedures. The externship 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 dialysis technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

### Accreditation/Certification Information Disclosure

Graduates of the Dialysis Technology program at Sanford-Brown Pittsburgh are eligible for and encouraged to take the Certified Clinical Hemodialysis Technician certification exam offered by the Nephrology Nursing Certification Commission as well as the Certified Clinical Nephrology Technology and the Certified Biomedical Nephrology Technology certification exams offered by the National Nephrology Certification Organization upon graduation. Graduates may also apply to take the Certified Hemodialysis Technologist/Technician certification exam offered by the Board of Nephrology Examiners, Inc. Nursing and Technology (BONENT) if they are actively participating in an ESRD facility and they have obtained one year (12 months) experience in nephrology patient care as defined by BONENT. These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take these certification exams, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### State Licensure/Registration Information

At this time, the Commonwealth of Pennsylvania does not require dialysis technicians to be registered/ licensed/certified in order to practice as dialysis technicians in the state. However, certification and/or state licensure/registration may be required to practice in other states. Sanford-Brown does not control certification and/or state licensure/ registration requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as dialysis technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-101	Health Information Management	40	2.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-140	Pharmacology	60	4.0
DT-100	Introduction to Dialysis Technology	40	2.0
DT-101	Laboratory Procedures	60	2.0
DT-103	Diet and Nutrition	40	2.5
DT-105	Transplantation	40	2.5
DT-120	Dialysis Clinical Skills I	90	2.0
DT-130	Dialysis Clinical Skills II	90	2.0
DT-140	Dialysis Technical Skills	45	1.0
DT-150	Certification Review	35	2.0
DT-199	Dialysis Technology Externship	120	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-106	Psychology of Disease	40	2.5
GS-140	Biomedical Ethics	40	2.5
GS-195	Math and Metrics	40	2.5
<b>TOTALS:</b>		<b>1020</b>	<b>47.0</b>



# Massage Therapist

## Diploma Program

### Program Length:

**40 Instructional Weeks – Day**

**60 Instructional Weeks – Evening and Weekend**

**Pittsburgh Campus**

### Program Description

The Massage Therapist program at Sanford-Brown – Pittsburgh provides students with instruction in both practical and theoretical massage, anatomy, physiology, pathology, ethics, clinical practice, and hygiene. The program offers training in therapeutic massage principles, hydrotherapy and allied therapeutic modalities, including massage techniques, the external application of water, heat, cold, topical preparations, and mechanical devices. 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 massage therapists.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

### Accreditation/Certification Information Disclosure

The Massage Therapist program is not programmatically accredited. Graduates of the program are encouraged to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification exam. This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential, and may be required to practice in a particular state. Certification requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### State Licensure/Registration Information

The Commonwealth of Pennsylvania does not currently require massage therapists to be licensed in order to practice in the state. However, passage of the NCBTMB certification exam and/or state licensure/registration may be required to practice in other states. Sanford-Brown does not control state licensure/registration in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as massage therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-165	Anatomy and Physiology for Health Professionals	40	2.5
GS-101	Strategies for Success	40	2.5
MT-121	Massage Therapy Foundations	80	3.5
MT-123	Deep Tissue Massage	40	1.5
MT-124	Muscle Anatomy for Massage Therapists	40	1.5
MT-125	Hydrotherapy and Spa Modalities	40	1.5
MT-126	Kinesiology and Joint Movement	40	1.5
MT-127	Sports Massage	40	1.5
MT-128	Energy Bodywork	40	1.5
MT-129	Massage for Special Populations	40	1.5
MT-130	Pathology for Massage Therapists	40	2.0
MT-131	Therapeutic Massage Applications	40	1.5
MT-132	Seated Massage	40	1.5
MT-133	Neuromuscular Therapy	40	1.5
MT-137	Building a Massage Therapy Practice	40	2.5
MT-140	Student Clinic	40	1.5
MT-199A	Massage Therapy Externship	180	4.0
<b>TOTALS:</b>		<b>900</b>	<b>36.0</b>



## Medical Assistant

### Diploma Program

**Program Length:**  
**50 Instructional Weeks –**  
**Evening, Weekend**  
**Monroeville Campus**

**60 Instructional Weeks – Day**  
**60 Instructional Weeks – Evening**  
**and Weekend**  
**Pittsburgh Campus**

### Program Description

The Medical Assistant program at Sanford-Brown – Monroeville and Pittsburgh is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting; however, courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will typically, but not always, be taught by more than one instructor during their program of study. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 20:1.

### Accreditation/Certification Information Disclosure

The Medical Assistant program at Sanford-Brown is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). These credentials are

nationally recognized voluntary certifications that could enhance employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-105	First Aid-CPR	40	1.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-126	Health Records, Coding and Reimbursement	40	1.5
GS-101	Strategies for Success	40	2.5
GS-151	Communication Skills	40	2.5
GS-195	Math and Metrics	40	2.5
MA-115	Pathophysiology	30	2.0
MA-120	Clinical Skills	50	2.5
MA-140	Clinical Procedures	60	3.5
MA-150	Administrative Procedures	75	4.5
MA-155	Pharmacology	50	2.5
MA-160	Laboratory Procedures	175	8.5
MA-190	Medical Assistant Clinical Review	40	1.5
MA-197	Medical Assistant Externship	180	4.0
<b>TOTALS:</b>		<b>1100</b>	<b>52.0</b>



## Medical Assistant Specialist

**Associate in Specialized Technology Degree Program (AST)**

**Program Length:  
60 Instructional Weeks – Day  
Pittsburgh and Monroeville  
Campuses**

### Program Description

The Medical Assistant Specialist program at Sanford-Brown – Monroeville and Pittsburgh is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting; however, courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will typically, but not always, be taught by more than one instructor during their program of study. Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 20:1.

### Accreditation/Certification Information Disclosure

The Medical Assistant Specialist program at Sanford-Brown is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-101A	Health Information Technology: Healthcare Data	40	1.5
ALH-105	First Aid-CPR	40	1.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-126	Health Records, Coding and Reimbursement	40	1.5
MA-100	Introduction to Customer Service	40	2.5
MA-115	Pathophysiology	30	2.0
MA-120	Clinical Skills	50	2.5
MA-140	Clinical Procedures	60	3.5
MA-150	Administrative Procedures	75	4.5
MA-155	Pharmacology	50	2.5
MA-160	Laboratory Procedures	175	8.5
MA-190	Medical Assistant Clinical Review	40	1.5
MA-198	Medical Assistant Specialist Externship I	150	3.0
MA-199	Medical Assistant Specialist Externship II	150	3.0
SS-105A	Transcription	40	1.5
<b>Total Required Core Curriculum</b>		<b>1220</b>	<b>52.0</b>
<b>General Education</b>			
ALH-155	Career Success	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-140	Biomedical Ethics	40	2.5
GS-151	Communication Skills	40	2.5
GS-195	Math and Metrics	40	2.5
GS-230A	Business Correspondence	40	2.0
<b>Total Required General Education:</b>		<b>280</b>	<b>17</b>
<b>TOTALS:</b>		<b>1500</b>	<b>69.0</b>



## Medical Billing and Coding

### Diploma Program

**Program Length:  
40 Instructional Weeks –  
Day and Evening  
Monroeville Campus**

### Program Description

The Medical Billing and Coding program at Sanford-Brown – Monroeville 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 and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment in the field of medical billing and coding.

Student class size will be limited to 50 students.

### Accreditation/Certification Information Disclosure

The Medical Billing and Coding program is not programmatically accredited. Graduates of the Medical Billing and Coding program are encouraged to take certification examinations given by the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC). These certification examinations are voluntary but obtaining these certifications may enhance employment opportunities. Graduates are eligible to take the Certified Coding Associate (CCA) examination offered by AHIMA and the Certified Professional Coder-Apprentice (CPC-Apprentice) examinations offered by AAPC upon graduation. Graduates may apply for the official CPC credential after completing at least two years of coding experience after graduation as defined by AAPC. Other exams offered by these agencies may require significant additional work experience and/or graduation from a program accredited by AHIMA. The Medical Billing and Coding program is not programmatically accredited and the program's graduates are not eligible to apply for some other exams, specifically the RHIA (Registered Health Information Administrator) and RHIT (Registered Health Information Technician) examinations offered by AHIMA. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
ALH-101A	Health Information Management: Healthcare Data	40	1.5
ALH-103	Healthcare Delivery Systems	40	2.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-109	Reimbursement Methodologies	40	1.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-125	Introduction to Medical Coding and Reimbursement	40	1.5
ALH-155	Career Success	40	2.5
ALH-160	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-165A	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-175	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-185	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-101	Strategies for Success	40	2.5
GS-141	Ethics and Cultural Diversity	40	2.5
GS-151	Communication Skills	40	2.5
MBC-160A	Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems	40	1.5
MBC-165	Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems	40	1.5
MBC-175	Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition	40	1.5
MBC-185	Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems	40	1.5
MBC-195A	Medical Billing and Coding Seminar	40	2.0
MBC-199	Medical Billing and Coding Externship	180	4.0
<b>TOTALS:</b>		<b>940</b>	<b>43.0</b>



## Paralegal Specialist

Associate in Specialized  
Business Degree Program (ASB)

Program Length:

60 Instructional Weeks – Day

90 Instructional Weeks – Evening

Pittsburgh Campus

### Program Description

The Paralegal Specialist program at Sanford-Brown – Pittsburgh is designed to provide students with an understanding of legal principles and the skills necessary to perform paralegal work that requires knowledge of the concepts, principles, and procedures common to the practice of law. 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 paralegals.

Class size will be limited to 50.

Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
LA-101	Business Law	40	2.5
LA-110	Legal Research and Writing I	80	2.5
LA-116	Introduction to Law	40	2.5
LA-120	Criminal Law	40	2.5
LA-205	Legal Research and Writing II	80	2.5
LA-210	Paralegalism	40	2.5
LA-215	Torts	40	2.5
LA-220	Civil Litigation	60	4.0
LA-305	Legal Research and Writing III	80	2.5
LA-310	Family Law	40	2.5
LA-315	Real Estate and Property	60	4.0
LA-405	Legal Research and Writing IV	80	2.5
LA-410	Contract Law	40	2.5
LA-415	Estates, Wills and Trusts	60	4.0
LA-500	Administrative Law & Procedure	60	4.0
LA-505	Legal Research and Writing V	80	2.5
LA-511	Constitutional Law & Procedures	60	4.0
LA-515	Computerized Legal Research	40	1.5
LA-906	Paralegal Externship	315	7.0
<b>Total Required Core Curriculum</b>		<b>1335</b>	<b>58.5</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-117	Computer Concepts II	40	1.5
GS-130	Public Speaking	40	2.0
GS-230	Business Correspondence	40	2.5
<b>Total Required General Education</b>		<b>280</b>	<b>15</b>
<b>TOTAL:</b>		<b>1615</b>	<b>73.5</b>



## Paramedic

### Diploma Program

#### Program Length:

**60 Instructional Weeks – Day**

#### Monroeville Campus

### Program Description

The Paramedic program at Sanford-Brown – Monroeville is designed to provide students with an introduction to the methods for assessing the patient and managing traumas and medical emergencies. The program gives students the opportunity to learn how to transport the sick or injured safely to a medical facility while maintaining communication with physicians if required. Students will also be trained in their operational responsibilities at a medical incident, crime scene, or hazardous material incident. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The final externship portion of the curriculum consists of supervised full-time 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 emergency medical technicians and/or Paramedics.

### Accreditation/Certification Information Disclosure

Graduates of the Paramedic program at Sanford-Brown are eligible for and encouraged to take the certification exams offered by the National Registry of Emergency Medical Technicians (NREMT). This credential is a nationally recognized licensure that may affect employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

### State Licensure Information

In order to practice in the Commonwealth of Pennsylvania as an emergency medical technician, graduates must apply for state licensure and pass the state examination. Graduates of the program will then be required to pass the NREMT certification examinations in order to obtain state licensure as EMTs or paramedics in Pennsylvania.

Sanford-Brown, however, does not control the state licensure or NREMT requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as emergency medical technicians or paramedics in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
ALH-101	Health Information Management	40	2.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-130	Nutrition	40	2.5
ALH-155	Career Success	40	2.5
ALH-165	Anatomy and Physiology for Health Professionals	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-151	Communication Skills	40	2.5
GS-211	Algebra	40	2.5
PRM-101	Paramedic I	90	5.0
PRM-102	Paramedic II	60	3.0
PRM-105	Introduction to Pre-Hospital Care	40	2.5
PRM-106	Ethics and Legal Considerations	40	2.5
PRM-122	Trauma Emergencies I	80	3.5
PRM-132	Trauma Emergencies II	80	3.5
PRM-133	Patient Communications	40	2.5
PRM-222	Medical Emergencies I	80	3.5
PRM-224	Paramedic Clinical I	60	1.0
PRM-242	Medical Emergencies II	80	3.5
PRM-244	Paramedic Clinical II	60	1.0
PRM-262	Nonstandard Techniques	80	3.5
PRM-264	Paramedic Clinical III	60	1.0
PRM-270	Review Seminar	30	2.0
PRM-299	Paramedic Externship	300	6.5
<b>TOTALS:</b>		<b>1540</b>	<b>67.0</b>



## Pharmacy Technician

### Associate in Specialized Technology Degree Program (AST)

#### Program Length:

**60 Instructional Weeks – Day**

**60 Instructional Weeks – Evening**

**Monroeville Campus**

#### Program Description

The Pharmacy Technician program at Sanford-Brown – Monroeville provides students with the technical and practical training necessary for work as entry-level assistants to licensed pharmacists. Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program seeks to prepare students to work under the supervision of a licensed pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging, and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is structured to include a lecture component, a laboratory 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 pharmacy technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 30:1.

#### Accreditation/Certification Information Disclosure

The Pharmacy Technician program at Sanford-Brown is programmatically accredited by the American Society of Health-System Pharmacists. Graduates of the program are eligible for and encouraged to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by Sanford-Brown and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take this or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

#### State Licensure/ Registration Information

The Commonwealth of Pennsylvania does not require pharmacy technicians to be registered, licensed, or PTCB-certified in order to practice in the state. However, PTCB certification and/or state licensure/registration may be required to practice in other states. Sanford-Brown does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
GS-190	Introduction to Chemistry	80	5.0
PY-100	Introduction to Pharmacy Technology	40	2.5
PY-200	Dosage Forms	60	3.0
PY-205	Inventory and Cost Control	40	2.5
PY-210	Pharmacy Administration	40	2.5
PY-300	Pharmacy Math	90	6.0
PY-305	Pharmacy Terminology and Communication	40	2.5
PY-310	Admixtures and Aseptic Technique	60	3.0
PY-315	Basic Pharmacy Law	40	2.5
PY-400	Pharmacology	120	8.0
PY-406	Clinical Problem Solving	60	3.0
PY-410	Dispensing Safety	40	2.5
PY-906	Pharmacy Technician Externship	360	8.0
<b>Total Required Core Curriculum</b>		<b>1230</b>	<b>60.5</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-130	Public Speaking	40	2.0
GS-140	Biomedical Ethics	40	2.5
GS-145	Accounting	40	2.0
GS-195	Math and Metrics	40	2.5
<b>Total Required General Education</b>		<b>280</b>	<b>15.5</b>
<b>TOTAL:</b>		<b>1510</b>	<b>76.0</b>



## Polysomnography

### Diploma Program

### Program Length:

**60 Instructional Weeks – Day**

### Monroeville Campus

### Program Description

The Polysomnography program at Sanford-Brown – Monroeville provides students with the technical and practical training necessary for work as entry-level polysomnographers. Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. PSG techs operate a variety of electronic monitoring devices, record brain (EEG) and cardiac (ECG) activity, breathing, blood-oxygen levels, muscle activity, eye movements, and other physiological events during a sleep study. The range of sleep disorders is varied but includes narcolepsy, sleep apnea, insomnia, and many others. PSG technologists operate a variety of electronic monitoring devices that record brain activity (EEG), muscle and eye movement, respiration, and blood-oxygen levels. Technologists also help evaluate treatment methods. The core curriculum is structured to include a lecture component, a laboratory 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 polysomnographic technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

### Accreditation/Certification Information Disclosure

The Polysomnography program at Sanford-Brown is not programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are not eligible for to apply for certification through the Board of Registered Polysomnographic Technologists (BRPT). The Registered Polysomnographic Technologist (RPSGT) credential is a nationally recognized voluntary certification that may affect employment opportunities and/or income potential. However, BRPT certification requirements are not controlled by Sanford-Brown and are subject to change by BRPT without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Diploma Curriculum Requirements</b>			
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
ALH-133	Anatomy and Physiology of Sleep and Breathing	80	5.0
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-211	Algebra	40	2.5
PHL-105	Critical Thinking	40	2.5
PHY-113	Introduction to Physics	40	2.5
PSG-101	Introduction to Polysomnography	40	2.5
PSG-103	Pathophysiology and Nosology of Sleep Disorders	40	2.5
PSG-105	Polysomnographic Instrumentation	40	1.5
PSG-107	Monitoring Techniques	80	2.0
PSG-109	Patient and Equipment Preparation	80	2.0
PSG-111	Scoring and Interpretation I	40	2.5
PSG-113	Pediatric Polysomnography	30	1.0
PSG-115	Sleep Pharmacology	20	1.0
PSG-201	Therapeutic Interventions	80	2.0
PSG-202	Monitoring Techniques II	80	2.0
PSG-203	Polysomnographic Protocols	80	2.0
PSG-205	Scoring and Interpretation II	80	2.0
PSG-207	Polysomnographic Research and Ethics	20	1.0
PSG-209	Polysomnography Review	20	1.0
PSG-211	Polysomnography Clinical I	150	3.0
PSG-213	Polysomnography Clinical II	150	3.0
SOC-101	Introduction to Sociology	40	2.5
<b>TOTALS:</b>		<b>1510</b>	<b>59.0</b>



## Radiographer

### Associate in Specialized Technology Degree Program (AST)

**Program Length:**  
**100 Instructional Weeks – Day**  
**Pittsburgh Campus**

#### Program Description

The Radiographer program at Sanford-Brown – Pittsburgh is designed to prepare students to perform radiographic procedures and understand radiation protection, radiologic physics, and image production. The program provides instruction in image analysis, radiation protection, radiographic pathology, digital image acquisition and display, and radiographic testing. The core curriculum is structured to include a lecture component, an imaging laboratory component, and an integrated 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 radiographers.

Theory/lecture classes will be limited to 50 students. Laboratory classes will be limited to a student to faculty ratio of 26:1.

#### Accreditation/Certification Information Disclosure

The Radiographer program at Sanford-Brown is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Therefore, graduates of the program are eligible for and encouraged to apply for certification through the American Registry of Radiologic Technologists (ARRT). This credential is a nationally recognized voluntary certification that may affect employment opportunities. Only graduates of JRCERT accredited radiography programs may apply to ARRT for certification. ARRT certification requirements are not controlled by Sanford-Brown and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take the ARRT certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

#### State Licensure/ Registration Information

In Pennsylvania, radiographers must be either certified through ARRT to perform radiologic procedures or pass the ARRT certification exam offered through the Pennsylvania State Board of Medicine and Osteopathic Medicine (State Board) in order to practice in the state. While passage of the ARRT certification exam through the State Board will enable the graduate to practice in Pennsylvania, the graduate may not be able to practice in other states. Licensure/registration requirements are controlled by the states and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to work as radiographers without ARRT certification, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
RAD-100	Introduction to Radiography	40	2.5
RAD-105	Patient Care Lab	60	2.5
RAD-120	Radiographic Procedures I	75	3.5
RAD-122	Radiographic Procedures II	75	3.5
RAD-124	Radiographic Procedures III	75	3.5
RAD-126	Radiographic Pathology	40	2.5
RAD-130	Equipment Operations and Maintenance	45	3.0
RAD-132	Image Production and Evaluation I	60	3.0
RAD-134	Image Production and Evaluation II	60	3.0
RAD-140	Digital Imaging Acquisition and Display	40	2.5
RAD-150	Clinical Education I	160	3.5
RAD-160	Clinical Education II	160	3.5
RAD-202	Radiographic Quality Assurance	40	2.5
RAD-250	Clinical Education III	160	3.5
RAD-255	Radiation Biology	40	2.5
RAD-260	Clinical Education IV	240	5.0
RAD-265	Cross-Sectional Anatomy	40	2.5
RAD-270	Clinical Education V	240	5.0
RAD-275	Imaging Modalities	40	2.5
RAD-280	Clinical Education VI	240	5.0
RAD-290	Registry Review Seminar	40	2.5
<b>Total Required Core Curriculum</b>		<b>2130</b>	<b>77.0</b>
<b>General Education</b>			
ALH-155	Career Success	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-140	Biomedical Ethics	40	2.5
GS-151	Communication Skills	40	2.5
GS-191	Introduction to Chemistry	40	2.5
GS-211	Algebra	40	2.5
<b>Total Required General Education</b>		<b>320</b>	<b>19.0</b>
<b>TOTALS:</b>		<b>2450</b>	<b>96.0</b>



## Respiratory Therapy

### Respiratory Therapy Associate in Specialized Technology Degree Program (AST)

**Program Length:**  
**90 Instructional Weeks – Day**  
**Monroeville Campus**

#### Program Description

The Respiratory Therapy program at Sanford-Brown – Monroeville is designed to provide students with the technical and practical training necessary to work as respiratory therapists in a variety of healthcare settings. The program is designed to teach students the ability to comprehend, apply and evaluate clinical information relevant to their roles as respiratory therapists, as well as show the technical proficiency and the professional behavior consistent with employer expectations. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The clinical 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 clinical requirements, studied and practiced their skills should have the skills to seek entry-level employment as respiratory therapists.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a student to faculty ratio of 25:1.

#### Accreditation/Certification Information Disclosure

The Respiratory Therapy program at Sanford-Brown is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC). Therefore, graduates of the program are eligible for and encouraged to take the Certified Respiratory Therapy (CRT) and Registered Respiratory Therapy (RRT) exams offered by the National Board for Respiratory Care (NBRC), which may enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by Sanford-Brown and are subject to change without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

#### State Licensure/ Registration Information

In the Commonwealth of Pennsylvania, graduates must apply for and receive state certification to practice respiratory therapy. Passage of the CRT examination offered by the NBRC is required for state certification in Pennsylvania. Sanford-Brown does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as respiratory therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
ALH-120	Medical Terminology – All Body Systems	40	2.5
RR-100	Cardiopulmonary Anatomy and Physiology	80	5.0
RR-105	Introduction to Respiratory Care	40	2.5
RR-110	Microbiology	60	3.0
RR-120	Patient Management	50	2.5
RR-210	Pharmacology	80	5.0
RR-215	Respiratory Therapy Equipment	60	3.0
RR-220	Introduction to Clinic	20	1.0
RR-300	Clinical Education I	128	2.5
RR-305	Cardiopulmonary Resuscitation (CPR)	20	0.5
RR-315	Cardiopulmonary Diseases	75	5.0
RR-321	Airway Management	30	0.5
RR-400	Clinical Education II	128	2.5
RR-410	Pulmonary Function Testing	60	2.5
RR-421	EKG's	25	1.0
RR-500	Clinical Education III	128	2.5
RR-506	Neonatal/Pediatrics I	30	1.5
RR-507	Neonatal/Pediatrics II	30	1.5
RR-511	Mechanical Ventilation I	60	2.0
RR-521	Neonatal/Pediatrics Lab I	15	0.5
RR-522	Neonatal/Pediatrics Lab II	15	0.5
RR-600	Clinical Education IV	192	4.0
RR-605	CRRT Preparation	20	1.0
RR-611	Mechanical Ventilation II	60	2.5
RR-615	Rehabilitation and Home Care	20	1.0
RR-620	Critical Care Monitoring	30	1.5
RR-700	Clinical Education V	192	4.0
RR-800	Clinical Education VI	192	4.0
RR-810	RRT Preparation	30	2.0
RR-825	ACLS/PALS	60	3.0
RR-830	Mechanical Ventilation III	30	1.5
<b>Total Required Core Curriculum</b>		<b>2120</b>	<b>79.0</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-140	Biomedical Ethics	40	2.5
GS-190	Introduction to Chemistry	80	5.0
GS-195	Math and Metrics	40	2.5
GS-200	Human Relations	60	4.0
<b>Total Required General Education</b>		<b>340</b>	<b>20.5</b>
<b>TOTAL HOURS</b>		<b>2460</b>	<b>99.5</b>



## Surgical Technology

### Associate in Specialized Technology Degree Program (AST)

**Program Length:**  
**60 Instructional Weeks – Day**  
**Monroeville Campus**

#### Program Description

The Surgical Technology program at Sanford-Brown – Monroeville is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry-level surgical technologists. The AST Core Curriculum 5th Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require 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 surgical technologists.

Theory/lecture classes will be limited to 50 students. Laboratory classes will be limited to a student to faculty ratio of 12:1.

#### Accreditation/Certification Information Disclosure

The Surgical Technology program at Sanford-Brown is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are eligible for and encouraged to take the certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential. Only graduates of CAAHEP and/or ABHES surgical technology programs are eligible to take this exam at this time. However, certification requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
AH-188	Human Anatomy and Physiology I	60	3.5
AH-189	Human Anatomy and Physiology II	60	3.5
AH-250	Pathophysiology	35	2.0
ALH-120	Medical Terminology – All Body Systems	40	2.5
GS-401	Pharmacology	40	2.5
ST-100	Introduction to Surgical Technology	40	2.5
ST-140	Bioethics and Law for Surgical Technologists	40	2.5
ST-190	Foundations for Assessment	20	1.0
ST-200	Fundamentals of Surgical Care	60	3.0
ST-205	Microbiology	25	1.0
ST-210	Surgical Instruments	40	2.0
ST-215	Preparation for Surgery	30	1.0
ST-220	Surgical Equipment and Supplies	30	1.5
ST-301	Process of Surgery	50	2.5
ST-305	Surgical Procedures I	60	3.0
ST-320	Surgical Procedures II	60	3.0
ST-400	Surgical Procedures III	60	2.5
ST-405	Surgical Procedures IV	50	2.0
ST-500	Surgical Procedures V	60	2.5
ST-511	Clinical Operating Room Rotation	225	5.0
ST-905	Surgical Technology Externship	300	6.5
<b>Total Required Core Curriculum</b>		<b>1385</b>	<b>55.5</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-195	Math and Metrics	40	2.5
<b>Total Required General Education</b>		<b>200</b>	<b>11.5</b>
<b>TOTAL HOURS</b>		<b>1585</b>	<b>67.0</b>



## Veterinary Technology

### Associate in Specialized Technology (AST)

**Program Length:**  
**70 Instructional Weeks – Day**  
**Pittsburgh Campus**

#### Program Description

The Veterinary Technology program at Sanford-Brown – Pittsburgh 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 laboratory 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.

Theory/lecture classes will be limited to 30 students. Laboratory courses will be limited to a student to faculty ratio of 15:1.

#### Accreditation/Certification Information Disclosure

The Veterinary Technology program at Sanford-Brown has programmatic accreditation from the American Veterinary Medical Association (AVMA). This means that graduates of the program are eligible to apply to the Pennsylvania Medical Veterinary Board for registration and take the Veterinary Technician National Examination (VTNE) and the State Board examination. The requirements for taking and passing the VTNE and the State Board examination are not controlled by Sanford-Brown and are subject to change without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take the VTNE or State Board examination, at all or at any specific time, regardless of their eligibility status upon enrollment. Further, Sanford-Brown does not control the state registration for veterinary technicians in Pennsylvania or in any other state. Thus, Sanford-Brown cannot guarantee that graduates will be eligible to work as veterinary technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.



Course Number	Course Title	Clock Hours	Semester Credit
<b>Core Curriculum</b>			
VT-100	Introduction to Veterinary Science	40	2.5
VT-101	Veterinary Medical Terminology	30	2.0
VT-105	Veterinary Nursing Procedures I	60	2.5
VT-111	Kennel Management and Nutrition	30	2.0
VT-200	Veterinary Anatomy and Physiology I	80	4.5
VT-205	Veterinary Nursing Procedures II	60	2.5
VT-211	Specialized Nutrition	30	2.0
VT-216	External Parasitology	30	1.5
VT-300	Veterinary Anatomy and Physiology II	60	4.0
VT-311	Breeds and Preventative Medicine	50	2.5
VT-316	Internal Parasitology	50	2.0
VT-320	Pharmacology and Disease Procedures I	70	4.5
VT-406	Veterinary Nursing Procedures III/Internship	150	6.0
VT-416	Hematology and Urinalysis Techniques	50	2.0
VT-420	Pharmacology and Disease Procedures II	70	4.5
VT-506	Radiographic and Imaging	80	3.5
VT-516	Microbiology Techniques	50	2.5
VT-601	Avian and Exotic Care	80	3.5
VT-606	Veterinary Surgical Nursing	150	6.0
VT-610	Registry Preparation Seminar	40	2.5
VT-905	Veterinary Technology Externship	300	6.5
<b>Total Required Core Curriculum</b>		<b>1560</b>	<b>69.5</b>
<b>General Education</b>			
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-116	Computer Concepts I	40	1.5
GS-130	Public Speaking	40	2.0
GS-191	Introduction to Chemistry	40	2.5
GS-195	Math and Metrics	40	2.5
GS-201	Human Relations	40	2.5
GS-205	Biology	40	2.5
<b>Total Required General Education</b>		<b>320</b>	<b>18.5</b>
<b>TOTAL:</b>		<b>1880</b>	<b>88.0</b>



# Course Descriptions

## Course Numbering System

Course numbers are composed of a two- or three-letter alphabetic identifier of the subject area followed by a numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Course numbers in the 200+ range identify more advanced courses typically taken after the completion of prerequisite courses in the first or second year of study. Students will not be scheduled to start a class with prerequisites unless they have successfully completed the prerequisite courses.

### AH-135 Medical Terminology

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to provide the student with a functional and practical command of medical vocabulary. The student will be expected to identify prefixes, suffixes, root words and their definitions.

### AH-188 Human Anatomy and Physiology I

*3.5 Semester Credits*

*Prerequisite: None*

This is a course in systemic human biology for students in allied health requiring a background in human biology. The focus of this course is normal anatomy and physiology. This course includes body planes, tissues, integumentary system, skeletal system, articulations, muscular system, nervous system, and the endocrine system.

### AH-189 Human Anatomy and Physiology II

*3.5 Semester Credits*

*Prerequisite: None*

This course provides an overview of the human body systems and their relationships and differences regarding structure and function. The course will identify and define the general function and nature of various body systems, organs, and structures incorporated within the body systems.

### AH-250 Pathophysiology

*2.0 Semester Credits*

*Prerequisite: None*

This course will provide basic information about common medical conditions and diseases that are frequently first diagnosed or treated in ambulatory healthcare. Surgical Technology students will consider what a disease is, how the physician might diagnose and treat the disease and the likely consequences of the disease for the person experiencing it. Following an overview of the disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions will be discussed by body system.

### AH-400 Pharmacology

*4.0 Semester Credits*

*Prerequisite: None*

This course introduces the student to the drugs commonly used in the practice of anesthesia. The student is expected to learn to identify these drugs by trade and generic name, their basic pharmacological action, and how they are used in a clinical setting.

### ALH-101 Health Information Management

*2.5 Semester Credits*

*Prerequisite: None*

This course introduces healthcare data and data sets and how these components relate to primary and secondary record systems. The course also introduces legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

### ALH-101A Health Information Management: Healthcare Data

*1.5 Semester Credits*

*Prerequisite: None*

This course introduces the generic components of the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems and to introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

### ALH-103 Healthcare Delivery Systems

*2.5 Semester Credits*

*Prerequisite: ALH-101*

This course introduces the organization, financing, regulatory bodies and delivery of different healthcare services, as well as the "continuum of care" concept.



## **ALH-105** **First Aid-CPR**

*1.5 Semester Credits*

*Prerequisite: ALH-117*

This course is designed to provide the student with a functional knowledge of the skills needed for adult, children, and infant CPR, use of the automated external defibrillator, the recognition and treatment of choking, and the safety factors in training and actual rescue.

## **ALH-107** **Health Information** **Technology: Computer** **Applications**

*1.5 Semester Credits*

*Prerequisite: ALH-120*

This course is an overview of commonly available software tools used in healthcare, including introduction to encoding tools and computer assisted coding software used in healthcare data processing today. The electronic health record process and the unique systems environment found in the U.S. healthcare delivery is also discussed.

## **ALH-109** **Reimbursement** **Methodologies**

*1.5 Semester Credits*

*Prerequisite: ALH-107*

This course is a study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge-master maintenance, and evaluation of fraudulent billing practices.

## **ALH-117** **Safety in the Healthcare** **Environment**

*1.5 Semester Credits*

*Prerequisite: None*

This course addresses employee and patient safety concerns in the healthcare environment. Vital signs, medical office emergencies, OSHA, MSDS, blood-borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set up, suturing, and personal protective equipment are among topics taught and practiced.

## **ALH-120** **Medical Terminology –** **All Body Systems**

*2.5 Semester 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.

## **ALH-125** **Introduction to Medical** **Coding and Reimbursement**

*1.5 Semester Credits*

*Prerequisite: ALH-107*

This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed-care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third-party guidelines are covered.

## **ALH-126** **Health Records, Coding** **and Reimbursement**

*1.5 Semester Credits*

*Prerequisite: None*

This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third-party guidelines are covered.

## **ALH-130** **Nutrition**

*2.5 Semester Credits*

*Prerequisite: None*

This course introduces the relationship between nutrition and health. General characteristics of food patterns and diet therapies will be discussed.

## **ALH-133** **Anatomy and Physiology of** **Sleep and Breathing**

*5.0 Semester Credits*

*Prerequisite: None*

This course provides an overview of human anatomy and physiology with a focus on the general function and nature of various body systems, organs, and structures. Emphasis will be placed on the cardiopulmonary and neurological systems and their relationship to sleep and breathing.

## **ALH-140** **Pharmacology**

*4.0 Semester Credits*

*Prerequisite: None*

This course is designed to provide the student with in-depth theory related to medication origins and actions. Students will be expected to become knowledgeable in drug legislation, identification, usage, handling, storage, and disposal. Prescription drug/controlled substance use and identification of abuse will be covered. Students will have the opportunity to calculate dosages for adult and pediatric patients and practice injection techniques for subcutaneous, intramuscular and intradermal injections.

## **ALH-155** **Career Success**

*2.5 Semester Credits*

*Prerequisite: GS-101*

This course examines the process of finding a first job and starting a career. Topics include developing self-awareness, researching opportunities, communicating effectively in the search process, writing and circulating a resume, navigating the interview process, and negotiating offers and handling rejection.



## **ALH-160** **The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems**

*2.0 Semester Credits*

*Prerequisite: ALH-120*

*Co-requisites: MBC-160, MBC-163*

This course introduces the student to diseases and methods of diagnosis and treatment of the cardiac, circulatory, pulmonary and lymphatic systems. Emphasis is placed on understanding the impact of disruption in normal body system functions across the lifespan. Pharmacology related to these systems is also covered.

## **ALH-165** **Anatomy and Physiology for Health Professionals**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course introduces the student to general human anatomy and physiology. The study of cells, tissues and systems will be covered in this course. The students will be presented with a basic understanding of the Skeletal, Muscular, Integumentary, Nervous, Endocrine, Cardiovascular, Respiratory, Lymphatic/Immune, Gastrointestinal, Urinary, and Reproductive Systems.

## **ALH-165A** **The Human Body: Respiratory, Digestive and Urinary Systems**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

## **ALH-166** **Human Anatomy and Physiology – All Body Systems**

*3.5 Semester Credits*

*Prerequisite: None*

This course provides an overview of the human body systems and their relationship and differences regarding structure and function. This course will identify and define the general function and nature of various body systems, organs and structures incorporated within the body systems.

## **ALH-175** **The Human Body: Endocrine and Reproductive Systems and Nutrition**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

## **ALH-185** **The Human Body: Musculoskeletal, Nervous and Integumentary Systems**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous and integumentary systems.

## **AT-100** **Introduction to Anesthesia**

*2.0 Semester Credits*

*Prerequisite: None*

This course provides an introduction to the operating room/anesthesia environment, including ethical and legal responsibility, health risks, universal precautions and hazards, and the history and scope of anesthetic practice. The student will begin training in patient surgical positioning and basic monitoring.

## **AT-105** **Infection Control/Bacteriology**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to enable the student to practice aseptic techniques when preparing supplies and equipment for the patient and can give the student a working knowledge of organisms and their modes of transference. Infections, infectious diseases, and cross-contamination prevention will also be covered.

## **AT-200** **Anesthesia Terminology**

*2.0 Semester Credits*

*Prerequisite: None*

In this course, the student is expected to become familiar with the terminology specific to anesthesia. Topics to be covered include the anatomy and physiology of the Cardiac, Respiratory, and Nervous systems, basic pharmacology terminology, and acronyms common to hospital and clinical settings.

## **AT-205** **Types of Anesthesia**

*3.0 Semester Credits*

*Prerequisite: None*

This course provides an overview of the various anesthetics and how they impact on the tasks of an anesthesia technologist. Included will be an overview of surgical anesthetics, inhaled anesthetics, local anesthetics, and muscle relaxants. The Anesthetic Gas Machine will be introduced.

## **AT-216** **Clinical Education Internship I**

*3.5 Semester Credits*

*Prerequisites: AT100, AT200, AT205, AT320, AT510*

This first clinical experience provides the student with the opportunity to observe and practice the principles of infection control in a surgical setting, as well as gain experience with specific anesthesia monitors. Hands-on experience will provide technical skills and further understanding of the theories taught within the classroom. AT216 will be conducted in an approved clinical affiliate.

## **AT-220** **Anesthesia Monitors I**

*2.0 Semester Credits*

*Prerequisite: None*

This course is a comprehensive study of the basic monitors, accessories and equipment used in the practice of anesthesia. The student is expected to master the identification, care and maintenance, troubleshooting and cleaning of related monitoring devices. Contact with equipment will occur during Clinical Education Internship I.



## **AT-301 Anesthesia Gas Machines**

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to provide the student with practical knowledge of the anesthesia gas machines and related monitors. The student is expected to learn assembling and breaking down the gas machine for everyday use, how to troubleshoot and correct basic mechanical problems, maintenance and infection control considerations. Contact with equipment will occur during Clinical Education Internship II.

## **AT-305 Pediatric Anesthesia**

*1.5 Semester Credits*

*Prerequisite: None*

This course provides the student with information on equipment and monitors particular to pediatric anesthesia. The disease process of children and their specific treatments will be discussed. Contact with specific equipment will occur during both Clinical Education Internships.

## **AT-316 Clinical Education Internship II**

*3.5 Semester Credits*

*Prerequisites: AT-301, AT-305, and AT-320*

This second clinical experience provides the student with the opportunity to observe and practice the principles specific to gas machines, pediatric anesthesia and advanced anesthesia monitors. Hands-on experience will provide technical skills and further understanding of the theories taught within the classroom. AT-316 will be conducted in an approved clinical affiliate.

## **AT-320 Anesthesia Monitors II**

*2.0 Semester Credits*

*Prerequisite: AT-220*

This course is a comprehensive study of the advanced monitors, accessories and equipment used in the practice of anesthesia. The student is expected to master the identification, care and maintenance, troubleshooting and cleaning of related monitoring devices. Contact with equipment will occur during Clinical Education Internship I.

## **AT-330 Hematology**

*2.0 Semester Credits*

*Prerequisite: None*

This course provides an overview and practical guide to the diagnosis and treatment of the most common blood disorders of the erythrocytes, leukocytes, and hemostasis: each blood disease state will be discussed. Machines used in the study of blood will be reviewed. Examples of equipment to be studied include Blood Salvage, Rapid Infusion Machines, and Thrombelastographs. Hands-on training utilizing such machines will be scheduled during both Clinical Education Internships.

## **AT-420 Assisting in an Emergency**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to give the students an overview of their role in emergency situations. The student is also provided with techniques to use when working in a stressful environment. The student will participate in actual emergency situations during Externship.

## **AT-510 Cardiac Monitoring**

*4.0 Semester Credits*

*Prerequisite: None*

This course is a study of the monitoring equipment used in surgery. Instruction will be given in identification and treatment of a variety of cardiac rhythms. The student is expected to become familiar with the identification, care, maintenance and use of cardiac monitoring equipment. Contact with major equipment will occur during Clinical Education Internships.

## **AT-905 Anesthesia Technology Externship**

*6.5 Semester Credits*

*Prerequisite: Successful Completion of All Prior Courses*

This course is conducted in a medical facility where there is an opportunity to observe, assist, learn, and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. The student's supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.

## **DD-101A Anatomy for Dental Assistants**

*2.0 Semester Credits*

*Prerequisite: DD-106*

This course is a study of the skeleton, tissues, and systems of the body.

## **DD-106 Oral Anatomy**

*3.0 Semester Credits*

*Prerequisite: None*

This course is a study of the structures of the head with emphasis on the mouth and neck. This course also covers dental anatomy and charting.

## **DD-110 Dental Radiography**

*4.0 Semester Credits*

*Prerequisite: DD-101A*

This course provides a detailed study of the dental X-ray equipment, its purpose, dangers, and use. This includes studying the technique of actually exposing a complete dental series of periapical radiographs. This class will be limited to a student-to-faculty ratio of 6:1.

## **DD-113 Dental History and Ethics**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, the student will have the opportunity to learn early indication and historical significance of oral disease, names of individuals who had a great impact upon the profession of dentistry, and those who promoted education and organized dentistry. The student can learn the difference between civil and criminal law, the definition of a dental practice act and what it entails, and responsibilities of the dental team with regard to dental records, implied and informed consent. The student will be expected to define ethics and provide examples of the ADA's and ADAA's principles of ethics, state how dentistry adheres to ethical principles in advertising, professional fees and responsibilities.



## **DD-115A Dental Materials**

*2.0 Semester Credits*

*Prerequisite: DD-101A*

This course covers the study and use of all restorative materials.

## **DD-118 Dental Specialties**

*3.5 Semester Credits*

*Prerequisite: DD-101A*

This course provides a basic description and comprehensive study of all specialties of dentistry: Pedodontics, Periodontics, Orthodontics, Prosthodontics, Endodontics, Oral and Maxillofacial Surgery.

## **DD-121 Pharmacology/Diet and Nutrition**

*1.5 Semester Credits*

*Prerequisite: None*

This course is a study of drugs and written prescriptions with emphasis on Federal laws and licensure. This course is also a basic study of nutrition and its relation to the development of primary and permanent dentitions.

## **DD-125A Oral Pathology**

*1.0 Semester Credit*

*Prerequisite: DD-101A*

This course is designed to enable students to identify diseases of the oral cavity. Included are the causes and effects of conditions the Dental Assistant will be in contact with at chairside.

## **DD-128 Microbiology/Infection Control**

*0.5 Semester Credit*

*Prerequisite: None*

In this course, the student will have the opportunity to obtain a basic understanding of microbiology. Students will have the opportunity to see under microscopic enlargement those microorganisms found in the normal mouth flora.

## **DD-130A Dental Office Management**

*2.0 Semester Credits*

*Prerequisite: None*

This course is a basic study of the dental front office; pegboard accounting, billing and filing, scheduling, processing/completing third-party insurance forms, and obtaining the medical/dental patient history.

## **DD-135A Dental Emergencies**

*2.5 Semester Credits*

*Prerequisite: DD-106*

This course is a basic informational study of on-job responsibilities in handling the dental office emergency. In addition, the student is required to complete a basic CPR training program.

## **DD-150 Chairside Assisting: Preparing Instruments**

*1.5 Semester Credits*

*Prerequisite: None*

This course provides a comprehensive study of sterilization using autoclave, driclave, cold sterilization, and endodontic sterilization with the preparation of instruments and armamentarium.

## **DD-155 Chairside Assisting: Four-Handed**

*2.5 Semester Credits*

*Prerequisite: DD-101A*

This course provides clinical practice where the student and instructor review all procedures with instrument transfer and all dental restorative materials.

## **DD-198 Dental Assistant Externship I**

*3.0 Semester Credits*

*Prerequisite: Successful completion of all didactic and laboratory courses*

This course is an opportunity to observe and assist in a realistic dental setting. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student's dependability, professionalism, and skills.

## **DD-199 Dental Externship II**

*3.0 Semester Credits*

*Prerequisite: DD-198*

This course is an opportunity to observe and assist in a realistic dental setting different from that of DD 198. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student's dependability, professionalism, and skills.

## **DMS-206 Ultrasound Terminology**

*2.5 Semester Credits*

*Prerequisite: AH-135*

This course is designed to introduce the student to the diagnostic foundations of clinical medicine pertinent to Sonography. Therefore, medical terms pertaining to Sonography are defined and discussed. The "hour" of obtaining a clinical history, the pathologic basis for disease, and the evaluation of clinical signs and symptoms are also presented at an introductory level. Abnormalities commonly seen and diagnosed with sonography are discussed. Some basic physical principles of ultrasound are discussed.

## **DMS-220 Introduction to Clinical Education**

*5.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic and laboratory coursework*

This course is the student's first clinical education rotation. The student will be trained in the day-to-day operations of an ultrasound lab. The student will have the opportunity to observe experienced technologists and develop his/her scanning skills in the clinical setting. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-225 Ultrasound Case Review**

*3.0 Semester Credits*

*Prerequisite: DMS-250*

In this course, the student will have the opportunity to prepare and present ultrasound case studies with abnormal findings. Discussions of clinical symptoms, patient history, disease process and technical pitfalls will be included. An emphasis is placed on the importance of patient confidentiality.



## **DMS-226** **ARDMS Registry Exam Seminar**

*2.5 Semester Credits*

*Prerequisite: Successful Completion of all prior didactic and laboratory coursework*

This course will concentrate on helping to prepare students to sit for the national certification exam in ultrasound provided by the (ARDMS) American Registry of Diagnostic Medical Sonographers. It is a comprehensive course intended to review and emphasize the major areas of importance for national testing.

## **DMS-230** **Clinical Education I**

*5.0 Semester Credits*

*Prerequisite: DMS-220*

This course provides observation of all clinical duties performed in the Ultrasound Department, as well as basic instruction and scanning experience in abdominal, obstetrical, gynecological, small parts, and other aspects of sonography. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-234** **Clinical Education IV**

*5.0 Semester Credits*

*Prerequisite: DMS-250*

This course is a continuation of practical clinical experience in all aspects of ultrasonography. The student is encouraged to scan more challenging examinations and to fully participate in the clinical setting as a sonographer. The student is required to complete assigned competencies before completion of clinical education. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-240** **Clinical Education II**

*5.0 Semester Credits*

*Prerequisite: DMS-230*

This course provides continued observation of all clinical duties performed in the Ultrasound Department, as well as basic instruction and scanning experience in abdominal, obstetrical, gynecological, small parts and other aspects of sonography. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-250** **Clinical Education III**

*5.0 Semester Credits*

*Prerequisite: DMS-240*

This course is a continuation of practical clinical experience in all aspects of abdominal and OB-GYN sonography. Students are encouraged to present cases to the interpreting physician. Attendance at an assigned clinical affiliate for 24 hours per week is required.

## **DMS-300** **Abdominal Ultrasound I**

*4.0 Semester Credits*

*Prerequisite: DS110*

This course will review basic human anatomy and physiology of the aorta, portal system, liver, gallbladder, and pancreas with emphasis on sonographic appearance of abdominal viscera in accepted scan planes. An emphasis is placed on the sonographic appearance of the abdomen and pelvic viscera. The anatomy and sonographic appearance of a first, second and third trimester fetus is also an important aspect of this course. Proper scan techniques and protocols for the aorta and liver, and introduction to the gallbladder, are presented during the laboratory component of this course.

## **DMS-301** **Abdominal Ultrasound II**

*2.5 Semester Credits*

*Prerequisite: DMS-300*

This course is the didactic continuation of DMS 300. This course will present basic human anatomy and physiology of the gastrointestinal system, spleen, adrenals and kidneys/bladder. Related diagnostic and laboratory testing, patient history, sonographic appearance and congenital anomalies are also covered. Pathology of the gastrointestinal system and spleen is introduced.

## **DMS-310** **Superficial Anatomy**

*3.0 Semester Credits*

*Prerequisite: DMS-206*

In this course, various pathologies and disease processes of the thyroid, para-thyroid, breast, scrotum and prostate will be discussed. Lectures will include the importance of: laboratory values, patient history and other diagnostic testing. This class has a lab component.

## **DMS-320** **Physics and Instrumentation II**

*2.5 Semester Credits*

*Prerequisite: DS-120*

In this course, lectures and related exercises covering the areas of ultrasonic propagation principles, imaging artifacts, spectral and colorflow Doppler. Lectures will also include the interactive properties of ultrasound with human tissue, possible biologic effects, types of equipment and instrumentation, and safety and quality control.

## **DMS-340** **Abdominal Pathology I**

*2.5 Semester Credits*

*Prerequisite: DMS-301*

In this course, the student is expected to learn how pathology and disease affect the abdominal organs: aorta, liver, gallbladder, and pancreas. Lectures will include the importance of: laboratory values, patient history, sonographic appearance, and prior test results. Ultrasound images and case studies with abnormal findings will be presented.

## **DMS-341** **Abdominal Pathology II**

*2.5 Semester Credits*

*Prerequisites: DMS-301, DMS-340, DMS-401*

In this course the student is expected to learn how pathology and disease affect the adrenal, renal/bladder and pelvic viscera. Lectures will include the importance of: laboratory values, patient history, sonographic appearance, and prior test results. Ultrasound images and case studies with abnormal findings will be presented.

## **DMS-350** **Abdominal Doppler**

*3.0 Semester Credits*

*Prerequisites: DMS-300, DMS-301*

This course will present lectures on abdominal and pelvic Doppler will be presented. Topics include, but are not limited to, Doppler of the portal system, hepatics, IVC, aorta, renal arteries, mesenteric and pelvic structures. The students will have the opportunity to reinforce the theory taught in lecture with hands-on scanning in the lab component of this class.



## **DMS-400 Obstetrical Pathology I**

*3.0 Semester Credits*

*Prerequisite: DMS-401*

This course will present lectures on fetal anomalies involving: cranial, facial, spinal, thoracic, skeletal, gastrointestinal, genitourinary, chromosomal and cardiac. First trimester and maternal complications, multiple gestations and fetal testing are also covered. Images and case studies with abnormal findings will be presented.

## **DMS-401 Gynecology and Obstetric Ultrasound**

*2.5 Semester Credits*

*Prerequisite DMS-301*

This course will present the anatomy, physiology, congenital anomalies of the female pelvis. Obstetrical embryology and fertilization, 1st, 2nd and 3rd trimester fetal anatomy is also covered. Fetal biometry and routine ultrasound evaluation of the fetus is covered as well. The student is expected to have an understanding of fetal and placental circulation. Lectures include the importance of patient history, laboratory and other clinical information. Sonographic evaluation of the normal female reproductive structures and all three trimesters of pregnancy are also covered.

## **DMS-410 Vascular Ultrasound I**

*3.0 Semester Credits*

*Prerequisite: None*

In this course lectures on carotid and peripheral vascular arterial and venous Doppler, as well as vascular physical principles and instrumentation. Anatomy, hemodynamics, patient history, clinical manifestations, non-invasive techniques, and interpretation will be discussed. The students will have the opportunity to reinforce the theory taught in lecture with hands-on scanning in the lab component to this class.

## **DS-101 Ultrasound Lab I**

*2.0 Semester Credits*

*Prerequisite: DMS-300*

This lab is a continuation of DMS-300. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the gallbladder, pancreas, and spleen are presented. A cumulative scan review is also introduced.

## **DS-102 Ultrasound Lab II**

*2.0 Semester Credits*

*Prerequisite: DS-101*

This lab is a continuation of DS-101. Cumulative scan review is completed at the beginning of this course. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the kidneys, bladder and adrenal glands are presented. Scanning technique of the female reproductive structures are introduced.

## **DS-104 Ultrasound Lab III**

*2.0 Semester Credits*

*Prerequisite: DS-102*

This lab is a continuation of DS102. Cumulative scan review is completed at the end of this course. The basic procedures in performing ultrasound examinations are demonstrated, practiced and evaluated in the lab setting. Basic patient rapport and interactions are emphasized. Proper scan technique and protocols for the female pelvis are tested. Complete abdominal scans are required prior to clinical education.

## **DS-110 Introduction to Ultrasound**

*2.5 Semester Credits*

*Prerequisites: AH-188, GS-100A, GS-211, PHY-113*

This course is designed to provide the student with an overview of the theoretical, clinical and ethical aspects of ultrasound. The student will have the opportunity to familiarize themselves with ultrasound-related topics including: history, physics, cross-sectional anatomy, elementary scan interpretation and sonographic terms. The student is introduced to the laboratory and various ultrasound machines.

## **DS-120 Physics and Instrumentation I**

*2.5 Semester Credits*

*Prerequisite: AH-135*

This course explains how the pulse-echo principle is used in sonography. Basic sound and ultrasound physics are covered including: frequency, wavelength, propagation speed, reflection and resolution. The components and function of the ultrasound transducer and equipment are explored.

## **DT-100 Introduction to Dialysis Technology**

*2.0 Semester Credits*

*Prerequisite: None*

The course provides the student with the background of dialysis including history, use, and theory. The course will define dialysis as well as the mechanics and theory of dialysis. Causes of end-stage renal failure and its signs and symptoms are also identified. Specific renal A & P is also covered as well as arteriovenous access and problems unique to the ESRD patient.

## **DT-101 Lab Procedures**

*2.0 Semester Credits*

*Prerequisites: ALH-101, ALH-188, ALH-189, DT-100*

This course will provide the background and education needed for the student to perform basic medical testing within the environment of the dialysis clinic. Topics covered will include phlebotomy, specimen handling, point of service testing, and EKGs.

## **DT-103 Diet and Nutrition**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course provides an overview of the nutritional needs and concerns of the dialysis patient. Food and fluid restrictions are covered as well as how to educate the dialysis patient about nutrition concerns and restrictions.



## **DT-105 Transplantation**

*2.5 Semester Credits*

*Prerequisites: ALH-188, ALH-189*

This course identifies and defines transplantation, focusing on renal transplantation. Items covered include qualification for transplantation, risks, and compliance. Patient education issues are also identified.

## **DT-120 Dialysis Clinical Skills I**

*2.0 Semester Credits*

*Prerequisites: DT101, AH-140*

This course provides the student with the background and skill set needed to perform the clinical functions of a Dialysis Technician. Items covered include vital signs, monitoring, access cannulation, catheter use, aseptic technique, and medication administration.

## **DT-130 Dialysis Clinical Skills II**

*2.0 Semester Credits*

*Prerequisite: DT-120*

This course provides the student with the background and skill set needed to perform the technical functions of a Dialysis Technician. Items covered include set up and use of the dialysis equipment, preparation of the extracorporeal circuit, troubleshooting, emergency procedures, ending the dialysis treatment, and post-treatment patient care.

## **DT-140 Dialysis Technical Skills**

*1.0 Semester Credit*

*Prerequisite: DT-130*

This course provides an overview of water treatment and dialyzer reuse. Theory of water treatment is covered as well as the rationale and methods behind dialyzer reuse.

## **DT-150 Certification Review**

*2.0 Semester Credits*

*Prerequisites: GS-101, GS-105A, GS-106, GS-140, DT-103, DT-105, DT-140*

This course will prepare the student to participate in the certification process for a dialysis technician. A review of all the aspects of the curriculum will be conducted. Also included in the course will be practice exams and test-taking strategies.

## **DT-199 Dialysis Technology Externship**

*2.5 Semester Credits*

*Prerequisites: GS-101, GS-105A, GS-106, GS-140, DT-103, DT-105, DT-140*

This course presents the opportunity to observe and practice the role of a dialysis technician in a professional setting. The student will demonstrate practical application of principles and theory taught in the dialysis technology classroom. The externship supervisor will evaluate the student's dependability, professionalism and skills.

## **GS-100A English Composition**

*2.5 Semester Credits*

*Prerequisite: None*

This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. Focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style, and effective organizational strategies.

## **GS-101 Strategies For Success**

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to increase the student's success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self esteem, image, and motivation. Strategies to strengthen reading, writing, and mathematics abilities are emphasized.

## **GS-105A Introduction to Psychology**

*2.5 Semester Credits*

*Prerequisite: None*

This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

## **GS-106 Psychology of Disease**

*2.5 Semester Credits*

*Prerequisite: None*

This course identifies the major disease processes prevalent in North America, focusing on the risk factors, psycho/social issues, long-term issues, and family impact. Patient education issues are also identified.

## **GS-116 Computer Concepts I**

*1.5 Semester Credits*

*Prerequisite: None*

This course is a study of the basic fundamentals of computer hardware and related software. The course will instruct on the essentials of Windows XP along with Microsoft Office 2003, Folder & File Management, Outlook, exploring the Internet, and Word.

## **GS-117 Computer Concepts II**

*1.5 Semester Credits*

*Prerequisite: GS-116*

This course will instruct in advance functions of Microsoft Office 2003 Word, Excel, basic Intranet networking concepts and PowerPoint.

## **GS-120A Developmental Psychology**

*2.5 Semester Credits*

*Prerequisite: None*

This course examines the nature and context of human development throughout the life cycle. Biological, social, behavioral, and cognitive theories of growth will be discussed. Emotional, perceptual, identity, and moral issues related to physiological and psychological change will be studied. Processes involved in the establishment of learning systems, language, personality, and relationships will be examined.

## **GS-130 Public Speaking**

*2.0 Semester Credits*

*Prerequisite: None*

This course is designed to provide the student with the basic skills necessary to prepare and present speeches in a public forum. Students are assessed on Organization, appearance and presentation of ideas and themes.



## **GS-140 Biomedical Ethics**

2.5 Semester Credits

Prerequisite: None

In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

## **GS-141 Ethics and Cultural Diversity**

2.5 Semester Credits

Prerequisite: None

In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

## **GS-145 Accounting**

2.0 Semester Credits

Prerequisite: None

This course provides presentation and practice of various accounting techniques commonly applied in the management of general business. This course also provides instruction and practice of general ledger, balance sheet, T accounts and trial balance.

## **GS-151 Communication Skills**

2.5 Semester Credits

Prerequisite: None

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.

## **GS-190 Introduction to Chemistry**

5.0 Semester Credits

Prerequisite: None

In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acid-base ionic exchange.

## **GS-191 Introduction to Chemistry**

2.5 Semester Credits

Prerequisite: None

In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acid-base ionic exchange.

## **GS-195 Math and Metrics**

2.5 Semester Credits

Prerequisite: None

This course provides the student the opportunity to obtain the necessary mathematical skills to solve a variety of problems encountered in the day-to-day performance of his/her duties. Areas covered include arithmetic, ratio and proportion, graphs, and the metric system.

## **GS-200 Human Relations**

4.0 Semester Credits

Prerequisite: None

In this course, Respiratory Therapy students explore the problems faced by the aging population and the services society needs to provide this growing majority. Overviews various types of services available for older citizens. Covers current topics such as euthanasia and respite care.

## **GS-201 Human Relations**

2.5 Semester Credits

Prerequisite: None

This course is the basic study of effective interpersonal communications and relationships. Topics of discussion include professionalism, client communication and interpersonal relations. This course includes a discussion of discrimination, prejudice, sexual harassment, client education and other contemporary issues. Emphasis is placed on client reception, telephone techniques, and grief counseling. Students will be instructed in greeting the client, obtaining pertinent information, handling difficult situations, time management and problem solving.

## **GS-205 Biology**

2.5 Semester Credits

Prerequisite: None

This course is an introduction to the study of life. The course will focus on the characteristics of life and how different organisms manipulate these characteristics to maintain life.

## **GS-211 Algebra**

2.5 Semester Credits

Prerequisite: None

This course involves the study of linear and quadratic algebraic expressions. Students have the opportunity to develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

## **GS-230 Business Correspondence**

2.5 Semester Credits

Prerequisite: None

In this course, the student will be introduced to principles of proper punctuation, grammar, sentence formation, and spelling with the focus on general business correspondence.

## **GS-230A Business Correspondence**

2.0 Semester Credits

Prerequisite: None

In this course, the student will have the opportunity to practice correspondence and business communication techniques.



## **GS-270** **Patient Care/Hospital Policies**

*2.5 Semester Credits*

*Prerequisite: DS102*

This course presents the concepts of physical and psychological patient care, as well as routine and emergency patient-care procedures, including CPR and first aid. This course also discusses the abnormalities commonly seen and diagnosed with sonography, as well as professional scopes of practice and hospital regulatory standards and guidelines. Students will also have the opportunity to learn about record keeping and paperwork pertinent to clinical setting.

## **GS-401** **Pharmacology**

*2.5 Semester Credits*

*Prerequisite: None*

This course introduces the student to the drugs commonly used in the practice of anesthesia. The student is expected to learn to identify these drugs by trade and generic name, their basic pharmacological action, and how they are used in a clinical setting.

## **LA-101** **Business Law**

*2.5 Semester Credits*

*Prerequisite: None*

This course introduces the student to the Uniform Commercial Code, including the following topics: commercial paper, sales, secured transactions and bankruptcy. This course supplements Contract Law.

## **LA-110** **Legal Research and Writing I**

*2.5 Semester Credits*

*Prerequisite: None*

The aim of this course is to give a comprehensive view of law libraries, basic legal research techniques, use of bibliographies, courts' opinions, municipal ordinances, and legal encyclopedias; cover the skills and techniques of researching federal laws including federal cases, legislation, and the U.S. Constitution, Pennsylvania Law and Shepardizing cases; utilize research skills in preparing a legal memorandum, writing skills such as proper briefing techniques and the application of laws to a given situation are used to prepare an accurate analysis of issues in proper memorandum form; and focus on the paralegal role in the preparation of legal documents. Regular visits to various law libraries and government offices may be required. Students will be expected to apply various legal principles and theories of other core legal courses to practical applications, and demonstrate them in document drafting and preparation.

## **LA-116** **Introduction to Law**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, the student is introduced to the history of law, legal terminology and business law. The student also receives a general introduction to all areas of law.

## **LA-120 Criminal Law**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, the student will study the major responsibilities of paralegals working with the criminal justice system, including the theory of crimes and the rights of criminal defendants in criminal procedures.

## **LA-205** **Legal Research and Writing II**

*2.5 Semester Credits*

*Prerequisite: LA-110*

This course is a continuation of LA-110.

## **LA-210** **Paralegalism**

*2.5 Semester Credits*

*Prerequisite: None*

This course discusses the responsibilities of the paralegal, including law office procedures, common tasks of the paralegal and ethics pertaining to daily activities of the law firm. Class projects may include visits to various local, county, state, and federal offices that are located off campus.

## **LA-215** **Torts**

*2.5 Semester Credits*

*Prerequisite: None*

This course discusses the law of personal injury, in theory and in practical applications. This course covers the three main classes of torts: negligent, intentional and strict liability torts. Also included will be defenses to each of these torts, as well as practical application of tort law.

## **LA-220** **Civil Litigation**

*4.0 Semester Credits*

*Prerequisite: None*

This course deals with the subject matter of the rules of Civil Procedures, the rules of Appellate Procedures, and the rules of the local district magistrates. In addition, the subjects of jurisdiction, service of process, all pleadings, discovery devices especially depositions and interrogatories are reviewed in detail.

## **LA-305** **Legal Research and Writing III**

*2.5 Semester Credits*

*Prerequisite: LA205*

This course is a continuation of LA205.

## **LA-310** **Family Law**

*2.5 Semester Credits*

*Prerequisite: None*

The purpose of this course is to familiarize the student with their analysis of domestic relations law principles. Topics include the rights and duties of the marriage relationship, rights and duties of minors, and the parents' rights and duties to children, and uncontested and no fault divorce.



## **LA-315** **Real Estate and Property**

*4.0 Semester Credits*

*Prerequisite: None*

This course explores the topics of land and its elements, fixtures, easements, land descriptions, land titles and interest in land, deeds, brokers and managers, contracts for sale of land, escrows, evidence of title, mortgages, foreclosures, and redemption.

## **LA-405** **Legal Research and Writing IV**

*2.5 Semester Credits*

*Prerequisite: LA-305*

This course is a continuation of LA-305.

## **LA-410** **Contract Law**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, the student will study the theory and practice of contract law.

## **LA-415** **Estates, Wills and Trusts**

*4.0 Semester Credits*

*Prerequisite: None*

In this course, the instructor will illustrate to the student the various types of proper planning that should be considered for the planning and probate of an estate, drafting of wills, and general theory.

## **LA-500** **Administrative Law and Procedure**

*4.0 Semester Credits*

*Prerequisite: None*

This course provides the student with necessary information to assist the attorney in the area of bankruptcy, social security, unemployment compensation and workers' compensation and the statutes specific to these matters.

## **LA-505** **Legal Research and Writing V**

*2.5 Semester Credits*

*Prerequisite: LA-405*

This course is a continuation of LA-405.

## **LA-511** **Constitutional Law and Procedures**

*4.0 Semester Credits*

*Prerequisite: None*

This course provides an in-depth study of a defendant's constitutional rights from custodial interrogation, pre-trial procedures, and trial and appeal. Visitation and exposure to the criminal court system is included in the study.

## **LA-515** **Computerized Legal Research**

*1.5 Semester Credits*

*Prerequisite: LA-205*

This course is designed to introduce the student to computerized database systems used for legal research. The student will be given research assignments and utilize Westlaw to complete the assignments.

## **LA-906** **Paralegal Externship**

*7.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic coursework*

This course provides an opportunity to observe and practice paralegal skills in a realistic law office setting. Practical application of principles and theory taught in the paralegal classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills in the practice of paralegal studies.

## **MA-100** **Introduction to Customer Service**

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to prepare the student for advanced study in customer service. Students are expected to develop an extensive vocabulary of relevant terms as well as understand the basics of credit service, retail sales, credit collection and fraud control.

## **MA-115** **Pathophysiology**

*2.0 Semester Credits*

*Prerequisite: ALH-120*

This course will provide basic information about common medical conditions and diseases that are frequently first diagnosed or treated in ambulatory healthcare. Students will consider what a disease is, how the physician might diagnose and treat the disease, and the likely consequences of the disease for the person experiencing it. Following an overview of the disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions will be discussed by body system.

## **MA-120** **Clinical Skills**

*2.5 Semester Credits*

*Prerequisite: ALH-117*

This workshop will consist of instruction and student practice in medication injection techniques, venipuncture, electrocardiography and vital signs.

## **MA-140** **Clinical Procedures**

*3.5 Semester Credits*

*Prerequisite: ALH-117*

This course is designed to provide the students with a working knowledge of back office (clinical) procedures. Students will receive theory related to routine patient examination preparation. The students will have the opportunity to practice charting health histories and chief complaints, obtaining patient vital signs, height and weight measurements, visual acuity, positioning and draping, bandaging, placement of holter monitor leads, and completion of 12-lead electrocardiograms. Students will be expected to become familiar with instruments needed for physical examinations and minor surgical procedures, and maintaining aseptic and sterile techniques during these examinations.



## **MA-150 Administrative Procedures**

*4.5 Semester Credits*

*Prerequisite: ALH-117*

This course is designed to provide students with a working knowledge of front office procedures. The students will receive the theory and practice related to proper application of interpersonal skills and human relations, appointment scheduling, processing referral requests, effective telephone techniques for various incoming and outgoing calls, medical record management with emphasis on current filing techniques and application of confidentiality guidelines for information processing, terminology related to all insurance carriers, collection of necessary data to complete manual and computerized third-party insurance claims, use of ICD-9 and CPT 4 coding systems, tracking systems available for accounts payable/accounts receivable, and current debt collection processes. Students will also be expected to prepare for employment through role-playing and objective analysis of interview skills, resume preparations and other correspondence throughout the employment process.

## **MA-155 Pharmacology**

*2.5 Semester Credits*

*Prerequisites: ALH-117, ALH-120*

This course is designed to provide the student with in-depth theory related to medication origins and actions. Students will be expected to become familiar with drug legislations, identification of prescription drugs/controlled substance use, handling, storage, disposal and signs of abuse. Students will have the opportunity to calculate dosages of adult and pediatric patients and practice injection techniques for subcutaneous, intramuscular and intradermal injections.

## **MA-160 Laboratory Procedures**

*8.5 Semester Credits*

*Prerequisites: ALH-117, ALH-120, AH-188, AH-189*

In this course, students are expected to learn to work as team members, practicing within the scope of their profession in a medical office laboratory. Theory and practical application of federal, state, and local regulations regarding laboratory safety, risk management, OSHA guidelines for a medical office, and accurate documentation of records will be discussed and assessed. Students will be oriented to laboratory equipment, including the microscope, glassware, and other specimen collection devices. Students will also be expected to prepare for employment through role-playing and objective analysis of interview skills, resume preparation, and other correspondence throughout the employment process. Students are expected to learn the fundamentals of the infection cycle and classifications of microorganisms. Application of aseptic techniques, sterilization methods available in the medical office, specimen collection, transport, plating, smear preparation and staining for microscopic examination, and patient teaching of infection control will be practiced. Students will also be expected to learn about the structures and functions of the urinary system, normal and abnormal values of components found in macroscopic, microscopic and chemical analysis of urine samples, conditions and disease conditions related to the urinary system. Additionally, students will receive fundamental theory and practical application of X-ray production, film processing, radiation protection, and patient positioning for limited radiographs as they apply to a medical office. Patient teaching and preparations for various diagnostic imaging procedures will be discussed. This course is designed to provide the student with theory related to blood and blood forming organs of the body. Students are expected to learn the types of blood cells, normal ranges for blood cell counts, chemical composition of blood, normal ranges of blood chemistry tests, disease conditions and processes that may alter blood chemistry levels, patient preparation for blood testing, and quality control (QC) requirements for laboratory testing. Students will have the opportunity to practice venous and capillary blood collection methods utilizing industry-current safety equipment and techniques available in a medical office. Students will have the opportunity to perform basic laboratory tests on specimens collected.

## **MA-190 Medical Assistant Clinical Review**

*1.5 Semester Credits*

*Prerequisites: MA-115, MA-140, MA-150, MA-155, MA-160*

This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

## **MA-197 Medical Assistant Externship**

*4.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic coursework*

This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.

## **MA-198 Medical Assistant Specialist Externship I**

*3.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic coursework*

This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.

## **MA-199 Medical Assistant Specialist Externship II**

*3.0 Semester Credits*

*Prerequisite: MA-198*

This course is a continuation of MA-198 and provides an opportunity for students to observe and assist in a different medical setting environment from that in MA-198. Students will have the opportunity to continue practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student's dependability, professionalism and skills.



## **MBC-160A** **Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems**

1.5 Semester Credits

Prerequisites: ALH-101, ALH-125

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the cardiovascular, pulmonary and lymphatic systems using both print- and computer-based systems.

## **MBC-165** **Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems**

1.5 Semester Credits

Prerequisites: ALH-101, ALH-125

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to neoplasms and the gastrointestinal and integumentary systems using both print- and computer-based systems.

## **MBC-175** **Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition**

1.5 Semester Credits

Prerequisites: ALH-101, ALH-125

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the gastrointestinal, urinary, endocrine and reproductive systems using both print- and computer-based systems.

## **MBC-185** **Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems**

1.5 Semester Credits

Prerequisites: ALH-101, ALH-125

This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the musculoskeletal and nervous systems using both print- and computer-based systems.

## **MBC-195A** **Medical Billing and Coding Seminar**

2.0 Semester Credits

Prerequisite: Successful completion of all prior didactic and laboratory courses

This course provides students with a review of program material in preparation for taking the national Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA). Students will also practice professional employment skills.

## **MBC-199** **Medical Billing and Coding Externship**

4.0 Semester Credits

Prerequisite: MBC-195A

This course provides the opportunity for students to gain experience integrating the theoretical knowledge of the medical billing and coding program into real-world practice. Students will be supervised in a selected physician's office or other healthcare facility and will be evaluated by personnel from the site and program faculty. The students will document coding and billing activities they perform on a weekly basis.

## **MT-121** **Massage Therapy Foundations**

3.5 Semester Credits

Prerequisites: ALH-120, GS-101, MT-124

This course introduces the student to the practice of massage therapy, including basic theory and skills. Topics covered are benefits, contraindications, professional ethics, SOAP charting, client intake and medical history, safety/sanitation, equipment and supplies, history, bodywork systems, professional boundaries, transference, energy boundaries, informed consent, intervention model, self-care, art & science of massage, and meditation centering. Skills include yoga, centering, and self-care, draping, body mechanics, palpation, basic massage techniques; special needs positioning, integration techniques, and full body massage routine. The history of massage therapy is also covered.

## **MT-123** **Deep Tissue Massage**

1.5 Semester Credits

Prerequisite: MT-121

This course focuses on the development of knowledge and massage techniques to affect deep layers of tissues, and specific muscular structures. Topics include the use of pressure, specificity, and monitoring pain. Physical skills focus on body mechanics, palpation skills, tissue assessment, and deep tissue massage techniques.

## **MT-124** **Muscle Anatomy for Massage Therapists**

1.5 Semester Credits

Prerequisite: None

This course directs the student in the detailed study of the muscular system of the human body by region, including muscle origin/insertion/action (O/I/As), (i.e. head and neck, upper extremities, torso, and lower extremities). Topics include locating and palpating specific structures.



## **MT-125** **Hydrotherapy and Spa Modalities**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course focuses on the therapeutic use of water and common spa modalities. Topics include the therapeutic properties of water, physiological effects of hydrotherapy, and the effects of heat and cold. Techniques studied include applications of hot and cold packs, Epsom salts, body wraps (clay, seaweed), paraffin treatments, stone massage, aromatherapy principles, and full-body tandem massage.

## **MT-126** **Kinesiology and Joint Movements**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course provides a detailed study of the skeletal system, joints of the body, and posture including bone identification and bony landmark palpation. The course also includes range of motion evaluation, and addressing muscle imbalances with massage.

## **MT-127** **Sports Massage**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course will present effective techniques for preventing injuries and enhancing athletic performance. Students will be taught the theory and basic strokes of Sports Massage, as well as a complete pre- and post-event massage routine.

## **MT-128** **Energy Bodywork**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course introduces the student to forms of energy bodywork, including polarity therapy, Asian bodywork therapy, and reflexology. This course includes theory, basic techniques, routines, and integration into massage sessions.

## **MT-129** **Massage for Special Populations**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course focuses on considerations for giving massage to special populations including athletes, pregnant women, infants, elderly and the terminally ill. Coursework includes specific approaches for each population, their special needs, contraindications and cautions, and massage applications.

## **MT-130** **Pathology for Massage Therapists**

*2.0 Semester Credits*

*Prerequisite: MT-121*

This course will cover common pathologies of the human body and emotional and mental disorders. Topics include medical terminology, inflammation, wound healing, and common diseases and dysfunctions of each system. The course includes relevant anatomy review, indications and contraindications for massage, massage applications, basic pharmacology and SOAP note documentation.

## **MT-131** **Therapeutic Massage Applications**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course focuses on the applications of therapeutic massage for common health problems, and on the development of treatment plans using a goal-oriented process. Students can gain an understanding of qualitative and quantitative research for an evidence-based approach, with a specific focus on the case study.

## **MT-132** **Seated Massage**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course focuses on the applications of Western massage and shiatsu for the client in a seated position on both regular and special massage chairs. Topics include history, equipment, positioning, adapted massage techniques, and business considerations. Students have the opportunity to learn about the techniques and applications for special events, office workers, shiatsu, integrated seated massage; and special seated positioning.

## **MT-133** **Neuromuscular Therapy**

*1.5 Semester Credits*

*Prerequisite: MT-121*

This course presents soft tissue manipulation techniques that balance the central nervous system with the structure and form of the musculoskeletal system.

## **MT-137** **Building a Massage Therapy Practice**

*2.5 Semester Credits*

*Prerequisite: MT-121*

This course introduces the student to the process of developing a successful massage therapy practice. Topics include organizational, legal, and financial factors of employment and self employment. Ethical considerations of employment and business ownership will be discussed. This course also will discuss various state licensing laws and provide the student with an overview of basic tax information for employment, self employment, and business ownership.

## **MT-140** **Student Clinic**

*1.5 Semester Credits*

*Prerequisites: None*

*Co-Requisite: MT-199A*

In this course, students will have the opportunity to provide massage therapy in a clinic setting under faculty supervision. Review and practice in the following areas will be covered: space set up and clean up, client file reviews, client intake and interviews, session planning and implementation, writing notes, self-evaluation reports, and minor office emergencies. CPR will be taught, and students will take the exam for CPR certification. This course will also provide preparation for the student to participate in standardized exams for certification. This course will review topics covered within the curriculum and include practice exams and test-taking strategies.



## **MT-199A** **Massage Therapy Externship**

*4.0 Semester Credits*

*Prerequisites: ALH-165, MT-121, MT-123, MT-124, MT-125, MT-126, MT-127, MT-128, MT-129, MT1-30, MT-131, MT-132, MT-133, MT-137*

*Co-Requisite: MT140*

This course presents the opportunity to observe and practice massage therapy in a professional setting. Application of principles and theory taught in the classroom will be practiced.

## **PHL-105** **Critical Thinking**

*2.5 Semester Credits*

*Prerequisite: None*

This course examines methods of rational inquiry and analysis used in the development of critical and creative thinking. Students will investigate hypotheses and information, evaluate evidence, discuss the role of necessary and sufficient conditions, and cultivate problem-solving skills.

## **PHY-113** **Introduction to Physics**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides an introduction to motion, gravity, work, energy, power, rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

## **PRM-101** **Paramedic I**

*5.0 Semester Credits*

*Prerequisite: None*

This course provides the student with an introduction to the Emergency Medical Services system. This course covers: Emergency medical technician roles and responsibilities, airway management, patient assessment, anatomy and physiology, documentation, trauma and patient assessment, lifting and moving, and communication. Practical labs will be conducted.

## **PRM-102** **Paramedic II**

*3.0 Semester Credits*

*Prerequisite: PRM-101*

This course provides students with ongoing education related to the emergency medical technician profession, with a focus on the assessment and treatment of pediatric, adolescent, and geriatric patients. Topics include light rescue, ambulance operation, EMS response to terrorism, and lifting and moving patients.

## **PRM-105** **Introduction to Pre-Hospital Care**

*2.5 Semester Credits*

*Prerequisite: ALH-165*

This course examines pre-hospital care, EMS systems, roles and responsibilities of the paramedic, the well being of the paramedic, illness and injury prevention, and medical ethics. Topics include the paramedic profession, the EMS system, paramedic equipment, anatomy and physiology, pathophysiology, injury prevention, medication administration, airway management techniques, principles of ventilation, and patient communication techniques.

## **PRM-106** **Ethics and Legal Considerations**

*2.5 Semester Credits*

*Prerequisite: None*

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced.

## **PRM-122** **Trauma Emergencies I**

*3.5 Semester Credits*

*Prerequisite: ALH-165*

This course explores management techniques for trauma patients. It builds on the content of patient assessment and clinical decision making in the field. Students will examine principles and characteristics of trauma and trauma systems, including blunt trauma, penetrating trauma, hemorrhage and shock, soft-tissue trauma, and burns.

## **PRM-132** **Trauma Emergencies II**

*3.5 Semester Credits*

*Prerequisite: PRM-122*

This course covers management techniques for trauma patients, building upon the content of Trauma Emergencies I. Students will examine methods used to identify and treat musculoskeletal trauma; head, facial and neck trauma; spinal trauma; thoracic trauma; and abdominal trauma.

## **PRM-133** **Patient Communications**

*2.5 Semester Credits*

*Prerequisite: GS-105A*

This course examines principles and methods to cultivate patient relations, provide beneficial support, reduce anxiety and improve customer satisfaction. Students will examine communication techniques and administrative practices that can be used to promote effective service.

## **PRM-222** **Medical Emergencies I**

*3.5 Semester Credits*

*Prerequisite: PRM-102*

This course introduces students to management techniques for medical emergencies. Students will examine methods used to identify, discuss, and treat patients suffering pulmonological, cardiological, neurological, endocrinological, allergic, anaphylactic, and gastroenterological conditions.



## **PRM-224 Paramedic Clinical I**

*1.0 Semester Credit*

*Prerequisite: PRM-122*

This course introduces students to the emergency department, with a focus on patient assessment skills, critical care management, and patient triage based upon chief complaint and presentation.

## **PRM-242 Medical Emergencies II**

*3.5 Semester Credits*

*Prerequisite: PRM-222*

This course builds upon the content of Medical Emergencies I, examining management techniques for medical emergencies. Students will have the opportunity to identify, discuss, and treat patients suffering from urological, nephrological, toxicological, substance-abuse, hematological, gynecological, and obstetric conditions. Environmental emergencies, infectious diseases, and psychiatric behavioral disorders are covered.

## **PRM-244 Paramedic Clinical II**

*1.0 Semester Credit*

*Prerequisite: PRM-224*

This course introduces students to clinical hospital environments, with a focus on patient assessment, medication administration, and airway management and ventilation. During this clinical rotation, students will examine aspects of anesthesia, the IV team, operating rooms, morgues, and critical-care skills.

## **PRM-262 Nonstandard Techniques**

*3.5 Semester Credits*

*Prerequisite: PRM-133*

This course covers management techniques for special consideration and operations that paramedics will experience in the performance of their responsibilities. Students will have the opportunity to identify, discuss, and treat emergencies dealing with neonatology, pediatrics, geriatrics, abuse and assault, the challenged patient, and chronic-care patients. Acute intervention techniques, assessment-based management, and emergency medical operations are examined.

## **PRM-264 Paramedic Clinical III**

*1.0 Semester Credit*

*Prerequisite: PRM-244*

This course explores principles of pediatric care, labor and delivery, and psychiatric emergencies. Students will have the opportunity to develop patient assessment skills; examine operations involved in labor, delivery, and management of the newborn; demonstrate care of the psychiatric patient; and continue required clinical hours within the emergency department.

## **PRM-270 Review Seminar**

*2.0 Semester Credits*

*Prerequisites: Successful completion of all didactic, laboratory, and clinical program courses*

This course provides the students with an overview of all skills learned and a review of program material in preparation for the Paramedic exam. Students will also practice professional employment skills.

## **PRM-299 Paramedic Externship**

*6.5 Semester Credits*

*Prerequisites: Successful completion of all didactic, laboratory, and clinical program courses*

This course 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 emergency medical services.

## **PSG-101 Introduction to Polysomnography**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides an introduction to the field of polysomnography. Students will examine the history, nosology, and scope of practice of sleep medicine and technology, and identify the major categories of sleep disorders and therapeutic modalities. Legal and ethical principles and daily operations related to professional practice are explored.

## **PSG-103 Pathophysiology and Nosology of Sleep Disorders**

*2.5 Semester Credits*

*Prerequisite: ALH-133*

This course provides an in-depth look at the major categories of sleep and arousal disorders, including the signs and symptoms associated with each. Classification and diagnostic criteria as well as related tests, procedures, and therapies are reviewed.

## **PSG-105 Polysomnographic Instrumentation**

*1.5 Semester Credits*

*Prerequisite: PSG-101*

This course provides an introduction to instrumentation set up, equipment calibration, principles of operation, device connection and interface, acquisition systems, data storage and retrieval, and troubleshooting and maintenance. Principles of electricity and electronics, electrical safety, signal calibration and measurement, and artifact detection and elimination are covered. Students will also examine the use of ancillary equipment devices for various diagnoses, patient characteristics, and protocols.

## **PSG-107 Monitoring Techniques**

*2.0 Semester Credits*

*Prerequisite: PSG-101*

In this course, students will have the opportunity to develop the knowledge and skills necessary to record and monitor polysomnograms, prepare montages, and evaluate high quality sleep recordings. Topics include preparing and manipulating the montage; adjusting amplifier, filter, and sensitivity settings according to patient need; event recognition and documentation; determining the validity of clinical data from monitoring equipment; artifact recognition; and isolating and resolving equipment problems.



## **PSG-109 Patient and Equipment Preparation**

*2.0 Semester Credits*

*Prerequisite: PSG-107*

This course focuses on principles and procedures involved in patient education, preparation, observation, and assessment in the polysomnographic setting. Topics include reviewing practitioners' orders, patient orientation and assessment, identifying special precautions, and explaining routine protocols and testing procedures for patients of varying ages, conditions, and needs. Students will also practice equipment preparation and use for specified polysomnographic procedures.

## **PSG-111 Scoring and Interpretation I**

*2.5 Semester Credits*

*Prerequisite: PSG-107*

This course involves the scoring and interpretation of polysomnographic data, including sleep/wake stages, limb movements, sleep-disordered breathing events, and unusual or unexpected events. Students will score, generate, interpret, and summarize reports, discriminating clinically significant events from normal events and erroneous data.

## **PSG-113 Pediatric Polysomnography**

*1.0 Semester Credit*

*Prerequisite: PSG-107*

This course focuses on the assessment, preparation, monitoring, and scoring of pediatric polysomnographic procedures.

## **PSG-115 Sleep Pharmacology**

*1.0 Semester Credit*

*Prerequisite: None*

This course reviews the classification and administration of medications used to treat sleep disorders, as well as drugs in common use that can affect polysomnograms. Topics include common polysomnographic medications and side effects, indications and contraindications, standard dosages and uses, patient education, and supplemental oxygen therapy protocols and equipment.

## **PSG-201 Therapeutic Interventions**

*2.0 Semester Credits*

*Prerequisite: PSG-107*

This course examines the application, complications, contraindications, maintenance, and use of positive airway pressure (PAP) devices and oxygen therapy for sleep-related breathing disorders. Equipment assembly, adjustment, and titration techniques are covered.

## **PSG-202 Monitoring Techniques II**

*2.0 Semester Credits*

*Prerequisite: PSG-107*

This course covers advanced principles of polysomnographic monitoring and documentation. Students will practice adjusting and documenting equipment settings, patient behaviors, and conditions of the testing environment, with a focus on obtaining optimal recording quality, data integrity, and patient comfort.

## **PSG-203 Polysomnographic Protocols**

*2.0 Semester Credits*

*Prerequisite: PSG-107*

This course examines protocols and technology used for the monitoring, intervention, and scoring of polysomnographic recordings. Students will have the opportunity to demonstrate and explain the selection and use of appropriate equipment, data acquisition parameters, and therapeutic modalities for various adult and pediatric procedures using case studies and practical exercises.

## **PSG-205 Scoring and Interpretation II**

*4.0 Semester Credits*

*Prerequisite: PSG-111*

This is an advanced course in polysomnographic scoring and interpretation, with a focus on the differentiation of normal activity from abnormal. Students will examine various patient-specific factors that can affect sleep/wake stages and produce abnormal waveforms and artifacts, and will practice revising montages in order to correctly score and evaluate recorded data.

## **PSG-207 Polysomnographic Research and Ethics**

*1.0 Semester Credit*

*Prerequisite: PSG-101*

This course involves the development of evidence-based, scientific research skills for polysomnographic technicians. Students will also evaluate and discuss ethical principles and medical-legal issues related to clinical research through the use of case studies, data analyses, Internet research, and written assignments.

## **PSG-209 Polysomnography Review**

*1.0 Semester Credit*

*Prerequisite: PSG-203*

In this course, students will review professional requirements, case studies, and Registered Polysomnographic Technologist (RPSGT) exam content in preparation for entry-level employment opportunities.

## **PSG-211 Polysomnography Clinical I**

*3.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic courses.*

This course provides the opportunity for students to gain practical, clinical experience in a polysomnographic technology setting. Students will be evaluated by qualified medical personnel and program faculty at the clinical site, and will document observed and performed procedures.

## **PSG-213 Polysomnography Clinical II**

*3.0 Semester Credits*

*Prerequisite: PSG-211*

This course provides additional opportunity for students to gain practical, clinical experience in a polysomnographic technology setting. Students will be evaluated by qualified medical personnel and program faculty at the clinical site, and will document observed and performed procedures.



## **PY-100** **Introduction to Pharmacy Technology**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides an overview of the practice of pharmacy as an introduction to students as to their role within the larger concept of the contemporary healthcare delivery system. This course discusses work schedules, job responsibilities, skills required, the relationship to other healthcare personnel and an organizational chart outlining responsibilities within the institutional pharmacy environment.

## **PY-200** **Dosage Forms**

*3.0 Semester Credits*

*Prerequisite: None*

This course will describe and analyze dosage forms, medication delivery systems, and drug packaging. Lab includes practical applications of the course.

## **PY-205** **Inventory and Cost Control**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides an introduction to the various elements of inventory control. The student will also be introduced to the fundamental aspects of purchasing, ordering, receiving, drug returns, and the vendors' role in a contemporary pharmacy atmosphere as related to the heightened awareness of cost control.

## **PY-210** **Pharmacy Administration**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides a structural study of institutional and retail pharmacy administrative principles and procedures including: administrative structure, accreditation, the formulary system, financial management, pricing practices, reimbursement and insurance practices.

## **PY-300** **Pharmacy Math**

*6.0 Semester Credits*

*Prerequisite: None*

This course describes the mathematical principles in the practice of pharmacy and emphasizes the student's ability to utilize these principles in practice.

## **PY-305** **Pharmacy Terminology and Communication**

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to study the terminology unique to pharmacy practice in order to improve the technicians' ability to effectively communicate with peers and other healthcare personnel. Concepts involved include the interpretation of physician's orders, written, oral and telephone communications and the ability to efficiently interact with healthcare personnel and the public in a professional manner.

## **PY-310** **Admixture and Aseptic Technique**

*3.0 Semester Credits*

*Prerequisite: None*

This course describes and analyzes the various uses of I.V. solutions and how they are prepared and handled. Lab includes practical aspects of the course.

## **PY-315** **Basic Pharmacy Law**

*2.5 Semester Credits*

*Prerequisite: None*

This course provides a general overview of federal and state laws governing pharmacy practices.

## **PY-400** **Pharmacology**

*8.0 Semester Credits*

*Prerequisite: None*

This course describes the basic pharmacologic principles of therapy from the vantage of the major categories of drugs.

## **PY-406** **Clinical Problem Solving**

*3.0 Semester Credits*

*Prerequisite: None*

This course describes and analyzes common clinical problems in the pharmacy, with an emphasis on the student having the opportunity to learn problem-solving skills and prescription medication order interpretation.

## **PY-410** **Dispensing Safety**

*2.5 Semester Credits*

*Prerequisite: None*

This course looks at the common problems of medication errors from a system perspective and a personal perspective. The course identifies methods to minimize the risk of medication errors.

## **PY-906** **Pharmacy Technician Externship**

*8.0 Semester Credits*

*Prerequisite: Successful completion of all prior didactic coursework*

This pharmacy technician externship is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in a pharmacy setting. The externship is mandatory and must be completed satisfactorily before the student is issued a specialized Associate degree. The student's externship site supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.

## **RAD-100** **Introduction to Radiography**

*2.5 Semester Credits*

*Prerequisite: ALH-120*

This course introduces the student to the radiologic technology profession with specific emphasis on the radiographer discipline. It includes related terminology, basic radiation protection, accreditation, credentialing, professional organizations, healthcare team, radiology organization/operation and other related topics.



## **RAD-105 Patient Care Lab**

*2.5 Semester Credits  
Prerequisite: ALH-188*

This course is an introduction to the medical profession and will begin with examining radiology's role in healthcare. Interpersonal and critical thinking skills with patients, peers, and other professional will be addressed. Patient care appropriate for the radiology department, such as medical ethics, terminology, and nursing procedures will be covered. The course also includes an introduction to the use of contrast media in radiographic examinations. Classes specific to vital signs, venipuncture and surgical radiography are included as part of the course schedule.

## **RAD-120 Radiographic Procedures I**

*3.5 Semester Credits  
Prerequisites: ALH-188, ALH-189, RAD-100*

This course is an in-depth study in the concepts and principles of radiographic positioning and procedures involving the appendicular skeleton. Content will include, but is not be limited to: body habitus, regions, planes and lines. Radiographic positioning terminology will be utilized. A review of anatomy and physiology of the appendicular skeleton will be included. The laboratory portion of this course will include hands-on positioning of the upper and lower extremities as well as the chest and abdomen. Radiographs will be produced utilizing the radiographic phantoms. These radiographs will be evaluated and critiqued for diagnostic quality. The presentation and discussion of pathological conditions affecting the appendicular skeleton will be included.

## **RAD-122 Radiographic Procedures II**

*3.5 Semester Credits  
Prerequisite: RAD-120*

This course is a continuation of radiographic positioning and procedures and includes: boney thorax, shoulder girdle, pelvis, hip, and entire vertebral column. Anatomy and physiology of the axial skeleton will be included. Radiographic positioning terminology will be utilized and enhanced. The laboratory portion of this course will include hands on positioning of the axial skeleton and production of radiographs on the radiographic phantom. Radiographs will be evaluated and critiqued for diagnostic quality.

## **RAD-124 Radiographic Procedures III**

*3.5 Semester Credits  
Prerequisite: RAD-122*

This course will cover radiographic positioning and procedures of the GI, Biliary and Urinary tracts, Reproductive system, long bone measurement, foreign body localization, salivary gland and the anterior neck region. In-depth discussion will focus on trauma radiography positioning and procedures of the skull, facial bones, paranasal sinuses and temporal bones. Anatomy and physiology and, specifically the circulatory and central nervous systems will be reviewed. Pathological conditions that affect these systems and regions of the body will be presented. The effect of basic radiopharmaceuticals on each system will be presented.

## **RAD-126 Radiographic Pathology**

*2.5 Semester Credits  
Prerequisite: RAD-160*

In this course, the student is introduced to the concept of disease. Pathology and disease as it relates to various radiographic procedures is discussed. In addition to basic concepts and terminology, an extensive series of slides demonstrating radiographic pathology are reviewed. The systems include: skull trauma, face/mastoid/neck, skeletal, lung/mediastinum/pleura, G.I., spines, vascular, and G.U.

## **RAD-130 Equipment Operations and Maintenance**

*3.0 Semester Credits  
Prerequisite: None  
Co-Requisite: GS-211*

This course will discuss the principles of radiation physics as they relate to the production of X-radiation and the operation of the radiographic unit. Topics will include: fluoroscopy, tomography, mobile radiography, digital imaging, and the advanced modalities. In addition, the student will be instructed in the various diagnostic imaging quality assurance programs and quality control procedures. Students will be given the opportunity to perform these tests in the energized lab setting.

## **RAD-132 Image Production and Evaluation I**

*3.0 Semester Credits  
Prerequisites: GS-211, RAD-130*

This course explores the study of film, film holders, film processing and an introduction to the basic principles of radiographic exposure techniques utilized in the production of radiographs. The laboratory portion of the course is designed for the investigation and study of theoretical concepts associated with the production of quality radiographs.

## **RAD-134 Image Production and Evaluation II**

*3.0 Semester Credits  
Prerequisite: RAD-132*

In this course, characteristics of quality radiographs will be presented, including: density, contrast, detail, distortion, and technical factors. A comprehensive review of basic and common pathology of all systems of the human body and their effects on radiographic images will be discussed. The laboratory portion of this course is designed for the investigation and study of theoretical concepts associated with the production of quality diagnostic radiographs.

## **RAD-140 Digital Imaging Acquisition and Display**

*2.5 Semester Credits  
Prerequisites: RAD-134, RAD-150*

This course introduces the student to the capabilities and basic principles of the computer as it relates to radiology. The course is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. The course goes over guidelines for selecting exposure factors and evaluating images, digital quality assurance and maintenance. Students have the opportunity to develop a link between film-based and digital imaging.



## **RAD-150 Clinical Education I**

*3.5 Semester Credits*

*Prerequisites: RAD-100, RAD-105, RAD-120*

Clinical Education I is the first in a series of six courses that provide the student with the necessary clinical education needed in the actual practice of radiography. This course takes place in the clinical area. The student is exposed to actual patient contact. The student will begin to rotate through clinical areas of general radiology and will begin to master the basic skills necessary to function in a radiography room. Student rotations through support areas of radiology including transport and clerical/office are included but limited. The student will also begin to have the opportunity to learn to master basic radiographic examinations under the direct supervision of a technologist. Students will be assigned clinically for approximately 16 contact hours per week. Students will perform competency exams as identified.

## **RAD-160 Clinical Education II**

*3.5 Semester Credits*

*Prerequisites: RAD-122, RAD-150*

This course is a continuation of Clinical Education I as students continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedure taught in Radiographic Positioning I and II and to master basic patient care. Students will be assigned clinically for approximately 16 contact hours per week. Students will perform competency exams as required.

## **RAD-202 Radiographic Quality Assurance**

*2.5 Semester Credits*

*Prerequisite: None*

The modules assigned in this course are designed to provide the student with knowledge leading to competency in the basics of quality control for radiology imaging departments. Topics include reject analysis, technique charts, darkroom, screens, KVP, generator/timers, focal spots, beam alignment, grids and automatic exposure control (phototiming).

## **RAD-250 Clinical Education III**

*3.5 Semester Credits*

*Prerequisites: RAD-124, RAD-160*

This course is a continuation of Clinical Education II and serves as an intensive focus on the advancement of clinical skills acquired in Clinical Education I and II. Students will continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I, II, and III. Students will be assigned clinically for approximately 16 contact hours per week. Students will perform competency exams as required.

## **RAD-255 Radiation Biology**

*2.5 Semester Credits*

*Prerequisite: RAD-100*

This course presents the theories and concepts associated with the utilization of radiation and its effect on biological systems. Radiation interactions, radiosensitivity, radiation dose/response relationships, early and late radiation effects, radiation detection, instrumentation, radiation protection and health physics are presented.

## **RAD-260 Clinical Education IV**

*5.0 Semester Credits*

*Prerequisites: RAD-126; RAD-250*

This course is a continuation of Clinical Education III as students continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I, II, and III and to continue the advancement of basic patient-care skills. Supplemental outside rotations at secondary clinical education sites to promote a wider range of experiences with equipment, protocols, and patient-care may be utilized. Students will begin pediatric rotations to advance age specific consideration skills. Students will be assigned clinically for approximately 24 contact hours/week. Students will perform competency exams as required.

## **RAD-265 Cross-Sectional Anatomy**

*2.5 Semester Credits*

*Prerequisite: RAD-250*

This course provides the student with an introduction to anatomy of the human body in cross section. Topics include sectional anatomy as demonstrated by computed tomography, magnetic resonance and ultrasound. Upon completion the student should be able to identify cross-sectional anatomy from CT, MR, and ultrasound.

## **RAD-270 Clinical Education V**

*5.0 Semester Credits*

*Prerequisites: RAD-260, RAD-265*

This course is a continuation of Clinical Education IV as students continue to rotate through various aspects of the radiology department to involve clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I, II, III and to continue the advancement of basic patient-care skills. Supplemental outside rotations at secondary clinical education sites to promote a wider range of experiences with equipment, protocols, and patient care may be utilized. Students will continue pediatric rotations and will begin evening assignments as an introduction to radiography services performed after normal working hours. Students will begin dedicated CT rotations to foster clinical competency in required CT exams. Students will also begin rotations through medical imaging modalities of MRI, angiography, sonography, radiation oncology, and nuclear medicine to gain comprehensive understanding of medical imaging. Students will be assigned clinically for approximately 24 contact hours/week. Students will perform competency exams as required.

## **RAD-275 Imaging Modalities**

*2.5 Semester Credits*

*Prerequisite: RAD-260*

The primary content of this course centers on special procedure radiological examinations such as angiography, arthrography, bronchography, myelography, lymphangiography, venography, and sialography, interventional and therapeutic catheterization. Information about each exam includes equipment, materials, contrast media, positioning, and views needed for each. Patient preparation and patient care considerations are evaluated for each exam. The imaging modalities of nuclear medicine, ultrasound, computed tomography, radiation therapy, densitometric bone studies and related areas are introduced.



## **RAD-280** **Clinical Education VI**

5.0 Semester Credits

*Prerequisites: RAD-270, RAD-275*

This course is a continuation of Clinical Education V as students continue to rotate through various aspects of the radiology department with the expectation of refining clinical skills through clinical participation under direct and indirect supervision of procedures taught in Radiographic Positioning I and II and to continue the advancement of basic patient-care skills. Supplemental outside rotations at secondary clinical education sites to promote a wider range of experiences with equipment, protocols, and patient care may be utilized. Students will continue pediatric rotations and continue evening assignments as an introduction to radiography services performed after normal working hours. Students will continue dedicated CT rotations to foster clinical competency in required CT exams. Students will also continue rotations through medical imaging modalities of MRI, angiography, sonography, radiation oncology, and nuclear medicine to further their understanding of medical imaging. Students will be assigned clinically for approximately 24 contact hours per week. Students must complete all required competencies as defined in the syllabus and the Clinical Competency Policy.

## **RAD-290** **Registry Review Seminar**

2.5 Semester Credits

*Prerequisite: RAD-270*

This course helps prepare the student for the national registry examination for radiographers given by the ARRT. A basic review of subject matter questioned within the registry exam for entry-level knowledge is presented. Examples of topics include positioning, anatomy, exposures, physics, patient care, protection, and radiation biology. A review of the exam format and testing techniques is included, as well as completing the application for the exam.

## **RR-100** **Cardiopulmonary Anatomy and Physiology**

5.0 Semester Credits

*Prerequisites: AH-188, AH-189*

This course is designed to provide the student with information about the anatomy and physiology of the cardiopulmonary system, including the circulatory system, applied physiology of gas laws, physical principles of gases found in the respiratory system and how they relate to other systems in the body.

## **RR-105** **Introduction to Respiratory Care**

2.5 Semester Credits

*Prerequisite: None*

This course is designed to introduce students to the basic fundamentals of respiratory care. Topics to be discussed include: historical development, organizational structure, role of the respiratory care practitioner, medical legal ethics, terms, symbols and units of measure, physical principles of respiratory care and infection control.

## **RR-110** **Microbiology**

3.0 Semester Credits

*Prerequisite: None*

This course covers the classifications, morphology, cultivation and inhibition of microorganisms. Emphasis is on bacteriology.

## **RR-120** **Patient Management**

2.5 Semester Credits

*Prerequisite: None*

This course is designed to teach the student different aspects of patient care. Topics covered will include the patient interview process (obtaining a pulmonary history), physical assessment of the patient, patterns of cardiopulmonary dysfunction, laboratory assessment techniques and values, ABG's and chest radiography assessment.

## **RR-210** **Pharmacology**

5.0 Semester Credits

*Prerequisite: None*

This course teaches general principles of pharmacology: encompassing drug types, dispensing, dosing, mode of action and effects, including contraindications. This course also emphasizes drug groups relating to the pulmonary system with an overview of the drugs affecting the cardiac and renal systems.

## **RR-215** **Respiratory Therapy Equipment**

3.0 Semester Credits

*Prerequisite: None*

This course is designed to teach students basic theory of respiratory equipment found in the clinical setting. The student will receive instruction in the production, storage and delivery of medical gasses, medical gas therapy, aerosol and humidity therapy, and hyperinflation therapy.

## **RR-220** **Introduction to Clinic**

1.0 Semester Credit

*Prerequisite: None*

This course is designed to prepare the student to function in the clinical environment. Students will be instructed to perform basic respiratory care procedures such as charting, spontaneous aerosol therapy, oxygen set ups, incentive spirometry, intermittent positive pressure breathing (IPPB) chest physiotherapy (CPT), and the use of flutter valves, oxygen analyzers, pressure manometers, respirometers and peak flow meters. This course will be integrated with respiratory care equipment to increase laboratory exposure. OSHA standards and guidelines will also be covered.

## **RR-300** **Clinical Education I**

2.5 Semester Credits

*Prerequisite: Successful completion of all prior didactic and laboratory coursework*

This course provides students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving drug aerosol treatments and/or oxygen therapy, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate clinical activity.



## **RR-305 Cardiopulmonary Resuscitation (CPR)**

*0.5 Semester Credit*

*Prerequisite: None*

In this course, students are expected to learn to identify emergency situations and administer CPR essential to the patient's immediate needs. Certification in cardiopulmonary resuscitation for the adult, child and infant including obstructed airway is awarded upon successful completion. This is the American Heart Association BCLS course C.

## **RR-315 Cardiopulmonary Diseases**

*5.0 Semester Credits*

*Prerequisite: RR100*

This course is designed to instruct the student in the diagnostics, monitoring, interpretation and treatment of pulmonary, cardiovascular, and neurologic pathologies. Pathophysiology and treatment are stressed.

## **RR-321 Airway Management**

*0.5 Semester Credit*

*Prerequisite: RR-215*

This course is a study of artificial airways. Topics of discussion include the construction, identification, selection, indications, hazards, and methods of insertion and maintenance of the airways.

## **RR-400 Clinical Education II**

*2.5 Semester Credits*

*Prerequisite: RR-300*

This course provides students with practical clinical experience of a general care setting in an approved off-campus clinical site. The clinical training plans for this rotation will include caring for patients receiving bronchial hygiene therapy, tracheotomy care, suctioning, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

## **RR-410 Pulmonary Functions Testing**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, the student is expected to learn the assessment of bedside spirometry and detailed pulmonary function studies to include: lung volumes loops, maximum voluntary ventilation, FRC measurements and diffusion capacity. The student is expected to master the techniques of calculation and maintenance of pulmonary function equipment. Other diagnostic areas include bronchial challenge testing, exercise testing and arterial blood gas analysis.

## **RR-421 EKGs**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to teach the student basic electrophysiology, telemetry and interpretation. Upon completion of the course the student is expected to be able to recognize junctional, atrial, ventricular dysrhythmias, and heart blocks. The student will be required to demonstrate competency performing a 12-lead EKG.

## **RR-500 Clinical Education III**

*2.5 Semester Credits*

*Prerequisite: RR-400*

This course provides students with practical clinical experience in an approved off-campus clinical site. The clinical training plans for this rotation will include caring for patients receiving ABG's and Hyperinflation Therapy (BiPAP/CPAP & IPPB) chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

## **RR-506 Neonatal/Pediatrics I**

*1.5 Semester Credits*

*Prerequisite: None*

*Co-requisite: RR-521*

This course is a study of the principles relative to fetal and neonatal lung development, anatomical and physiological changes that occur with the fetal and neonatal transition, and physiological lab assessments of the newborn. Students are instructed in diagnosing, interpreting, monitoring and treating breathing disorders of the pulmonary and cardiovascular systems of the newborn, infant and pediatric patients. Infant pulmonary and cardiac pathophysiology is stressed.

## **RR-507 Neonatal/Pediatrics II**

*1.5 Semester Credits*

*Prerequisite: RR506*

*Co-requisite: RR522*

This course is a continuation of RR506.

## **RR-511 Mechanical Ventilation I**

*2.0 Semester Credits*

*Prerequisite: None*

This course contains an overview of mechanical ventilation that encompasses classification of ventilators and modes of ventilation. Indications, applications, physical effects and complications of mechanical ventilation are also included.



**RR-521  
Neonatal/Pediatrics Lab I**

*0.5 Semester Credits*

*Prerequisite: None*

*Co-requisite: RR-506*

In this course, the student is expected to utilize relevant laboratory equipment and concepts in support of course RR-506.

**RR-522  
Neonatal/Pediatrics Lab II**

*0.5 Semester Credits*

*Prerequisite: RR-521*

*Co-requisite: RR-507*

In this course, the student is expected to utilize relevant laboratory equipment and concepts in support of course RR-507.

**RR-600  
Clinical Education IV**

*4.0 Semester Credits*

*Prerequisite: RR-500*

This course provides the students with practical clinical experience of an intensive care setting in an approved off-campus clinical site. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation, ventilator maintenance, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitations will supervise and evaluate student clinical activity.

**RR-605  
CRRT Preparation**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to review the theoretical material in prior coursework. It assists in preparing for the CRTT examination.

**RR-611  
Mechanical Ventilation II**

*2.5 Semester Credits*

*Prerequisite: RR-511*

This course is a continuation of Mechanical Ventilation I. Areas of discussion include: review of modes of mechanical ventilation, effects and complications of mechanical ventilation, stabilization of the patient on mechanical ventilation, weaning the patient and other advanced forms of mechanical ventilation (CV, HFJV, IRV). Pediatric and neonatal ventilation are also discussed.

**RR-615  
Rehabilitation and Home Care**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to teach the student appropriate delivery of respiratory care in the home. The student will receive instruction on home care equipment, therapeutic modalities, patient selection, discharge and potential problems. The student will also receive instruction in the concept of developing a pulmonary rehabilitation program. This will include patient selection, content, program implementation and evaluation.

**RR-620  
Critical Care Monitoring**

*1.5 Semester Credits*

*Prerequisite: None*

This course includes a review of myocardial structure, function and patient assessment methods. The student is expected to learn the set up, maintenance and troubleshooting of pressure transducers. Discussion will also include insertion, monitoring and maintenance of invasive catheters. Indications, uses and complication of each of the different catheters will be discussed. The focus of the class will be interpreting hemodynamic values and applications to cardiopulmonary disease.

**RR-700  
Clinical Education V**

*4.0 Semester Credits*

*Prerequisite: RR-600*

This course provides students with practical clinical experience of an intensive care setting in an approved off-campus clinical site. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator weaning and discontinuation, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-800  
Clinical Education VI**

*4.0 Semester Credits*

*Prerequisite: RR-700*

This course provides students with practical clinical experience of an intensive care setting in an approved off-campus clinical site. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes hemodynamic profiles/assessment and transport of the ventilator patient, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

**RR-810  
RRT Preparation**

*2.0 Semester Credits*

*Prerequisite: RR-605*

This course is designed to prepare the student to negotiate the written and clinical simulation portion of the RRT examination. Test taking and application skills will be stressed. Mock written and simulation examinations will be given and evaluated.



## **RR-825 ACLS/PALS**

*3.0 Semester Credits*

*Prerequisite: RR-305*

This course will be taught in accordance with the American Heart Association guidelines for ACLS and PALS. The ACLS course will concentrate on the actions that take place during the first 10 minutes of a witnessed, adult, cardiac arrest. Subjects covered will be ACLS algorithms, pharmacology, EKG recognition, airway management, intravenous techniques, defibrillation, cardioversion and essentials of ACLS. The PALS course will concentrate on recognition of respiratory failure and shock, prevention of cardiopulmonary arrest, fluid therapy and medications, BLS review, airway management, vascular access, EKG recognition, resuscitation outside the delivery room and newborn resuscitation.

## **RR-830 Mechanical Ventilation III**

*1.5 Semester Credits*

*Prerequisite: RR-611*

This is a continuation of Mechanical Ventilation II. Advanced concepts of mechanical ventilation will be discussed including: high frequency ventilation, high frequency oscillatory ventilation, liquid ventilation, tracheal gas insufflation, extracorporeal gas exchange, nitric oxide, and non-invasive cardiac output assessment. This course will also cover advanced modes of ventilation including pressure regulated volume control, SIMV (PRVC) + PS, SIMV (PC) + PS, Volume Support, Pressure Control, and Bivent/Bilevel. The principles and techniques of neonatal and pediatric ventilation will also be discussed.

## **SOC-101 Introduction to Sociology**

*2.5 Semester Credits*

*Prerequisite: None*

This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

## **SS-105A Transcription**

*1.5 Semester Credits*

*Prerequisite: None*

In this course, students are expected to learn techniques of electronic transcription. Dictaphone equipment and cassette educational materials will be used to train students in relation to their specialty. Emphasis is placed on accurate typing and the correct usage of grammar, punctuation, spelling, terminology and format.

## **SS-405 Transcription**

*1.5 Semester Credits*

*Prerequisite: None*

In this course, students are expected to learn techniques of electronic transcription. Dictaphone equipment and cassette educational materials will be used to train students in relation to their specialty. Emphasis is placed on accurate typing and the correct usage of grammar, punctuation, spelling, terminology and format.

## **ST-100 Introduction to Surgical Technology**

*2.5 Semester Credits*

*Prerequisite: None*

This course is designed to familiarize the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the surgical technologist, surgical conscience and ethics in the operating room, structure and design of the operating room, and occupational hazards and safety methods.

## **ST-140 Bioethics and Law for Surgical Technologists**

*2.5 Semester Credits*

*Prerequisite: None*

This course will discuss the role of the medical professional in protecting our community within an ever-changing society. The student will have the opportunity to be trained on how to interact with individuals from all types of backgrounds. Lectures will present cultural issues, not only common to that geographic location, but also the changing nature of society. The class will also explore ethical dilemmas commonly experienced in the surgical technologist role.

## **ST-190 Foundations for Assessment**

*1.0 Semester Credits*

*Prerequisite: ST-500*

This course will prepare the student to participate in assessments, including the certification exam, that can enhance their careers as Surgical Technologists. The course will review all aspects of the curriculum and include practice exams and test-taking strategies.

## **ST-200 Fundamentals of Surgical Care**

*3.0 Semester Credits*

*Prerequisite: ST-100*

This course will introduce the student to the fundamental concepts and procedures of surgical care. Course components include the relation of microbiology concepts to the surgical environment, wound infection: control protocols and disinfectant techniques, environmental control, patient-care equipment, decontamination and sterilization procedures and aseptic techniques, disposal of biohazardous materials according to appropriate government guidelines such as OSHA and CDC guidelines. The course will also include traffic patterns in the surgical suite and discussions and exercises in hand washing, scrub and gowning techniques, as well as concepts of anesthesia and medication use in surgery, and procedures for transporting and positioning patients. The student will have the opportunity to begin to apply classroom and lab knowledge in a clinical setting under the supervision of an instructor at a clinical site.

## **ST-205 Microbiology**

*1.0 Semester Credit*

*Prerequisite: None*

This course is designed to enable the student to practice aseptic techniques when preparing supplies and equipment for the patient and will give the student a working knowledge of organisms and their modes of transference.



## **ST-210 Surgical Instruments**

*2.0 Semester Credits*

*Prerequisite: ST-100*

In this course, the student is expected to become familiar with the basic instruments used for surgery. Topics include three main areas: Sutures, General Surgical Instruments and Stapling Instruments with emphasis in classification, use, care and safety precautions. This course includes hands-on practice selecting sutures, instruments and accessories required for general surgery where the student will get an understanding of intraoperative and postoperative instrument routines. Laboratory exercises will be conducted to provide hands-on practice.

## **ST-215 Preparation for Surgery**

*1.0 Semester Credit*

*Prerequisite: ST-100*

This course is designed to familiarize the student with procedures for preparing the patient for surgery. It will include preparation of the surgical site, surgical draping, wound management, psychological concerns of the patient, and patient's emotional response to surgery. Draping procedures will be practiced using hands-on exercises.

## **ST-220 Surgical Equipment and Supplies**

*1.5 Semester Credits*

*Prerequisite: ST-100*

In this course, the student is expected to become familiar with the various equipment and supplies used in the surgical room. The course will cover equipment used in electrosurgery and the precautions necessary to use them, as well as homeostatic agents, laser surgery, and other equipment such as anesthesia machines, vacuums, image intensifiers, catheters and drains. Emphasis will be placed on conducting sponge counts with the circulator.

## **ST-301 Process of Surgery**

*2.5 Semester Credits*

*Prerequisite: ST-200, ST-210, ST-215, ST-220*

This course covers the daily procedures and protocols that are the foundation of the surgical process. First the student will be familiarized with the surgical routines in the operation room such as case assignments, gathering supplies, Surgeon's Preference Cards, operation room records, back table and Mayo Stand set up, hand signals, handling of specimens and required counts. The student will then be introduced to Emergency Procedures in the operating room such as massive hemorrhage, malignant hyperthermia, endotracheal tube fire, cardiac arrest, power failures, fire safety and evacuation procedures and triage during major disasters.

## **ST-305 Surgical Procedures I**

*3.0 Semester Credits*

*Prerequisites: ST-200, ST-210, ST-215, ST-220*

This is the first in a series of five courses that will cover the main surgical procedures to familiarize the student with the specific requirements for each procedure. For each procedure the course will cover the surgical anatomy, surgical prefixes and suffixes, incisions, instruments and suture materials used, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical tray and equipment, procedure description, and pathology that prompts the surgical intervention. This first course covers general and gastrointestinal surgery, Biliary Tract, Pancreas and Spleen surgery, rectal surgery, hernia repair, surgical stapling procedures, breast and thyroid surgery. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have an opportunity to begin to apply classroom and lab knowledge in a clinical setting under the supervision of an instructor at a clinical site.

## **ST-320 Surgical Procedures II**

*3.0 Semester Credits*

*Prerequisites: ST-200, ST-210, ST-215, ST-220*

This course covers minimal access surgery, OB/GYN surgery and surgical procedures in urology. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

## **ST-400 Surgical Procedures III**

*2.5 Semester Credits*

*Prerequisite: ST-320*

This course covers orthopedic-surgery, neurosurgery, and plastic-surgery procedures. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

## **ST-405 Surgical Procedures IV**

*2.0 Semester Credits*

*Prerequisites: ST-305, ST3-20*

This course covers cardiothoracic and vascular surgery procedures. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.



## **ST-500 Surgical Procedures V**

*2.5 Semester Credits*

*Prerequisites: ST-305, ST-320*

This course covers ENT surgery, eye, dental, oral and maxillofacial surgery, and pediatric surgery. Laboratory exercises are an integral part of instruction to provide the student with hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

## **ST-511 Clinical Operating Room Rotation**

*5.0 Semester Credits*

*Prerequisite: ST-500*

The clinical experience provides the student with the opportunity to perform within an operating room at a clinical affiliate hospital. The student will experience an array of operating room situations. The student will be called upon to incorporate the didactic and laboratory principles taught in class to an actual setting. Exposure to a variety of surgical procedures will provide the student with an opportunity to work with specialized equipment. Students are required to attend classes at the affiliate site Monday through Friday. The student will be evaluated on a daily basis by the hospital staff and the clinical instructor, and on a weekly basis by the clinical instructor.

## **ST-905 Surgical Technology Externship**

*6.5 Semester Credits*

*Prerequisites: Successful completion of all prior didactic, laboratory, and clinical coursework*

This course is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. The student's supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.

## **VT-100 Introduction to Veterinary Science**

*2.5 Semester Credits*

*Prerequisite: None*

This course is an orientation to the field of Veterinary Technology. This course introduces students to the role of the veterinary technician in the field of veterinary medicine, professional attitudes and ethical responsibilities of veterinary personnel, employment opportunities, and potential job duties. Additional topics will include the study of normal behavioral characteristics of domestic animals and abnormal behavioral patterns as they are perceived in health and disease, the study of medical terminology, human-animal bonds and pet loss.

## **VT-101 Veterinary Medical Terminology**

*2.0 Semester Credits*

*Prerequisite: None*

This course is designed to provide the student with a functional and practical use of medical vocabulary. The student will be expected to identify prefixes, suffixes, root words and their definitions.

## **VT-105 Veterinary Nursing Procedures I**

*2.5 Semester Credits*

*Prerequisite: None*

This course will introduce concepts of hospital record maintenance, history taking, animal restraint, syringe/needle identification and handling, and venipuncture procedures. Techniques emphasized will include initial physical examinations, bathing, grooming, nail trimming, dermatological applications of medications, treatments of eyes, ears, and skin, injection techniques and restraint. Medical terminology will continue in this course.

## **VT-111 Kennel Management and Nutrition**

*2.0 Semester Credits*

*Prerequisite: None*

This course will introduce concepts of the necessary care of kennel animals. Husbandry techniques, kennel management, and sanitation of animal facilities will be emphasized for dogs and cats. Regulations that affect animal care in the veterinary workplace will be introduced. Basic concepts of animal nutrition and behavior will be introduced.

## **VT-200 Veterinary Anatomy and Physiology I**

*4.5 Semester Credits*

*Prerequisite: None*

This course is designed to prepare the student to be able to compare and identify anatomical structures of domestic animals. Body systems discussed will include: skeletal, muscular, integumentary, special sense organs, respiratory, nervous, cardiovascular, urinary, reproductive and digestive. A virtual dissection lab will be completed.

## **VT-205 Veterinary Nursing Procedures II**

*2.5 Semester Credits*

*Prerequisite: VT-105*

This course is a continuation of the nursing skills and techniques begun in Veterinary Nursing Procedures I. Techniques covered will include restraint, behavior, complete physical examination, wound management, and nursing care procedures for small animals. Emphasis will be placed on venipuncture, blood vessel catheterization, fluid therapy and bandaging. Introduced topics will include first aid, CPR, EKGs, toxicology and oncology.



## **VT-211 Specialized Nutrition**

*2.0 Semester Credits*

*Prerequisite: None*

This course deals with large animal nutrition, nutrition of cancer patients and puppy and kitten nutrition.

## **VT-216 External Parasitology**

*1.5 Semester Credits*

*Prerequisite: None*

This course will introduce the student to the clinical laboratory, microscopes, and other equipment and basic laboratory procedures. Maintenance of the clinical laboratory will be emphasized. Techniques will be utilized for the identification of external parasites of domestic animals.

## **VT-300 Veterinary Anatomy and Physiology II**

*4.0 Semester Credits*

*Prerequisite: VT-200*

This course is designed to prepare the student to be able to compare and identify anatomical structures and basic physiological body functions of domestic animals. Body systems discussed will include: urinary, reproductive, endocrine, nervous, respiratory, muscles, cardiovascular, digestive, immune skeletal, integumentary, and special sense organs.

## **VT-311 Breeds and Preventative Medicine**

*2.5 Semester Credits*

*Prerequisite: None*

This course emphasizes mentoring techniques, teamwork, communication, preventive healthcare, health problem assessment, and clinical nutrition. Common canine and feline breeds will be identified and studied.

## **VT-316 Internal Parasitology**

*2.0 Semester Credits*

*Prerequisite: None*

In this course, students will study techniques such as testing for internal parasites. The course also provides an introduction to hematology, blood sample collection and handling, serological testing and other laboratory skills utilized in veterinary hospitals.

## **VT-320 Pharmacology and Disease Procedures I**

*4.5 Semester Credits*

*Prerequisite: None*

This course will introduce the regulations controlling the use of biologicals and pharmaceuticals in the management of animal disease. Additional topics will include the classifications of pharmaceuticals, rationales and precautions for therapeutic use, dosage calculations, labeling, packaging and dispensing of veterinary products. Principles of the disease procedures will be introduced. Diseases of public health significance as well as disease control and management practices will be emphasized.

## **VT-406 Veterinary Nursing Procedures III/Internship**

*6.0 Semester Credits*

*Prerequisite: None*

This course covers nursing skills for large animal species including bovine, caprine, equine, ovine, porcine, poultry, and swine. Techniques studied include restraint, behavior, and nursing care. Emphasis will include preventive medicine, large animal nutrition and feedstuffs, large animal medical and surgical procedures, large animal breeds, tameness examinations and conditions, and necropsy procedures. The student will visit a large animal affiliate.

## **VT-416 Hematology and Urinalysis Techniques**

*2.0 Semester Credits*

*Prerequisite: None*

Techniques covered in this course include urinalysis, blood chemistries, cytology, review of hematology and serology, and other laboratory skills utilized in veterinary hospitals.

## **VT-420 Pharmacology and Disease Procedures II**

*4.5 Semester Credits*

*Prerequisite: VT320*

This course is a continuation of Pharmacology and Disease Procedures I. Topics will include additional classifications of pharmaceuticals, rationale and precautions for therapeutic use, organization of the veterinary pharmacy, inventory control and more dosage calculations. Diseases discussed will emphasize the awareness of the cause of disease, the effects of disease on the body, as well as disease control and management procedures.

## **VT-506 Radiographic and Imaging**

*3.5 Semester Credits*

*Prerequisite: None*

This course includes the basic principles of the production of X-rays, use of radiographic equipment and accessories, processing, identification and storage of radiographic films, patient positioning, the issue of legal records and the practice of radiation safety. Students may be required to attend an affiliate site.



## **VT-516** **Microbiology Techniques**

*2.5 Semester Credits*

*Prerequisite: None*

In this course, application of microbiological techniques utilized in veterinary practice is covered. This course also includes a hands-on situation covering all laboratory procedures.

## **VT-601** **Avian and Exotic Care**

*3.5 Semester Credits*

*Prerequisite: None*

This course includes the principles and practices of laboratory animal care presented with information the student needs to prepare for the AALAS certification examination. This course also includes topics of the care and management of common species of birds, reptiles and exotic pets. Discussion will include common diseases, nursing procedures, and preventative healthcare and handling techniques. The student will have the opportunity to care for laboratory animals and some exotics on the site.

## **VT-606** **Veterinary Surgical Nursing**

*6.0 Semester Credits*

*Prerequisite: VT-205*

This course will cover anesthesia principles, procedures, systems, classifications of anesthetic drugs, use of anesthesia equipment and maintenance of patients undergoing anesthesia. Also included will be presurgery preparation and post surgical care of small animals, principles of surgery and sterilization, surgical assisting, and identification and care of surgical equipment. Dental prophylaxis procedures will be completed in this class.

## **VT-610** **Registry Preparation Seminar**

*2.5 Semester Credits*

*Prerequisites: VT-300, VT-420*

This course allows students to gain and utilize skills necessary for successful career placement. Included will be resume preparation, review and selection of externship sites, and completion of all requirements leading toward successful graduation and job seeking. The student will also review for the VTNE Exam.

## **VT-905** **Veterinary Technology Externship**

*6.5 Semester Credits*

*Prerequisite: Successful completion of all didactic and laboratory coursework*

This course is conducted in a facility where there is an opportunity to observe, assist, learn, and perform in a veterinary technology setting. Externship is mandatory and must be completed satisfactorily before a student is issued a degree. The student's supervisor will confirm, in writing, the student's attendance and submit an evaluation of performance to the school.







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(800) 622-1394

**[www.sanfordbrown.edu/Monroeville](http://www.sanfordbrown.edu/Monroeville)**

**TUITION AND FEES**

Effective 1/10/2012

The costs of the programs are for a normally progressing student, and are subject to the policies stated in the Enrollment Agreement and Catalog.

**Dental Assistant**

Tuition	\$ 13,000.00
Application Fee	25.00
TOTAL	\$ 13,025.00

**Pharmacy Technician**

Tuition	\$ 23,256.00
Application Fee	25.00
TOTAL	\$ 23,281.00

**Medical Billing and Coding**

Tuition	\$ 14,500.00
Application Fee	25.00
TOTAL	\$ 14,525.00

**Polysomnography**

Tuition	\$26,963.00
Application Fee	25.00
TOTAL	\$ 26,988.00

**Medical Assistant**

Tuition	\$ 16,224.00
Application Fee	25.00
TOTAL	\$ 16,249.00

**Respiratory Therapy**

Tuition	\$ 39,302.50
Application Fee	25.00
TOTAL	\$ 39,327.50

**Medical Assistant Specialist**

Tuition	\$ 23,253.00
Application Fee	25.00
TOTAL	\$ 23,278.00

**Surgical Technology**

Tuition	\$ 26,934.00
Application Fee	25.00
TOTAL	\$ 26,959.00

**Paramedic**

Tuition	\$ 25,590.00
Application Fee	25.00
TOTAL	\$ 25,615.00

**STAFF MEMBERS**  
**as of February 2012**

Bouchat-Friedman, Adam	Librarian Full-Time	Kavic, David	IT Support Part-Time
Brown, Dawna	Director Community Outreach/ Alumni Relations Full-Time	Kearns, Linda	Admissions Representative Full-Time
Brown, Shawn	Employment Development Specialist Full-Time	Kiehl, Lori	Student Accounts Representative Full-Time
Cardillo, Belinda	Career Services Representative Part-Time	Kushner, Katie	Admissions Representative Full-Time
Cestello, Alison	Financial Aid Representative Full-Time	Milliron, Lacy	Career Services Representative Full-Time
Contrella, Thomas	President Full-Time	Rainforth, Michael	Director of Education Full-Time
Coulson, Sarah	Senior Admissions Rep. Full-Time	Rocco, Danette	Director of Career Services Full-Time
Dankis, Kim	Director of Financial Aid Full-Time	Scott, Jessica	Admissions Administrative Assistant Part-Time
Dumnich, April	Registrar Full-Time	Stack, Jason	Director of Admissions Full-Time
Forkosh, Michelle	Admissions Enrollment Coordinator Full-Time	Wiedl, Renee	Admissions Representative Full-Time
Getsy, Christine	Financial Aid Representative Full-Time		
Highland, Jeannine	Assistant Registrar  Full-Time		
Hudec, Gina	Admissions Representative Part-Time		
Jones, Diane	Business Manager Full-Time		

**FACULTY MEMBERS  
as of February 2012**

<b>Alfred, Exzelia</b> M.Ed., Columbia University M.A., Columbia University B.S., Hunter College	Medical Assistant Program Director Full-Time
<b>Ambrose, Amanda</b> M.Ed., B.S., Seton Hill University	Online Advocate/General Education Instructor Full-Time
<b>Ambrose, Mary</b> Diploma, Liliame S. Kaufman School of Nursing	Surgical Technology Instructor Part-Time
<b>Beecher, Melissa</b> A.S.B., Newport Business Institute	Medical Assistant Instructor Full-Time
<b>Breakiron, Ronna</b> A.S.T., Western School of Health and Business	Surgical Technology Program Director Full-Time
<b>Caplan, Lorraine</b> J.D., University of Pittsburgh School of Law M.Ed., Carlow University B.S., University of Pittsburgh	General Education Instructor Part-Time
<b>Devitis, Sherri</b> B.S., Robert Morris College M.A., Seton Hill University A.S., Community College of Allegheny County	General Education Instructor Full-time
<b>Franklin, Charles</b> B.S., University of Maryland-Baltimore County	Paramedic Program Director Full-Time
<b>Genemore, Brenna</b> B.S., Slippery Rock University	Pharmacy Technician Instructor Part-Time
<b>Goreczny, Joshua</b> M.A., University of Pittsburgh B.S., University of Pittsburgh	General Education Instructor Part-Time
<b>Gray, Margeaux</b> B.S., Dickinson College	Polysomnography Instructor Full-Time
<b>Grubbs, Donna</b> B.S., Hamilton University	Surgical Technology Clinical Coordinator Full-Time
<b>Haley, Kimberly</b> B.S., Indiana University of Pennsylvania	Respiratory Therapy Instructor Full-Time
<b>Hall, Cynthia</b> Diploma, Western School of Health and Business	Dental Assistant Instructor Full-Time
<b>Huschak, Amy</b> B.B.A., American InterContinental University Diploma, Career Training Academy	Medical Billing & Coding Program Director Full-Time

**FACULTY, continued**

<b>Ivey, Timothy</b> M.D., Howard University B.A., Lincoln University A.S., Community College of Allegheny County	General Education Instructor Full-Time
<b>Keefer, Amanda</b> Diploma, Western School of Health and Business	Dental Assistant Program Director Full-Time
<b>Louch, Michelle</b> B.A., Seton Hill University M.S., Duquesne University D.Sc., Robert Morris University	Assistant Director of Education General Education Instructor Full-Time
<b>Manchini, Holly</b> B.S., Indiana University of Pennsylvania	Respiratory Therapy Clinical Coordinator Part-Time
<b>Mawhinney, James</b> M.A., California University of Pennsylvania B.S., Pennsylvania State University	General Education Instructor Part-Time
<b>McCullough, Donna</b> B.S., University of Pittsburgh M.Ed., University of Pittsburgh	General Education Instructor Full-Time
<b>Mehall, Michael</b> B.S., Wheeling Jesuit University M.Ed., American InterContinental University	Respiratory Therapy Program Director Full-Time
<b>Melocchi, Franco</b> A.S., Community College of Allegheny County M.D., American University of the Caribbean	General Education Instructor Part-Time
<b>Newby, Angelia</b> RMA	Medical Assistant Instructor Full-Time
<b>Palombo, Kathy</b> B.S.N., California University of Pennsylvania A.S.N., Community College of Allegheny County	Respiratory Therapy Instructor Full-time
<b>Rothrauff, Kim</b> A.S.B., American InterContinental University	Medical Billing and Coding Instructor Full-Time
<b>Rutter, Gary</b> B.A., Ashford University A.S.T., Sanford-Brown Institute	Surgical Technology Clinical Coordinator Part-Time
<b>Sneddon, W. Bruce</b> Ph.D., Dartmouth Medical School M.Sc., University of Toronto B.Sc., University of Toronto	Pharmacy Technician Program Director Full-Time
<b>Sprankle, Emily</b> Diploma, Western School of Health and Business	Dental Assistant Instructor Part-Time

**FACULTY, continued**

<b>Stowitzky, Jon</b> A.S.T., Western School of Health and Business	Surgical Technology Clinical Coordinator Full-Time
<b>Turner, Jamie</b> A.S.B., International Academy of Design & Technology B.B.A., American InterContinental University M.B.A., American InterContinental University	Medical Assistant Instructor Full-Time
<b>Yannachione, Kimberly</b> Director B.S., Wheeling Jesuit University A.A., Robert Morris University	Polysomnography Program  Full-Time

## Academic Calendar

### Summer 2011

June 27, 2011 ..... June 27, 2011 Term Starts  
 July 2-10, 2011 ..... Summer Break (Day, Afternoon, Evening Students)  
 August 7, 2011 ..... May 23, 2011 Term Ends  
 August 8, 2011 ..... August 8, 2011 Term Starts  
 September 5, 2011 ..... Labor Day Holiday  
 September 9, 2011 ..... Make-up Day  
 September 11, 2011 ..... June 27, 2011 Term Ends

### Fall/Winter 2011-2012

September 12, 2011 ..... September 12, 2011 Term Starts  
 October 16, 2011 ..... August 8, 2011 Term Ends  
 October 17, 2011 ..... October 17, 2011 Term Starts  
 November 20, 2011 ..... September 12, 2011 Term Ends  
 November 21, 2011 ..... November 21, 2011 Term Starts  
 November 24, 25 & 28,, 2011 ..... Thanksgiving Holiday  
 December 22, 2011 – January 2, 2012 ..... Winter Break

### 2012-2013

January 8, 2012 ..... October 17, 2011 Term Ends  
 January 9, 2012 ..... January 9, 2012 Term Starts  
 January 16, 2012 ..... MLK Holiday  
 January 20, 2012 ..... Make-up Day  
 February 12, 2012 ..... November 21, 2011 Term Ends  
 February 13, 2012 ..... February 13, 2012 Term Starts  
 March 18, 2012 ..... January 9, 2012 Term Ends  
 March 19, 2012 ..... March 19, 2012 Term Starts  
 April 22, 2012 ..... February 13, 2012 Term Ends  
 April 23, 2012 ..... April 23, 2012 Term Starts  
 May 27, 2012 ..... March 19, 2012 Term Ends  
 May 28, 2012 ..... Memorial Day Holiday  
 May 29, 2012 ..... May 29, 2012 Term Starts  
 June 1, 2012 ..... Make-Up Day  
 June 29 – July 6, 2012 ..... Summer Break  
 July 8, 2012 ..... April 23, 2012 Term Ends  
 July 9, 2012 ..... July 9, 2012 Term Starts  
 August 12, 2012 ..... May 29, 2012 Term Ends  
 August 13, 2012 ..... August 13, 2012 Term Starts  
 September 3, 2012 ..... Labor Day Holiday  
 September 7, 2012 ..... Make-Up Day  
 September 16, 2012 ..... July 9, 2012 Term Ends  
 September 17, 2012 ..... September 17, 2012 Term Starts  
 October 21, 2012 ..... August 13, 2012 Term Ends  
 October 22, 2012 ..... October 22, 2012 Term Starts  
 November 22-23, 26 2012 ..... Thanksgiving Holiday  
 November 27, 2012 ..... September 17, 2012 Term Ends  
 November 28, 2012 ..... November 28, 2012 Term Starts  
 December 21, 2012 – January 1, 2013 ..... Winter Break  
 January 13, 2013 ..... October 22, 2012 Term Ends

### **Change to Catalog**

All post 2008 references to “Monroeville” are to be replaced with “Wilkins Township”.

### **Addition to Page 3**

Sanford-Brown is dually accredited:  
Accredited by the Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard Suite 301  
Arlington, VA 22201

and

Accredited by the Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980, Washington, DC 20002-4241, Tel: (202) 336-6780

### **Correction to Page 4**

#### **Memberships**

Career College Association changed its name to the Association of Private Sector Colleges and Universities (APSCU) on September 22, 2010.

#### **Statement of Ownership**

Sanford-Brown Institute is owned by **Sanford-Brown, Limited**, a New York Corporation, which is wholly owned by Career Education (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, IL 60173.

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

## **Changes to Page 5:**

*Effective immediately for all students enrolling as of 1/1/11, 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.

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 the following reasons:

1. Student who previously enrolled at Sanford-Brown but did not graduate
2. Student is a graduate of Sanford-Brown
3. Student is receiving financial assistance from an agency that covers the fee

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.

**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
Dental Assistant	13	N/A	None
Medical Assistant	13	N/A	None
Medical Assistant Specialist	14	N/A	None
Medical Billing and Coding	15	N/A	None
Paramedic	18	N/A	EMT Certification
Pharmacy Technician	15	N/A	None
Polysomnography	18	115/None	None
Respiratory Therapy	18	115/None	An applicant must demonstrate successful completion (minimum grade of "C" or better) of post-secondary educational credit equivalent to 30 Semester or 45 Quarter Credit hours as evidenced by official transcript(s). Required credits must include a minimum of six Semester or nine Quarter Credits successfully completed in math, human biology, chemistry or related courses which include the use of math or science.
Surgical Technology	18	110/None	None

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.

## Corrections to Page 6

Replace “Criminal Background Checks” with the following:

### **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.

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.

### **Criminal Conviction Policy**

In an effort to maintain a safe educational and working environment for students and staff, Sanford-Brown does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Sanford-Brown are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Sanford-Brown reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Sanford-Brown.

## **Corrections to Page 7**

### **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](http://www.edperspective.org)

#### **Josef Silny & Associates, Inc.**

International Educational Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

#### **World Education Services, Inc.**

Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311

#### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, Wisconsin 53203-3470  
[www.ece.org](http://www.ece.org)

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

[www.naces.org](http://www.naces.org)

[www.aice.org](http://www.aice.org)

. The school is not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

### **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.

### **Re-Entering Students**

Students who have previously attended Sanford-Brown Institute but did not graduate, and are returning into the same program of study within 364 days of their last date of attendance, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background check. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

Students who have previously attended Sanford-Brown Institute but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry with the exception of the payment of the application fee.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

### **Changes to Pages 11**

#### **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.

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.

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. Stafford Loans
  - a. Unsubsidized Federal Direct Stafford Loans
  - b. Subsidized Federal Direct Stafford Loans
2. Federal Direct PLUS loans received on behalf of the student.
3. Federal Pell Grants.
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 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.

## **Refund Policy**

Refunds are made for a student who withdraws or is withdrawn from SBI prior to the completion of his/her program and are based on the tuition billed for the payment period in which the Student withdraws, according to the schedule set forth below. The schedule of adjustments is for tuition only, lab fees are non-refundable. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to payment period beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the School's Registrar. 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. I understand that if I withdraw or am withdrawn prior to the end of the payment period, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to SBI. If there is a balance due to SBI 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 SBI. 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.

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<u>Time of Withdrawal</u>	<u>Amount of tuition adjustment</u>
During first seven calendar days of payment period.....	90%of total payment period tuition price
After the first seven calendar days but within the first 25% of the payment period .....	75%of total payment period tuition price
After the first 25% but within the first 50% of the payment period .....	40%of total payment period tuition price
After the first 50% of the payment period.....	0% of total payment period tuition price

**Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Sanford-Brown is the date indicated in written communication by the student to the Director of Education’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 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 on-campus course in order to achieve satisfactory attendance. Students in any of the clinical/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 Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institute. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and module.

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 will be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety.

3. Externships: Students are required to complete 100% of their clinical/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.

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

### **Addition to Page 11**

#### **Disbursement of Title IV Credit Balance (Books)**

Regulations require that certain Pell Grant eligible students be provided by the 7<sup>th</sup> 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 7<sup>th</sup> day of class.

### **Change to Page 12**

#### **Residency Requirements**

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Sanford-Brown.

#### **Transfer of Credit to Sanford-Brown**

Students, who formerly attended a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education, may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a Request for Transfer Credit as soon as possible after being enrolled at Sanford-Brown; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Sanford-Brown. Both the Request for Transfer Credit and official transcripts must be received at Sanford-Brown as soon as possible after the student has been enrolled, and prior to the beginning of any class for which the Transfer Credit is being requested. Awarding of Transfer Credit is at the sole discretion of Sanford-Brown. Sanford-Brown will determine if the course(s) completed at the previous institution are sufficiently equivalent to the course(s) in the student's program of study at Sanford-Brown. Only passing grades of "C" or better will be taken into consideration. Factors Sanford-Brown will use in determining whether Transfer Credit will be awarded include – but are not limited to – objectives and description of the previous course, length of time passed since the course was completed, and the level of the previous course (e.g. as indicated by 100, 200,... course number). To ensure an adequate and fair assessment may be made, students may be required to provide Sanford-

Brown with a course catalog from the previous institution. Courses that are approved to be awarded Transfer Credit will show on the student's Sanford-Brown transcript with a grade of "TC".

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

## **Changes to Page 13**

### **Online Course Option**

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.

Students who take online classes 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

Online courses allow student asynchronous access to course content and supportive instructional resources that are presented in a variety of formats. The LMS also provides an opportunity for the student to interact with the instructor and with other students both synchronously and asynchronously.

Each course provides the opportunity for students to engage with course content, with their peers, and with their instructor synchronously and asynchronously.

Each course is comprised of a set of learning activities that include the following:

Presentations: Multi-media presentations introduce new concepts and are accessed by students asynchronously.

Discussion Forums: Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

Live Chat Sessions: Instructors have the ability to convene live (synchronous) chat sessions. The instructor may elect to use these chat sessions to deliver a structured presentation and/or to use this time to respond to student questions. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their own convenience.

Assignments: Each assignment allows the student the opportunity to demonstrate their knowledge and to interact with their instructor.

## **Addition to Page 14** **Course Repeats**

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

## **Changes to Page 14**

### **Application of Grades and Credits**

The chart below describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of "F" (failure) and "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", "W", "WP" or "NP" is received. A student who receives an F or W grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question.

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.

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

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 add/drop 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.

If the student is unable to resolve the dispute with the instructor, he or she should write a letter no later than five school days following the end of the course explaining the reasons for the dispute to the Director of Education. The Director of Education will either approve or deny the request after he or she investigates. The Director of Education will issue the student a letter within five days of the decision.

Letter Code	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2.00
F	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)	Yes	Yes	No	N/A
TC (Transfer Credit)	Yes	Yes	No	N/A
W (Withdraw)	No	Yes	No	N/A
WP (LOA)	No	No	No	N/A
NP (Not Pass)	No	Yes	Yes	N/A

### **Corrections to Page 15**

**Replace “Proficiency Credit” with the following:**

#### **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 course start date. 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 with a minimum 85% grade, 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.

### **Changes to Pages 15-17**

#### **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. (one, 5 week module.) 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. 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.

<b>Certificate Programs</b>		
<b>Quarter Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
0-26	60%	1.5
27+	66.67%	2.0
<b>Semester Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
0-17	60%	1.5
18+	66.67%	2.0
<b>Clock Hours</b>		
<b>Hours</b>	<b>ROP</b>	<b>CGPA</b>
0-380	60%	1.5
381+	66.67%	2.0

<b>Associate Programs</b>		
<b>Quarter Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
0-15	50%	1.6
16-30	55%	1.75
31-45	60%	1.9
46+	66.67%	2.0
<b>Semester Hours</b>		
<b>Credits</b>	<b>ROP</b>	<b>CGPA</b>
0-15	50%	1.5
16-30	60%	1.75 or 2.0
31+	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/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 Institute, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits 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  $(150\%) \times 180 = 270$  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 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 term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, 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 term 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.

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 term in which the CGPA or the ROP 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 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 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 term 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.

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 Director of Education within 10 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 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 was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education. 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.

## 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.

## **Correction to Page 18**

### **Externship Assignment to Allied Health Programs**

Before beginning their externship assignments, students must have:

- A current CPR certification that is valid for the length of the rotation. This requirement does not apply to the Medical Billing and Coding & Pharmacy Technician programs.
- An Immunization Form signed by a health practitioner. A form that includes the medical information required is furnished to the student.

## **Addition to Page 19**

### **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.

## **Change to Page 19**

### **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.

### **Certification, Licensure and Registry Examinations**

Sanford-Brown is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Many of the programs offered by Sanford-Brown have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. For students who successfully complete programs with such professional certification, licensure or registry examinations and who pass an institutional readiness assessment with 80% or better, the institution will pay the cost of the first attempt on the relevant examination. Please discuss with an academic representative of your campus the specific exams that will be covered and the requirements for successfully demonstrating examination preparedness.

### **Addition to Page 20**

#### **Transcripts**

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, your 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 the Catalog, Academic Policies**

#### **Credit Ascription Policies**

##### **A. Definition of a Credit Hour – Degree and Fully Transferable Non-degree Programs**

The following policy is applicable to the following programs: Medical Assistant, Medical Assistant Specialist, Pharmacy Technology, Respiratory Therapy, Surgical Technology

The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester 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 fifteen 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.





Replace “ALH-101A Health Information Management: Healthcare Data” with the following:

ALH-101A Health Information Technology: Healthcare Data

**1.5 Semester Credits**

**Prerequisites: None**

This course introduces the generic components of the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems and to introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information.

### **Corrections to Page 57**

Replace the course description for ALH-140 Pharmacology with the following:

ALH-140 Pharmacology

**4.0 Semester Credits**

**Prerequisite: None**

This course introduces the student to the drugs commonly used in the practice of hemodialysis. The students will be expected to learn to identify these drugs by trade and generic name, the basic pharmacological action, and how each is used in the dialysis setting.

ALH-107 Health Information Technology: Computer Applications

**1.5 Semester Credits**

**Prerequisites: NONE**

This course is an overview of commonly available software tools used in health care, including introduction to encoding tools and computer assisted coding software used in health care data processing today. The electronic health record process and the unique systems environment found in the U.S. healthcare delivery is also discussed.

### **Correction to page 58**

Replace “ALH-160 The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems” with the following:

ALH-160 The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems

**2.5 Semester Credits**

**Prerequisite: ALH-120**

### **Correction to page 63**

Replace “GS-116 Computer Concepts I” with the following:

GS-116 Computer Concepts I

1.5 Semester Credits

Prerequisite: None

**This course is a study of the basic fundamentals of computer hardware and related software. The course will instruct on the essentials of Windows XP along with Microsoft Office 2007, Folder & File Management, Outlook, exploring the internet, and Word.**

**Addition to page 66**

**MA-120A Clinical Skills**

**1.5 Semester Credits**

**Prerequisites: ALH-117**

This workshop will consist of instruction and student practice in medication injection techniques, venipuncture, electrocardiography and vital signs.

**Addition to page 67**

**MA-161 Medical Laboratory Procedures**

**1.5 Semester Credits**

**Prerequisites: ALH-117**

This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

**Correction to Page 68**

**Replace “MBC-195A Medical Billing and Coding Seminar” with the following:**

MBC-195A Medical Billing and Coding Seminar

**2.0 Semester Credits**

**Prerequisites: Successful completion of all prior didactic and laboratory courses**

This course provides the students with a review of medical billing and coding program material in preparation for selected employment opportunities.

**Correction to Page 71**

**Replace “PRM-270 Review Seminar” with the following:**

PRM-270 Review Seminar

**2.0 Semester Credits**

**Prerequisites: Successful Completion of All Didactic, Laboratory, and Clinical Program Courses**

This course provides students with an overview of program material in preparation for professional employment opportunities.

**Correction to Page 72**

**Replace “PSG-209 Polysomnography Review” with the following:**

PSG-209 Polysomnography Review

**1.0 Semester Credit**

**Prerequisite: PSG-203**

In this course, students will review professional requirements, case studies, and clinical knowledge and skills in preparation for entry-level employment opportunities.

**Correction to Page 78**

Replace “RR-605 CRRT Preparation” with the following:

RR-605 CRRT Preparation

**1.0 Semester Credit**

**Prerequisite: None**

This course is designed to review the theoretical material in prior coursework.

Replace “RR-810 RRT Preparation” with the following:

RR-810 RRT Preparation

**2.0 Semester Credits**

**Prerequisites: RR-605**

This course is designed to prepare the student for professional employment opportunities in respiratory therapy.

**Correction to Page 79**

Replace “ST-190 Foundations for Assessment” with the following:

ST-190 Foundations for Assessment

**1.0 Semester Credits**

**Prerequisites: ST-500**

This course will review all aspects of the curriculum. Students will complete assessments in preparation for clinical and entry-level employment opportunities.

**Correction to Page 80**

Replace “ST-320 Surgical Procedures II “ with the following:

ST-320 Surgical Procedures II

**3.0 Semester Credits**

**Prerequisites: ST-305**

Replace “ST-405 Surgical Procedures IV” with the following:

ST-405 Surgical Procedures IV

**2.0 Semester Credits**

**Prerequisites: ST-400**

**Correction to Page 81**

Replace “ST-500 Surgical Procedures V” with the following:

ST-500 Surgical Procedures V

**2.5 Semester Credits**

**Prerequisites: ST-405**

The following reflect changes to Page 37

Medical Assistant \*

Diploma Program

60 Instructional Weeks – Day, Evening, and Weekends

\* The Medical Assistant Program is included only in the institutional grant of accreditation by the Accrediting Commission of Career Schools and Colleges

<b>Course Number</b>	<b>Course Name</b>	<b>Contact Hours</b>	<b>Semester Credits</b>
ALH-106	Healthcare Law and Ethics	40	2.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-111	Healthcare Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology-All Body Systems	40	2.5
ALH-126	Health Records, Coding, and Reimbursement	40	1.5
ALH-160	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-165A	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-175	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-185	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-101	Strategies for Success	40	2.5
MA-141	Clinical Procedures	40	1.5
MA-151	Electrocardiography	40	1.5
MA-156	Pharmacology	40	1.5
MA-161	Medical Laboratory Procedures	40	1.5
MA-165	Hematology	40	1.5
MA-180	Medical Office Administration	40	2.5
MA-190	Medical Assistant Clinical Review	40	1.5
MA-197	Medical Assistant Externship	180	4.0
	<b>TOTAL CURRICULUM:</b>	<b>900</b>	<b>39.0</b>

**The following reflect changes to Page 38**  
**Medical Assistant Specialist \***  
**Associate in Specialized Technology Degree Program**  
**60 Instructional Weeks - Day**

<b>Course Number</b>	<b>Course Name</b>	<b>Contact Hours</b>	<b>Semester Credits</b>
<b>General Education Courses</b>			
ALH-155	Career Success	40	2.5
GS-100A	English Composition	40	2.5
GS-101	Strategies for Success	40	2.5
GS-105A	Introduction to Psychology	40	2.5
GS-151	Communication Skills	40	2.5
GS-195	Math and Metrics	40	2.5
GS-230	Business Correspondence	40	2.5
SOC 101	Intro to Sociology	40	2.5
	<b>Total General Education:</b>	<b>320</b>	<b>20</b>
<b>Core Curriculum</b>			
ALH-101A	Health Information Technology: Healthcare Data	40	1.5
ALH-106	Healthcare Law and Ethics	40	2.5
ALH-107	Health Information Technology: Computer Applications	40	1.5
ALH-111	Healthcare Computer Applications	40	1.5
ALH-117	Safety in the Healthcare Environment	40	1.5
ALH-120	Medical Terminology-All Body Systems	40	2.5
ALH-126	Health Records, Coding and Reimbursement	40	1.5
ALH-160	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-165A	The Human Body: Respiratory, Digestive and Urinary Systems	40	2.5
ALH-175	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-185	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
MA-100	Introduction to Customer Service	40	2.5
MA-105	Transcription	40	1.5
MA 120A	Clinical Skills	40	1.5
MA-141	Clinical Procedures	40	1.5
MA-151	Electrocardiography	40	1.5
MA-156	Pharmacology	40	1.5
MA-161	Medical Laboratory Procedures	40	1.5
MA-165	Hematology	40	1.5
MA-180	Medical Office Administration	40	2.5
MA-190	Medical Assistant Clinical Review	40	1.5
MA-197	Medical Assistant Externship	180	4.0
MA 200	Medical Assistant Specialist Externship	160	3.5
	<b>Total Core Curriculum:</b>	<b>1180</b>	<b>47</b>
	<b>TOTAL CURRICULUM:</b>	<b>1500</b>	<b>67.0</b>

\* The Medical Assistant Program is included only in the institutional grant of accreditation by the Accrediting Commission of Career Schools and Colleges.

## **Additions to Pages 56-83**

### **ALH-106 Healthcare Law and Ethics**

#### **2.5 Semester Credits**

#### **Prerequisites: None**

**Course Description:** This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

### **ALH-111 Healthcare Computer Applications**

#### **1.5 Semester Credits**

#### **Prerequisites: None**

**Course Description:** 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.

### **ALH-160A Anatomy and Physiology: Cardiovascular, Lymphatic, Blood**

#### **2.5 Semester Credits**

#### **Prerequisites: ALH-120 Medical Terminology – All Body Systems**

**Course Description:** This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood, immunity, and the special senses.

### **MA-200 Medical Assistant Specialist Externship**

#### **3.5 Semester Credits**

#### **Prerequisites:** Completion of all courses

**Course Description:** This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

### **MA-105 Transcription**

#### **1.5 Semester Credits**

#### **Prerequisites: None**

**Course Description:** In this course, students are expected to learn techniques of electronic transcription. Dictaphone equipment and cassette educational materials will be used to train students in relation to their specialty. Emphasis is placed on accurate typing and the correct usage of grammar, punctuation, spelling, terminology and format.

### **MA-141 Clinical Procedures**

#### **1.5 Semester Credits**

#### **Prerequisites: ALH-117 Safety in the Healthcare Environment**

**Course Description:** This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

### **MA-151 Electrocardiography**

#### **1.5 Semester Credits**

#### **Prerequisites: ALH-117 Safety in the Healthcare Environment**

**Course Description:** This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also practice taking patient vital signs, including temperature, pulse, respiration and blood pressure.

**MA-156 Pharmacology**

**1.5 Semester Credits**

**Prerequisites:** ALH-117 Safety in the Healthcare Environment

**Course Description:** A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

**MA-165 Hematology**

**1.5 Semester Credits**

**Prerequisites:** ALH-117 Safety in the Healthcare Environment

**Course Description:** This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

**MA-180 Medical Office Administration**

**2.5 Semester Credits**

**Prerequisites:** None

**Course Description:** This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.