

SBI Campus
an affiliate of Sanford-Brown
Melville, NY
2015-2016 Catalog

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This catalog covers policies and other information for SBI Campus-an affiliate of Sanford Brown ("SBI Campus") and is current as of the time of publication. From time to time, it may be necessary or desirable for SBI Campus to make changes to this catalog due to the requirements and standards of SBI Campus's accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. SBI Campus 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, SBI Campus's academic calendar and other dates, and other provisions. SBI Campus 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 SBI Campus, they do accurately represent the general type and quality of equipment and facilities found at SBI Campus. All photographs of the physical facilities of any CEC schools are captioned to identify the particular school depicted.

Welcome

We are delighted that you have chosen to continue your education at SBI Campus. We are committed to helping you develop your talents, realize your academic dreams, and establish a foundation for the fulfilling career that you deserve. Our college is more than classrooms; it is an academic environment centered on providing our students a high quality, career-oriented education. We offer diploma and degree programs in a number of industry-focused fields, taught by dedicated faculty, many of whom are current working professionals in the field in which they teach. Thus, you will not only have the opportunity to receive the technical knowledge that you desire, but also the real-world insights and guidance that can be critical to your ultimate success in today's competitive job market. You and your fellow students will have valuable outreach opportunities that can enrich your college experience, enhance your education, encourage industry connections and expand your career inspiration. Again, we welcome you, and pledge our commitment to assist you in your quest for a quality education in your chosen field of study.

About SBI Campus

Mission Statement

SBI Campus provides career-focused post-secondary educational opportunities to a diverse student population. Through outcomes oriented programs, convenient and supportive student services that accommodate students' lives, and career assistance, the institution is committed to helping our students and graduates achieve their educational and professional goals.

Objectives

To accomplish this mission, the Institution is dedicated to:

- Fostering academic excellence,
- Providing theoretical and practical training.
- Employing qualified faculty who offer students personalized attention and professional expertise,
- Utilizing industry-standard curricula and technologies,
- Providing staff and faculty members who uphold the highest standards of service and quality, and
- Cultivating an environment that celebrates creativity and diversity.

SBI Campus's faculty, administration, and support services, diligently work to fulfill this mission.

Statement of Ownership

SBI Campus—an affiliate of Sanford Brown is owned by Sanford-Brown, Limited. a New York Corporation, 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. Phone: 847-781-3600. Fax: 847-781-3610.

The Executive Officers of Career Education Corporation

Ron McCray
Chairman, Interim President & CEO

David Rawden,
Interim Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Leslie T. Thornton
Richard Wang

Accreditation and Licensure

SBI Campus – an affiliate of Sanford-Brown is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and associate degrees.

ACICS 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.

Accrediting Council for Independent Colleges and Schools (ACICS):
750 First St., N. E., Suite 980
Washington, D.C. 20002-4221
202-336-6780
www.acics.org

Licensing and Approval

SBI Campus is approved for payment of Veterans' Educational Benefits to eligible students by the Bureau of Veterans Education and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact the Student Finance Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800-827-1000, or 888-GI Bill-1 (888-442-4551), or go to <http://www.gibill.va.gov/>.

Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits. SBI Campus is also approved for the training of eligible students for vocational rehabilitation assistance. SBI Campus is authorized under United States Federal Law, Immigration and Nationality Act, Section 101, (1) (15)(F), to enroll nonimmigrant alien students.

State Information

The institution is authorized by the Board of Regents of New York State to confer the Associate in Applied Science (A.A.S.), Associate in Occupational Studies (A.O.S.), and program certificates. All programs are registered by the State Education Department.

Affiliations and Articulation Agreements

Affiliations

SBI Campus – an affiliate of Sanford-Brown is eligible for participation in Title IV student financial assistance programs.

Articulation Agreements

Articulation Agreements are formal, written agreements between two campuses which define how courses taken at one school can be used to satisfy academic requirements in a program at another school. Schools that have entered into articulation agreements with SBICampus are listed below. These articulation agreements may not be applicable for all courses offered. Not all programs are available to residents of all states. Contact the Academic Department at the school for additional information.

Sanford Brown Institute - Garden City
Sanford Brown Institute - New York City

Facilities and Equipment for Instruction

The SBI Campus educational facility and administrative offices are located in a convenient suburban setting in Melville, NY, adjacent to major thoroughfares and accessible from all parts of the metro area. Affordable housing, public transportation and nearby shopping malls allow the students to live, commute and work nearby. The campus occupies a freestanding facility with ample parking. Students will find:

- Classrooms that consist of lecture rooms and instructional laboratories.
- Labs equipped with various types of computers and equipment appropriate to the programs offered.
- A Learning Resource Center, which includes books, periodicals, pamphlets, articles, and CD-ROM support materials to supplement the programs, plus support for the general education courses. The Internet, Cybrary (an Internet-based virtual research library), various indexes and catalogs are also available through computer use in the library.
- Admissions, academic and administrative staff offices.

Campus History

The SBI Campus 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 SBI Campus across the United States. At SBI Campus our goal is to meet the needs of students and employers by providing quality, flexible and career-focused education that specializes in technical and non-technical fields of study with a focus on allied healthcare professions. We hire and maintain a group of dedicated professionals whose goal is providing high-quality healthcare career programs to help enable our graduates to achieve success in their chosen area of the healthcare industry. In 2008 Katharine Gibbs School in Melville partnered with Sanford-Brown and changed its name to SBI Campus – an affiliate of Sanford-Brown. With the other Sanford-Brown campuses across the United States, SBI Campus is dedicated to meeting the needs of students and employers by providing innovative, focused educational programs in a variety of fields that can prepare students for a career.

General Information

Academic Calendar

Academic terms and session start dates, as well as the holiday schedules, are listed in the academic calendar located in the catalog addendum.

Campus Security

SBI Campus 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. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of 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 administration during regular business hours.

In addition to the Annual Security Report, SBI Campus maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. Sanford-Brown will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. For ground students, SBI Campus reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times. SBI Campus 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.

Hours of Operation

SBI Campus's administrative offices are open from 9 a.m. to 8 p.m., Monday through Thursday, 9 a.m. to 4 p.m. on Friday, and 9 a.m. to 2 p.m. on Saturday.

Class Times

Although individual student schedules may vary, day classes generally meet Monday through Friday from 9 a.m. to 5 p.m. Evening classes meet Monday through Friday from 6 p.m. to 11 p.m. Weekend classes meet from 9 a.m. to 5 p.m.

Catalog Addendum

The catalog addendum includes the most current information related to the academic calendar, tuition and fees, updates to program offerings, full-time faculty members, administrative staff, and other updates. Students are responsible for referencing the addendum for the most current information.

Student Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of SBI Campus and of the student body.

SBI Campus reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/ or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of SBI Campus. The list of examples is not intended to be all-inclusive, and SBI Campus reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from SBI Campus. Students may be required to appear before the Academic Review Committee to respond to disciplinary charges. In extenuating circumstances, a senior manager may act on behalf of SBI Campus. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's dismissal. SBI Campus will also determine if any Title IV funds need to be returned (see the Financial Information section of this catalog).

Professionalism

SBI Campus believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our college 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 each student in preparing themselves to be successful in the work environment on a personal level. To this end, SBI Campus expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

Drug-Free Environment

As a matter of policy, SBI Campus 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 institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal 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 administration.

Faculty

Faculty members are the cornerstone of SBI Campus's academic success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

Faculty members are dedicated to student's academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to help assure every student that his or her time in class is well spent. A listing of SBI Campus's' full-time faculty may be found in the addendum to this catalog.

Grievance Policy

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

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

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

SBI Campus and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of SBI Campus 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 their supervisor. Alternatively, the student may submit the complaint to the Student Services Manager or Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may appeal to SBI Campus's Academic Review Committee (ARC). To do so the student must submit to their Student Services Manager or Director of Education a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The Student Services Manager or Director of Education will submit and present the appeal to the ARC. The ARC will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal's merits based upon the evidence presented in a fair and equitable manner. The ARC will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARC's decision will be final. The student's written complaint, together with ARC'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 time frames, then the student will be deemed to have accepted the resolution last proposed by SBI Campus. If the school fails to act within the time frames 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 SBI Campus and the student.

The student may also contact the Accrediting Council for Independent Colleges and Schools, at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, or telephone them at 202-336-6780. At any time, a student may also contact the state agency according to their campus location. State specific agencies are listed below.

The student may also file a complaint with the

State Education Department at:
Office of College and University Evaluation
5 North Mezzanine, Education Building
89 Washington Avenue
Albany, New York 12234
(518) 474-3852

Family Educational Rights and Privacy Act Notice

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

1. The right to inspect and review the student's education records within 45 days after the day SBI Campus receives a request for access. A student should obtain a *Request to Inspect and Review Education Records* form from the Registrar's Office and submit to the Registrar's Office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Registrar's Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SBI Campus in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SBI Campus who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SBI Campus.

Parental access to a student's record will be allowed by SBI Campus without prior consent if: (1) the student has violated a law or SBI Campus'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.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

Below is a listing of the disclosures that postsecondary institutions may make without consent:

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

- To other school officials, including teachers, within SBI Campus whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising SBI Campus's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. SBI Campus 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, student IDs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar's Office within 45 days of the student's enrollment or by such later date as the school may specify. Under no circumstance may the student use the right to opt out to prevent the school from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Americans with Disabilities Act/504

SBI Campus 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 SBI Campus. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the school to provide an auxiliary aid or service, it is recommended that the Application for Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks before the first day of classes, or as soon as practical. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to SBI Campus's grievance procedures. It is the policy of SBI Campus to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA).

Institutional Policies

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

Technology Use Policy

Faculty, staff, and students are advised to use proper social and professional etiquette when using the technology systems of SBI Campus. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. SBI Campus does not condone the use of inappropriate language when communicating to instructors, staff, or students. Any part of SBI Campus's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the internet, screen savers, etc. In addition, copies of such material, including those from magazines, are not permitted to be distributed. Violations of this policy by any student, faculty, or staff member may result in disciplinary action up to and including dismissal.

SBI Campus's technology resources should only be used to accomplish college-specific tasks, goals, and learning objectives. SBI Campus's technological resources shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that interferes with another student's and/or employee's work or disruption of the intended use of technology resources is prohibited. Students who violate the Technology Use Policy may be subject to disciplinary action.

Sexual Harassment Policy

SBI Campus 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. 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. Sexual harassment will not be tolerated.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus Director of Education. If the matter is not resolved to the student's satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President. If the matter is then not resolved to the student's satisfaction, the student may reach out to a Career Education Corporation Corporate contact by calling 847-781-3600, choosing option 6 for student concerns.

Student Services Information

Course Materials

SBI Campus reserves the right to make changes in equipment and instructional materials. Instructors may require students to purchase additional course materials during the course of a class. Students may need to purchase replacement or additional supplies during the term. Students taking online classes may need to have access to course-specific software and/or hardware.

Books and supplies issued to students must be returned in like-new condition before the end of the first week of the term if they no longer need them because of a schedule change or because they become withdrawn or dismissed from SBI Campus. They will be charged the cost of any unreturned items, or any items returned that are not in like-new condition, as determined by the sole discretion of SBI Campus.

It is the students' responsibility to keep and protect books and supplies that are issued to them. They will be responsible for the cost of replacing any items that are lost, stolen, or no longer usable.

Some courses require that students reuse the same book and/or supplies that are utilized in earlier coursework. It is the students' responsibility to keep any books and supplies issued to them. If they need to replace a book or supplies previously issued for any reason, they will be responsible for the cost of purchasing these replacement items.

If students are required to repeat a previously attempted course for which they were charged tuition due to earning an F or W it is their responsibility to keep any books and supplies issued to them for their previous attempt. They will only be issued new books and supplies if the school has changed the required books and supplies from the time they originally attempted the course.

Course Materials Return

If students drop a course or are withdrawn or dismissed from SBI Campus before the end of the Add/Drop period (generally, the first week of the session), they must return the books and supplies issued to them. The books and supplies must be returned in like-new condition, as determined by SBI Campus in its sole discretion.

Students taking online courses receive course materials from Words of Wisdom, LLC. Course materials must be returned to Words of Wisdom, LLC, using the Words of Wisdom Return Materials Authorization (RMA) number and Merchandise Return Label provided by Words of Wisdom, which may be obtained by contacting Words of Wisdom customer service at 1-866-969-4238 or at sbonlinebooks@wordsofwisdombooks.com. This label will allow the student to return the materials at no expense to them via USPS.

To be eligible for return credit, the following criteria must be met:

- The RMA must be requested prior to the end of the first week of the session.
- The materials being returned must be for the current session only.
- The materials being returned must be unused, undamaged, unmarked and in saleable condition.
- The RMA number must be included with student's return.

Failure to meet the above criteria or to include the RMA number will made the return ineligible for credit, and the materials will be returned to the student or discarded upon written direction from the student.

Learning Resource Center

The campus has a Learning Resource Center (LRC) located in its facility, which provides materials to support SBI Campus's mission and curriculum and helps each student attain his or her educational goals. The collection includes books (circulating, reference, and reserve), an assortment of current periodicals, and CD-ROM disks. Students also have access to the Cybrary, an electronic library system specially designed to support the programs and students of SBI Campus.

Cybrary/Online Library

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 staff of librarians works with SBI Campus in the selection and management of the Cybrary resources. Students have access to the Cybrary from their campus locations and from home, if they have internet service. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary. Online students may access the Online Library through the virtual campus.

Student Portal/Virtual Campus Security

Students, faculty, and staff are assigned individual, unique usernames and passwords, which should be changed regularly, to securely access the Student Portal. The password students pick should comply with the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or special character for one of the letters, or preceded or followed by a numeric or special character

Failure to comply with the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

Academic Advising

Students will be assigned an Advisor during their first term. Staff and faculty members are available to assist students in academic guidance concerning the student's individual major and coursework, and may also provide referral services to external agencies as necessary.

Housing

SBI Campus does not provide on-campus housing.

Career Services

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services staff is the liaison between students and employers, and serves the students by promoting SBI Campus to prospective employers. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques.

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, 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 organizations for internship or employment following completion of the program. Additionally, some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of SBI Campus. SBI Campus does not guarantee employment or salary. Graduates may return to SBI Campus for assistance in advancing within their career paths.

The Office of Career Services maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of SBI Campus's Web site. In addition, SBI Campus surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

SBI Campus cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at <http://www.sanfordbrown.edu/disclosures>

Background Checks

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship/externship decisions are outside the control of SBI Campus.

SBI Campus cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations and more at www.sanfordbrown.edu/disclosures.

Plans to Improve Academic Programs

SBI Campus reviews the academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, SBI Campus 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 academic administration.

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 SBI Campus
- 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

Continuous Education Benefits Available to Alumni

Alumni are welcome to audit the courses from their original program(s) of study, provided class space exists. The audited courses must be part of the program from which they graduated.

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar's Office. The audited course name and "AU" grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to SBI Campus are not eligible to audit courses until such balances are paid in full.

Admissions Information

Non-Discrimination

SBI Campus 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.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students, faculty, and staff, SBI Campus does not accept applicants with certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to SBI Campus are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. SBI Campus reserves the right to conduct criminal background checks on applicants and students in circumstances as deemed appropriate by SBI Campus.

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. In addition to the general college requirements, applicants to allied health programs are required to submit to a background check. Based upon the results of the background check, applicants may not be admitted to SBI Campus. As a result, students applying to any allied health 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 SBI Campus.

If a potential applicant believes that the results of the background check are incorrect, SBI Campus will provide the student with the contact information to appeal SBI Campus'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 internship 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 SBI Campus.

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.

Admissions Policy

Students should apply for admission as soon as possible to secure acceptance for a specific program and starting date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from SBI Campus's facilities. Guardians and/or significant others are encouraged to attend. Personal interviews also enable college administrators to determine whether an applicant is a strong candidate for enrollment into the program.

All of the following items must be completed or provided during the enrollment process:

- Application for Admission form
- Enrollment Agreement (If the applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.)
- Payment of application fee* (This fee is non-refundable unless applicant is denied admission or cancels application within three days of SBI Campus's receipt of the application and fee.)
- Student and Programmatic Disclosure Forms
- Entrance Exam, if applicable (see "Selective Admissions Criteria")
Request for official transcripts if applicant is seeking transfer of previously earned college credit to SBI Campus
- Interview Acknowledgement Form/Student Information Record

SBI Campus reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements 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.

Proof of Graduation

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and data of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Office of the Director of Admissions and must be returned to the Office of the Director of Admissions. Students may be asked to provide additional documentation to validate their Proof of Graduation.

Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid POG is received and approved, no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed

Selective Admissions Criteria

Students applying for occupational associate, associate, and/or bachelor program, with the exception of Allied Health, 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 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 applicant pool 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 with an Associate Degree (or higher degree) from a post-secondary college accredited by an agency as recognized by the United States Department of Education. In the event that an applicant does not achieve a required score on the entrance exam, a retest may be administered following the retest policy.

Program	Wonderlic Score	Accuplacer Score (Overall/Math)	Additional Requirement
Nursing	N/A	145/55	N/A
Veterinary Technology	18	120	N/A

Entrance Exam Re-test Policy

In the event an applicant does not achieve a required score on an entrance exam, a retest may be administered after a minimum 10 minute waiting period. Should the applicant not achieve the required score on this second attempt, a third attempt may be made after a minimum 24 hour waiting period. If the applicant is unable to achieve the required score on this third attempt, the exam may not again be attempted until after a one-year waiting period.

Additional Admissions Requirements by Program

Nursing Program Admission and Progression Requirements

Admission in the Nursing program is dependent on the following criteria:

1. Attend a Nursing Program Information session
2. High School Diploma or GED
3. The following assessments are required for admission:
 - a. Accuplacer exam - Applicants must complete prior to attempting the TEAS exam. Accuplacer score requirements are:
 - i. Minimum composite score of 145
 - ii. Minimum math score of 55
 - b. TEAS exam – Applicants must achieve a minimum composite score of 65% or higher to be accepted into the program.
4. Provide evidence via official transcripts of the completion of:
 - a. High School Chemistry with a Lab with a grade of "C"/75% or higher or
 - b. One quarter/semester of college level Chemistry with a grade of "C"/75% or higher

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. If a program has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed at least 10 days prior to the start of the term so that all applicants can be ranked. Once ranked, applicants will be notified of their acceptance. 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 if they will be accepted into the program. Once a class is admitted, the wait list is eliminated and the process begins anew for the next class to be selected.

Progression in the Nursing program is subject to standard Satisfactory Progress (SAP) policy as well as the following program-specific continuation requirements:

1. Maintain a cumulative GPA of 2.5 in the Nursing program
2. Complete or transfer the following courses with a grade of "C"/75% or higher:
 - i. Anatomy & Physiology I
 - ii. Anatomy & Physiology II
 - iii. Microbiology,
 - iv. College Algebra

Application Fee Waiver

Application fees are waived under the following circumstances:

- For prospective students who have previously paid an application fee at a Career Education owned school and that fee was not refunded.
- For a prior graduate from any Career Education Corporation owned school.
- For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former.
- For a prospective student who is eligible for Native American tribal education benefits.
- For a prospective student who is attending with state TA funding assistance.

Transfer Students

All transfer students follow the same admissions procedure as other students.

Residency Requirement for School of Health Programs

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at the Institution. An exception may be made for students transferring to the same program of study at another SBI Campus. Please contact the Director of Education at the receiving school to discuss the transferring of course credits. This policy does not apply to the Allied Health associate degree program.

Students transferring from another college are required to earn a minimum of 50% of their credits in residence at SBI Campus. Students transferring into a degree program from another college are required to earn a minimum of 30 credits in residency.

Residency Requirements for all other programs

A student must meet the minimum residency requirement of 25% of the degree program.

SBI Campus College will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college age children). In addition, there are no “final year” or “final term” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

Nondegree-Seeking Students

A nondegree-seeking (NDS) student is one who wishes to enroll in courses for professional or personal development, but does not intend to pursue a degree at the time of application. Nondegree-seeking applicants will be subject to the same admissions requirements and procedures as degree-seeking students and must satisfy any pre-requisite requirements of the course(s) they wish to schedule for. The institution reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Nondegree-seeking students are not eligible for financial aid.

English Proficiency and English as a Second Language

Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by SBI Campus. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level English course from an accredited college or university in the U.S. prior to enrollment in SBI Campus.

International Students

International applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

- Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by SBI Campus. Please see the section on English Proficiency and English as a Second Language section for details.
- Academic records, proof of graduation, and certificates or diplomas must be presented.

All documents should be accompanied by a certified English translation and submitted to the school prior to issuing the I-20 to the student.

- Affidavit of Financial Support is required.
- A bank statement is required. Each of the student’s financial sponsors must show evidence from his or her bank that proves that sufficient resources are available to meet educational expenses for at least the first year of study. Students must submit verification of funds. Two accounts are required: one for school and one for living expenses. Students must have their sponsors send bank letters or statements showing enough money on deposit in checking, savings, or money market accounts.
- Photo copies of students’ passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines,

and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.

When international students apply for admission to SBI Campus, they must submit authentic, foreign academic transcripts and certificates. Foreign transcripts must be submitted by the student for evaluation through a NACES (National Association Credential Evaluation Services) or AICE (Association of International Credential Evaluators, Inc.) approved evaluation agency. The Office of Student Services can assist students in identifying an approved evaluation agency.

Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of SBI Campus and will not be returned to the prospective student. These students will not be considered for admission. If a student is currently attending, and SBI Campus becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from SBI Campus; or
- If the forged document was used to gain transfer credit, the student may be dismissed from SBI Campus and any transfer credit already awarded from the forged credential will be removed.

Returning Students

Students who are applying for re-admittance into a different program of study will be required to meet the applicable entrance requirements. Payment of the application fee is not required for returning students provided an application fee was paid in the past and not refunded. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who are applying for re-admittance into the same program may not be required to meet the applicable entrance requirements.

All returning students will be charged the rate of tuition and fees in effect at the time of re-entry.

Academic Information

Academic Integrity

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 administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

Examples of academic dishonesty include, but are not limited to:

- Cheating – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else's work as one's own work; using work previously submitted for another purpose, without the instructor's permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated.
- Plagiarism – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else's beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.
- Copyright Infringement – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)
- Accessory to Dishonesty – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- Falsification or Alteration of Records and Official Documents
 - The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.
- Software Code of Ethics – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution's standards of conduct.

Disregard of the Academic Integrity 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 administrator 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 administrator and Director of Education of the second offense, and
 - Student Advising Session is conducted by the program administrator 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

Academic Honors

Upon successful completion of Associate Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

Summa cum Laude	3.90-4.00
Magna cum Laude	3.7-3.89
Cum Laude	3.50-3.69

Upon successful completion of Certificate program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

Highest Honors:	3.90 – 4.0
Honors:	3.50 – 3.89

Auditing Courses

Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of "AU" will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid

eligibility for students auditing classes. Please contact the Director of Education to discuss this opportunity.

Campus Closure or Course Cancellations

In the event of an emergency, inclement weather, or scheduled school holidays requiring the school to be closed, a scheduled class or class activity will be re-scheduled by the instructor. The school will do what is reasonably possible to inform students via the schools notification system of the date and times of closing and anticipated reopening. The student will be notified of rescheduled classes or class activities, as determined by the instructor.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each 10 week grading period. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

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. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement 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. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Certificate Programs		
Quarter Hours		
Credits	ROP	CGPA
0-26	60%	1.5
27+	66.67%	2.0

Associate Programs

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

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her 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.

Program Changes

Students wishing to apply to change programs must:

- Complete an application to transfer form;
- Receive approval from the designated academic official;
- Be in good academic standing;
- Be in good financial standing; and
- Complete a new enrollment agreement and Programmatic Disclosure form as applicable.

Students who receive approval to change programs will remain at the same rate of tuition provided they have been in attendance at the time of the change.

How Transfer Credits/Change of Program Affect SAP

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

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

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

Warning and Probationary Periods

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

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term.
- 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 rate of progress 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 terms of the academic plan are met.

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

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

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

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 rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Director of Education or Appeals Committee 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 or Appeals Committee is final and may not be further appealed.

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

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to designated academic official. The appeal should be in

the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

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 or externship/internship 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 grade of "W" on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. 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 SBI Campus. 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 course and module.

1. Students who miss more than 10% of the hours in a course will receive an attendance warning notification.
2. Students who exceed 25% absences in an individual course may be dropped from the course and receive a grade of "W". Any course for which a student receives a "W" grade must be repeated in its entirety. Students with excessive absences and/or course withdrawals may also be placed on attendance probation.
3. Externships/Internships: Students are required to complete 100% of their clinical/externship/internship hours. If students miss any externship/internship time, arrangements for make-up time must be made with the externship/internship site supervisor and appropriate school personnel. Students will not be considered to have completed their externships/internships 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.

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

Enrollment Status

Federal and state regulations require SBI Campus to report the number of students in full- and part-time status. The amount of financial aid students receive often depends upon whether they are enrolled full- or part-time. To be consistent with the U.S. Department of Education guidelines, SBI Campus has defined a full-time student as someone enrolled in 12 quarter credit hours or more; a three-quarter time student as someone who is enrolled in 9 to 11 quarter credit hours; and a half-time student as someone who is enrolled in 6 to 8 quarter credit hours.

Add/Drop Period and Course Withdrawals

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding "W" Grades

"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

Grade Appeals

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within 14 calendar days from the end of the grading period to the campus Director of Education. The student's appeal must include the reason he or she is appealing the grade and must be signed and dated. The student must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Definition of a Credit Hour

Academic credit at SBI Campus is measured in Quarter credits. Typically, one hour of instructional time is defined as a fifty-minute period. One quarter credit is the equivalent of 10 lecture hours, 20 laboratory hours, or 30 clinical/externship/internship hours. Credits earned at SBI Campus are for determining progress towards program completion.

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

Grading System

Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term_of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course the credit hour value of the course. For example, a 4 credit course with a grade of "B" would earn 12.0 quality points [the credit value of course (4) multiplied by the 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 attempted. Please refer to course syllabi for course-specific grading requirements.

Letter Code	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2.00
D*	Yes	Yes	Yes	1.00
F	No	Yes	Yes	0.00
AU (Audit)	No	No	No	N/A
I (Incomplete)	No	No	No	N/A
P (Pass)	Yes	Yes	No	N/A
NP (Non-Pass)	No	Yes	No	N/A
TC (Transfer Credit)	Yes	Yes	No	N/A
PR (Proficiency)	Yes	Yes	No	N/A
W (Withdrawn)	No	Yes	No	N/A
L (Leave of Absence)	No	No	No	N/A

*Students enrolled in allied health programs must repeat all Core Requirements courses for which they receive a "D" grade.

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), "NP" (not pass), and "W" (withdrawn) 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", "NP", or "W" is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of "D" is received.

"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.

Independent Study

Independent study courses may be available to students who meet satisfactory academic progress, are near the end of their degree program, and/or find that a required course is not offered. If the course is available online, students are strongly encouraged to complete the course online instead of taking and independent study. Prerequisites, credits, and tuition for independent study courses are the same as for the regular courses. An independent study plan that includes course objectives, texts, supplemental readings, course requirements, evaluation criteria, and exam date(s) must be prepared prior to the start of the study. The plan constitutes a learning contract that must be signed by the student, the faculty of record, the program department chair, and approved by the Designated Academic Official. Independent study is not an option for online students.

Repeated Courses

The student must repeat any required course in which a grade of "F", "NP", or "W" is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of "D" is received. A student who receives a "D", "F", "NP", 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. Federal financial aid may only be used for one repeat of a previously passed course. Please contact the Financial Aid Office for more information about the impact of repeating courses on Financial Aid.

Incomplete Grades

Applicable to students taking a fully online course and where approved by the Designated Academic Official

To receive an Incomplete (I) grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

Proficiency Credit Awards for Prior Learning

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency (PR) grade is awarded through prior learning assessment (an exam or portfolio review). Students may speak with an academic officer to get current information regarding proficiency exams or portfolio review. There is a non-refundable evaluation fee; the evaluation fee is assessed regardless of whether credit is granted or not. Additionally, a fee is charged for each course that is awarded proficiency credit and a grade of "PR" is assigned to the academic record. To receive credit the student must satisfy the specified objectives of the course. Please see the catalog addendum for the current fee schedule.

SBI Campus neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

College-Level Examination Program (CLEP)

The CLEP is a national program of credit by examination to obtain recognition of college-level achievement.

SBI Campus awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by American Council on Education for the respective requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for CLEP. Students should consult <http://www.collegeboard.com> to find CLEP examination centers in their areas.

DANTES Subject Standardized Test (DSST)

DSST provides another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegecredit.com>.

Proficiency credit is awarded for passing scores according to the American Council on Education recommendations for the respective course requirements. Students must submit an official DSST transcript to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for the DDST.

Military Credit

To meet the needs of active servicemen, servicewomen, and veterans, prior military credit is accepted by the Institution for comparable courses including Military Training courses, Military Occupational Specialty (MOS), and Service Colleges. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services is the basis used for evaluating military training and experience. Official military transcripts are the only acceptable documentation for military credit. A DD214 is considered acceptable for those who are retired from the military or whose service predates the military transcript system.

For additional assistance regarding military transcripts, please contact the following:

Army
U.S. Army Human Resources Command
1600 Spearhead Division Avenue, Dept. 410
Fort Knox, Kentucky 40122
ATTN: AARTS
<http://aarts.army.mil/>

Navy and Marines
Center for Personal and Professional Development CPPD
ATTN: Virtual Education Center
1905 Regulus Ave., Suite #324
Virginia Beach, VA 23461-2009
Toll-Free 877-838-1659
FAX: (757) 492-5095
https://www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail only)
Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011
<http://www.au.af.mil/au/ccaf/transcripts.asp>

Coast Guard (Mail only)
Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
http://www.uscg.mil/hr/cgi/ro/official_transcript.asp

Advanced Placement Examination

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.

Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

Graduation Requirements

To graduate, a student must have earned a minimum of a 2.0 cumulative grade point Average 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 to receive official transcripts. In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Graduating under earlier catalogs

Any student may graduate under the graduation requirements in effect at the time of graduation. The institution policy on use of earlier graduation requirements also provides that if fewer than ten years have elapsed since a student's admission into the program, she or he may choose to graduate under the program requirements in effect at the time of admission, or under any subsequent requirements.

Health Programs Externship

Most programs offered by SBI Campus provide the opportunity for students to participate in an externship course. An externship is a supervised training experience in a professional workplace where previously studied theory may be applied. Students who will be participating in an externship course should contact their Program Chair prior to the term in which the externship course will commence to complete the necessary paperwork and to ensure that an appropriate site has been obtained.

Organizations that accept students for externship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship or employment placement following completion of the program. Some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and externship decisions are outside the control of the School.

Health Externship Assignment

Externship assignments are typically made near the end 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 site availability or program requirements, students may be required to complete their externship at more than one location. 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.

Health Externship Attendance Requirements

Students must attend their externship on the days and hours designated by the site. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site. Students are required to complete 100% of required externship hours. Scheduled SBI Campus holidays 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 site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.

Externship Conduct

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

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

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

The following requirements apply:

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

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, SBI Campus may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 5 weeks.
- Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (A-F) for that quarter.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Standard Period of Non-Enrollment (SPN)

Students who are unable to complete a module or term may be allowed to take a short, Standard Period of Non-Enrollment (SPN). In order to remain in an active status, a written confirmation must be received from the student stating the student's intention to return in a future module or term. Please contact the financial aid office for more information about the impact of a SPN on financial aid.

Military Leave During a Term

Students will be granted a military leave from the Institution without penalty if the student is called for active military duty. Students will receive a 100% tuition refund (any financial aid which may have been received for the term) upon presenting a copy of their military orders for active duty to the Office of Financial Aid.

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. SBI Campus will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Parchment, a leading company in the processing of secure transcripts. A transcript fee is assessed regardless of transcript hold status. Official transcripts may also be requested through SBI Campus by contacting the Office of the Registrar. SBI Campus reserves the right to withhold a transcript if a student's financial account is in arrears. Additional information on the electronic transcript service can be found on the student portal.

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery

Transfer of Credit

Transfer of Credit to the Institution

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of SBI Campus. Courses taken previously must be determined to be sufficiently equivalent to courses offered at SBI Campus. In addition, those courses must be applicable to their program of study. Only courses in which the student earned a grade of C or above will be considered for transfer. Core/technical courses must have been completed within the last five (5) years.

Students seeking to transfer credit are responsible for having official transcripts forwarded from the granting institution for review prior to the beginning of the term in which the transfer credit will be applied. A student must petition for transfer credit with the Office of the Registrar as soon as possible after acceptance. Transfer credit or a refund will not be granted for a class that has already been started. Students may also be required to submit a college catalog and/or course syllabus.

Transfer of Credit to Other Institutions

The transferability of credits that a student may earn at SBI Campus is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student's Enrollment Agreement is also at the complete

discretion of the institution to which they may seek to transfer. If the credits or credential earned at this College are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at this College will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending SBI Campus to determine if their credits or credential will transfer.

Transfer Between Campuses

The opportunity for education is enhanced by the option for students to transfer among SBI Campus campuses. To begin the process of transferring to another campus, students must contact the office of the Registrar. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

- Have all credits attempted at the previous campus location reviewed for satisfactory academic progress
- Be in good academic standing with SBI Campus
- Have met all financial obligations at the campus location from which they plan to transfer

Students transferring to the same program at another SBI Campus are considered to have met the entrance requirements. Students changing programs will be subject to the entrance requirements.

Withdrawal from the Institution

All students requesting withdrawal from the Institution must notify verbally or in writing to academic administration. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.

Student Record Retention

SBI Campus maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

Service Learning

As part of the student experience in certain programs, Service Learning is integrated 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.

Financial Aid Information

Financial Assistance

Financial Aid is available for those who qualify. The Institution participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. The Institution 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. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible 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, depending on the length of the program it may be necessary to reapply 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 Office of Financial Aid.

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at <http://fafsa.ed.gov>, and on the Student Portal. The 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 seventh (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 SBI Campus'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 SBI Campus.

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

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

Financial Aid Programs

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. 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 aid are available through the U.S. Government.

Federal Direct Stafford

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

Federal Direct Parent - PLUS

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

Federal Work Study (FWS)

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

Other Funding

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer 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.

State Grant Tuition Assistance Program (TAP)

Students enrolling in a full-time program at SBI Campus and who are New York State residents for at least twelve months may apply for the Tuition Assistance Program (TAP). To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and a New York State TAP Application. To qualify, a student must be enrolled full-time and charged for tuition during the quarter that funds are received.

Recipients must be in good academic standing in accordance with the Commissioner's Regulations and must not be in default on a student loan under a New York State or federal loan program. This is an entitlement program. The applicant must:

- Be a legal New York State resident for a minimum of 12 months and U.S. citizen, permanent resident alien, a paroled refugee or a conditional entrant to the United States
- Be enrolled full-time and matriculated in an approved New York State post-secondary program
- Not be in default on a student loan made under a New York State or federal loan program
- Be charged tuition of at least \$200 per year
- Have a cumulative "C" average by the seventh payment
- Have a US high school diploma or GED or pass an approved Ability to Benefit (ATB) test
- Qualify for a high school equivalency diploma by earning 24 semester hour credits at an accredited college in the following required subjects: 6 credits in English, 3 Credits in the Humanities, 3 Credits in the Natural Sciences, 3 Credits in Mathematics, 3 Credits in the Social Sciences, and 6 additional credits applicable to your program of study; or
- Have documentation from the local school district of completion of high school requirements if home schooled
- Have a valid social security number; and meet income eligibility requirements
- Complete the Free Application for Federal Student Aid (FAFSA) as well as an Express TAP application at www.tapweb.org.

The Higher Education Services Corporation determines each applicant's eligibility and emails an award certificate directly to the applicant indicating the amount of the grant

The amount of the TAP award is scaled according to type of school, level of study, tuition charge, and net taxable income.

Home Schooling

If a student has been home schooled, they must meet one of the same criteria—high school diploma, high school equivalency diploma, or passing score on an approved ability-to-benefit test—to be eligible for State student financial aid as do those students who attend public high schools. However, home schooled students do not receive a high school diploma that is acceptable for financial aid purposes as only public and registered non-public schools in New York State are permitted by Education Law to award diplomas. Therefore, if a student is home schooled, they must demonstrate eligibility for financial aid in one of the following ways:

- Obtain a letter from local school district officials confirming that you have received an education “substantially equivalent” to instruction given to students graduating high school in the public schools;
- Take and pass the GED test; or
- Achieve a satisfactory score on an approved ability-to-benefit test

Satisfactory Academic Progress

For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory progress is a measure of the student’s achievement, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of program is a measure of the student’s effort to complete a program. In accordance with section 145-2.2 of the Regulations of the Commissioner of Education, each institution participating in State student financial aid programs must determine whether a student is in good academic standing based on a standard of satisfactory academic progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received.

Failure To Pursue

Education Law requires students to remain in good academic standing to continue to be eligible for New York State student financial assistance. Good academic standing consists of two elements: making satisfactory academic progress toward a degree and pursuing the program of study. You must satisfy both elements to remain in good academic standing. Failure to satisfy either element results in a loss of good standing and loss of a subsequent award until eligibility is regained. The “pursuit of program” requirement is based on the number of award payments a student receives and measures student effort. Each term an award is received, students must receive a grade—either a passing or failing grade—in a minimum percentage of your full-time or part-time course load, as applicable, to remain eligible. If a student fails to complete (get a grade in) the appropriate percentage of the minimum course load, you lose eligibility for a subsequent award. The pursuit requirement is defined as follows:

1. During each term of study in the first year for which an award is received, a student must receive a passing or failing grade in at least one half of the minimum amount of study required to constitute full-time study (six credits);
2. During each term of study in the second year for which an award is being received, students must receive a passing or failing grade in at least three fourths of the minimum amount of study required to constitute full-time study (nine credits);
3. During each term of study in the third year for which an award is being received, students must receive a passing or failing grade in no less than the minimum amount of study required to constitute full-time study (12 Credits).

Tap Academic Eligibility and Tap Waiver

New York State Education Department regulations require that students applying for the Tuition Assistance Program (TAP) must meet the Standards of Satisfactory Academic Progress and pursuit of program to maintain eligibility for the program. Students who are not in compliance with these standards will have their awards suspended and may re-establish eligibility only after providing acceptable evidence of their ability to successfully complete the program. Students who do not meet these State standards may seek a one-time waiver from the Student Finance Office.

Accelerated Study

In certain circumstances, New York State Education Law permits students to receive an “accelerated” TAP payment, in addition to the regular annual award or three term payments. Accelerated TAP awards can be for full-time study (enrollment in credit-bearing courses applicable to the students’ program of study, for at least 12 Credits) or halftime study (enrollment in credit-bearing courses applicable to the students’ program of study, for at least six but fewer than 12 Credits). Accelerated TAP payments count against the four years of undergraduate TAP assistance

permitted by Education Law. To be eligible for an accelerated TAP payment— either a full-time or half-time award—students must be enrolled full time in the term preceding the accelerated term and must also earn 36 credits in the prior three terms. The 36 credits must be credits earned at the same institution and must apply to your program of study. Transfer credits cannot be used to meet this requirement. If a student changes programs at SBI campus, the 36 credits must apply to the program in which a student was enrolled when the credits were earned. Students must meet the 36 credit prior study requirement each time an accelerated award is being considered.

Repeated Course

Students may repeat a course and have the course count as part of the minimum full-time or part-time course load for financial aid purposes if a student did not previously earn credit for the course. If students receive an “F” or a “W” in a course, credit for the course is not earned. Therefore, a student may repeat courses in which a grade of “F” or “W” is earned and have them count towards full-time or part-time study requirements. There are certain other circumstances when a student may repeat a course and have it count as part of the minimum course load:

1. The grade earned is passing at the college but not considered passing in a particular curriculum. For example, you receive a “D” in a nursing course; “D” is a passing grade; however, any grade lower than a “C” in a nursing course is considered a failing grade. Thus, the nursing course in which you earned the “D” may be repeated as part of the minimum full-time or part-time course load.
2. The course can be repeated and credit earned each time, such as certain physical education or language courses.

Regaining Eligibility

If a student fails to maintain good academic standing for financial aid purposes--for failure to make satisfactory academic progress or failure to pursue or both-- eligibility is lost for a subsequent award. Section 145-2.2(b)(2) of the Regulations of the Commissioner of Education specifies that “Following a determination that the recipient of an award has lost good academic standing, further payments under the award shall be suspended until the student is restored to good academic standing by either:

1. Pursuing the program of study in which the student is enrolled and making satisfactory progress toward the completion of the student’s program’s academic requirements for a period of one term;
- or 2. Establishing in some other way, to the satisfaction of the commissioner, evidence of the student’s ability to successfully complete an approved program.” In practice, there are four ways by which eligibility can be regained if the student’s good academic standing has been lost:
 - Make up deficiencies without benefit of State student aid (as specified in subparagraph (i) above)
 - Apply for and be granted a waiver in accordance with the established waiver policy if failure to remain in good academic standing was due to extraordinary circumstances beyond the student’s control
 - Be readmitted to the college after an absence of at least one calendar year (and without receiving State student aid at another institution) by meeting the college’s academic requirements for readmission.

Please note: if the student has met the TAP requirements for good academic standing but is dismissed based on the college’s academic standard that is higher than the TAP minimum, the student is eligible for State student aid immediately upon return, regardless of the length of the absence from the college

- Transfer to another institution must meet the new college’s admission requirements. Eligibility cannot be regained by changing programs within an institution. Beneficial Placement Beneficial placement is a policy that applies when a recipient of State student aid in good standing transfers to another institution or, within the same institution, changes academic programs. Beneficial placement applies only with respect to satisfactory academic progress and means that a student can be re-positioned on the progress chart based either on the number of credits accrued (earned)

or aid payments received, whichever is more beneficial to the student. For example, when a student has received 4 semester TAP payments but has earned only six credits that are transferable to the student's program of study at a new institution, the student would be placed on the chart of satisfactory academic progress based on credits accrued rather than payments received. In this situation, it is to the student's benefit to be placed at a point on the progress chart that requires the student to earn fewer credits than would be the case if the student were placed at the credit accrual point for a fifth payment. Similarly, in another example, a NYS student transferring from an out-of-state institution who had never received TAP but has 30 transferable credits would be placed beneficially at the first payment point on the satisfactory academic progress chart. This student would, in effect, have 30 credits "in the bank" and not have to worry about meeting the credit accrual requirements for several terms. In the case of a student transferring/changing programs within an institution, the same beneficial policy would apply, providing the student is in good academic standing at the time of the change of program. A student who has failed to maintain Please note: if the student has met the TAP requirements for good academic standing but is dismissed based on the college's academic standard that is higher than the TAP minimum, the student is eligible for State student aid immediately upon return, regardless of the length of the absence from the college

- Transfer to another institution must meet the new college's admission requirements Eligibility cannot be regained by changing programs within an institution.

Beneficial Placement

Beneficial placement is a policy that applies when a recipient of State student aid in good standing transfers to another institution or, within the same institution, changes academic programs. Beneficial placement applies only with respect to satisfactory academic progress and means that a student can be re-positioned on the progress chart based either on the number of credits accrued (earned) or aid payments received, whichever is more beneficial to the student. For example, when a student has received 4 semester TAP payments but has earned only six credits that are transferable to the student's program of study at a new institution, the student would be placed on the chart of satisfactory academic progress based on credits accrued rather than payments received. In this situation, it is to the student's benefit to be placed at a point on the progress chart that requires the student to earn fewer credits than would be the case if the student were placed at the credit accrual point for a fifth payment. Similarly, in another example, a NYS student transferring from an out-of-state institution who had never received TAP but has 30 transferable credits would be placed beneficially at the first payment point on the satisfactory academic progress chart. This student would, in effect, have 30 credits "in the bank" and not have to worry about meeting the credit accrual requirements for several terms. In the case of a student transferring/changing programs within an institution, the same beneficial policy would apply, providing the student is in good academic standing at the time of the change of program. A student who has failed to maintain good academic standing cannot regain eligibility by changing programs in the same institution. Beneficial placement does not have a bearing on the pursuit of program requirement. For example, if a student has received four or more State award payments, the student is at the 100 percent pursuit level and must complete/get a grade in the minimum full-time or part-time course load to satisfy this requirement. Although the student's total entitlement of four years of undergraduate TAP is not affected by beneficial placement, this policy does permit a student in situations similar to the examples above time to adjust to a new institution or new program by having to meet credit accrual requirements at a more gradual rate than might otherwise be the case.

Aid to Part-Time Students (APTS)

The New York State Legislature established the Aid for Part-Time Study (APTS) program in 1984 in a new Section 666 of the Education Law. The program provides up to a \$2,000 annual award for part-time students matriculated in undergraduate degree and credit-bearing diploma programs. Recipients must be New York State residents to be considered for this aid program and maintain

good academic standing and meet citizenship and income eligibility criteria. The Financial Aid Department is responsible for determining which recipients are eligible for the aid. Funds for this program are dependent upon New York State budgetary availability. Students must be matriculated in an approved undergraduate degree or credit-bearing diploma or certificate program and be in good academic standing. Part-time course load must consist of at least 3 but fewer than 12 Credits in a term. In each term you receive an APTS award, you must achieve a cumulative passing average in the award term. Applicants must apply for this campus based program through the Financial Aid Office. APTS is not an entitlement program. Participating institutions select recipients. To be eligible, students must:

1. Be enrolled part-time in an approved undergraduate degree program or credit bearing certificate or diploma program in New York State.
2. Meet the income limits.
3. Not be in default of a student loan.
4. Be a New York State resident.
5. Be a U.S. citizen, permanent resident alien, or refugee.
6. Have a tuition charge of at least \$100 per year; and
7. Have remaining TAP eligibility.

Other New York State Awards

New York State residents may also be eligible for Regents Awards for Children of Deceased or Disabled Veterans, Child of Correction Officer Awards, Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters, the Vietnam Veterans Tuition Assistance Program, or the Persian Gulf Veterans Tuition Assistance Program.

Veteran's Educational Benefits

SBI Campus is approved by the Department of Military and Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veteran's Educational Benefits should contact either the campus certifying official or the office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800-827- 1000, or 888-GI Bill-1 (1-888-442-4551), or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Cancellation and Refund Policies

Cancellation

A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this Agreement is not accepted by SBC or if SBC cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for

cancellation by the Student must be made in writing and mailed or hand delivered to the address listed at the top of the Agreement.

Refund

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the SBI Campus. Refunds are made for a student who withdraws or is withdrawn from SBI Campus prior to the completion of his/her program and is based on the tuition billed for the term in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Campus Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the term, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to SBI Campus. If there is a balance due to SBI Campus after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by SBI Campus. SBI does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than \$5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

- Day One – 100% refund
- Day Two - Five – 90% refund
- Week Two - 50% refund
- Week Three – Five – 25% refund
- Week Six - Ten – 0% refund

Return of Title IV (R2T4) Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from SBI Campus during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she 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 from the Institution Policy), or the date of dismissal for a student who is dismissed by SBI Campus.

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

For R2T4 purposes in a term-based program with modules/ sessions, a student is considered to have withdrawn, if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module/ session 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/ session within the same or subsequent term. The fact that the student is scheduled to attend the next module/session will NOT be acceptable.

For Online students, the U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate "academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Day of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations." Online programs must use very specific means to document that a student participated in class or was otherwise engaged in a minimum of two academically-related activities, such as submit an assignment; take a quiz; contribute to an online discussion; and in some cases post to a course gallery.

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

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

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

Withdrawal Date

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

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

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

Exit Interview

All students -- upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, -- are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

Higher One Lost Card Replacement Fee

Students have the option of receiving their refunds and/or stipends electronically. SBI Campus 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.

Programs and Course Listings

Programs of Study

Course Numbering System

SBI Campus uses a course numbering system that consists of a two- or three-letter prefix followed by three 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: SBI Campus 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.*

Associate in Applied Science (A.A.S.) in Medical Assistant

Medical Assistant – Certificate

Associate Degree in Nursing

Associate of Applied Science (A.A.S) of Veterinary Technology

Program Descriptions

Medical Assistant

Associate in Applied Science (A.A.S.)

Program Length: 80 Weeks

HEGIS 5214

The Associate in Applied Science in Medical Assisting at SBI Campus 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.

FACTORS AFFECTING EMPLOYMENT

The Medical Assistant program at SB 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 SB, and are subject to change by the agency without notice.

SB 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 SB 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.

Core Curriculum

Course Code	Course Name	Credits
ALH106	Medical Law and Ethics	4
ALH111	Healthcare Computer Applications	3
ALH117	Safety in the Healthcare Environment	2.5
ALH122	Medical Terminology-All Body Systems	4
ALH150	Healthcare Information Technology	3
ALH151	Health Records, Coding, and Reimbursement	4
ALH155	Anatomy and Physiology: Cardiovascular, Lymphatic, Blood	4
ALH165	Anatomy and Physiology: Respiratory, Digestive, Urinary	4
ALH175	Anatomy and Physiology: Endocrine, Reproductive, Nutrition	4
ALH185	Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary	4
CS102	Student Success	4
MA140	Clinical Procedures	2.5

MA150	Electrocardiography	2.5
MA155	Pharmacology	2.5
MA160	Medical Laboratory Procedures	2.5
MA165	Hematology	2.5
MA180	Medical Office Administration	4
MA190	Medical Assistant Clinical Review	3
MA200	Medical Assistant Externship	6
Total Required Core Credits		66

General Education Requirements

Course Code	Course Name	Credits
ENG111	English Composition	4
ENG211	Literature and Composition	4
ES101	Environmental Science	3
MTH110	College Math	4
PHL102	Critical Thinking	3
PSY111	Essentials of Psychology	4
SOC100	Introduction to Sociology	4
SOC220	Cultural Diversity	4
SPE101	Oral Communications	3
Total Required General Education Credits		33
Total Quarter Credit Hours Required for Graduation		99

Medical Assistant

Certificate

Program Length: 50 Weeks
HEGIS 5214

The Medical Assistant Certificate Program at SBI Campus 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 be taught typically, but not always, 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.

FACTORS AFFECTING EMPLOYMENT

The Medical Assistant program at SB 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 SB, and are subject to change by the agency without notice.

SB 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 SB 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.

Core Curriculum

Course Code	Course Name	Credits
ALH106	Medical Law and Ethics	4
ALH111	Healthcare Computer Applications	3
ALH117	Safety in the Healthcare Environment	2.5
ALH122	Medical Terminology-All Body Systems	4
ALH150	Healthcare Information Technology	3
ALH151	Health Records, Coding, and Reimbursement	4
ALH155	Anatomy and Physiology: Cardiovascular, Lymphatic, Blood	4
ALH165	Anatomy and Physiology: Respiratory, Digestive, Urinary	4
ALH175	Anatomy and Physiology: Endocrine, Reproductive, Nutrition	4
ALH185	Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary	4
CS102	Student Success	4
MA140	Clinical Procedures	2.5

MA150	Electrocardiography	2.5
MA155	Pharmacology	2.5
MA160	Medical Laboratory Procedures	2.5
MA165	Hematology	2.5
MA180	Medical Office Administration	4
MA190	Medical Assistant Clinical Review	3
MA200	Medical Assistant Externship	6
Total Required Core Credits		66

Associate Degree in Nursing

Program Length: 70 Weeks

HEGIS 5208

Graduates of the Associate Degree in Nursing program are eligible to take the NCLEX-RN examination to obtain licensure to practice as a Registered Nurse.* The program prepares graduates to care for patients with commonly occurring health problems in a variety of settings such as acute care hospitals, rehabilitation hospitals, long term care, home care, clinics, and physician's offices. Clinical courses throughout the curriculum provide the opportunity to develop hands-on patient care skills and cumulate in a preceptorship during which the student works one on one with a Registered Nurse preceptor in a clinical setting.

The Associate Degree in Nursing program at SBI is not programmatically accredited.

FACTORS AFFECTING EMPLOYMENT

SBI 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 SBI 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.

NEW YORK BOARD OF NURSING AND STATE LICENSURE DISCLOSURE

The Associate Degree in Nursing program at SBI is approved by the New York State Department of Education. Graduation from a nursing program approved by the New York Board of Nursing is required to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). However, state licensure requirements are not controlled by SBI but by the individual states and are subject to change without notice to SBI. Therefore, SBI cannot guarantee that graduates will be eligible for licensure in New York, at all or at any specific time, regardless of their eligibility status upon enrollment.

Core Curriculum

Course Code	Course Name	Credits
NUR110	Introduction to Professional Nursing	1
NUR120	Fundamentals of Nursing	9
NUR111	Pharmacology for Nursing Practice I	2
NUR102	Nursing Practice II Med-Surg Mental Health	8
NUR112	Pharmacology for Nursing Practice II	1.5
NUR103	Nursing Practice III Maternal Child	7

NUR204	Nursing Practice IV Med-Surg Peds Theory	9
NUR205	Nursing Practice V Med-Surg Peds	8
NUR206	Nursing Practice VI Advanced Mental Health	4.5
NUR270	Nursing (RN) Capstone	4
Total Required Core Credits		54

General Education Requirements

Course Credits	Course Name	Credits
ALH122	Medical Terminology – All Body Systems	4
BIO138	Anatomy and Physiology I	6
BIO139	Anatomy and Physiology II	5
BIO150	Microbiology	4
ENG101A	English Composition	4
MSC180	Nutrition Essentials and Diet Therapy	3
MTH135	College Algebra	4
PSY101A	Introduction to Psychology	4
SOC101	Sociology	4
SSC110	Human Growth and Development	4
Total Required General Education Credits		42
Total Quarter Credit Hours Required for Graduation		96

Veterinary Technology

Associate of Applied Science

Program Length: 80 weeks

HEGIS: 5206.00

The Associate of Applied Science (A.A.S.) in Veterinary Technology program at SBI Campus – an affiliate of 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.

Program Mission Statement

The Veterinary Technology program is dedicated to providing students with the practical and technical training needed to work as veterinary technicians with a focus on competent and compassionate care towards the emotional and physical well-being of companion animals in the field of veterinary medicine.

FACTORS AFFECTING EMPLOYMENT

The Veterinary Technology program is not programmatically accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA). Since the Veterinary Technology program at SBI is not programmatically accredited by the AVMA CVTEA, graduates of the program are currently not eligible to take the Veterinary Technician National Examination (VTNE) nor apply to the New York State Education Department, Office of the Professions, for licensure as a Veterinary Technician. This licensure is required to practice as a Veterinary Technician in the state of New York. The Veterinary Technology program is working to obtain AVMA CVTEA accreditation, but cannot guarantee accreditation will be gained at any point in time. State licensure/registration and certification requirements in New York (or any other state) are not controlled by SBI but by outside agencies and are subject to change by the agency without notice. Therefore, SBI cannot guarantee that graduates will be eligible for certification, licensure, or registration at all or at any specific time, regardless of their eligibility status upon enrollment.

Core Curriculum

Course Code	Course Name	Credits
PD133	Career Development	3
VT101	Introduction to Veterinary Technology I	4
VT110	Introduction to Veterinary Technology II	4
VT120	Animal Care Management I	4
VT130	Pharmacology and Medical Math	4
VT135	Diagnostic Technologies	2
VT140	Veterinary Laboratory Techniques I	4
VT145	Veterinary Medicine Topics I	4
VT155	Veterinary Anesthesia Topics	4
VT160	Office and Hospital Management	2
VT170	Veterinary Surgery Topics	4

VT220	Animal Care Management II	4
VT221	Large/Farm Animal Care	4
VT240	Veterinary Laboratory Techniques II	4
VT245	Veterinary Medicine Topics II	4
VT250	Veterinary Medicine Topics III	4
VT251	Veterinary Emergency and Critical Care	4
VT261	Animals in Research and Exhibition	2
VT271	Veterinary Clinical Preceptorship	8
VT280	Test Preparation/Skills Review Course	2
Total Required Core Curriculum Credits		75

General Education Requirements

Course Number	Course Titles	Credits
BIO107	Biology	4
CHEM101	General Chemistry	4
ENG111	English Composition	4
ENG211	Literature and Composition	4
ES101	Environmental Science	3
MTH110	College Math	4
PHL101	Ethics	3
PSY111	Essentials of Psychology	4
SOC100	Introduction to Sociology	4
SOC220	Cultural Diversity	4
Total Required General Education Credits		38
Total Quarter Credit Hours Required for Graduation		113

Course Descriptions

Course Numbering Information

Each course possesses a unique course number. Core course codes consist of two to six letter codes followed by three or four numbers, while general education course codes consist of four letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 200-299 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree. Courses with 300-399 and 400-499 designations represent those of greater difficulty that are traditionally taught to third and fourth year students respectively, at the bachelor's level. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by an academic official.

ALH106

Medical Law and Ethics

4 Credits

40 Lecture hours

Prerequisite: None

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

ALH111

Healthcare Computer Applications

3 Credits

20 Lecture hours, 20 Laboratory hours

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

10 Lecture hours, 30 Laboratory hours

2.5 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.

ALH122

Medical Terminology –All Body Systems

4 Credits

40 Lecture hours

Prerequisite: None

This course provides an introduction to medical terminology, with a focus on word construction, prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented.

ALH150

Health Information Technology

3 Credits

20 Lecture hours, 20 Laboratory hours

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 Lecture hours

4 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.

ALH155

Anatomy and Physiology: Cardiovascular, Lymphatic, Blood

4 Credits

40 Lecture hours

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, immunity and the special senses.

ALH165

Anatomy and Physiology: Respiratory, Digestive, Urinary

4 Credits

40 Lecture hours

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

4 Credits

40 Lecture hours

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

4 Credits

40 Lecture hours

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.

BIO107

Biology

4 Credits

40 Lecture hours

Prerequisite: None

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

BIO138

Anatomy & Physiology 1

6 Credits

40 Lecture Hours, 40 Laboratory Hours

Prerequisite: None

This course begins an in-depth study of the structure and function of the human body. Characteristics of cells, tissues, membranes, organs and systems are examined and the structure and function of the integumentary, musculoskeletal, nervous, sensory and endocrine systems are studied in detail. Interrelationships of systems are emphasized. Laboratory exercises are designed to illustrate basic concepts and principles.

BIO139

Anatomy & Physiology II

5 Credits

40 Lecture Hours, 20 Laboratory Hours

Prerequisite: BIO138

This course is an in-depth study of the structure and function of the respiratory, cardiovascular, hematopoietic, lymphatic, immune, digestive, urinary and reproductive systems of the human body. Interrelationships of the systems is emphasized. Laboratory exercises are designed to illustrate basic concepts and principles.

BIO150

Microbiology

4 Credits

30 Lecture Hours 20 Laboratory Hours

Prerequisite: None

An introductory course emphasizing the classification, physiology, and pathology of microorganisms.

CHEM101

General Chemistry

4 Credits

40 Lecture hours

Prerequisite: None

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

CS102

Student Success

4 Credits

40 Lecture hours

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.

ENG101A

English Composition

4 Credits

40 Lecture hours

Prerequisite: None

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

ENG111

English Composition

4 Credits

40 Lecture hours

Prerequisite: None

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

ENG211

Literature and Composition

4 Credits

40 Lecture hours

Prerequisite: ENG111

This course provides an opportunity to develop a clear, accurate writing style through weekly reading and writing assignments and an examination of several types of literature.

ES101

Environmental Science

3 Credits

30 Lecture hours

Prerequisite: None

This course evaluates the earth's ecosystem and the effects of humans on it. Topics discussed may include ecology, human populations, pollution, energy consumption, the allocation of natural resources, alternative forms of energy, legislation, and citizen action

MA140**Clinical Procedures**

2.5 Credits

10 Lecture hours, 30 Laboratory hours

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**

2.5 Credits

10 Lecture hours, 30 Laboratory hours

Prerequisite: ALH117

This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also have the opportunity to practice taking patient vital signs, including temperature, pulse, respiration, and blood pressure.

MA155**Pharmacology**

2.5 Credits

10 Lecture hours, 30 Laboratory hours

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.

MA160**Medical Laboratory****Procedures**

2.5 Credits

10 Lecture hours, 30 Laboratory hours

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**

2.5 Credits

10 Lecture hours, 30 Laboratory hours

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

4 Credits

40 Lecture hours

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

3 Credits

20 Lecture hours, 20 Laboratory hours

Prerequisites: MA140, MA150, MA155, MA160, 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

6 Credits

180 Externship hours

Prerequisite: Completion of all didactic courses

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 Math

40 credits

Prerequisite: None

This course is designed to expand the student's reasoning abilities. It includes a systematic review of arithmetic, geometry, metrics, and algebraic skills. The course is intended to build a strong mathematical foundation and offer students the opportunity to build their confidence in order to pursue further mathematics courses utilized in numerous fields.

MTH135

College Algebra

4 Credits

40 Lecture Hours

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.

MSC180

Nutrition Essentials and Diet Therapy

3 Credits

30 Lecture Hours

Prerequisite: None

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

NUR110

Introduction to Professional Nursing

1 Credit

10 Lecture Hours

Prerequisites: Progression into the nursing program,

ALH122, BIO138, BIO139, BIO150, ENG101A, MSC180, PSY101A, MTH135, SOC101, SSC110

Corequisites: NUR120, NUR111

This course presents an overview of professional nursing and healthcare and introduces Orem's self care theory of nursing. The NLN Associate Degree Nursing practice competencies of caring, assessment, clinical judgment, communication, teaching and learning, collaboration, professionalism are examined within the context of the nursing process.

NUR111

Pharmacology for Nursing Practice I

2 Credits

20 Lecture hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101, MSC180, PSY101A, MTH135, SOC101, SSC110

Corequisites: NUR110, NUR120

This course focuses on basic concepts and principles of pharmacology essential to the safe administration of medications. Major drug classifications related to common self-care deficits/limitations are introduced. For each classification, pertinent assessment data, administration procedures, management of adverse reactions and patient teaching is considered.

NUR112

Pharmacology for Nursing Practice II

1.5 Credits

15 Lecture Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, NUR 110, NUR111, NUR120, MSC180, PSY101A, SSC110, NUR210

Corequisites: NUR102, NUR103

This course focuses on pharmacotherapeutic concepts essential to safe administration of drugs in specialized populations. These populations include childbearing women, neonates, children and the frail elderly as well as patients with acute medical-surgical problems. Pertinent assessment data, administration procedures, management of adverse reactions and patient teaching is considered.

NUR120

Fundamentals of Nursing

9 Credits

40 Theory Hours, 40 Laboratory Hours, 90 Clinical Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, MSC180, PSY101A, MTH135, SOC101, SSC110

Corequisites: NUR111

This is a course in fundamentals of nursing care. It focuses on basic principles and concepts related to the universal self care requisites/needs which are grouped according to the categories of human function. The use of the nursing process, with its communication and teaching components, to move the patient toward self care and optimal wellness is examined. The skills lab course focuses on nursing skills commonly used in caring for patients with a self care limitation related to the

universal self care requisites/needs. Skills are learned and practiced in the safe, supportive, supervised environment of the nursing laboratory in preparation for application to patient care in the clinical setting. In the clinical course students apply basic knowledge and skill sets related to the universal self care requisites/needs in the framework of the categories of human function to the care of selected patients through use of the nursing process. Practice competencies related to professionalism, caring, and collaboration with members of the Healthcare team in achieving patient goals are introduced.

NUR204 Nursing Practice IV Med-Surg Peds Theory

9 Credits

50 Lecture Hours, 20 Laboratory Hours,

90 Clinical Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, MSC180, NUR102, NUR103, NUR110, NUR111, NUR120, PSY101A, SSC110

Corequisite: NUR205

This is a course in pediatric nursing. It focuses on the care of children with complex health deviations characterized by an intermediate to high level of self-care deficit/limitation. Universal, developmental, and health deviation self-care requisites/needs are considered in the use of nursing process, with its communication and teaching components, to move these patients toward self-care and optimal wellness is examined. The skills lab course focuses on advanced nursing skills used in the care of children and adults with self-care deficits/limitations related to complex medical-surgical health deviations. Skills are learned and practiced in the safe, supportive, supervised environment of the nursing laboratory in preparation for application to patient care in the clinical setting. In the clinical course students apply knowledge and skill sets related to moderately complex medical surgical health deviations to the care of select child patients through use of the nursing process. Practice competencies related to professionalism, caring, and collaboration with members of the Healthcare team in achieving Healthcare goals for these types of patients continue to be developed.

NUR205

Nursing Practice V Med Surg Peds I

8 Credits

50 Lecture Hours, 90 Clinical Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, MSC180, NUR102, NUR103, NUR110, NUR111, NUR120, PSY101A, SOC101, SSC110

Corequisites: NUR204

This is a course in adult medical-surgical nursing. It focuses on the care of adults with highly complex medical-surgical health deviations and multi-system failure. Universal precautions, developmental and health deviations of self-care requisites/needs are considered in the use of nursing process, with its communication and teaching components, to move these patients toward self-care and optimal wellness is examined. In the clinical course students apply knowledge and skill sets related to highly complex medical-surgical health deviations to the care of select adult patients through use of the nursing process. Practice competencies related to professionalism, caring, and collaboration with members of the Healthcare team in achieving Healthcare goals for these types of patients are further developed.

NUR206

Nursing Practice VI Advanced Mental Health

4.5 Credits

20 Lecture Hours, 75 Clinical Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, MSC180, NUR102, NUR103, NUR110, NUR111, NUR120, NUR204, NUR205, PSY101A, SOC101, SSC110

Corequisites: NUR270

This is a course in basic and advanced mental health nursing. The course focuses on the universal, developmental and health deviation self-care requisites/needs of patients with mental health problems that require partnering. The DSM – IV- TR classification is introduced for moderate, severe, psychotic and emergency conditions. The use of the nursing process, with its communication and teaching components, to move these patients towards self-care and optimal wellness is examined. In the clinical aspect, students apply knowledge and skill sets related to the universal, developmental and health deviation self-care requisites/needs to the care of patients with mental health problems. Practice competencies related to professionalism, caring. And collaboration with members of the health care team in achieving goals for these types of patients continue to be developed.

NUR270

Nursing (RN) Capstone

4 Credits

120 Clinical Hours

Prerequisites: ALH122, BIO138, BIO139, BIO150, ENG101A, NUR110, NUR111, NUR120, NUR102, NUR103, NUR204, NUR205, MSC180, PSY101A, SOC101, SSC110

Corequisites: NUR206

In this course students integrate previously learned knowledge and skill sets with concepts of organizational development and culture, management styles, and beginning leadership skills while providing care to patients with a variety of health deviations and self care deficits/limitations under the guidance of an assigned preceptor. This experience is designed to develop competency and confidence in handling all aspects of a patient load assignment expected of a new graduate

PD133

Career Development

3 Credits

30 Lecture hours

Prerequisite: None

The basic topics covered include self-assessment, employer expectations, communication, grooming, and dress. Students will have the opportunity to prepare cover letters, resumes, follow-up letters, and learn proper interviewing techniques.

PHL101

Ethics

3 Credits

30 Lecture hours

Prerequisite: None

This course introduces the student to ethical theory and the moral debates surrounding a variety of contemporary issues.

PHL102

Critical Thinking

3 Credits

30 Lecture hours

Prerequisite: None

In this course, the methods of rational inquiry and analysis are presented as the core of a strategy in critical thinking. In conjunction with applications to a variety of case studies, students will examine the evaluation of hypotheses according to evidence, the role of necessary and sufficient conditions, the concept of cues and effect, and the treatment of alternative hypotheses. The course of study includes the use of structures to formulate, evaluate, criticize and improve arguments, judgments, and interpretations based on information.

PSY101A

Introduction to Psychology

4 Credits

40 Lecture hours

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.

PSY111

Essentials of Psychology

4 Credits

40 Lecture hours

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.

SOC100

Introduction to Sociology

4 Credits

40 Lecture hours

Prerequisite: None

This course involves the study of human society and behavior in social settings. Sociological ideologies and theories such as functionalism, conflict, and symbolic interaction are examined. Students identify factors for social change, analyze the dynamics of social class, ethnicity and gender, as well as interpret the interactions between diverse cultural groups. The connection between group experience and "self" is explored through collective behavior, social movements, social stratification, subcultures, conformity, and deviance.

SOC101

Sociology

4 Credits

40 Lecture hours

Prerequisite: None

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

SOC220

Cultural Diversity

4 Credits

40 Lecture hours

Prerequisite: None

This course is designed to enhance students' understanding of and appreciation for human diversity through the critical analysis of sociological and cultural issues. Students will explore topics from a variety of perspectives and viewpoints as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations.

SPE101

Oral Communications

3 Credits

30 Lecture hours

Prerequisite: None

This course examines verbal and non-verbal elements that affect communication between individuals in a variety of contexts. Emphasis will be placed on the development of critical skills in listening, reading, thinking, speaking, and adaptation. Students will prepare and deliver informative and persuasive speeches, with a focus on message, audience, organization, expressiveness, creativity, and extemporaneous presentation.

SSC110

Human Growth and Development

4 Credits

40 Lecture Hours

Prerequisite: None

A study of the basis of human growth and development. Emphasizes the physical, mental, and emotional needs of the individual from conception to death. Analyzes multiple factors which influence human behavior and personality.

VT101

Introduction to Veterinary Technology I

4 Credits

20 Lecture hours, 40 Laboratory hours

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 fundamentals of and comparative aspects in animal physiology. A preliminary introduction of technical skills requirements is introduced here as well.

VT110

Introduction to Veterinary Technology II

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT 101

This course will be a continuation of the study of anatomy and physiology, looking at both domestic and non-domestic species most frequently presented in the real-world work place.

Basics of veterinary nutrition and feeding methods will be introduced. Laboratory time emphasizes applied and functional anatomical and physiological principles. Essential clinical skills and modeling clinical scenarios for problem solving experiences are introduced.

VT120

Animal Care Management I

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: None

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

captive managed animals. Students will be instructed in appropriate protocols of care and handling of animals as well as technologies and pharmacology that can be applied in any given situation.

VT130

Pharmacology and Medical Math

4 Credits

40 Lecture hours

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.

VT135

Diagnostic Technologies

2 Credits

10 Lecture hours, 20 Laboratory hours

Prerequisite: None

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

VT140

Veterinary Laboratory Techniques I

4 Credits

30 Lecture hours, 20 Laboratory hours

Prerequisite: None

This course introduces students to the clinical laboratory; its capabilities as a diagnostic support program for both research and clinical medicine; and the technologies associated with both traditional and less familiar clinical applications.

The laboratory portion of this course should prepare students to perform testing, manage and maintain laboratory facilities and technologies, and, finally, introduce recognition skills and preliminary interpretation of disease concerns in animals.

VT145

Veterinary Medicine Topics I

4 Credits

30 Lecture hours, 20 Laboratory hours

Prerequisite: VT 130

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

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

VT155

Veterinary Anesthesia Topics

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT 145

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

VT160

Office and Hospital Management

2 Credits

10 Lecture hours, 20 Laboratory hours

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

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT 155

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

VT220

Animal Care Management II

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT120

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

VT221

Large/Farm Animal Care

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT220

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

VT240

Veterinary Laboratory Techniques II

4 Credits

20 Lecture hours, 40 Laboratory hours

Prerequisite: VT 140

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

VT245

Veterinary Medicine Topics II

4 Credits

30 Lecture hours, 20 Laboratory hours

Prerequisite: VT 145

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

VT250

Veterinary Medicine Topics III

4 Credits

30 Lecture hours, 20 Laboratory hours

Prerequisite: VT245

Veterinary Medicine Topics III is designed to apply the principles of medicine learned in the two preceding quarters to special areas of study in medicine. The topics in this course include neonatal medicine and care; emergency veterinary medicine and intensive care principles; the science of blood transfusions; a review and survey of shelter and rescue medicine topics; and an understanding of the influence of poor husbandry practices in creating clinical disease and disorders. Finally, time is provided to introduce special interest areas in exotic and non-domestic animal species to include small mammals, reptiles, birds, fish, and other super-exotic species most typically found in the wild or zoos.

VT251

Veterinary Emergency and Critical Care

4 Credits

30 Lecture hours, 20 Laboratory hours

Prerequisite: VT 245

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

VT261

Animals in Research and Exhibition

2 Credits

10 Lecture hours, 20 Laboratory hours

Prerequisite: VT 101

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.

VT271

Veterinary Clinical Preceptorship

8 Credits

240 Preceptorship hours

Prerequisites: Last term of program

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

VT280

Test Preparation/Skills Review Course

2 Credits

20 Lecture hours

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, the students are qualified to apply for entry-level positions in any number of clinical and research facility programs incorporating animals.

SBI Campus—an affiliate of Sanford Brown
320 South Service Road
Melville, NY 11747
(631)370-3300

Effective May 6, 2015 - SBI Campus, an affiliate of Sanford-Brown, Melville, New York is no longer accepting new student applications.

As of April 29, 2016 Sanford-Brown is only allowing current students to complete their existing program of study and is no longer allowing former students to enroll. The Sanford-Brown teach-out notification and each student's Program Completion Plan supersedes policies contained in this catalog

Academic Calendar

As of 2/9/2015

2015-2016 Academic Calendar

Module Start date	Module End date
1/04/2016	2/7/2016
2/8/2016	3/13/2016
3/14/2016	4/17/2016
4/18/2016	5/22/2016
5/23/2016	6/26/2016
6/27/2016	8/07/2016
8/08/2016	9/11/2016
9/12/2016	10/16/2016
10/17/2016	11/20/2016

Classes are offered on days marked with an "x":

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X		

Observed Holidays-No Classes

Winter Break	Wednesday, 12/16/2015 – Sunday, 1/3/2016 Classes resume Monday, 1/4/2016
Martin Luther King Day	Monday, 1/18/2016 Classes resume Tuesday, 1/19/2016
Memorial Day	Monday, 5/30/2016 Classes resume Tuesday, 5/31/2016
Summer Break	Monday, 7/4/2016– Sunday, 7/10/2016 Classes resume Monday, 7/11/2016
Labor Day	Monday, 9/5/2016 Classes resume Tuesday, 9/6/2016
Campus Scheduled to Close	November 30, 2016

Tuition and Fees

As of 08/15/14

Medical Assistant, AAS	
Application fee:	\$25
Tuition:	\$24,750
Total Cost:	\$24,775

Medical Assistant, Certificate	
Application fee:	\$25
Tuition:	\$16,500
Total Cost:	\$16,525

Nursing, AAS	
Application fee:	\$25
Tuition:	\$36,960
Total Cost:	\$36,985

Veterinary Technology, AAS	
Application fee:	\$25
Tuition:	\$15,029
Total Cost:	\$15,054

Faculty and Staff

Faculty- as of 02/22/16

Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
Ambro, Morgan	General Education	<ul style="list-style-type: none"> • BA Sociology, SUNY Albany • MSW, SUNY Stonybrook 	Adjunct
Bolognese, Stephanie	Nursing	<ul style="list-style-type: none"> • Master of Science in Nursing, Walden University • Associate of Applied Science in Nursing, Suffolk County Community College 	Full-Time
Cheriyar, Ajith Ben	Medical Assistant	<ul style="list-style-type: none"> • MBBS (MD), Kasturba Medical College 	Adjunct
Choudhury, Nila	General Education	<ul style="list-style-type: none"> • Master of Arts in Developmental Psychology, Columbia University • Bachelor of Arts in Psychology & Journalism, Queens College 	Adjunct
Ciaccio, Domenick	General Education	<ul style="list-style-type: none"> • M.A. English, Hofstra University • B.A. English, Hofstra University 	Adjunct
DiPaola, Kathleen	General Education	<ul style="list-style-type: none"> • A.A.S. Secretarial Arts, Katharine Gibbs School • B.S. Professional Liberal Studies, Dowling College • M.S. Literacy Education, Dowling College 	Full-Time
Dixon, Michael		<ul style="list-style-type: none"> • M.S. Health Sciences – Healthcare Management/Health Informatics, Trident University International, Cypress NY • BS Nursing, Dual Degree – RN Licensed, Molloy College, Rockville Center, NY • A.A.S. Nursing , Kingsborough Community College, Brooklyn, NY 	Adjunct
Fournier Jr., Robert	General Education	<ul style="list-style-type: none"> • M.A. Biology, Hofstra University • B.S. Marine Science/Biology, Long Island University 	Adjunct
Fragano, Joseph	Business/ Medical Assistant	<ul style="list-style-type: none"> • B.S. Liberal Studies, Excelsior College • M.B.A. Business Administration, Dowling College • Post Graduate Certificate in Global Finance Engineering, Dowling College 	Adjunct
Ingber, Sandra	Business/ Medical Assistant	<ul style="list-style-type: none"> • M.B.A. Healthcare Management, Colorado Technical University • B.B.A. Management, Hofstra University • State Secondary Provision Certificate: Business Services, Technology Education, Eastern Michigan University • A.S. Business Administration, Nassau Community College 	Full-Time
Karavally, Vinod	Medical Assistant	<ul style="list-style-type: none"> • MBBS (MD), Kasturba Medical College 	Full-Time
Kelly, Margaret	Veterinary Technology	<ul style="list-style-type: none"> • B.A. English, The College of New Rochelle, NY • A.A.S Veterinary Science, Suffolk County Community College 	Full-Time

Kurt, Dilek	General Education	<ul style="list-style-type: none"> M.S.E in Mathematics Education, Hofstra University 	Adjunct
Lipskiy, Boris	Medical Assistant	<ul style="list-style-type: none"> Doctor of Medicine (MD), St. Matthew's University Bachelor of Science in Biology, Shepperton University 	Full-Time
Martell, Evelyn	Nursing	<ul style="list-style-type: none"> Master of Science in Adult Health Nursing, Lehman College, NY Bachelor of Science in Nursing, Lehman College, NY 	Full-Time
McGuiness, Barbara	Nursing	<ul style="list-style-type: none"> Master of Science – Nursing Chamberlain, Addison, IL 	Adjunct
Pesek, Linda	Veterinary Technology	<ul style="list-style-type: none"> DVM, University of Pennsylvania Masters in Biology, Long Island University Bachelors in Biology, Long Island University 	Full-Time
Valte, David	Medical Assistant	<ul style="list-style-type: none"> MD, University of the Philippines B.A. Psychology, University of the Philippines 	Adjunct
Varghese-George, Vincy	Medical Assistant	<ul style="list-style-type: none"> MBBS (MD), Kasturba Medical College 	Adjunct
Zito, Daphne	Business/ Medical Assistant	<ul style="list-style-type: none"> A.A.S. Secretarial Science, SUNY at Farmingdale B.S. Business Education, Pace University M.S. Secondary Education; Business, Dowling College 	FT

Staff- as of 2/22/16

Name	Position
Open Position	Librarian
Goncalves, Andreia	Registrar
Jarmond, Jyllian	Enrollment Coordinator / Front Desk
Stromberg, Cindy	Director of Career Services
Swift, James	Director of Education
Swift, James	Title IX Coordinator
Swift, James	ADA/Section 504 Coordinator
Gomez, Mauro	Career Services Advisor
Swift, James	President
Wirth, Carolyn	Business Operations Manager
Zuluaga, Hooper	Senior IT Manager

Catalog Revisions and Updates

Page #	Policy/Section	Effective Date
5	Board of Directors	5/24/16

The Executive Officers of Career Education Corporation

Todd Nelson,
Interim President and Chief Executive Officer

A.J. Cederoth,
Senior Vice President and Chief Financial Officer

CEC Board of Directors:

Thomas B. Lally (Chairman)
Dennis H. Chookaszian
Patrick W. Gross
Gregory L. Jackson
Todd S. Nelson
Leslie T. Thornton
Richard D. Wang

Page #	Policy/Section	Effective Date
20	ADMISSIONS INFORMATION	4/29/2016

The following information is added:

Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

Page #	Policy/Section	Effective Date
25	Returning Students	4/29/2016

Sanford-Brown will no longer consider students who were previously academically dismissed for reinstatement. As of April 29, 2016 Sanford-Brown is no longer enrolling re-entering students.

~~Students who are applying for re-admittance into a different program of study will be required to meet the applicable entrance requirements. Payment of the application fee is not required for returning students provided an application fee was paid in the past and not refunded. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students who are applying for re-admittance into the same program may not be required to meet the applicable entrance requirements. All returning students will be charged the rate of tuition and fees in effect at the time of re-entry.~~

Page #	Policy/Section	Effective Date
29	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – MAXIMUM TIME IN WHICH TO COMPLETE	5/20/16

The following information is added:

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they

will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.

Page #	Policy/Section	Effective Date
32	Add/Drop Period and Course Withdrawals	2/18/2016

The current policy language is replaced with the following:

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

“W” Grades are also awarded when students do not complete externship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

Page #	Policy/Section	Effective Date
32	Grade Appeals	2/18/2016

The current policy language is replaced with the following:

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Page #	Policy/Section	Effective Date
33	Application of Grades and Credits	5/20/16

The following information is added:

Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure. Failing to successfully complete a class when offered will likely prevent a student from graduating before the campus closes. Since Sanford-Brown is winding down operations, once a course is offered for the final time, it will NOT be offered again.

Students who withdraw from a course may not be able to complete their program of study before the campus closes.

Page #	Policy/Section	Effective Date
36	Graduation Requirements	2/18/2016

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average 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 to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Page #	Policy/Section	Effective Date
37	Leave of Absence	5/20/16

The following underlined language is added:

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions

A student may be eligible for a Leave of Absence if one of the following conditions applies:

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

The following requirements apply:

- A student may be granted a Leave of Absence (LOA) if:
- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- *There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.*
- The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F,P,NP) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown. A student in an LOA status will not receive further

financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Page #	Policy/Section	Effective Date
27	TRANSCRIPTS	5/20/16

The following information is added:

After Sanford-Brown completes its teach-out and closes its campus, alumni and students may request transcripts in several ways:

- online at <http://www.sbmelville.edu/>
- by mailing a request to Career Education Corporation- Closed School Records, P.O. Box 681129, Schaumburg, Illinois;
- by calling 1-866-470-7445; or

by submitting a request to records@careered.com.

SBI Campus, an affiliate of Sanford-Brown Melville, NY		
Special New York Attorney General Employment Rate		
7/1/2014-6/30/2015 graduates placed on or before 11/1/2015		
Updated: February 2016		
Program	Credential	NYAG Rate
Medical Assistant	Associate in Applied Science	72.5%
Medical Assistant	Certificate	67.4%
Nursing	Associate of Applied Science	50.0%
Campus Rate *		70.3%

* Campus rate includes program(s) not required to be individually calculated or disclosed.

Rate Calculation

Number of employed graduates/completers as defined below, divided by the number of eligible graduates/completers (total graduates minus the excluded graduates/completers noted below).

The **Special New York Attorney General Employment Rate** calculation excludes graduates/completers in the following categories: (1) pregnant or has a medical condition or disability that results in the completer's inability to work or the completer has a parent, child or spouse who has a medical condition that requires the care of the graduate; (2) engaged in full-time active military duty; (3) enrolled in an additional program of post-secondary education; (4) deceased; (5) not eligible for placement in the United States because of visa restrictions; (6) graduate of a stand-alone English as a Second Language program; or (7) spouse or dependent of military personnel who have moved due to military transfer orders.

In calculating the Special New York Attorney General Employment Rate, Sanford-Brown counts graduates/completers as "employed" if they obtained either a full-time position or a part-time position of at least 20 hours per week, and have completed a minimum of 18 days worked, and:

- their position was included on the list of job titles Sanford-Brown publishes for which the program prepares them;
- their position requires the use of skills learned in the their program as a predominant component of the job; or
- they continued their employment in the same position they held prior to most recently enrolling in the program, if they attest in writing that the training they received enabled them to maintain or advance in their position.