This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Sanford-Brown College ("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 to continually improve our educational programs.

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

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.

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.

Sanford-Brown College opened in Portland, Oregon in October 2010.

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

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 its members are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered.

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

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

Accreditation and Affiliations
Accreditation is a voluntary process which may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. Sanford-Brown is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education (ED) and the Council for Higher Education Accreditation (CHEA). This indicates that Sanford-Brown substantially meets or exceeds the stated criteria of education quality established by ACICS, and approved by the ED and CHEA. This recognition of Sanford-Brown institutional accreditation by ACICS entitles the school to offer Title IV Financial Assistance to students who qualify.
An additional form of accreditation that a school may undertake to obtain is a specific, individual accreditation of certain programs (programmatic accreditation). Institutional accreditation is not the same as or a substitution for programmatic accreditation. Although programmatic accreditation is not required for employment in many cases, the existence of programmatic accreditation is a further indication that a program meets the standards of the profession, and may therefore indirectly enhance employment opportunities. Also, in some cases, programmatic accreditation will allow the graduates of the accredited program to sit for some credentialing exams immediately upon graduation without any requirement of work experience.

**Institutional Accreditation**
Sanford-Brown College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees.

**Accrediting Council for Independent Colleges and Schools**
750 First Street, NE Suite 980
Washington, DC 20002-4241
(202) 336-6780

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

**State Information**
Sanford-Brown College in Portland operates under the corporate laws of Oregon and the regulations of Oregon’s Office of Degree Authorization. This school is a unit of a business corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030.

Inquiries concerning the standards or school compliance may be directed to the:

Oregon Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, Oregon 97401
(541) 687-7478

Sanford-Brown College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Sanford-Brown College to advertise and recruit for the following degree programs: Associate of Occupational Studies in Cardiovascular Sonography; Associate of Occupational Studies in Diagnostic Medical Sonography; Associate of Occupational Studies in Respiratory Therapy; and Associate of Occupational Studies in Veterinary Technology. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact:

**HECB**
P.O. Box 43430
Olympia, Washington 98504-3430

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints from State of Washington residents regarding this private vocational school may be made to the:

**Workforce Training and Education Coordinating Board**
128 10th Avenue SW, P.O. Box 43105
Olympia, WA 98504
(360) 753-5662
wtb.wa.gov
wtecb@wtb.wa.gov

Sanford-Brown College is approved by the U.S. Department of Education to participate in Title IV financial aid programs.

**Affiliations**
Sanford-Brown College is affiliated with the Association of Private Sector Colleges and Universities (APSCU). Sanford-Brown College, Portland is a member of the Northwest Career Colleges Federation (NWCCF) and the Portland Business Alliance.

**Statement of Ownership**
Sanford-Brown College ("Sanford-Brown") is owned by SBC Health West, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, IL 60173-2007.

**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
Admissions Information

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

Admissions Policy
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. Admittance into the other program is independent. Students who will be 18 years of age at the time of the future enrollment must also be signed by parent or guardian.

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

The following items must be completed prior to the end of the initial add/drop period:
• High School diploma or other acceptable proof of graduation from a valid institution providing secondary or post-secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education
• Background Check

* Payment of the full amount of the application fee at the time of enrollment may be waived for individuals who:
1. Student who previously enrolled at Sanford-Brown but did not graduate.
2. Student who graduated from Sanford-Brown.
3. Student is receiving financial assistance from agencies that cover the fee for students.

Third-party funding must be verified in order for the upfront payment of the application fee to be waived. If a third party is covering the application fee, the full amount must be paid within 14 calendar days of enrollment.

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

Admission to any one program does not automatically qualify a student for admission into any other program (for example, a sonography program). If a student wishes to apply to another program in the future, the individual must independently meet all the requirements for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

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.
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.

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.

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 equivalency to coursework taken at a United States institution. Sanford-Brown accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

- Educational Perspectives, nfp
  P.O. Box 618056
  Chicago, Illinois 60661-8056
  (312) 421-9300
  www.edperspective.org

- Josef Silny & Associates, Inc.
  International Educational Consultants
  7101 SW 102 Avenue
  Miami, Florida 33173
  (305) 273-1616
  www.jsilny.com

- World Education Services, Inc.
  Bowling Green Station
  P.O. Box 5087
  New York, New York 10274-5087
  (212) 966-6311

- Educational Credential Evaluators, Inc.
  P.O. Box 514070
  Milwaukee, Wisconsin 53203-3470
  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
- www.aice.org

Policy on Forged/Altered Academic Documents from Foreign Institutions

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.

Sanford-Brown College

Program Wonderlic Accuplacer Score Additional Score Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Wonderlic</th>
<th>Accuplacer</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
</tbody>
</table>
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 College 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 College 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.
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 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 toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, 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 on-line at the Sanford-Brown’s website (www.sanford-brown.edu) or at http://fafsa.ed.gov. FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

Disbursement of Title IV Credit Balance (Books)

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

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

For registered students who have submitted all required FA paperwork, books are made available at the campus for pick up by the 7th day of class and billed to the student’s account.

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.

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) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

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 halftime.

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 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.

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

Workforce Development Scholarship
Sanford-Brown has entered into an agreement with selected local area healthcare providers to provide a scholarship to selected employees of these providers of up to $2,000 per academic year, in order to assist these students with the opportunity to attend a program of study at Sanford-Brown. To be eligible for the Workforce Development Scholarship Program, a candidate must meet the admissions requirements as stated in the catalog and be accepted for admission to Sanford-Brown, provide verification of employment with an eligible healthcare provider and complete the Workforce Development Scholarship acknowledgement form that details the terms and conditions of the Scholarship. If you work for a local healthcare provider, you may contact the Campus Director or President to inquire whether your employer has entered into an agreement with the school and you might be an eligible candidate.

Re-Enter Grant
Sanford-Brown is committed to helping our students meet their educational and professional goals. The Re-Enter Grant program was established to provide tuition assistance to former Sanford-Brown students interested in returning to school to complete their program of study. The Re-Enter Grant program is limited to students in a certificate or diploma program who started prior to July 1, 2011, but did not graduate from the program. In order to qualify for the Re-Enter Grant, the student must have completed at least 50% of the program’s contact/clock hours prior to withdrawal. Additionally, students must re-enter into the institution within 180 days from their withdrawal date. Students are eligible for the lesser of $1,000 or the remaining direct costs of their program. Students will be considered for the grant upon completion of the application for all federal, state, and private financial aid, grants and/or scholarships. The following certificate/diploma programs are included in the Re-Enter Grant program: Medical Assistant and Medical Billing and Coding.

In order to apply, the student must complete the appropriate grant application prior to returning to class. All applications will be reviewed by the Grant Selection Committee and students will be notified of the Committee’s decision. Additional information can be obtained from the school’s Financial Aid Office.

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.

Refund Policy
The refund schedule is applicable to both the student and Sanford-Brown College. Upon withdrawal, the student is obligated to meet tuition costs for services rendered within the time limits provided in the text of the policy. Sanford-Brown is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy. Sanford-Brown College is required by Oregon and Washington law to print the policy below:

1. If an applicant is not accepted, all monies paid by the applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to the school.
3. If the termination occurs within five (5) business days of enrollment and prior to student attendance, all monies paid shall be refunded less any direct charges for books and supplies not returned or returnable to Sanford-Brown College.
4. If termination occurs after five (5) business days of enrollment and prior to student attendance all monies paid shall be refunded with the exception of the application fee and less any
direct charges for books and supplies not returned or not returnable to Sanford-Brown College.

5. Students who have not visited the school can withdraw without penalty within three (3) days of:
   a. Regularly scheduled orientation, or
   b. A tour of the facilities and equipment.

6. In the event that a student shall terminate his/her attendance prior to his/her scheduled completion date, the student shall in no case be obligated for more tuition payments than listed in this section. The policy shall apply to all terminations, for any reason, by either party. In all cases the refund will be calculated from the last date of attendance.

7. Sanford-Brown College reserves the right to cancel or reschedule a starting class if the number of students enrolled is deemed insufficient. Sanford-Brown College will consider such cancellation a rejection and all monies paid by the student will be refunded.

8. If termination occurs more than five (5) business days after enrollment or after student attendance, the student who withdraws from the program is only obligated for the weeks attended within a payment period. A payment period at Sanford-Brown College varies based on the specific program of study, but is generally approximately 10 – 15 weeks in length. The student will be refunded the pro-rata share of the tuition charged for the payment period based on the full weeks not attended within the payment period.

If Sanford-Brown College discontinues instruction after a student enters training, including circumstances where Sanford-Brown changes its location, the student must be notified in writing of such an event and is entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by Sanford-Brown and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days of:

The withdrawal date is used to determine when the student is no longer enrolled at Sanford-Brown College. A written statement will be provided showing allowable charges and total payments along with any monies due the student that will be refunded within 30 days from the student’s withdrawal date.

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 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.

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 leave of absence (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.


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.
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 who do 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.
Academic Information

Unit of Credit
Academic credit at Sanford-Brown is measured in Quarter Credits. One quarter credit is the equivalent of 10 lecture hours; 20 laboratory hours; or 30 clinical/externship hours. Refer to the Program Description section of the catalog for information on specific programs. 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.

Credit Ascription Policy
Definition of Credit Hour – Quarter Credit Hours
The institution may award a quarter credit hour upon completion of a minimum of 25 instructional hours of directed instruction in lecture, laboratory, externship/internship, or combination of any of these activities. Coursework must include at least 20 hours of supervised instruction and at least 5 hours of activities outside of the classroom to include, but not be limited to, homework and/or other outside preparation as determined by the institution.

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 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.

Residency Requirements
Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Sanford-Brown.

Attendance Policy
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 College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affect 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.

**Grading System**

Grade reports are available to students at the completion of each term. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, clinical assignments 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.

**Application of Grades and Credits**

The chart above 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.

**Course Repeats**

The student must repeat any required course in which a grade of “F” or “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.

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC (Transfer Credit)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WP (LOA)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>NP (Not Pass)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**"D" grades only applied towards General Education courses.**
credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

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 be used to determine the rate of progress calculation in satisfactory academic progress, and will also 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. 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.

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.

Standards of Satisfactory Academic Progress (SAP)
All students must maintain satisfactory academic progress in order to remain in attendance at Sanford-Brown. 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 term. A term is defined as 2-five week modules. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

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

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

SAP Tables

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Credits</th>
<th>Quarter Hours</th>
<th>ROP</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-26</td>
<td>60%</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27+</td>
<td>66.67%</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Programs</th>
<th>Credits</th>
<th>Quarter Hours</th>
<th>ROP</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>50%</td>
<td>1.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-30</td>
<td>55%</td>
<td>1.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-45</td>
<td>60%</td>
<td>1.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46+</td>
<td>66.67%</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

How Transfer Credit and Change of Program Affect SAP
Credit that has been transferred into the institution by the student is included in the ROP calculation;
Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each term (two 5-week modules) after grades have been posted, each student’s CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

• A student will be placed on FA (Financial Aid) Warning immediately after the first grading period in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to successfully appeal in order to maintain eligibility for federal financial assistance. (see Appeals section on the following page)

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

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

Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance 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.
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 5 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 Code of Conduct or 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 select one: academic official or Appeals Committee. 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.

Clinical Externship Policies
Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student and externship facilities. Students who successfully complete didactic courses and receive instructor approval in those programs, which so require, will be placed on clinical externship at local medical/hospital facilities. The school maintains professional malpractice insurance on all students and faculty while at clinical sites. All students on clinical externship are supervised by approved faculty or clinical on-site 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 for, or replace, paid staff members. In most cases, students receiving education at clinical externship sites may not permitted to be paid for their time on-site. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures. Some job opportunities or externships may require criminal background checks prior to clinical site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown. All students enrolled in 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 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 Director in their discipline for additional details.

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

Before beginning their clinical assignments, students must have:

- A current CPR certification that is valid for the length of the clinical rotation
- Clinical sites may require additional medical information, insurance coverage and/or inoculations for the student to begin their clinical program. The student is responsible for any cost associated with these additional requirements

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

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

Independent Study Policy

Students at Sanford-Brown may be allowed to take, on a very limited basis, courses through directed or independent study. This option is available only to students with extenuating circumstances and students approaching graduation who find that a required course is not offered. Courses with a laboratory or externship component cannot be completed through directed or independent study. Students must have been making appropriate progress towards graduation to be considered for directed or independent study. The students must obtain permission from the Program Director and the Director of Education to enroll in a directed or independent study course.

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.
- The student must have successfully completed a minimum of one class schedule before being eligible to apply for an LOA. One class schedule is defined as 5-weeks, depending on the program of study.

Failure to return from an approved leave of absence will result in withdrawal from the school, and may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will be able to 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.

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. Insert any other graduation requirements (proficiencies, successful completion of externship, minimum residency requirements for transfer students (unless clearly noted elsewhere in the catalog).
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, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students’ rights and responsibilities.

Student Portal

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

Cybrary

The Cybrary 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 Cybrary. The librarians at the various CEC institutions participate in selecting the electronic resources and website links, and help prepare the instructional materials that are on the website.

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

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.

Transcript Process and Fees

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Upon receipt of a written request from the student or graduate, Sanford-Brown will supply official transcripts to whomever the student or graduate has designated.

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/U.S. Mail delivery

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

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 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 Service 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 appropriate 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, licensure and/or certification for employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.
Sanford-Brown does not guarantee employment or salaries. 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.

**Student’s Rights and Responsibilities**

All students have the right to know:

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

All students have the following responsibilities:

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

Facility
Portland, Oregon

The educational facility and administrative offices of Sanford-Brown are located in a modern office complex. Housing, public transportation and nearby shopping allow the students to live, commute and work nearby. The campus occupies approximately 30,000 square feet. Students will find at this campus setting:

- Classrooms which are designed to facilitate learning and which consist of lecture rooms and instructional laboratories
- Computer labs equipped with various types of computers appropriate to the programs offered
- A library which houses books, periodicals, pamphlets, articles, and CD-ROM support materials geared to supplement the programs, plus well-rounded support for the general education courses. The Internet, Cybrary (an Internet-based virtual research library), various indexes and catalogs are available through computer use in the library
- Student Lounge
- A bookstore which sells books and supplies used in the courses taught at Sanford-Brown
- Admissions, academic and administrative staff offices

Separate Facilities
The Portland campus of Sanford-Brown is a branch campus of International Academy of Design and Technology located at 5104 Eisenhower Blvd, Tampa, FL.

Hours of Operation
Sanford-Brown’s administrative offices are open from 8 a.m. to 6 p.m., Monday through Thursday, 8 a.m. to 5 p.m. on Friday, and 8 a.m. to 2 p.m. on Saturday.

School Closings
In the event of inclement weather or warnings/watches, students should check the student portal for school closure information. Students will not be penalized in the event of school closure; however, students will be responsible for making up missed class days, assignments, and materials. Students on clinical assignments are expected to contact the facility to check on the status. As many hospitals and clinics are not closed during bad weather events, students are expected to follow the policies dictated by the clinical site.

Class Hours
Although individual student schedules may vary, day classes generally meet Monday through Thursday from 8:00 a.m. to 2:00 p.m. Evening classes meet Monday through Thursday from 6:00 p.m. to 10:00 p.m.

School Policies
Students are expected to be familiar with the information presented in this catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Sanford-Brown, students agree to accept and abide by the terms stated in this catalog and all school policies. If there are conflicts 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 wrongdoing or bothering another persistently.

4. Engages in any activity related to other persons which is prohibited by law or court order.

B. Offenses Related to Property
An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Sanford-Brown.

2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Sanford-Brown.

3. Obtains the property of another person by misrepresentation or deceptive means.

4. Enters or uses the facilities or property of another person or Sanford-Brown without consent or authorization.

5. Commits a computer-related offense.

C. Offenses Related to the Operation of Sanford-Brown
An offense related to the operation of the 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; or 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 dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other
members of the Sanford-Brown community, or failure to comply with the policies and procedures of Sanford-Brown. 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).

Reasonable Accommodations Policy – Individuals with Disabilities
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. To request an auxiliary aid or service please contact the ADA Coordinator at (503) 265-1700.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Sanford-Brown to timely 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 practicable. 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 campus President 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. Further information on the school’s policies can be found in the Student Handbook. 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 campus President.

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: 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 reprints 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 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 directly or through the Campus President.

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.

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

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

Washington residents can contact:
Higher Education Coordinating Board
P.O. Box 43430
Olympia, Washington 98504-3430
(360) 753-7869

Workforce Training and Education Coordinating Board
128 10th Avenue SW, P.O. Box 43105
Olympia, Washington 98504
(360) 753-5662
wtecb@wtecb.wa.gov

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 Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.

2. Parental access to a student’s 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 her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his 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 Registrar, 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 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 Registrar 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, D.C. 20202-5901

Catalog Addendum
See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.
Program Offerings/Program Descriptions

Medical Assistant
Diploma Program
66 Quarter Credits
40 Weeks Day Program/55 Weeks Evening Program

Program Objective
The Medical Assistant program at Sanford-Brown 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. The Medical Assistant program has both a day and evening program. Normal completion time for the entire program is 10-14 months, excluding vacation periods and holidays.

The Medical Assistant program at Sanford-Brown is not programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are not eligible to take the Certified Medical Assistant (CMA) examinations offered by the American Association of Medical Assistants (AAMA). Graduates are able to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). These credentials are nationally recognized voluntary certifications that could enhance employment opportunities.

Many employers and state licensing boards in Oregon and other states require completion of a programmatically approved curriculum. Students should carefully research the requirements in their state and for their program of study.
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
<td>4</td>
<td>40</td>
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<tr>
<td>ALH111</td>
<td>Healthcare Computer Applications</td>
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<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
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<td>ALH122</td>
<td>Medical Terminology – All Body Systems</td>
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<td>ALH150</td>
<td>Health Information Technology</td>
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<tr>
<td>ALH151</td>
<td>Health Records, Coding, and Reimbursement</td>
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<td>40</td>
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<td>ALH155</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
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<tr>
<td>ALH165</td>
<td>Anatomy and Physiology: Respiratory, Digestive, Urinary</td>
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<td>ALH175</td>
<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
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<td>ALH185</td>
<td>Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary</td>
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<td>CS102</td>
<td>Student Success</td>
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<td>MA140</td>
<td>Clinical Procedures</td>
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<td>MA150</td>
<td>Electrocardiography</td>
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<td>MA155</td>
<td>Pharmacology</td>
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<td>MA160</td>
<td>Medical Laboratory Procedures</td>
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<td>Hematology</td>
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<td>MA180</td>
<td>Medical Office Administration</td>
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<td>MA190</td>
<td>Medical Assistant Clinical Review</td>
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<td>MA200</td>
<td>Medical Assistant Externship</td>
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**Total Credit Hours/Contact Hours Required for Graduation**: 66 900
Medical Billing and Coding
Diploma Program
66 Quarter Credits
40 Weeks Day Program/55 Weeks Evening Program

Program Objective
The Medical Billing and Coding program at Sanford-Brown College 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. The Medical Billing and Coding program has both a day and evening program. Normal completion time for the entire program is 10-14 months, excluding vacation periods and holidays.

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. Many employers and state licensing boards in Oregon and other states require completion of a programmatically approved curriculum. Students should carefully research the requirements in their state and for their program of study.
## Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>ALH111</td>
<td>Healthcare Computer Applications</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>ALH122</td>
<td>Medical Terminology – All Body Systems</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>ALH150</td>
<td>Health Information Technology</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>ALH155</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>ALH165</td>
<td>Anatomy and Physiology: Respiratory, Digestive, Urinary</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>ALH175</td>
<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>ALH185</td>
<td>Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>CS102</td>
<td>Student Success</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>HIM120</td>
<td>Introduction to CPT Coding</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>HIM130</td>
<td>Introduction to ICD Coding</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>HIM140</td>
<td>Healthcare Reimbursement and Delivery Systems</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>HIM155</td>
<td>Diagnostic and Procedure Coding: Cardiovascular, Lymphatic, Blood</td>
<td>2.5</td>
<td>40</td>
</tr>
<tr>
<td>HIM165</td>
<td>Diagnostic and Procedure Coding: Respiratory, Digestive, Urinary</td>
<td>2.5</td>
<td>40</td>
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<tr>
<td>HIM175</td>
<td>Diagnostic and Procedure Coding: Endocrine, Reproductive, Nutrition</td>
<td>2.5</td>
<td>40</td>
</tr>
<tr>
<td>HIM185</td>
<td>Diagnostic and Procedure Coding: Musculoskeletal, Nervous, Integumentary</td>
<td>2.5</td>
<td>40</td>
</tr>
<tr>
<td>HIM190</td>
<td>Health Data Organization and Administration</td>
<td>3</td>
<td>40</td>
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<tr>
<td>HIM196</td>
<td>Medical Billing and Coding Seminar</td>
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<td>40</td>
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<tr>
<td>HIM199</td>
<td>Medical Billing and Coding Externship</td>
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</tr>
</tbody>
</table>

**Total Credit Hours/Contact Hours Required for Graduation:** 66 900
Program Objective
The Veterinary Technology program at Sanford-Brown is designed to provide students with the technical and practical training necessary to work as veterinary technicians who provide competent and humane care toward the emotional and physical well-being of animals. The core curriculum is structured to include a lecture component and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as veterinary technicians.

The Veterinary Technology program at Sanford-Brown is not accredited by the American Veterinary Medical Association (AVMA). This means that graduates of the program are not eligible to apply to the Oregon Medical Veterinary Board for registration to take the Veterinary Technician National Examination (VTNE) or 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.

Additional Admission Requirements
Veterinary Technology
- An applicant must achieve a minimum of 18 on the Wonderlic SLE exam. This must be completed prior to attempting the Accuplacer.
- An applicant must achieve a minimum score of 120 on the Accuplacer entrance examination. This must be completed prior to class start.

State Licensure/Registration Information
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Oregon requires veterinary technicians to obtain state licensure to practice. More information can be obtained by contacting the Oregon Veterinary Medical Examining Board or visiting their website.

Veterinary Technology
Associate of Occupational Studies
103 Quarter Credits
60 Weeks
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS102</td>
<td>Student Success</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>CSS103</td>
<td>Introduction to Information Management</td>
<td>4</td>
<td>50</td>
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<tr>
<td>PD103</td>
<td>Professional Development</td>
<td>2</td>
<td>20</td>
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<tr>
<td>VT101</td>
<td>Introduction to Veterinary Technology I</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>VT110</td>
<td>Introduction to Veterinary Technology II</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>VT121</td>
<td>Small Animal Care I</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>VT126</td>
<td>Small Animal Care II</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>VT130</td>
<td>Pharmacology and Medical Math</td>
<td>4</td>
<td>50</td>
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<tr>
<td>VT135</td>
<td>Diagnostic Technologies</td>
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<tr>
<td>VT141</td>
<td>Veterinary Laboratory Techniques I</td>
<td>4</td>
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<tr>
<td>VT145</td>
<td>Veterinary Medicine Topics I</td>
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<tr>
<td>VT155</td>
<td>Veterinary Anesthesia Topics</td>
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</tr>
<tr>
<td>VT161</td>
<td>Office and Hospital Management</td>
<td>2</td>
<td>30</td>
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<tr>
<td>VT170</td>
<td>Veterinary Surgery Topics</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>VT221</td>
<td>Large/Farm Animal Care</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>VT241</td>
<td>Veterinary Nursing</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>VT245</td>
<td>Veterinary Medicine Topics II</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>VT251</td>
<td>Veterinary Emergency and Critical Care</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>VT261</td>
<td>Animals in Research and Exhibition</td>
<td>2</td>
<td>30</td>
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<tr>
<td>VT270</td>
<td>Veterinary Clinical Preceptorship</td>
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<td>120</td>
</tr>
<tr>
<td>VT280</td>
<td>Test Preparation/Skills</td>
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**Total Core Curriculum Credit/Contact Hours**: 74 / 1060

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>BIO107</td>
<td>Biology</td>
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<tr>
<td>CHEM101</td>
<td>Introductory Chemistry</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<td>ENG221</td>
<td>Writing Practical</td>
<td>5</td>
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<td>MTH110</td>
<td>College Mathematics</td>
<td>4</td>
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<tr>
<td>COM152</td>
<td>Interpersonal Communication Skills</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>4</td>
<td>40</td>
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</tbody>
</table>

**Total General Education Credits/Contact Hours**: 29 / 290

**Total Credit Hours/Contact Hours Required for Graduation**: 103 / 1350
Course Numbering System
Sanford-Brown uses a course numbering system that consists of a three-letter prefix followed by four numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year.

Courses numbered 200-299 are generally taken during a student's second academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education. The unit of credit is the quarter credit hour.

Please note: The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term.

Course Descriptions

ALH111
Healthcare Computer Applications
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisite: None
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

ALH117
Safety in the Healthcare Environment
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, CPR, 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.

ALH150
Health Information Technology
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisite: ALH111
This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures.

ALH151
Health Records, Coding, and Reimbursement
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services.

ALH154
Pharmacology
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course covers principles of pharmacology, including drug dosage calculations, major drug classifications by anatomic systems, and safe and accurate techniques for handling and administering medications.
ALH155
Anatomy and Physiology: Cardiovascular, Lymphatic, Blood
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: ALH122
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 and the special senses.

ALH165
Anatomy and Physiology: Respiratory, Digestive, Urinary
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH175
Anatomy and Physiology: Endocrine, Reproductive, Nutrition
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: ALH122
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.

ALH185
Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems, including a focus on cells and tissues.

BIO101
Human Anatomy and Physiology
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. Includes the discussion of pathological conditions and diseases.

BIO107
Biology
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course covers the origin, history, physical characteristics, processes, and habits of plants and animals. Students will study the principles of cellular life, genetics, evolution, biodiversity, the structure and function of living organisms, ecology, and behavior.

CHEM101
Introductory Chemistry
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course includes topics in inorganic, organic, biochemistry, physiological chemistry, and environmental/consumer chemistry. Students will study the basic principles of chemistry, structure and characteristics of molecules, explore the nature and characteristics of solids, liquids and gases, study the qualities of acids and bases and explore the fundamental principles of organic chemistry and biochemistry.

COM152
Interpersonal Communication Skills
40 Clock Hours (40 Lecture)
4 Quarter 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.

CS102
Student Success
40 Clock Hours (40 Lecture)
4 Quarter 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.
ENG101
English Composition I
40 Clock Hours (40 Lecture)
4 Quarter 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.

ENG221
Writing Practical
50 Clock Hours (50 Lecture)
5 Quarter Credits
Prerequisite: ENG101
This course focuses on the factors that make writing readable. Students will practice identifying the characteristics of “good writing”, and contrasting clear, vivid written language with writing which is ineffective. Through lecture, class discussion, and writing assignments, students can learn to write well-crafted, paragraphs, business correspondence, reports, policies and procedures. Emphasis is placed on appropriate structure, referencing and documentation.

HIM120
Introduction to CPT Coding
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisite: None
This course introduces students to the procedural coding system. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices.

HIM130
Introduction to ICD Coding
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisite: None
This course introduces students to International Classification of Diseases coding principles. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

HIM140
Healthcare Reimbursement and Delivery Systems
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course reviews the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Topics include the organization, delivery, regulation, and financing of healthcare services; contemporary healthcare plans and payment systems; charge-master maintenance, and the evaluation of fraudulent billing practices.

HIM150
Diagnostic and Procedure Coding: Cardiovascular, Lymphatic, Blood
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisites: ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms. Students will assign valid diagnostic and procedure codes related to blood and the cardiovascular and lymphatic systems.

HIM165
Diagnostic and Procedure Coding: Respiratory, Digestive, Urinary
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisites: ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms. Students will assign valid diagnostic and procedure codes related to the respiratory, digestive, and urinary systems.

HIM175
Diagnostic and Procedure Coding: Endocrine, Reproductive, Nutrition
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisites: ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms. Students will assign valid diagnostic and procedure codes related to the endocrine and reproductive systems, and will review codes related to nutrition, metabolism, and immunity.

HIM185
Diagnostic and Procedure Coding: Musculoskeletal, Nervous, Integumentary
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisites: ALH150, HIM120, HIM130
This course examines coding and classification systems by medical specialty, with a focus on the proper documentation of medical records and insurance claim forms. Students will assign valid diagnostic and procedure codes related to the musculoskeletal, nervous, and integumentary systems.
HIM190
Health Data Organization and Administration
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisite: None
This course examines the organization and administration of human, financial, and physical resources in healthcare settings, as well as methods used to evaluate the structure, content, and standards of healthcare data. Topics include employee training, supervision, and education; maintaining productivity and performance; budgets and contracts; quality improvement tools and techniques; healthcare data and statistics; and healthcare policies and procedures.

HIM196
Medical Billing and Coding Seminar
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisites: ALH106, HIM140, HIM155, HIM165, HIM175, HIM185, HIM190
This course provides students with a review of program material in preparation for selected employment and certification opportunities.

HIM199
Medical Billing and Coding Externship
180 Clock Hours (180 Externship)
6 Quarter Credits
Prerequisite: HIM196
This course provides the opportunity for students to gain practical experience in medical billing and coding at a selected healthcare setting. Students will be evaluated by both qualified site personnel and program faculty, and will document activities observed and performed.

MA140
Clinical Procedures
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: ALH117
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.

MA150
Electrocardiography
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: ALH117
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.

MA155
Pharmacology
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: ALH117
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.

MA160
Medical Laboratory Procedures
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: ALH117
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.

MA165
Hematology
40 Clock Hours (10 Lecture, 30 Laboratory)
2.5 Quarter Credits
Prerequisite: ALH117
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.

MA180
Medical Office Administration
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
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.
MA190
Medical Assistant Clinical Review
40 Clock Hours (20 Lecture, 20 Laboratory)
3 Quarter Credits
Prerequisites: MA140, MA150, MA155, MA160
Co-requisite: MA165
This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

MA200
Medical Assistant Externship
180 Clock Hours (180 Externship)
6 Quarter Credits
Prerequisite: MA190
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.

MTH110
College Mathematics
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course provides students with the opportunity to develop the ability to solve a variety of problems through the use of mathematical structures such as algebra, geometry, and statistical analysis.

MTH135
Algebra
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course involves the study of linear and quadratic algebraic expressions. Students 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.

PD103
Professional Development
20 Clock Hours (20 Lecture)
2 Quarter Credits
Prerequisite: None
This course is designed to help the student communicate effectively with others in a variety of settings. It covers a wide range of job-seeking skills, including the development of an effective resume, interviewing skills, and the building of professional qualities.

PSY101
Introduction to Psychology
40 Clock Hours (40 Lecture)
4 Quarter Credits
Prerequisite: None
This course examines the biological and mental processes that are related to human behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

VT101
Introduction to Veterinary Technology I
50 Clock Hours (30 Lecture, 20 Laboratory)
4 Quarter Credits
Prerequisite: None
This course provides a historical review of the technician role in clinical veterinary medicine. Other discussion topics include a look at opportunities in the science field, both within and outside of traditional veterinary practice. Students will be informed of the growing interest and evolution of clinical specialization available for graduating veterinary technicians. Other categories of study include medical terminology, functional anatomy; and both fundamental and comparative aspects in animal physiology. A preliminary introduction of technical skills requirements is introduced here as well.

VT110
Introduction to Veterinary Technology II
60 Clock Hours (20 Lecture, 40 Laboratory)
4 Quarter Credits
Prerequisite: VT101
This course will be a continuation of the study of anatomy and physiology, looking at both domestic and non-domestic species most frequently presented in the real-world work place. Basics of veterinary nutrition and feeding methods will be introduced. Laboratory time emphasizes applied and functional anatomical and physiological principles. Essential clinical skills and modeling clinical scenarios for problem solving experiences are introduced.

VT121
Small Animal Care I
60 Clock Hours (20 Lecture, 40 Laboratory)
4 Quarter Credits
Prerequisite: None
This course begins with a thorough study of normal and natural behaviors in both domestic and non-domestic animals. Students will have the opportunity to first study ways to recognize normal behaviors and then study abnormal or aberrant behaviors they will encounter in a research or clinic setting. Lectures include training, conditioning and behavioral modification programs that are utilized in managing animals in homes and in institutions, like research facilities and zoos. Another essential component introduced in this course regards safe and humane handling and husbandry of pets and other captive managed animals. Students will be instructed in appropriate protocols of care and handling of animals as well as technologies and pharmacology that can be applied in any given situation.
VT126
Small Animal Care II
50 Clock Hours (30 Lecture, 20 Laboratory)
4 Quarter Credits
Prerequisite: None
This course introduces students to real-life clinical scenarios that include discussions about preventative health surveillance and implementation of healthcare maintenance programs. The course emphasizes an introduction to the study of animal disease and epidemiological aspects of disease processes. Zoonotic and reportable diseases are discussed as well. Public and occupational health and safety for veterinary technicians is included. Discussion and elaboration of quarantine principles as an essential component to disease control solidifies a sound foundation in understanding disease processes and principles of disease control in public and private settings. Laboratory actions include development of preventative healthcare programs for specified animal groups in varying holding settings or in the wild. Appropriate technical skill exercises will be integrated into laboratory sessions.

VT135
Diagnostic Technologies
30 Clock Hours (10 Lecture, 20 Laboratory)
2 Quarter Credits
Prerequisite: None
This course is designed to introduce technician students to the broad collection of diagnostic tools and techniques available to the field of veterinary medicine and related sciences, both clinical and research in description. Topics include all imaging technologies, particularly ultrasound and magnetic resonance imaging, CT scans and fluoroscopy. Special studies included are myelography, urethral contract studies, arthroscopy and others that elucidate normal and abnormal organ systems. Further diagnostic technologies focusing on specific organ systems or supporting specific diagnostic and therapeutic actions will be preliminarily introduced here and presented in greater depth throughout other appropriate areas of course studies.

VT130
Pharmacology and Medical Math
50 Clock Hours (30 Lecture, 20 Laboratory)
4 Quarter Credits
Prerequisite: None
This course introduces the integration of mathematical principles as they pertain to practical, clinical scenarios in the life sciences, particularly in veterinary medicine. These actions include configuring fluid administration rates, therapeutic drug dosing calculations, dilutions and conversions to metric units in various categories of measure. Terminology of measures, math and of pharmacological science are reviewed. Principles of pharmacology and pharmacy science are defined in order for the technician students to understand and become familiar with types and classes of drugs and chemicals used as well as safety procedures in handling, labeling, storing and disposing of pharmaceuticals and other chemical agents. Finally, clinical disease categories are introduced relevant to appropriate therapeutic protocols for any given clinical scenario.

VT141
Veterinary Laboratory Techniques I
60 Clock Hours (20 Lecture, 40 Laboratory)
4 Quarter Credits
Prerequisite: None
This course introduces students to the clinical laboratory; its capabilities as a diagnostic support program for both research and clinical medicine; and the technologies associated with both traditional and less familiar clinical applications. The laboratory portion of this course should prepare students to perform testing, manage and maintain laboratory facilities and technologies, and, finally, introduce recognition skills and preliminary interpretation of disease concerns in animals.

VT145
Veterinary Medicine Topics I
50 Clock Hours (30 Lecture, 20 Laboratory)
4 Quarter Credits
Prerequisite: VT130
This course begins as an introduction to veterinary medicine principles in order to characterize the scope of clinical medicine for technician students. Discussion of diseases is preceded by a summary review of quarantine principles and preventative health program overviews as first introduced in earlier quarters. Infectious diseases and epidemiological science is discussed fully to include zoonotic disease concerns. The students are introduced to diagnostics and technologies employed in support of the medical sciences. The remaining portion of this course details specific anatomical and physiological regions of the animal in relation to diseases and disorders that affect them.

VT145
Veterinary Anesthesia Topics
60 Clock Hours (20 Lecture, 40 Laboratory)
4 Quarter Credits
Prerequisite: VT145
This course provides an overview of basic concepts in veterinary anesthesia and pain management. Relevant medical terminology, pharmacology, technologies, and techniques in anesthesia and pain management are presented. Laboratory exercises will implement and enforce principles of anesthesiology through hands-on experiential actions.
VT161  
Office and Hospital Management  
30 Clock Hours (10 Lecture, 40 Laboratory)  
2 Quarter Credits  
Prerequisite: None  
This course helps technician students to understand the business management aspects of veterinary practice. The material presented explains sources of hospital revenue; shows how to represent and market preventative health programs and other products and services; introduces methods of record keeping utilizing computer and hard copy files, creating inventory control procedures and records; and introduces materials for client education and communications. Further, the course explains how to understand the vision and mission of the industry, and how to create an organizational map within the scope of the work setting. Laboratory exercises reinforce necessary computer skills utilizing actual clinic software programs.

VT170  
Veterinary Surgery Topics  
60 Clock Hours (20 Lecture, 40 Laboratory)  
4 Quarter Credits  
Prerequisite: VT155  
This course introduces veterinary technician students to basic principles of veterinary operating room physical organization, technologies, and protocols for procedural preparation of the surgical facility and the surgical patient. Emphases in studies include techniques and protocols for asepsis, pack preparation and sterilization, and aspects of the surgical nursing role pre-, during and post-procedure. The course includes a preliminary review of elective, emergency, non-elective and special surgical procedures that are encountered in most clinical and research animal programs.

VT221  
Large/Farm Animal Care  
60 Clock Hours (20 Lecture, 40 Laboratory)  
4 Quarter Credits  
Prerequisite: None  
This course covers the expanded principles of animal husbandry and care. These principles include home and kennel management; hygiene in housing and feeding actions; how to manage kenneled animals; and implementing proper care protocols that emphasize record keeping, animal identification systems, safe transfer of animals as well as surveillance protocols for animals kept in the hospital, kennel, and home.

VT241  
Veterinary Nursing  
60 Clock Hours (20 Lecture, 40 Laboratory)  
4 Quarter Credits  
Prerequisite: VT110  
The course is designed to engage students in the theory and practice of the fundamental principles of veterinary nursing. This course is designed to involve and engage the student in care of the sick and hospitalized patient with emphasis on patient care, monitoring and record keeping.

VT245  
Veterinary Medicine Topics II  
50 Clock Hours (30 Lecture, 20 Laboratory)  
4 Quarter Credits  
Prerequisite: VT145  
This course follows the medical issues associated with special anatomical and physiological regions of the animal body. Each week introduces a new body region and highlights all aspects of disease and diagnostics pertinent to those areas.

VT241  
Veterinary Emergency and Critical Care  
50 Clock Hours (30 Lecture, 20 Laboratory)  
4 Quarter Credits  
Prerequisite: VT245  
This course is designed to apply the principles of medicine taught in the two preceding quarters to special areas of study in medicine. The topics in this course include emphasis on the emergent and critical patient. There will be a special focus on emergency procedures, fluid therapy, drug applications, and pain management.

VT261  
Animals in Research and Exhibition  
30 Clock Hours (10 Lecture, 20 Laboratory)  
2 Quarter Credits  
Prerequisite: VT101  
This course will focus on the use of animals in the laboratory and as models for research. Additionally, the care and use of animals exhibited to the public through zoos and aquariums will be examined. Medical and ethical issues of the use of animals will be discussed.

VT270  
Veterinary Clinical Preceptorship  
120 Clock Hours (120 Externship)  
4 Quarter Credits  
Prerequisite: Last term of program  
The purpose of this preceptorship program is to permit students to explore one or more professional settings where they have the opportunity to utilize their knowledge and technical skills acquired. Preceptorship opportunities may be introduced by students and/or faculty members for review and approval. Each student is required to maintain a log of preceptor activities, signed off on by the site supervisor, and submit a written summary to highlight his or her impressions of his or her unique experiences. This course is also a time for students to explore their own special interests in subjects not directly available through the regular curriculum.

VT280  
Test Preparation/Skills Review Course  
20 Clock Hours (20 Lecture)  
2 Quarter Credits  
Prerequisite: Last term of program  
This course is designed to provide students a complete review of their historical educational studies for preparation, with guidance and support, to participate in state and national board testing. Successful completion of the veterinary technician course, and passing scores on both state and national board exams, will provide graduates with the formal, licensed and registered title of certified veterinary technician (CVT). Then, students are qualified to apply for entry-level positions in any number of clinical and research facility programs incorporating animals.
### Academic Calendar
As of 12/16/2013

#### 2013-2014 Academic Calendar

<table>
<thead>
<tr>
<th>Term start date</th>
<th>Term end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2013</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>12/02/2013</td>
<td>01/19/2014</td>
</tr>
<tr>
<td>01/21/2014</td>
<td>02/23/2014</td>
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<tr>
<td>02/24/2014</td>
<td>03/30/2014</td>
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<tr>
<td>03/31/2014</td>
<td>05/04/2014</td>
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<tr>
<td>05/05/2014</td>
<td>06/08/2014</td>
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<tr>
<td>06/09/2014</td>
<td>07/20/2014</td>
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<tr>
<td>07/21/2014</td>
<td>08/24/2014</td>
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<tr>
<td>08/25/2014</td>
<td>09/28/2014</td>
</tr>
<tr>
<td>09/29/2014</td>
<td>11/02/2014</td>
</tr>
<tr>
<td>11/03/2014</td>
<td>12/07/2014</td>
</tr>
<tr>
<td>12/08/2014</td>
<td>01/25/2015</td>
</tr>
</tbody>
</table>

Classes are offered on days marked with an “x”:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</tbody>
</table>

#### Observed Holidays-No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date(s) of Break:</th>
<th>Classes Resume:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday, 11/28/2013 – Sunday, 12/01/2013</td>
<td>Classes resume on Monday, 12/02/2013</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Friday, 12/20/2013 – Sunday, 01/05/2014</td>
<td>Classes resume on Monday, 01/06/2014</td>
</tr>
<tr>
<td>Martin Luther King Jr., Day</td>
<td>Monday, 01/20/2014</td>
<td>Classes resume on Tuesday, 01/21/2014</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/26/2014</td>
<td>Classes resume on Tuesday, 05/27/2014</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Friday, 06/27/2014</td>
<td>Classes resume on Monday, 07/07/2014</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/01/2014</td>
<td>Classes resume on Tuesday, 09/02/2014</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, 11/27/2014 – Sunday, 11/30/2014</td>
<td>Classes resume on Monday, 12/01/2014</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/24/2014 – Sunday, 01/04/2015</td>
<td>Classes resume Monday, 01/10/2015</td>
</tr>
<tr>
<td>Program</td>
<td>Application fee:</td>
<td>Tuition:</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
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</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>$25.00 non-refundable*</td>
<td>$10,488</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>$25.00 non-refundable*</td>
<td>$10,488</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>$75.00 non-refundable*</td>
<td>$23,280</td>
</tr>
</tbody>
</table>

Students who receive transfer credit will have the program tuition charges prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustments. * A student who cancels the Agreement within 5 business days (until midnight of the fifth day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid.
## Faculty and Staff

### Faculty - as of 06/20/2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part Time</th>
</tr>
</thead>
</table>
| Andre, Georgiajo | Medical Assistant/Clinical Coordinator | • Diploma in Medical Assisting – Carrington College  
• CMA, American Association of Medical Assistants                                                                 | Full Time      |
| Asmar, David    | Veterinary Technology        | • Doctor of Veterinary Medicine, Kansas State University  
• Bachelor of Science, University of Puerto Rico  
• Licensed Veterinarian, State of Oregon                                                                | Part Time      |
| Hatch, David    | General Education            | • Doctor of Philosophy, Oregon State University  
• Master of Arts, California State University  
• Bachelor of Arts, California State University                                                              | Part Time      |
| Hoeft, Cynthia  | Veterinary Technology        | • Doctor of Veterinary Medicine, Oregon State University  
• Bachelor of Science, Portland State University  
• Associated in Arts, Northwest Colleges of the Assemblies of God  
• Licensed Veterinarian, State of Oregon                                                                  | Part Time      |
| Medeiros, Traci | Veterinary Technology        | • Associate of Applied Science, Portland Community College  
• Certified Veterinary Technician, Oregon                                                               | Full Time      |
| O’Connor, Janna | Veterinary Technology        | • Associate of Applied Science, Delgado Community College  
• Certified Veterinary Technician, Oregon                                                               | Full Time      |
| Shelton, Kathryn| Veterinary Technology        | • PhD. Wake Forest University  
• DVM, University of Georgia College of Veterinary Medicine  
• BS, Wake Forest University  
• Licensed Veterinarian, Oregon & Washington                                                           | Full Time      |
| Thomas, Kelly   | Medical Assistant            | • Certificate in Medical Assisting, Concorde Career College  
• Certified Medical Assistant, American Association of Medical Assistants                                | Part Time      |

### Staff - as of 11/25/2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saffel, Rachel</td>
<td>School President/Director of Education</td>
</tr>
<tr>
<td>Saffel, Rachel</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Saffel, Rachel</td>
<td>ADA/Section 504 Coordinator</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Prince, Pethane</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Garcia, Darla</td>
<td>Librarian</td>
</tr>
<tr>
<td>Todd, Marie</td>
<td>Director of Career Services</td>
</tr>
</tbody>
</table>
## Catalog Revisions and Updates

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Service Learning/Professionalism</td>
<td>2/15/2013</td>
<td>Sanford-Brown believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our institution is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist and each student in preparing themselves to be successful in the work environment on a personal level. To this end, Sanford-Brown expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.</td>
</tr>
</tbody>
</table>
| 3      | Institutional Accreditation/Programmatic Accreditation | 2/15/2013      | The Medical Assistant Program is programmatically accredited by: Accrediting Bureau of Health Education Schools, (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 (703) 917-4109 [www.abhes.org/](http://www.abhes.org/)  

The Veterinary Technology Program is programmatically accredited by: American Veterinary Medical Association, (AVMA) 1931 N. Meacham Rd, Suite 100 Schaumburg, IL 60173-4360 [www.avma.org](http://www.avma.org)  |
| 3      | Institutional Accreditation/Programmatic Accreditation | 6/28/2013      | The Medical Assistant program has voluntarily withdrawn from ABHES and is no longer accredited by the agency.                                                                                                           |
| 3      | Executive Officers/Board of Directors      | 4/15/2013      | Replace Steven H. Lesnik with Scott W. Steffey as President and Chief Executive Officer  
Add Louis E. Caldera to the CEC Board of Directors  |
| 3      | Board of Directors                          | 5/15/2013      | CEC Board of Directors is updates as follows: Members of the CEC Board of Directors are: David W. Devonshire, Chairman  
Louis E. Caldera  
Dennis H. Chookaszian  
Patrick W. Gross  
Greg L. Jackson  
Thomas B. Lally  
Ron D. McCray  
Scott W. Steffey  
Leslie T. Thornton |
| 11 | Transfer Credit to Other Schools | 2/15/2013 | Transfer credit is at the discretion of the receiving school, generally depends on comparability of curricula, and many depend on the comparability of accreditation. |
| 11 | Credit Ascription Policy | 2/15/2013 | Each quarter credit is equal to 10 hours of scheduled classroom lecture time, 20 hours of scheduled laboratory instruction, or 30 hours of scheduled externship or an appropriate combination of all three. Additionally, students must complete assignments that are designed to require a minimum of two hours of reading, research, project work and/or preparation time outside of the classroom for every contact hour of lecture and a minimum of a half-hour outside of the classroom for every contact hour of lab. |
| 11 | Attendance Policy | 2/15/2013 | 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 or 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 five minute increments, as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College. 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 and appropriate school personnel. 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.

<table>
<thead>
<tr>
<th>13</th>
<th>Satisfactory Academic Progress (SAP)</th>
<th>2/15/2013</th>
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<tbody>
<tr>
<td></td>
<td>SAP is impacted by the following:</td>
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<td></td>
<td>Withdrawal</td>
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<tr>
<td></td>
<td>Students who withdraw before the last week of class will receive a “W”. The grade of “W” does not affect the GPA, but does affect the rate of progress calculation.</td>
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<tr>
<td></td>
<td>Incomplete Grades</td>
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</tr>
<tr>
<td></td>
<td>A grade of “I” does not impact GPA, however incomplete grades which are not completed within two weeks, will be converted to an “F” and will affect the students CGPA and rate of progress calculation.</td>
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<tr>
<td></td>
<td>Course Repeats</td>
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<tr>
<td></td>
<td>The student must repeat any required course in which grade of “W” is received. Both original and repeated credits will be counted as attempted credits in the rate of progress calculation.</td>
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<tr>
<td></td>
<td>For calculating rate of progress, grades of “W” (withdrawn), “NP” (not pass), “WP” (withdrawn passing)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Clinical Externships</td>
<td>2/15/2013</td>
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</tbody>
</table>

These grades are counted as hours attempted, but not counted as hours successfully completed and affect the rate of progress calculation.

**Extended Enrollment**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study.

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student and externship facilities. Students who successfully complete didactic courses and receive instructor approval in those programs which so require, will be placed on clinical externship at local medical/hospital facilities. The school maintains professional malpractice insurance on all students and faculty while at clinical sites. All students on clinical externship are supervised by approved faculty or clinical on-site 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 accredditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at clinical externship sites may not permitted to be paid for their time on-site. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures. Some job opportunities or externships may require criminal background checks prior to clinical site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.

Before beginning their clinical assignments, students must have:
- Current CPR certification that is valid for the length of the clinical rotation.
- Documentation of a health screening. 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 Director in their discipline for additional details. Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their clinical training. The student is responsible for any cost associated with these additional requirements.

<table>
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<tr>
<th></th>
<th>School Policies/Academic Honesty</th>
<th>2/15/2013</th>
</tr>
</thead>
</table>

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. 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 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 Program Director and/or Director of Education for appropriate sanctions or disciplinary actions.

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 Code of Conduct and Academic Honesty Policy.

Disregard of the Academic Honesty Policy: Penalties and Procedures

1st offense:
Student may resubmit the paper with a 50% penalty,
Student receives warning from the faculty,
Instructor notifies the Program Director of the first offense,
Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws.

2nd offense:
Student receives a zero for the assignment, Instructor notifies the Program Director and Director of Education of the second offense, and Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any additional repeat offenses.

3rd offense:
Student automatically fails the course and Director of Education determines any further actions.

<table>
<thead>
<tr>
<th>19</th>
<th>Student Code of Conduct</th>
<th>2/15/2013</th>
</tr>
</thead>
</table>

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, Director of Education, and Assistant Director of Education have responsibility for administering discipline regarding student conduct, which will be exercised through the established procedures stated below.

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.

The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the Institution may choose to exercise, and the institution may impose more than one sanction for one act of misconduct.

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct
may carry heavier penalties because of this prior infraction.

2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class(es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.

4. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.

5. Loss of academic credit or reduction in grade: Imposed as a result of academic dishonesty.

6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not current.

7. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution’s President or their designee before returning to campus.

8. Expulsion: stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.

9. Loss of Technology Privileges: Exclusion from all privileges associated with Institution technology access, including but not limited to email and network access and storage.

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.
Add the following **Accreditation/Certification Information Disclosure** information:

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 SBC but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown College 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.

The revision made 2/15/2013 is no longer in effect. The Accreditation/Certification Information Disclosure language printed in the catalog is replaced by the following:

The Medical Assistant Program at Sanford-Brown, located in Portland, OR is not programmatically accredited. Graduates of the program may be eligible to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). This credential is a nationally recognized voluntary certification that could enhance employment opportunities. Registration and certification requirements for taking and passing this examination are controlled by AMT and not by Sanford-Brown, and are subject to change by the agency without notice.

**Factors Affecting Employment**

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see [www.bls.gov/ooh](http://www.bls.gov/ooh)) are good places to start researching the specific requirements for employment in this field. Sanford-Brown cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future, because Sanford-Brown does not control those requirements. It is the student's responsibility to investigate the requirements for certification and employment before starting class to determine whether he/she will be eligible to pursue any particular employment and/or advancement in this field upon graduation.
Add the following Accreditation/Certification Information Disclosure information:

The Veterinary Technology program at Sanford-Brown College, Portland is programmatically accredited by the American Veterinary Medical Association (AVMA). This means that graduates of the program are eligible to apply to the Oregon Medical Veterinary Board for registration to take the Veterinary Technician National Examination (VTNE) or 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.

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CSS103 – 10/24/2012
Introduction to Information Management
50 Clock Hours (30 Lecture, 20 Laboratory)
4 Quarter Credits
Prerequisite: None

This course introduces students to the field of Computer Information Technology. Topics include terminology, care, and maintenance of resources, history of computers, basic equipment, and optimal peripheral equipment. Students will have the chance to become acquainted with the windows interface and receive an overview of popular computer applications, such as databases, word processing, and spreadsheets, as well as a wide variety of resources available on computers today, including e-mail and the Internet.