



Sanford-Brown™  
Institute



## 2014 Program Catalog

New York



## PHOTOGRAPHS

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

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Welcome

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

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

## SCHOOL POLICIES

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

# Table of Contents

## About Sanford-Brown

Mission Statement.....	3
Objectives.....	3
Service Learning.....	3
Professionalism.....	3
History.....	3
Educational Philosophy.....	3
Faculty.....	4
Accreditation and Affiliations.....	4
Accrediting Council for Independent Colleges and Schools.....	4
Programmatic Accreditation.....	4
State Information.....	5
Affiliations.....	5
Statement of Ownership.....	5

## Admissions Information

Non-Discrimination.....	6
Admissions Policy.....	6
General Admissions Requirements.....	6
Proof of Graduation.....	7
Background Checks and Drug Screenings.....	7
Selective Admissions Criteria.....	7
Entrance Exam Retest Policy.....	7
International Students.....	7
Foreign Transcripts.....	8
English Proficiency.....	8
Policy on Forged/Altered Academic Documents from Foreign Institutions.....	9
Re-Entering Students.....	9

## Financial Aid Information

Financial Assistance.....	10
How to Apply.....	10
Disbursement of Title IV Credit Balance (Books).....	10
Financial Aid Programs.....	11
Higher One Lost Card Replacement Fee.....	13
Cancellation Policy.....	13
Refund Policy.....	13
Return of Title IV Funds.....	14
Withdrawal Date.....	14

## Academic Information

Unit of Credit.....	15
Transfer of Credit to Other Schools.....	15
Credit Equivalency Evaluations.....	15
Transfer of Credit to Sanford-Brown.....	15
Residency Requirements.....	15
Attendance Policy.....	15
Academic Honesty Policy.....	16
Disregard of the Academic Honesty Policy: Penalties and Procedures.....	16
Student Code of Conduct Policy.....	17
Student Conduct Code Offenses.....	17
Disregard of the Student Code of Conduct: Penalties and Procedures.....	18
Grading System.....	19
Application of Grades and Credits.....	19
Grades of Incomplete ("I").....	19
Repeated Courses.....	19
Grade Disputes.....	19
Proficiency Credit.....	19
Drop/Add Period.....	20
Withdrawal Policy.....	20
Standards of Satisfactory Academic Progress (SAP).....	20
Cumulative Grade Point Average(CGPA Requirements.....	20
Rate of Progress (ROP) Toward Completion Requirements.....	20
SAP Tables.....	20
Maximum Time in Which to Complete.....	20
How Transfer Credits/Change of Program Affect SAP.....	21
Warning and Probationary Periods for Students Receiving Financial Aid.....	21
Warning and Probationary Periods for Students Not Receiving Financial Aid.....	21

Appeal .....	22
Reinstatement .....	22
Externship Policies .....	22
Externship Assignment .....	23
Externship Attendance Requirements.....	23
Externship Conduct .....	23
Independent Study Policy.....	23
Leave of Absence .....	23
Leave of Absence Conditions.....	23
Standard Period of Non-Enrollment (SPN).....	24
Graduation Requirements .....	24

### **Student Services Information**

Student Orientation .....	25
Student Portal .....	25
Cybrary .....	25
Academic Assistance .....	25
Certification, Licensure and Registry Examinations.....	25
Transcript Process and Fees.....	25
Career Services .....	26
Auditing Classes.....	26
Student's Rights and Responsibilities .....	26

### **General Information**

Facility Information / Hours of Operation .....	28
School Closings .....	29
Class Hours.....	29
Student Rights and Responsibilities of Assembly .....	29
Termination Policy.....	29
Reasonable Accommodations Policy – Individuals with Disabilities ....	29
Campus Security.....	29
Drug-Free Environment .....	30
Unlawful Harassment Policy.....	30
Internal Grievance Procedure .....	30
New York State Grievance Policy .....	31
Sanford-Brown Family Educational Rights and Privacy Act Notice .....	32
Audio/Image Recording Devices Policy.....	33
Catalog Addendum .....	33

### **Program Offerings**

Non-Invasive Cardiovascular Technology .....	35
Diagnostic Medical Ultrasound .....	38
Medical Assistant.....	40
Medical Billing and Coding .....	42
Pharmacy Technician .....	44
Surgical Technology Program .....	46

### **Course Descriptions**

Course Numbering System.....	48
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# About Sanford-Brown

## MISSION STATEMENT

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

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

## OBJECTIVES

### Environment

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

### Quality

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

### Service

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

### Continuous Improvement

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

### Achievement

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

## SERVICE LEARNING

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

## PROFESSIONALISM

Sanford-Brown believes in providing skills-based education to our students in dozens of different disciplines. One of the primary goals of our institution is to make available skills-based training that will provide the foundation to be successful in different professions. Another, but equally important goal is to assist each student in preparing themselves to be successful in the work environment on a personal level. To this end, Sanford-Brown expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

## HISTORY

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

The Ultrasound Diagnostic School campuses in New York changed its name to Sanford-Brown in April 2004. The Carle Place and Elmsford campuses which opened in 1988 moved to its current locations in Garden City and White Plains respectively in September 2004.

## EDUCATIONAL PHILOSOPHY

Our educational philosophy is based on delivering a personalized, quality education to each and every student. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a foundation in the knowledge and skills required for their chosen field. We provide students with a supportive environment to better help them gain competency in their area of study. Our classes, labs

and equipment are industry-current and our instructors are dedicated professionals. The programs we offer are relevant to employers' needs and focus on areas that offer long-term employment opportunities.

## FACULTY

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

Faculty members are dedicated to academic achievement, professional education 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 guidance necessary to assure students that their time in class is well spent.

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

## ACCREDITATION AND AFFILIATIONS

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

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

All Sanford-Brown Institute campuses in New York are institutionally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates.

### **Accrediting Council for Independent Colleges and Schools**

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

## PROGRAMMATIC ACCREDITATION

The Surgical Technology program at all Sanford-Brown Institute New York campuses is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

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

The Pharmacy Technician program at the Garden City and New York City campuses are programmatically accredited by the American Society of Health-System Pharmacists (ASHP).

### **American Society of Health-System Pharmacists (ASHP)**

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

The Diagnostic Medical Ultrasound program at the Garden City, New York City and White Plains campuses is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

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

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

## STATE INFORMATION

The Sanford-Brown Institute New York State schools are licensed by the State of New York, New York State Education Department, Albany, New York.

## AFFILIATIONS

Sanford-Brown Institute is a member of the Coalition of New York State Career Schools.

Sanford-Brown Institute is eligible for participation in federal Title IV student financial assistance programs.

Sanford-Brown is approved for veterans training in New York.

Sanford-Brown Institute participates in Workforce Investment Act (WIA-formerly JTPA).

## STATEMENT OF OWNERSHIP

Sanford-Brown Institute 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.

### **The Executive Officers of CEC are:**

#### **Scott W. Steffey**

President and Chief Executive Officer

#### **Colleen O'Sullivan**

Senior Vice President and Chief Financial Officer

### **Members of the CEC Board of Directors are:**

David W. Devonshire, Chairman

Louis E. Caldera

Dennis H. Chookaszian

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Ron D. McCray

Scott W. Steffey

Leslie T. Thornton



# Admissions Information

## NON-DISCRIMINATION

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

## ADMISSIONS POLICY

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

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

The school 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.

## GENERAL ADMISSIONS REQUIREMENTS

The following items must be successfully completed or provided during the enrollment process:

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

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

- Background Check (where applicable)

The following items are acceptable documentation for meeting the proof of High School graduation requirement:

- Copy of High School Diploma
- Official high school transcript showing graduation date
- Copy of General Education Diploma (GED)
- Copy of associate's, bachelor's, master's or doctorate degree from a regionally accredited college or university or official transcript indicating the same
- Translated foreign transcript
- Copy of a fully completed Department of Defense form (DD-214) indicating that the applicant completed high school prior to or during his/her armed forces service
- Official transcript indicating the basis of the applicant's admissions in the college program as being a high school graduate

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

- Applicant has previously paid an application fee at a Career Education owned school and that was not refunded. Applicant is a prior graduate from any Career Education Corporation owned school



- Applicant is active duty military, a veteran, a reservist or a spouse or dependent of any of the former
- Applicant is eligible for Native American tribal education benefits
- Applicant is attending with state TA funding assistance

## PROOF OF GRADUATION

Acceptable documentation of high school graduation must be received by the institution within 14 calendar days of the first day of the scheduled start. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation supporting their POG. Any student who does not provide documentation of high school equivalency will have their enrollment canceled, resulting in the loss of any academic work submitted or grades earned. For students who are utilizing Federal Financial Aid to cover tuition and fees, 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 and validated.

## BACKGROUND CHECKS AND DRUG SCREENINGS

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. Additionally, institutions that accept students for externship placements and/or potential employment often require a criminal and/or personal background check. As a result, students applying to the Pharmacy Technician and Surgical Technology programs 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 canceled. A listing of the specific offenses that are considered can be obtained from the institution.

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

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

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

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

## SELECTIVE ADMISSIONS CRITERIA

In addition to the requirements listed in the table on the following page, all students will need to meet the minimum testing and/or college credit requirements. In cases where the number of potential applicants exceeds the total number of available seats, a rubric will be used to objectively assess applicants to the program who meet all of the enrollment requirements to determine the accepted class and to determine alternates to the class. The rubric is based on up to four areas depending on the program: previous postsecondary experience, Math and Science grades, test scores, and having previously graduated from a Sanford-Brown or from an Allied Health program of another CEC school. If a program of study has received complete application materials from more qualified applicants than seats available, the enrollment period will be closed before the class start so that all applicants can be ranked. Once ranked, students will be notified of their acceptance status. An additional 15% of the 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 EXAM RETEST 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.

## INTERNATIONAL STUDENTS

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English evaluation.

## SELECTIVE ADMISSIONS CRITERIA

PROGRAM	WONDERLIC SCORE	ACCUPLACER SCORE	ADDITIONAL REQUIREMENTS
Non-invasive Cardiovascular Technology	N18	125 (60 minimum math score)	Bachelor degree in any field or a single allied health Associate degree that is patient-care related. Associate degree in allied health is defined as (1) 24 full-time consecutive calendar months or (2) 60 semester credits or (3) 84 quarter credits (4) and requiring a clinical internship/externship to complete the program*.
Diagnostic Medical Ultrasound	18	130 (65 minimum math score)	An applicant must demonstrate successful completion (minimum grade of "C" or better) of post-secondary educational credit in each of the following prior to the beginning of the core curriculum: 1) algebra, statistics, or higher mathematics, 2) general college-level physics or radiographic physics, 3) communication skills, and 4) human anatomy and physiology.
Medical Assistant	13	N/A	None
Medical Billing and Coding	13	N/A	None
Pharmacy Technician	13	N/A	None
Surgical Technology	18	120 (50 minimum math score; 48 minimum reading score)	None

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

\*The Allied health program offered at Briarcliffe College or the Sanford-Brown Schools does not satisfy this requirement.

Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through the Admissions department.

## FOREIGN TRANSCRIPTS

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

### Educational Perspectives, nfp

P.O. Box 618056

Chicago, Illinois 60661-8056

(312) 421-9300

[www.edperspective.org](http://www.edperspective.org)

### Josef Silny & Associates, Inc.

International Educational Consultants

7101 SW 102 Avenue

Miami, Florida 33173

(305) 273-1616

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

### World Education Services, Inc.

Bowling Green Station

P.O. Box 5087

New York, New York 10274-5087

(212) 966-6311

### Educational Credential Evaluators, Inc.

P.O. Box 514070

Milwaukee, Wisconsin 53203-3470

[www.ece.org](http://www.ece.org)

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

[www.naces.org](http://www.naces.org)

[www.aice-eval.org](http://www.aice-eval.org)

The Sanford-Brown Institute campuses in New York are not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

## ENGLISH PROFICIENCY

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

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173;
- Advanced Placement International English Language (APIEL) with a score of 173 or higher;

- International English Language Testing System (IELTS) with a level of 6 or higher;
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English; or,
- Completion of an interview with the Director of Education or his/her designee

## **POLICY ON FORGED/ALTERED ACADEMIC DOCUMENTS FROM FOREIGN INSTITUTIONS**

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

## **RE-ENTERING STUDENTS**

Students who have previously attended Sanford-Brown Institute but did not graduate and are returning to the same program of study within 364 days of their last date of attendance, will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background check. Additional Financial Aid forms may also be required for those wishing to apply for financial aid.

Students who have previously attended Sanford-Brown but did not graduate and are returning to a different program of study within 364 days of their last date of attendance are subject to all admissions requirements in effect at the time of re-entry, with the exception of the application fee.

Students who have previously attended Sanford-Brown but did not graduate and are returning after 364 days since the last recorded date of attendance are subject to all admission requirements in effect at the time of re-entry with the exception of the payment of the application fee.

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

# Financial Aid Information

## FINANCIAL ASSISTANCE

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

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

## HOW TO APPLY

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at the Sanford-Brown's website ([www.sanfordbrown.edu](http://www.sanfordbrown.edu)) or at <http://fafsa.ed.gov>. FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

## DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

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

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

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

## FINANCIAL AID PROGRAMS

### Federal Pell Grant

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

### Federal Student and Parent Loans

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

### Federal Direct Stafford

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

### Federal Direct Parent PLUS Loans

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

parents may request deferment of payments while the student is attending at least halftime.

### Federal Work Study (FWS)

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

### Private Loans

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

### Student Ambassador Scholarship

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

### Workforce Development Scholarship

Sanford-Brown has entered into an agreement with selected local area healthcare providers to provide a scholarship to selected employees of these providers of up to \$2,000 per academic year, in order to assist these students with the opportunity to attend a program of study at Sanford-Brown. To be eligible for the Workforce Development Scholarship Program, a candidate must meet the admissions requirements as stated in the catalog and be accepted for admission to Sanford-Brown, provide verification of employment with an eligible healthcare provider and complete the Workforce Development Scholarship acknowledgement

form that details the terms and conditions of the Scholarship. If you work for a local healthcare provider, you may contact the Campus Director or President to inquire whether your employer has entered into an agreement with the school and you might be an eligible candidate.

### Knowledge Is Power Program Scholarships

Sanford-Brown offers Knowledge Is Power Program (KIPP) Scholarships to students or parents of students who are alumni of a New York area KIPP school and who graduated high school or have a GED. Sanford-Brown is dedicated to assisting students (and parents of students who are alumni of a New York area KIPP school) with the cost of post-secondary education who wish to pursue allied health training at Sanford-Brown Institute Garden City, Sanford-Brown Institute New York City, Sanford-Brown Institute White Plains, Sanford-Brown Institute Iselin and SBI Campus Melville – An Affiliate of Sanford-Brown. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of two students at each applicable institution will be offered \$1,000 scholarships for the student’s first academic year. Students will be considered for the KIPP Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted a recommendation letter from a KIPP administrator and their official high school transcript/GED. Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school’s stated Standards of Academic Progress (SAP) as defined in the school’s catalog and maintain a GPA of 3.0 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. Once all of the scholarships for a given start have been awarded, the campus will notify any remaining applicants. For 2013/14 a maximum of 70 scholarships will be awarded, and \$70,000 has been budgeted for the Knowledge Is Power Program Scholarships. There are no restrictions for the KIPP Scholarship based upon age, race, religion, national or ethnic origin, color, disability, gender or marital status. Scholarship funds are non-transferable and non-refundable to the student. If a student’s enrollment is canceled or the student withdraws or otherwise terminates his/her attendance at the school prior to the use of his/her entire scholarship, the remaining funds will be retained by the School.

### Veterans’ Educational Benefits

Sanford-Brown is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans’ Educational

Benefit programs. Students interested in Veterans’ Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans’ who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans’ Administration at (800) 827-1000, or 888-GI-Bill-1 (888-442-4551), or go to <http://www.gibill.va.gov/>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

### Yellow Ribbon Grant

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

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

IF TERMINATION OCCURS	SCHOOL MAY KEEP
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After completion of fifth week	100%

- Candidate must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements ([www.gibill.va.gov](http://www.gibill.va.gov))
- Candidate must apply and be accepted for admission to Sanford-Brown
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed

The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Sanford-Brown.

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

## HIGHER ONE LOST CARD REPLACEMENT FEE

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

## CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment agreement within 7 days (until midnight of the 7th day excluding Saturdays, Sundays, and legal holidays) after the prospective student has received a tour of the facility and equipment and has signed the Enrollment Agreement.

## REFUND POLICY

State Refund Policy as Required by Section 5002 of the Education Law of New York State

Total tuition liability is limited to the term during which the student

withdrew or was terminated plus any terms previously completed. Tuition liability is calculated as of the student's last day of physical attendance. The percentage of training completed and the resulting refund due will be calculated independently for each term. The application fee is non-refundable. Please refer to your enrollment agreement for the definition of a term for your program.

**A. First term:** The school shall evenly divide the total tuition charges for the academic year among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than

IF TERMINATION OCCURS	SCHOOL MAY KEEP
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the completion of the fourth week	100%

For the Diagnostic Medical Ultrasound and Non-Invasive Cardiovascular Technology programs, total tuition liability is limited to the quarter during which the student withdrew or was terminated plus any quarters previously completed. Tuition liability is calculated as of the student's last day of physical attendance. The percentage of training completed and the resulting refund due will be calculated independently for each quarter. The application fee is non-refundable. The school shall evenly divide the total tuition charges for the academic year among the number of quarters. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:

**A. First quarter:**

IF TERMINATION OCCURS	SCHOOL MAY KEEP
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

**B. Second and subsequent quarters:**

IF TERMINATION OCCURS	SCHOOL MAY KEEP
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%



The failure of a student to notify the school director in writing of a withdrawal may delay the refund of tuition due pursuant to Section 5002 of the Education Law of New York State.

## RETURN OF TITLE IV FUNDS

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

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

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

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

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

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

1. 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 Sanford-Brown is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

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

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

# Academic Information

## UNIT OF CREDIT

Academic credit at Sanford-Brown Institute is measured in clock hours. Clock hours earned at SBI are for determining progress towards program completion only. The clock hours are not typically transferable to another school, college or university.

## TRANSFER OF CREDIT TO OTHER SCHOOLS

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

## CREDIT EQUIVALENCY EVALUATIONS

Credit equivalency recommendations are available for students that are interested in pursuing additional certification, employment, or educational opportunities. To request a transcript evaluation, please contact the campus Registrar. Some colleges and universities may accept these credits for transfer to degree programs. However, it is always at the discretion of the receiving institution whether to accept any credits in transfer. Therefore, the school does not provide assurance as to the transferability of credits earned.

## TRANSFER OF CREDIT TO SANFORD-BROWN

Students who formerly attended a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education, may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a Request for Transfer Credit as soon as possible after being enrolled at Sanford-Brown; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Sanford-Brown. Both the request for transfer credit and official transcripts must be received at Sanford-Brown as soon as possible after the student has been enrolled, and prior to the beginning of any class for which the transfer credit is being requested. Awarding of Transfer Credit is at the sole discretion of Sanford-Brown. Sanford-Brown will determine if the course(s) completed at the previous institution are sufficiently equivalent to the course(s) in the student's program of study at Sanford-Brown. Only passing grades of "C" or better will be taken into consideration. Factors Sanford-Brown will use in determining whether transfer credit will be awarded include – but are not limited to – objectives and description of the previous course, length of time passed since the course was completed, and the level of the previous course (e.g. as indicated by 100, 200,... course number). To ensure an adequate and fair assessment may be made, students may be required to provide Sanford-Brown with a course catalog from the previous institution. Courses that are approved to be awarded transfer credit will show on the student's Sanford-Brown transcript with a grade of "TC".

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

## RESIDENCY REQUIREMENTS

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Sanford-Brown. An exception may be made for students transferring to the same program of study at another Sanford-Brown (or Missouri College). Please contact the Director of Education at the receiving school to discuss the transferring of course credits.

## 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 85 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical or externship courses are required to complete

all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance will earn a grade of “W” on their transcripts and will be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in five-minute increments as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from Sanford-Brown. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and module.

1. Students who miss more than 10% of the hours in a course may be placed on attendance warning. Students on attendance warning are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance warning are violated, a student may be terminated from the program.
2. Students who exceed 15% absences in an individual course will be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety.
3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor and clinical coordinator. Students will not be considered to have completed their externships until the Clinical Coordinator and/or Program Chair 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.*

## ACADEMIC HONESTY POLICY

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

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

## DISREGARD OF THE ACADEMIC HONESTY POLICY: PENALTIES AND PROCEDURES

- 1st offense:
  - Student may resubmit the paper with a 50% penalty,
  - Student receives warning from the faculty,
  - Instructor notifies the Program Chair 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 Chair and Director of Education of the second offense, and
  - Student Advising Session is conducted by the Program Chair 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

## STUDENT CODE OF CONDUCT POLICY

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

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

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

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

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

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

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

## STUDENT CONDUCT CODE OFFENSES

### A. Offenses Related to Persons

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

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

### B. Offenses Related to Property

An offense related to property is committed when a student:

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

### C. Offenses Related to the Operation of Sanford-Brown

An offense related to the operation of the Sanford-Brown is committed when a student:

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

5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Sanford-Brown.

#### **D. Offenses Related to Welfare, Health or Safety**

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

1. Uses, possesses, or manufactures, without Sanford-Brown authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Sanford-Brown property.
3. Abuses, removes, or damages fire and safety equipment; or fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of Sanford-Brown when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

## **DISREGARD OF THE STUDENT CODE OF CONDUCT: PENALTIES AND PROCEDURES**

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

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

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

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

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class(es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.
4. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
5. Loss of academic credit or reduction in grade: Imposed as a result of academic dishonesty.
6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not current.
7. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution's President or their designee before returning to campus.
8. Expulsion: stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.
9. Loss of Technology Privileges: Exclusion from all privileges associated with Institution technology access, including but not limited to e-mail and network access and storage.

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

## GRADING SYSTEM

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

LETTER CODE	INCLUDED IN HOURS EARNED	INCLUDED IN HOURS ATTEMPTED	INCLUDED IN CGPA	QUALITY POINTS
A	Yes	Yes	Yes	4.00
B	Yes	Yes	Yes	3.00
C	Yes	Yes	Yes	2.00
F	No	Yes	Yes	0.00
AU (Audit)	No	No	No	n/a
I (Incomplete)	No	Yes	No	n/a
P (Pass)	Yes	Yes	No	n/a
PR (Proficiency)	Yes	Yes	No	n/a
TC (Transfer Credit)	Yes	Yes	No	n/a
W (Withdraw)	No	Yes	No	n/a
WP (LOA)	No	No	No	n/a
NP (Not Pass)	No	Yes	Yes	n/a

## APPLICATION OF GRADES AND CREDITS

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

“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.

## GRADES OF INCOMPLETE (“I”)

To receive an Incomplete (“I”) grade, the student must work directly with their instructor to receive an extension to complete the required course work. This request must be approved prior to the end of the class. The student must meet all attendance requirements for the class in order to be eligible for an Incomplete grade. Should a student fail to complete these unfulfilled coursework requirements within two weeks after the beginning of the next term, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of “O” points for the incomplete work. Sanford-Brown reserves the right to extend the time needed to allow the student to fulfill the requirements of the Incomplete grade.

## REPEATED COURSES

The student must repeat any required course in which a grade of “F”, “W”, “WP”, or “NP” is received. A student who receives an “F”, “W”, “WP”, or “NP” 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. Students will not be allowed to repeat courses they have already passed.

## GRADE DISPUTES

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

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

## PROFICIENCY CREDIT

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student’s prior work or educational experience. These academic challenges must be completed before the course begins. For any student



wishing to challenge a particular course, the Academics Department will administer an appropriate course examination to determine “retained knowledge”. The student will receive academic credit for a course only if the Academics Department determines that the student has passed the examination with a minimum 85% grade, and the course will be presented on the student’s transcript with a letter grade of “PR”. If a student receives credit for previous training, such credit will be used to determine the rate of progress calculation in satisfactory academic progress, and will also be used to determine completion of graduation requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge.

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

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

## DROP/ADD PERIOD

During the start of each term, students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each term is one calendar week after the beginning of the term. Students who post no attendance for a course by the end of the drop/add period will be unregistered from the course without incurring an academic or financial penalty. Students who notify the Registrar that they are withdrawing from a course before the end of the drop/add period will not incur an academic or financial penalty.

## WITHDRAWAL POLICY

Students who voluntarily withdraw from a course before the last week of class will receive a grade of “W”. The grade of “W” does not impact the student’s GPA, but does impact the student’s rate of completion.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at Sanford-Brown Institute. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress (ROP) toward completion of the academic program at the end of each grading period. A grading period is defined

as either a 4, 5, 6, or 9 week module, depending on the program of study. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

## CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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

## RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS

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

## SAP TABLES

CERTIFICATE PROGRAMS		
CLOCK HOURS		
HOURS	ROP	CGPA
0-380	60%	1.5
381+	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 hours in their program of study.



## HOW TRANSFER CREDIT AND CHANGE OF PROGRAM AFFECT SAP

Clock hour credits that have been transferred into the institution by the student is included in the ROP calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 clock hour credits earned at institution A into a program at institution B. The program requires 180 clock hour 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 clock hour credits. The 30 transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

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

## WARNING AND PROBATIONARY PERIODS FOR STUDENTS RECEIVING FINANCIAL AID

At the end of each grading period (one grading period is defined as 4-9 week modules depending on the program of study) after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first grading period in which the CGPA or the ROP falls below

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

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

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

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

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

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

## WARNING AND PROBATIONARY PERIODS FOR STUDENTS NOT RECEIVING FINANCIAL AID

At the end of each grading period (one grading period is defined as 4-9 week modules depending on the program of study) after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first grading period in which the CGPA or the ROP falls below the values

specified in the tables above. At the end of the next grading period, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section)

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

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

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

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

## APPEAL

A student who has been placed on FA Probation or Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the designated committee within 7 calendar days of the date of the notification letter informing the student of the FA probation or Probation status. 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 committee is final and may not be further appealed.

## REINSTATEMENT

A student who was academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the committee. The appeal must be in writing and must provide detailed 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 reinstated are subject to the existing policy for re-entering students. Students who are interested in applying for federal financial aid may do so at this time.

For information on appealing for reinstatement of non-academic dismissals, please refer to the Code of Conduct and Grievance Policies within this catalog.

## EXTERNSHIP POLICIES

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete all pre-requisite courses and conditions will be placed on externship at an appropriate setting. The school maintains liability insurance on all students and faculty members while at externship sites. All students on externship are supervised by qualified faculty and/or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by accreditor or other regulatory requirements. Students may not substitute for, or replace, paid staff members. In most cases, students receiving education at externship sites may not permitted to be paid for their time on-site. 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. Some job opportunities or externships may require additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.

**All students enrolled in a program with an externship component in a clinical setting must complete the following prior to beginning the externship and/or any integrated clinical experiences:**

- Current CPR certification that is valid for the length of all clinical/externship components
- Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Chair in their discipline for additional details

- Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their externship training. The student is responsible for any cost associated with these additional requirements

## EXTERNSHIP ASSIGNMENT

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships 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.

## EXTERNSHIP ATTENDANCE REQUIREMENTS

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. 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 and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship hours. Scheduled Sanford-Brown 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 and appropriate school personnel. 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.

## INDEPENDENT STUDY POLICY

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

## 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

The following conditions may be considered:

- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment (applies only if the student is being temporarily relocated for a job assignment as required by a current employer)

The following requirements apply:

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

- A LOA request is submitted in writing within 5 calendar days of the student's last date of attendance, which includes the reason for the request
  - If unforeseen circumstances prevent the student from providing a written request within 5 calendar days the institution may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstances by the last day of the school's attendance policy

- 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 timeframe
- There may be limitations on LOA eligibility for students enrolled in term-based programs due to scheduling requirements
- 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 4 – 9 week modules depending on the program of study

Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on aid, loan repayment and exhaustion of the loan grace period. Students in a LOA status may not receive further financial aid disbursements 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.

## **GRADUATION REQUIREMENTS**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required hours within the maximum hours that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts.

# Student Services Information

## STUDENT ORIENTATION

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

## STUDENT PORTAL

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

## CYBRARY

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

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

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

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

## ACADEMIC ASSISTANCE

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

## CERTIFICATION, LICENSURE AND REGISTRY EXAMINATIONS

Sanford-Brown is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Many of the programs offered by Sanford-Brown have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. For students who successfully complete programs with such professional certification, licensure or registry examinations and who pass an institutional readiness assessment with 80% or better, the institution will pay the cost of the first attempt on the relevant examination. Please discuss with an academic representative of your campus the specific exams that will be covered and the requirements for successfully demonstrating examination preparedness.

## TRANSCRIPT PROCESS AND FEES

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

Transcript Fees are assessed regardless of transcript hold status. If you are not current with any outstanding balance, the schools will not release the official transcript or allow the graduate to participate in

the graduation ceremony. However, as an exception to this policy, your transcripts will be released only for purposes of a student sitting for a licensing, certification or registry exam.

\$10 – Transcripts ordered through the campus

\$30 – Overnight/U.S. Mail delivery

## CAREER SERVICES

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

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

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

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

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

## AUDITING CLASSES

Graduates of Sanford-Brown programs who are in good standing and desire to audit any course in the program from which they graduated, may do so on a space-available basis. There is no tuition charge for this service, and graduates are welcome to make use of this privilege. Graduates should contact the School President or Director of Education well in advance of a class start to ascertain if seats are available in a class and will be required to take orientation session(s) on any new generation lab equipment. This opportunity is for auditing purposes only: no attendance or grade will be recorded.

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.

## STUDENT'S RIGHTS AND RESPONSIBILITIES

### All students have the right to know:

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

### All students have the following responsibilities:

- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received

- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school's satisfactory academic progress policy
- To understand the school's refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities.



# General Information

## FACILITY INFORMATION/ HOURS OF OPERATION

### New York Campuses

#### New York, New York

##### (Non-Main Campus, Location of the Main Campus: Atlanta, Georgia)

120 East 16th Street, Fourth Floor

New York, New York 10003

(646) 313-4519

Gary Apito, School President

Regular School business hours are from 8 a.m. to 10:15 p.m. Monday through Thursday, 8 a.m. to 10 p.m. Friday, and 9 am to 5 p.m. Saturday & Sunday.

The New York City campus is located near Union Square in Manhattan. The school has a reception area located on the fourth floor. It has administrative and faculty offices as well as student lounges and a resource room. The school houses 20 classrooms, which include 10 lecture rooms, 3 imaging labs, 5 computer labs, 1 pharmacy technician lab, and 3 clinical wet labs. The ultrasound lab is equipped with ultrasound equipment capable of performing general and specialized procedures, including color-flow imaging. Standard equipment includes a film library of case studies, dedicated video monitors, still and moving video images, reference books, light boxes, journals and audio-visual aids, which complement curriculum objectives. The administrative labs hold computers as well as printers and the clinical medical assisting wet labs house equipment for urinalysis, hematology, EKG, and sterilization.

#### White Plains, New York \*

##### (Main Campus)

333 Westchester Avenue

White Plains, New York 10604

(914) 874-2500

Rolando Manna, School President

Regular School business hours are from 8 a.m. to 10 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday, and 8 a.m. to 4 p.m. Saturday & Sunday.

(\*The White Plains campus is no longer accepting enrollments)

The White Plains campus is located in a modern executive office park. The school houses 12 classrooms, including 1 large imaging lab, 3 computer labs, and 2 wet labs for Medical Assistant instruction. There are administrative offices, faculty offices, a reception area, and student lounge. The imaging lab is equipped with ultrasound equipment capable of performing general and specialized procedures, including color-flow imaging. Standard equipment includes a film library of case studies, dedicated video monitors, still and moving video images, reference books, light boxes, journals and audio-visual aids, which complement curriculum objectives. The administrative labs house computers as well as printers and the clinical medical assisting wet lab houses equipment for urinalysis, hematology, EKG, and sterilization.

#### Garden City, New York

##### (Non-Main Campus, Location of the Main Campus: Dallas, Texas)

711 Stewart Avenue

Garden City, New York 11530

(516) 247-2900

Alison Worobey, LMSW, School President

Regular School business hours are from 8 a.m. to 10 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. Friday through Sunday.

The Long Island campus has locations in 2 buildings in close proximity to each other (711/623 Stewart Avenue). The 711 location has 6 lecture classrooms, two computer labs for Medical Assistant and Medical Billing and Coding instruction, and two wet labs for Medical Assistant instruction and a pharmacy technician lecture/ lab. There are administrative and education offices as well as a reception area and a student lounge. Imaging labs and classrooms are found at the 623 location. There is a school resource room for the use of students, faculty, and staff. The imaging lab is equipped with ultrasound equipment capable of performing general and specialized procedures including color-flow

imaging. Standard equipment includes a film library of case studies, dedicated video monitors, still and moving video images, reference books, light boxes, journals, and audio-visual aids which complement curriculum objectives. The administrative lab holds computers as well as printers and the clinical medical assisting wet labs house equipment for urinalysis, hematology, EKG, and sterilization.

## SCHOOL CLOSINGS

Sanford-Brown institute students live throughout large geographic areas; therefore a liberal attendance policy will be in effect whenever severe weather conditions or any conditions that may affect travel to and from the school exist. Students should use their best judgment regarding absences. If it is too difficult or too dangerous to attend classes, students will not be penalized for absences. However, students will be responsible for making up any missed assignments. Hospitals and outpatient services typically do not close during inclement weather. Students at these sites are expected to follow the inclement weather policies of these sites.

When the school is officially closed or is maintaining a late schedule because of bad weather and/or travel conditions, announcements may be made by the following means:

**White Plains Campus** – student portal or school hotline:  
(914) 874-2557

**New York City Campus** – student portal or school hotline:  
(646) 313-4510

**Garden City Campus** – student portal or school hotline:  
(516) 247-2900

## CLASS HOURS

Although individual student schedules may vary between campuses, day classes generally meet Monday through Thursday from 9 a.m. to 5 p.m. Evening classes meet Monday through Thursday from 6 p.m. to 10 p.m. Weekend classes meet from 9 a.m. to 5 p.m.

## STUDENT RIGHTS AND RESPONSIBILITIES OF ASSEMBLY

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

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

## TERMINATION POLICY

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

## REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES

Sanford-Brown does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Sanford-Brown. To request an auxiliary aid or service please contact the ADA Coordinator for the campus. (Please see addendum for list of staff)

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

## CAMPUS SECURITY

Sanford-Brown publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics

concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1, and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the campus President during regular business hours.

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

In addition to the annual security report, Sanford-Brown maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the office of the Campus President.

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

## DRUG-FREE ENVIRONMENT

As a matter of policy, Sanford-Brown prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the campus President

## UNLAWFUL HARASSMENT POLICY

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

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

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

## INTERNAL GRIEVANCE PROCEDURE

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

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

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

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

**Step 1** – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Chair. Alternatively, the student may submit the complaint to the campus 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 submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Education..

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

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

## NEW YORK STATE GRIEVANCE POLICY

A grievance may be brought to the attention of the Bureau of Proprietary School Supervision, New York State Education Department, 116 West 32nd Street, 5th floor, New York, New York 10001.

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the School, or anyone representing the school, has acted unlawfully, you have a right to file a grievance with the New York State Education Department.

You may make grievances about the conduct of the school advertising; standards and methods of instruction; equipment; facilities; qualifications of teaching and management personnel; enrollment agreement; methods of collecting tuition and other charges; school license or registration; school and student records; and private school agents.

The steps you must take to file a grievance are:

1. Write to the New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, New York 10001. Telephone: (212) 643-4760. You can request an interview for the purpose of filing a written grievance. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your grievance in detail.
2. If you cannot come for an interview, send a letter or call the office to request a grievance form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a grievance within two years after the alleged illegal conduct took place. The Bureau cannot investigate any grievance more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the grievance as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your grievance. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a grievance with the Department, you may also try to resolve your grievance directly with the school. Use the school’s internal grievance procedure or discuss your problems with teachers, department heads, or the School President. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a grievance with the New York State Education Department. If you do file a grievance with the Department, please advise the Bureau of any action that you take to attempt to resolve your grievance.

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  
(202) 336-6780

Garden City and New York students may also submit any grievances regarding the:

**Pharmacy Technician Program to the American Society of Health System Pharmacists, at::**

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

Students may also submit any grievances regarding the Diagnostic Medical Ultrasound Program to the:

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

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

New York City students may submit grievances regarding the Surgical Technology program to: **Accrediting Bureau of Health Education Schools (ABHES)**

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

## SANFORD-BROWN FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education 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 Sanford-Brown receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from Registrar’s office or portal and submit to the registrar 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 Registrar, 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 Sanford-Brown 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 the institution 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 Sanford-Brown 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 the institution.

Parental access to a student’s record will be allowed by Sanford-Brown without prior consent if: (1) the student has violated a law or the institution’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

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 the Sanford-Brown 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, D.C. 20202

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 the institution 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 Sanford-Brown 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 the institution'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. Sanford-Brown has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the registrar within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled
- 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

## AUDIO/IMAGE RECORDING DEVICES POLICY

Personal, on-campus use of audio and image recording equipment must have the written authorization of the School President or Director of Education. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the device(s). The equipment/device(s) include, but are not limited to: cell phone cameras, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image.

Use of audio and image recording devices for personal use without authorization are considered intrusions to academic, management, and student communities. Violation of this policy may be cause for disciplinary action up to and including dismissal from school.

## CATALOG ADDENDUM

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

# Program Offerings

## **Non-Invasive Cardiovascular Technology**

Certificate Program

## **Diagnostic Medical Ultrasound**

Certificate Program

## **Medical Assistant**

Certificate Program

## **Medical Billing and Coding**

Certificate Program

## **Pharmacy Technician**

Certificate Program\*

## **Surgical Technology**

Certificate Program\*\*

\*Offered only at the GC and NYC campuses

\*\*Offered only at the NYC campus



# Non-Invasive Cardiovascular Technology

## CERTIFICATE PROGRAM

**1950 Clock Hours**

### Program Objective

The Non-Invasive Cardiovascular Technology program at Sanford-Brown Institute, (SBI) is designed to prepare the students to perform non-invasive cardiovascular examinations under the direction of a physician/cardiologist. It is designed to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography.

Students gain both didactic knowledge and practical experience in cardiovascular science, EKG, holter monitoring, telemetry, and echocardiography. The students will have the opportunity to study the anatomy, physiology, and pathophysiology of the organ systems, recognize the EKG patterns of infarction, arrhythmia recognition, appreciate emergency protocols, and perform echocardiography. The curriculum is structured to include a lecture component and an imaging laboratory component. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as non-invasive cardiovascular technologists.

### Length of Program

#### Day Program Schedule

The on-campus portion of the day program (1050 clock hours) consists of classes that meet four days each week for six hours daily. Following

this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the day program is 67 weeks excluding vacation periods and holidays.

#### Afternoon and Evening Program Schedules

The on-campus portion of the afternoon and evening program schedules (1050 clock hours) consists of classes that meet four days/evenings each week either for four or four and one-half hours each meeting (varies according to campus). Following this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the afternoon and evening programs is 82 weeks (18 hours/week) or 89 weeks (16 hours/week) excluding vacation periods and holidays.

#### Weekend Program Schedule

The on-campus portion of the weekend program schedule (1050 clock hours) consists of classes that meet two or three days each weekend for four to eight hours each day (varies according to campus). Following this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the weekend program is 82 weeks (18 hours/week) or 89 weeks (16 hours/week) excluding vacation periods and holidays. (New York City campus weekend schedule: Friday, Saturday, Sunday; Garden City campus weekend schedule: Saturday and Sunday; White Plains campus weekend schedule: Saturday and Sunday or Friday and Saturday)

#### Credential Information

The Non-Invasive Cardiovascular Technology program is not programmatically accredited.

Employers are increasingly requiring professionals in the cardiovascular field to be credentialed before they will be employed in the field. Thus, graduates of the Non-Invasive Cardiovascular Technology program are encouraged to take the Registered Diagnostic Cardiac Sonographer (RDCS) credentialing examination offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). Graduates are eligible to apply for the RDCS examination upon meeting all of ARDMS' prerequisites (<http://www.ardms.org/>). ARDMS' prerequisites are not controlled by SB and are subject to change by ARDMS without notice. Therefore, SB cannot guarantee that graduates will be eligible to take this examination, at all or at any specific time, regardless of eligibility upon enrollment.

#### Factors Affecting Employment

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may

be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see [www.bls.gov/ooh](http://www.bls.gov/ooh)) are good places to start researching the specific requirements for employment in this field. 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.

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
CVT100	Cardiovascular Technology I: Anatomy and Physiology	144
CVT101	Cardiovascular Technology II: Electrocardiography	144
CVT102	Cardiovascular Technology III: Ultrasound Physics and Instrumentation	144
CVT103	Cardiovascular Technology IV: Vascular I	144
CVT104	Cardiovascular Technology V: Vascular II	144
CVT105	Cardiovascular Technology VI: Echocardiography I	144
CVT106	Cardiovascular Technology VII: Echocardiography II	144
CVT107	Cardiovascular Externship	900
CVT108	Cardiovascular Technology VIII: Registry Review	42
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>1950</b>

# Diagnostic Medical Ultrasound

## CERTIFICATE PROGRAM

1950 Clock Hours

### Program Objective

The Diagnostic Medical Ultrasound program at Sanford-Brown Institute (SBI) is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures. It is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students are also introduced to vascular ultrasound. The student will have the opportunity to study the anatomy, physiology and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The curriculum is structured to include a lecture component, an imaging laboratory component, and a clinical component. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as diagnostic medical sonographers.

### Length of Program

#### Day Program Schedule

The on-campus portion of the day program schedule (1050 clock hours) consists of classes that meet four days each week for six hours daily. Following this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the day program is 67 weeks excluding vacation periods and holidays.

#### Afternoon and Evening Program Schedules

The on-campus portion of the afternoon and evening program schedules (1050 clock hours) consists of classes that meet four days/evenings each week either four or four and one-half hours each meeting (varies according to campus). Following this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the afternoon and evening program is 82 weeks (18 hours/week) or 89 weeks (16 hours/week) excluding vacation periods and holidays.

#### Weekend Program Schedule

The on-campus portion of the weekend program schedule (1050 clock hours) consists of classes that meet two or three days each weekend for four to eight hours each day (varies according to campus). Following this portion of the program, students complete a 900-clock-hour externship. Normal completion time for the weekend program is 82 weeks (18 hours/week) or 89 weeks (16 hours/week) excluding vacation periods and holidays. (New York City campus weekend schedule: Friday, Saturday, Sunday; Garden City campus weekend schedule: Saturday and Sunday; White Plains campus weekend schedule: Saturday and Sunday or Friday and Saturday)

### Credential Information

The Diagnostic Medical Ultrasound program is accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates of the Diagnostic Medical Ultrasound program are encouraged to take the registry examination offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). The exam is voluntary but obtaining this credential does enhance employment opportunities. Graduates of SBI's Diagnostic Medical Ultrasound program are eligible for the RDMS exam as defined by the ARDMS after graduation. Registration requirements for taking and passing these examinations 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 to take certification exams at all or at any specific time, regardless of their eligibility status upon enrollment.

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
DMU100	Ultrasound Physics & Instrumentation	144
DMU101	General Ultrasound I	144
DMU102	General Ultrasound II	144
DMU103	General Ultrasound III	144
DMU104	General Ultrasound IV	144
DMU105	Obstetric Ultrasound I	144
DMU106	Obstetric Ultrasound II	144
DMU107	Ultrasound Externship	900
DMU108	Registry Preparation	42
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>1950</b>

# Medical Assistant

## CERTIFICATE PROGRAM

**900 Clock Hours**

### Program Objective

The Medical Assistant program at Sanford-Brown Institute (SBI) 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 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.

### Length of Program

#### Day Program Schedule

The on-campus portion of the day program (720 clock hours) consists of classes that meet four to five days each week for four to six hours daily. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the day program is 36 weeks excluding vacation periods and holidays (Garden City offers a 30 and 42 -week MA day program).

#### Afternoon Program Schedule

The on-campus portion of the afternoon program (720 clock hours) consists of classes that meet five days each week for one to five hours daily.

Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the afternoon program is 51 weeks excluding vacation periods and holidays. (Garden City and White Plains MA afternoon classes are four hours daily, four days in a week).

#### Evening Program Schedule

The on-campus portion of the evening program (720 clock hours) consists of classes that meet four evenings each week for four hours each evening. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the evening program is 51 weeks excluding vacation periods and holidays.

#### Weekend Program Schedule

The on-campus portion of the weekend program (720 clock hours) consists of classes that meet two days each week for eight hours each day. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the weekend program is 51 weeks excluding vacation periods and holidays.

#### Credential Information

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

#### Factors Affecting Employment

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

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
MA116	Medical Terminology	40
MA117	Clinical Asepsis	40
MA118	Computer Applications	40
MA119	Medical Law and Ethics	40
MBC122	Anatomy and Physiology – Levels of Organization/Urinary/ Digestive	40
MBC126	Anatomy and Physiology – Cardiovascular/Respiratory/ Blood/Nervous	40
MBC130	Anatomy and Physiology – Lymphatic/Immune/Endocrine/ Reproduction	40
MBC134	Anatomy and Physiology – Integumentary/ Musculoskeletal	40
MA120	Clinical Procedures	40
MA123	Urinalysis and Microbiology	40
MA126	Electrocardiography	40
MA129	Hematology	40
MA132	Pharmacology	40
<b>TIER III COURSES</b>		
MA115	Human Relations	40
MA121	Medical Office Applications	40
MA124	Health Insurance	40
MA127	Computerized Billing	40
MA130	Management Skills	40
MA133	Medical Assistant Externship	180
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>900</b>



# Medical Billing and Coding

## CERTIFICATE PROGRAM

**900 Clock Hours**

### Program Objective

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

### Length of Program

#### Day Program Schedule

The on-campus day program (720 hours) consists of classes that meet four to five days each week for four to six hours daily. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the day program is 36 weeks excluding vacation periods and holidays. (Garden City offers a 30-week MBC day program.)

#### Afternoon Program Schedule

The on-campus portion of the afternoon program (720 clock hours) consists of classes that meet five days each week for one to five hours daily. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the afternoon program is 51 weeks excluding vacation periods and holidays.

#### Evening Program Schedule

The on-campus evening program (720 hours) consists of classes that meet four evenings each week for four hours each evening. Following this portion of the program, students complete a 180-hour externship. Normal completion time for the evening program is 51 weeks excluding vacation periods and holidays.

#### Weekend Program Schedule

The on-campus portion of the weekend program (720 clock hours) consists of classes that meet two days each week for eight hours each day. Following this portion of the program, students complete a 180-clock-hour externship. Normal completion time for the weekend program is 51 weeks excluding vacation periods and holidays.

#### Credential Information

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

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
MA116	Medical Terminology	40
MA118	Computer Applications	40
MA124	Health Insurance	40
MA119	Medical Law and Ethics	40
MBC122	Anatomy and Physiology Levels of Organization/Urinary/ Digestive	40
MBC126	Anatomy and Physiology Cardiovascular/ Respiratory/ Blood/Nervous	40
MBC130	Anatomy and Physiology Lymphatic/Immune/Endocrine/ Reproduction	40
MBC134	Anatomy and Physiology Integumentary/Musculoskeletal	40
MBC100	Healthcare Systems	40
MBC102	Medical Office Accounting	40
MBC110	ICD-9-CM Coding Principles	40
MBC112	Word Processing	40
MBC132	Career Development Skills	40
MBC104	Introduction to CPT-4 Coding Principles	40
MBC106	CPT-4-Surgical/Invasive Procedures Coding	40
MBC108	CPT-4- Clinical and Radiological Procedures Coding	40
MBC114	Medical Applications	40
MBC128	Computerized Billing	40
MBC136	Medical Billing and Coding Externship	180
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>900</b>

# Pharmacy Technician

## CERTIFICATE PROGRAM

720 Clock Hours

### Program Objective

The Pharmacy Technician program at Sanford-Brown Institute (SBI) provides students with the technical and practical training necessary for work as an entry-level assistant to a licensed pharmacist. Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer-service care. The program seeks to prepare students to work under the supervision of a licensed Pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging, and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student.

At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as pharmacy technicians.

### Length of Program

#### Day and Evening Program Schedules

The Pharmacy Technician program (720 clock hours) consists of classes that meet four days/evenings each week for four hours daily for 16 hours a week with 160 hours of externship. Normal completion time for the day program is 45 weeks excluding vacation periods and holidays. The Garden City campus offers the day program 5 days a week for 4 hours per day. Normal completion time is 36 weeks.

#### Weekend Program Schedule

The Pharmacy Technician program (720 clock hours) consists of classes that meet two days each week for eight hours for 16 hours a week with 160 hours of externship. Normal completion time for the evening program is 45 weeks excluding vacation periods and holidays.

(White Plains campus does not offer the Pharmacy Technician program.)

### Credential Information

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

### State Licensure/Registration Information

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

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
ALH120	Anatomy and Physiology - All Body Systems	40
ALH185	Career Development	40
CS101	Career Success	40
PT120	Pharmaceutical Practice	80
PT125	Contemporary Pharmaceutical Issues	80
PT130	Medication Management	80
PT135	Pharmacy Techniques	80
PT145	Sterile Compounds, Parenterals, and IV Admixtures	80
PT150	Information and Technology in the Pharmacy	40
PT190	Pharmacy Technician Externship	160
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>720</b>

# Surgical Technology Program

## CERTIFICATE PROGRAM

**1220 Clock Hours**

### **Program Objective**

The Surgical Technology curriculum is designed to give students with the best practices, standards, and didactic and practical education necessary to provide program graduates with a sound foundation in surgical technology. The underlying program goal is to prepare students for entry-level employment opportunities and national certification in surgical technology. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists.

### **Program Length**

The on-campus portion of the program (24-weeks - day) consists of classes that meet four days each week for five to seven hours daily. In the last 24 weeks (day) of the program, students are required to extern for a minimum of 20 hours per week. Normal completion time for the entire program is 48 weeks (day) excluding vacation periods and holidays.

### **Program Credentialing**

The Surgical Technology program at SB is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Graduates of the program are eligible for and encouraged to take the Certified Surgical Technologist (CST) certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The CST credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential. Only graduates of surgical technology programs

accredited by ABHES and/or the Commission on Accreditation or Allied Health Education Programs (CAAHEP) are eligible to take this exam at this time. However, certification requirements for taking and passing this examination are not controlled by SB but by outside agencies and are subject to change by the agency without notice. Therefore, SB cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

### **Factors Affecting Employment**

Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics' Occupational Outlook Handbook (see [www.bls.gov/ooh](http://www.bls.gov/ooh)) are good places to start researching the specific requirements for employment in this field. 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.

### **State Licensure/Registration Information**

Effective December 1, 2014, in order to be employed as a surgical technologist in the state New York, a person must graduate from a nationally accredited surgical technology program and hold and maintain certification as a surgical technologist from a nationally accredited surgical technologist credentialing organization. Graduates of a programmatically accredited surgical technology program have up to twelve-months immediately following graduation to obtain the appropriate credential. Certification may be obtained through NBSTSA, or another nationally accredited surgical technologist credentialing organization recognized by the State of New York.

## CURRICULUM COURSES

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
ALH122	Medical Terminology – All Body Systems	40
AP101	Anatomy and Physiology	100
IT101	Computer Concepts and Applications	20
ST101	Introduction to Surgical Technology	40
ST110	Microbiology and Infection Control	40
ST115	Pharmacology and Anesthesiology	40
ST120	Surgical Patient Care	20
ST130	Principles and Practices of Surgical Technology	100
ST140	Surgical Procedures I	100
ST150	Surgical Procedures II	100
ST200A	Clinical Externship I	200
ST200B1	Clinical Externship II A	100
ST200B2	Clinical Externship II B	100
ST200C	Clinical Externship III	200
ST201	Certification Review	20
<b>TOTAL CURRICULUM REQUIREMENTS</b>		<b>1220</b>

# Course Descriptions

## COURSE NUMBERING SYSTEM

Course numbers are composed of a two or three letter alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Course numbers in the 200s identify more advanced courses typically taken after the completion of prerequisite courses in the first or second year of study.

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 Vice President of Academic Affairs/Director of Education. The unit of credit is the clock hour.

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

### ALH120

ANATOMY AND PHYSIOLOGY –  
ALL BODY SYSTEMS

40 Hours (40 Lecture)

Prerequisite: None

This course introduces the major body structures and functions across the lifespan. Basic chemistry, cell structure and metabolism, and the anatomy and physiology of various body systems and organs are covered.

### ALH122

MEDICAL TERMINOLOGY –  
ALL BODY SYSTEMS

40 Clock Hours (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.

### ALH185

CAREER DEVELOPMENT

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course examines professional requirements, certification opportunities, and successful career traits for healthcare professionals. Topics include resume preparation, interviewing techniques, job expectations, professional skill-building and career planning, professional organizations and resources, certification preparation and review, and licensure opportunities.

### AP101

ANATOMY AND PHYSIOLOGY

100 Clock Hours (100 Lecture Hours)

Prerequisite: ALH122

The course provides an overview of human anatomy and physiology. Students will examine the characteristics and general function of various body systems, organs, and structures incorporated within the body systems.



**CS101**

## CAREER SUCCESS

40 Hours (40 Lecture Hours)

Prerequisite: None

This is a course designed to increase the student's success in his/her professional and personal life through the discussion of career and life planning skills, personal beliefs, and performance. Topics covered include communication skills, time management, goal setting, study habits and techniques, math principles, self-esteem, image, and motivation.

**CVT100**

## CARDIOVASCULAR TECHNOLOGY I: ANATOMY AND PHYSIOLOGY

144 Hours (144 Lecture Hours)

Prerequisite: None

This course covers cardiovascular anatomy and physiology, pharmacology and medical terminology.

This course also introduces the basic concepts of math and chemistry.

**CVT101**

## CARDIOVASCULAR TECHNOLOGY II: ELECTROCARDIOGRAPHY

144 Hours (96 Lecture and 48 Lab Hours)

Prerequisite: None

This course introduces diagnostic testing. Topics covered include the techniques for proper EKG examinations including lead placement, strip charting and monitoring, evaluation of PQRST wave and telemetry applications. Basic 12-lead interpretation skills are covered. Students are taught to assist the physician in stress testing and learn interpretive skills as well as set-up and patient preparation for a Holter monitoring. This course also presents subjects in clinical physiology, history taking, life support and physical examinations.

**CVT102**

## CARDIOVASCULAR TECHNOLOGY III: ULTRASOUND PHYSICS AND INSTRUMENTATION

144 Hours (96 Lecture and 48 Lab Hours)

Prerequisite: CVT100

This course covers the basic mathematical and physical principles and instrumentation of ultrasound such as the pulse-echo principle, propagation, attenuation, image generation, artifacts, and quality assurance. An introduction to Doppler physics and instrumentation and spectral analysis is discussed.

**CVT103**

## CARDIOVASCULAR TECHNOLOGY IV: VASCULAR I

144 Hours (96 Lecture and 48 Lab Hours)

Prerequisite: CVT102

This course provides instruction in the performance of vascular hemodynamics principles and provides instruction in the performance of vascular and abdominal ultrasound. This course is intended to introduce the cardiovascular student to other forms of ultrasound technology. Vascular interrogation through ultrasound and plethysmographic techniques are discussed. Both physiologic and anatomical information, are discussed to assist the student in vascular diagnosis.

**CVT104**

## CARDIOVASCULAR TECHNOLOGY V: VASCULAR II

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: CVT103

This course will focus on cerebrovascular disease and testing with some additional review of intracranial cerebrovascular disease and testing. This course will review imaging techniques, diagnostic criteria, pitfalls, invasive diagnostic techniques (angiography), medical therapy, and surgical treatment.

**CVT105**

## CARDIOVASCULAR TECHNOLOGY VI: ECHOCARDIOGRAPHY I

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: CVT104

This course introduces students to basic echocardiography. This course covers the employment of ultrasound imaging in cardiac evaluation. The lab and classroom are correlated to provide the students with an understanding of imaging planes, anatomy and techniques of instrumentation involved in echocardiographic study. Covered in the course are

M-mode, 2-D, Spectral Doppler and color flow studies.

**CVT106**

## CARDIOVASCULAR TECHNOLOGY VII: ECHOCARDIOGRAPHY II

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: CVT105

This advanced echocardiographic course examines the pathophysiology of cardiac disease and covers the echocardiographic techniques and instrumentation required for the diagnostic evaluation of disease process. This course also covers advanced techniques of echocardiography.

**CVT107**

## CARDIOVASCULAR EXTERNSHIP

900 Hours (900 Externship Hours)

Prerequisite: CVT100-106

The externship is served at medical facilities and/or diagnostic care centers. Students are expected to observe and record cases, as well as perform examinations with and without assistance under the supervision of a clinical instructor. During the externship, students maintain logs of studies observed and performed and prepare case studies for presentation to senior faculty and students.

**CVT108**CARDIOVASCULAR TECHNOLOGY VIII:  
REGISTRY REVIEW

42 Hours (42 Lecture Hours)

Prerequisite: CVT106

This course involves case presentation by senior students to senior faculty instructors and student peers. This course involves short course topics in preparation for the National Registry examination.

**DMU100**

## ULTRASOUND PHYSICS &amp; INSTRUMENTATION

144 Hours (96 Lecture and 48 Lab Hours)

Prerequisite: None

This course covers the basic mathematical and physical principles and instrumentation of ultrasound such as the pulse-echo principle, propagation, attenuation, image generation, artifacts, and quality assurance. It introduces Doppler physics and instrumentation and spectral analysis. It also covers core curriculum courses of basic math, and medical law and ethics.

**DMU101**

## GENERAL ULTRASOUND I

144 Hours (96 Lecture and 48 Lab Hours)

Prerequisite: DMU100

This course includes an introduction to applied medical terminology, to develop a working knowledge of anatomic, pathologic, and ultrasonic descriptives.

Organs of the gastrointestinal tract are studied; the upper abdominal vasculature and liver are covered in detail. This course covers the anatomy, physiology, relevant pathologies, sonographic interpretation and scan techniques for the above mentioned organs and structures.

**DMU102**

## GENERAL ULTRASOUND II

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: DMU101

The biliary system, pancreas, and kidneys are examined during this course. The program of study includes the anatomy, physiology, relevant pathologies, sonographic interpretation, and scan techniques relevant to these organs and body systems.

**DMU103**

## GENERAL ULTRASOUND III

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: DMU102

The urinary bladder, adrenal glands and reticuloendothelial system are examined in detail, to complete the program's study of the abdominal soft tissues. Ultrasound of the extremities, including the popliteal fossa and lower limb is also covered in this course. Venous Doppler and carotid imaging are introduced. This course also includes sonography of the thyroid gland and breast ultrasound. The anatomy, physiology, relevant pathologies, sonographic interpretation, and scan techniques for each organ and structure are covered in detail.

**DMU104**

## GENERAL ULTRASOUND IV

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: DMU103

The male and female reproductive systems are covered during this course. The anatomy, physiology, and relevant pathologies of each organ or structure are reviewed and the scan technique and sonographic interpretation for each system is covered.

**DMU105**

## OBSTETRIC ULTRASOUND I

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: DMU104

The processes of fertilization and early embryological development are examined at this point in the program. First trimester normal development and complications are studied as well as the normal development of the fetus and placenta into the second trimester.

**DMU106**

## OBSTETRIC ULTRASOUND II

144 Hours (72 Lecture and 72 Lab Hours)

Prerequisite: DMU105

Second and third trimester complications of pregnancy, both maternal and fetal, are covered during this course. Fetal congenital abnormalities are covered and fetal well-being studies including the biophysical profile and fetal Doppler are examined. Doppler applications for general abdominal, gynecological and small parts ultrasound are covered at the end of this course.

**DMU107**

## ULTRASOUND EXTERNSHIP

900 Hours (900 Externship Hours)

Prerequisite: DMU100-106

The externship is served at medical facilities and/or diagnostic care centers. Students are expected to observe and record cases, as well as perform examinations with and without assistance under the supervision of a clinical instructor. During the externship, students maintain logs of studies observed and performed and prepare case studies for presentation to senior faculty and students.

**DMU108**

## REGISTRY PREPARATION

42 Hours (42 Lecture Hours)

Prerequisite: DMU106

This course covers clinical case presentations and evaluations of all types of ultrasound studies. Registry reviews and preparation for all bases of the ultrasound registry exams are done to prepare students for their registry examinations.

**IT101**

## COMPUTER CONCEPTS AND APPLICATIONS

20 Clock Hours (20 Lab Hours)

Prerequisite: None

This course examines the basic functions of computers. Topics include computer hardware and software, common office applications, healthcare information technology, and practical skill development.

**MA115**

## HUMAN RELATIONS

40 Hours (40 Lecture Hours)

Prerequisite: None

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

**MA116**

## MEDICAL TERMINOLOGY

40 Hours (40 Lecture Hours)

Prerequisite: None

This course is comprehensive study of medical root words, combining forms, suffixes and prefixes. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations. The study of medical terminology will continue throughout the program.

**MA117**

## CLINICAL ASEPSIS

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course provides a basic overview of aseptic techniques. Emphasis is placed on handwashing techniques, methods of sterilization, glove application, and instrument classification. Students will be introduced to fractures, shock techniques and receive training in practical application of dressings and bandages. Emphasis is placed on Universal Precautions, OSHA, and CLIA regulations.

**MA118**

## COMPUTER APPLICATIONS

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course emphasizes practical skills in keyboarding/computer techniques and medical computer software and applications.

**MA119**

## MEDICAL LAW AND ETHICS

40 Hours (40 Lecture Hours)

Prerequisite: None

This course introduces the students to the profession of Medical Assistant. It provides an overview of the legalities and ethical behavior associated with a medical practice/facility. Emphasis is placed on the medical assistant's legal and ethical responsibilities. Topics such as the history of medicine, future trends in medicine, and noteworthy physicians will be discussed. Students are introduced to the standards of licensure, types of medical practices, and medical specialties.

**MA120**

## CLINICAL PROCEDURES

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course introduces basic clinical skills. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation and positions and methods of examination, assisting the physician with examinations with emphasis on routine physical examinations, obstetric gynecology, urological examinations, and pediatric examinations. Students receive practical experience in procedures performed in medical specialty facilities.

**MA121**

## MEDICAL OFFICE APPLICATIONS

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course provides a basic overview of front office responsibilities. Students are introduced to processing the mail, correspondence for the medical facility and accounting systems. Emphasis is placed on the proper use of ledger cards and banking procedures.

**MA123**

## URINALYSIS AND MICROBIOLOGY

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course introduces basic laboratory assisting skills. Consideration is given to the fundamentals of microbiology and urinalysis. Students are introduced to techniques in the collection of bacterial specimens as well as the collection and analysis of urine samples. Emphasis is placed on the ability of students to correctly obtain various urine specimen samples and successfully complete physical, chemical, and microscopic examinations of the urine.

**MA124**

## HEALTH INSURANCE

40 Hours (40 Lecture Hours)

Prerequisite: None

This course familiarizes the student with medical insurance reimbursement. Students are introduced to different types of policies and coverage. Emphasis is placed on categorizing plans and defining acronyms commonly used in the health facility. Students will also be introduced to coding systems, deductibles, coinsurance, and procedures for completing forms.

**MA126**

## ELECTROCARDIOGRAPHY

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course reviews the anatomy and physiology of the cardiac and respiratory systems and their relationship to electrocardiograph procedures. Students will be taught to successfully complete an EKG procedure. In addition, students will have the opportunity to learn how to observe an abnormal EKG and classify diseases of the heart.

**MA127**

## COMPUTERIZED BILLING

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees and credit arrangements, submission, collection, and data entry. Emphasis is placed on the practical application of collections procedures, patient billing and data entry.

**MA129**

## HEMATOLOGY

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course introduces advanced clinical skills. Consideration is given to the fundamentals of blood structure and its components, and their significance, including blood banking and blood grouping. Instruction includes: proper collection of venous and capillary blood specimens, vacutainer system, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC and sedimentation rate. The course familiarizes students with basic blood chemistries. Emphasis is placed on proper blood specimen collection and laboratory testing procedures.

**MA130**

## MANAGEMENT SKILLS

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course prepares students for a professional job search. Students will create resumes and all appropriate presentation and follow up correspondence. Emphasis is placed on handling interviews, role-playing, language and appearance. A Career Services Workshop is included in this course.

**MA132**

## PHARMACOLOGY

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course introduces the study of the administration of medications. Emphasis is placed on parenteral medication, with an overview of topical, oral, rectal, and sublingual medications. Students are introduced to pharmacology, the use of Physicians' Desk Reference, and the metric system.

**MA133**

## MEDICAL ASSISTANT EXTERNSHIP

180 Hours (180 Externship Hours)

Prerequisite: All Didactic Courses

This course provides an opportunity for practical application of information and skills learned in the on-campus portion of the Medical Assistant program.

**MBC100**

## HEALTHCARE SYSTEMS

40 Hours (40 Lecture Hours)

Prerequisite: None

This course lays the foundation for the study of Medical Billing and Medical Coding. The theme of the subjects will include technological advancements, specialization, aging population, and increasing costs. Additionally, the various types of healthcare facilities and services are covered. Also included in this course will be trends in healthcare, challenges in healthcare today, and implications for healthcare workers.

**MBC102**

## MEDICAL OFFICE ACCOUNTING

40 Hours (40 Lecture Hours)

Prerequisite: None

This course familiarizes students with claims reimbursement and problem solving. Emphasis is placed on patient payment responsibilities, itemized statements, credit arrangements, and the collection process.

**MBC104**

## INTRODUCTION TO CPT-4 CODING PRINCIPLES

40 Hours (40 Lecture Hours)

Prerequisite: None

This course is designed to introduce the students to the procedural coding system and the rules and regulations governing this system. Students will have the opportunity to learn to code by medical specialty for proper documentation in the medical record as well as the insurance claim form.

**MBC106**

## CPT-4 SURGICAL/INVASIVE PROCEDURES CODING

40 Hours (40 Lecture Hours)

Prerequisite: MBC104

This course is a continuation of the Introduction to CPT Coding Principles. The student will focus on coding by Medical Specialty. The Specialties covered in this course will be Surgery and Integumentary System, Musculoskeletal System, Respiratory System, Cardiovascular System, and Female Genital System with Maternity Care.

**MBC108**

## CPT-4 CLINICAL AND RADIOLOGICAL PROCEDURES CODING

40 Hours (40 Lecture Hours)

Prerequisite: MBC104

This course is a continuation of the Introduction to CPT Coding Principles. The student will focus on coding by Medical Specialty. The specialties covered in this course will be General Surgery I & II, Radiology, Path/Lab, and Medicine.

**MBC110**

## ICD-9-CM CODING PRINCIPLES

40 Hours (40 Lecture Hours)

Prerequisite: None

This course develops skills in the use of the ICD-International Classification of Diseases-Coding Principles. The text will assist the students to reference course workbook, and associated manuals, while matching procedures, evaluations, and assessments to numeric codes. Additionally, students will be introduced to "E" and "V" codes, and their appropriate uses.

**MBC112**

## WORD PROCESSING

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course introduces the students to word processing. Students will work on improving their keyboarding skills.

**MBC114**

## MEDICAL APPLICATIONS

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course is designed to provide the "Medical Office Environment" so that students can apply their learned skills in all aspects of the medical-office setting. Students will practice coding and medical billing.

**MBC122**

## ANATOMY &amp; PHYSIOLOGY – LEVELS OF ORGANIZATION/URINARY/DIGESTIVE

40 Hours (40 Lecture Hours)

Prerequisite: MA116

This course is the basic study of structures and functions of the human body, to include levels of organization, cells and tissues, urinary system, and digestive system. Emphasis is placed on the study of major organs, their function and common diseases associated with them.

**MBC126**

## ANATOMY &amp; PHYSIOLOGY – CARDIOVASCULAR/RESPIRATORY/BLOOD/NERVOUS

40 Hours (40 Lecture Hours)

Prerequisite: MA116

This course is the basic study of the structure and function of the human body to include the cardiovascular system, respiratory system, blood system, and nervous system. Emphasis is placed on the study of major organs, their functions and common diseases associated with them.

**MBC128**

## COMPUTERIZED BILLING

40 Hours (10 Lecture and 30 Lab Hours)

Prerequisite: None

This course familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees and credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collections procedures, patient billing and data entry. Students will be introduced to Medisoft Software.

**MBC130**

## ANATOMY &amp; PHYSIOLOGY LYMPHATIC/IMMUNE/ENDOCRINE/REPRODUCTION

40 Hours (40 Lecture Hours)

Prerequisite: MA116

This course is the basic study of the structure and function of the human body to include the lymphatic system, immune system, endocrine system, and reproductive system. Emphasis is placed on the study of major organs, their functions and common diseases associated with them.

**MBC132**

## CAREER DEVELOPMENT SKILLS

40 Hours (40 Lecture Hours)

Prerequisite: None

This course is used to assist healthcare students to achieve four important goals that will improve the quality of their own lives: complete their educational program; think like a healthcare professional; find the right jobs and attain long-term career success. The student will have the opportunity to learn study skills, resume writing, and improve communication skills.

**MBC134**

## ANATOMY &amp; PHYSIOLOGY – INTEGUMENTARY/MUSCULOSKELETAL

40 Hours (40 Lecture Hours)

Prerequisite: MA116

This course is the basic study of the structure and function of the human body to include the integumentary system, skeletal system, muscles, and joints. Emphasis is placed on the study of major organs, their functions and common diseases associated with them.

**MBC136**

## MEDICAL BILLING AND CODING EXTERNSHIP

180 Hours (180 Externship Hours)

Prerequisite: Completion of All Didactic Courses

This course provides an opportunity for practical application of information and skills taught in the on-campus portion of the Medical Billing and Coding Program.

**PT120**

## PHARMACEUTICAL PRACTICE

80 Hours (40 Lecture and 40 Lab Hours)

Prerequisite: None

This course focuses on procedures used to assist the pharmacist in direct patient care and retail pharmacy operations. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, business math, and licensing and career requirements.

**PT125**

## CONTEMPORARY PHARMACEUTICAL ISSUES

80 Hours (40 Lecture and 40 Lab Hours)

Prerequisite: None

This course examines the role of pharmacy technicians in institutional and other pharmacy practice settings. Students will have the opportunity to enhance practical knowledge and skills through the exploration of contemporary pharmaceutical issues and practices, pharmacy law and healthcare history, standard measurement and calculation methods, and effective communication techniques.

**PT130**

## MEDICATION MANAGEMENT

80 Hours (40 Lecture and 40 Lab Hours)

Prerequisite: None

This course examines the role and responsibilities of the pharmacy technician in medication management. Dosage calculations, drug classifications and effects, aseptic techniques, record keeping, and communication practices will be covered.

**PT135**

## PHARMACY TECHNIQUES

80 Hours (40 Lecture and 40 Lab Hours)

Prerequisite: None

This course focuses on techniques used to assist the pharmacist and prepare medications. Students will examine various aspects of pharmacy hardware, microbiology, compounding, and communication.

**PT145**

## STERILE COMPOUNDS, PARENTERALS, AND IV ADMIXTURES

80 Hours (40 Lecture and 40 Lab Hours)

Prerequisite: None

This course explores the preparation and use of sterile compounds, parenteral medications, and intravenous admixtures, with a focus on general and specific IV procedures and the role of the pharmacy technician. Chemotherapeutic therapy and experimental drug trials are discussed.

**PT150**

## INFORMATION AND TECHNOLOGY IN THE PHARMACY

40 Hours (20 Lecture and 20 Lab Hours)

Prerequisite: None

This course explores standard procedures and technology used in the pharmacy setting. Students will examine record keeping practices, office hardware and software, phone and fax equipment, data entry and billing systems, and automated drug distribution machines used in pharmaceutical practice.

**PT190**

## PHARMACY TECHNICIAN EXTERNSHIP

160 Hours (160 Externship Hours)

Prerequisite: Completion of all didactic courses

This course is designed to provide students with work experience in a professional pharmacy setting. Students are required to complete the externship under the supervision of employers in cooperation with the externship supervisor.

**ST101**

## INTRODUCTION TO SURGICAL TECHNOLOGY

40 Clock Hours (40 Lecture Hours)

Prerequisite: None

This course examines fundamental principles and practices in surgical technology. Students will explore the history of the profession, the surgical patient, hospital administration and organization, legal and ethical principles, communication and teamwork skills, and physical and safety standards of the operating room environment.



**ST110**

## MICROBIOLOGY AND INFECTION CONTROL

40 Clock Hours (20 Lecture and 20 Lab Hours)

Prerequisite: AP101

This course examines fundamental principles of microbiology and infection control, including clinical asepsis and techniques used to clean, disinfect, and sterilize medical equipment.

**ST115**

## PHARMACOLOGY AND ANESTHESIOLOGY

40 Clock Hours (20 Lecture and 20 Lab Hours)

Prerequisite: ALH122

A study of the classification and administration of medications and anesthesia in the surgical setting, with a focus on safety, accuracy, and skill development. Topics include properties of drugs and drug action, dosage calculations, medication devices, drug administration, intravenous drugs and fluids, prevention of medication errors, proper documentation, and inventory management.

**ST120**

## SURGICAL PATIENT CARE

20 Clock Hours (20 Lab Hours)

Prerequisite: ST101

This course examines principles and practices of surgical patient care. Students will examine preoperative, intraoperative, and postoperative patient routines, with a focus on surgical preparation and draping, and techniques used to transport, transfer, and position patients. First aid, CPR, and AED skills are covered.

**ST130**

## PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY

100 Clock Hours (60 Lecture and 40 Lab Hours)

Prerequisite: ST120

The course examines fundamental principles and practices of surgical technology, including environmental hazards, surgical technique, sutures and wound healing, stapling devices and needles, laser surgery and electrosurgery, endoscopic surgery, diagnostic procedures, specialty and accessory equipment, and the classification and selection of surgical instruments. Principles of electricity, physics, and robotics are reviewed, including their clinical applications in surgery. Students will also practice monitoring and measuring basic vital signs, such as blood pressure, pulse, respiration, and temperature.

**ST140**

## SURGICAL PROCEDURES I

100 Clock Hours (40 Lecture and 60 Lab Hours)

Prerequisite: ST130

The course provides students with the opportunity to examine and practice common procedures in general surgery; gynecological and obstetrical surgery; genitourinary surgery; ophthalmic surgery; and otorhinolaryngologic, oral, and maxillofacial surgery. Topics include proper room set up, anatomy, positioning, draping, equipment, instrumentation, and basic intraoperative routines for common procedures. At the end of this course, students should be able to perform an exploratory laparotomy.

**ST150**

## SURGICAL PROCEDURES II

100 Clock Hours (40 Lecture and 60 Laboratory Hours)

Prerequisite: ST140

A continuation of Surgical Procedures I, this course provides students with the opportunity to examine and practice common procedures in plastic and reconstructive surgery, orthopedic surgery, peripheral vascular surgery, cardiothoracic surgery, pediatric surgery, and neurosurgery. Topics include proper room set up, anatomy, positioning, draping, equipment, instrumentation, and basic intraoperative routines for common procedures.

**ST200A**

## CLINICAL EXTERNSHIP I

200 Clock Hours (200 Clinical)

Prerequisite: ST150

This phase of externship is designed as a transitional and observational period for students, where they will be expected to acclimate to the surgical environment and learn the routines/duties of the surgical team(s). While under the supervision and mentorship of the surgical team, students will have the opportunity to observe and assist as directed. Students will be required to keep a daily journal of all cases/procedures observed, assisted with, or performed. These cases/procedures will count toward the 125 required documented cases/procedures (in at least five different areas) while on externship. At the end of this course the student will be expected to return to campus to discuss experiences and observations with the externship group, and to meet with the clinical coordinator to discuss the results of clinical evaluations.

**ST200B1**

CLINICAL EXTERNSHIP II A  
100 Clock Hours (100 Clinical)  
Prerequisite: ST200A

In this phase of the externship students are expected to take on a more involved role while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. Students will keep a daily journal of all cases/procedures observed, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) required while on externship. At the end of this phase, students are required to meet on campus for an eight-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. Students will also be required to meet with the clinical coordinator to discuss the results of clinical evaluations.

**ST200B2**

CLINICAL EXTERNSHIP II B  
100 Clock Hours (100 Clinical)  
Prerequisite: ST200A

In this phase of the externship students are expected to take on a more involved role while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. Students will keep a daily journal of all cases/procedures observed, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) required while on externship. At the end of this phase, students are required to meet on campus for an eight-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. Students will also be required to meet with the clinical coordinator to discuss the results of clinical evaluations.

**ST200C**

CLINICAL EXTERNSHIP III  
200 Clock Hours (200 Clinical)  
Prerequisite: ST200B

In this final phase of the externship students are expected, while still under the supervision and mentorship of the surgical team, to take on a more independent role by actively participating in the peri-operative stage of surgery while continuing to perform supervised preoperative and postoperative duties. Students will still be required to keep a daily journal of all cases/procedures, observed, assisted with, or performed to count toward the 125 documented cases/procedures (in at least five different areas) required as part of the externship process. Students will also be required to meet on campus with the externship group to discuss observations and experiences, to prepare for the final case presentation, and to complete a second eight hours of review for the Program Assessment Examination. The Program Assessment Examination will be administered at the end of the externship, and students will also be required to meet with the clinical coordinator for their final clinical evaluation.

**ST201**

CERTIFICATION REVIEW  
20 Clock Hours (20 Lecture)  
Prerequisite: ST150

This course provides students with a review of surgical technology program material in preparation for selected certification opportunities.











**Sanford-Brown Institute**

**Garden City**

711 Stewart Avenue, 2nd Floor, Garden City, NY 11530  
(516) 247-2900

**[sanfordbrown.edu/garden-city](http://sanfordbrown.edu/garden-city)**

**New York**

120 East 16th Street, 4th Floor, New York, NY 10003  
(646) 313-4519

**[sanfordbrown.edu/new-york](http://sanfordbrown.edu/new-york)**

**White Plains**

333 Westchester Avenue, White Plains, NY 10604  
(914) 874-2500

**[sanfordbrown.edu/white-plains](http://sanfordbrown.edu/white-plains)**



**Effective May 6, 2015 - Sanford-Brown Institute New York, New York is no longer accepting new student applications.**

**Effective January 1, 2016 – Sanford-Brown Institute’s main address will be 120 East 16<sup>th</sup> Street, 5<sup>th</sup> floor, New York, NY 10003.**

<b>Academic Calendar</b> As of 02/24/2016
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**2015-2016 Academic Calendar**
**Medical Assistant/Medical Billing and Coding/Pharmacy Technician  
Day, Afternoon, or Evening**

Module start date	Module end date
01/04/16	02/07/16
02/08/16	03/13/16
03/14/16	04/17/16
04/18/16	05/22/16

**Medical Assistant/Medical Billing and Coding/Pharmacy Technician  
Weekend**

Module start date	Module end date
01/08/16	02/07/16
02/12/16	03/13/16
03/18/16	04/17/16
04/22/16	05/22/16

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**Observed Holidays - No Classes**

New Year's Day	Friday, 1/1/2016 Classes resume Monday 1/4/2016
Martin Luther King Jr. Day	Monday, 1/18/2016 Classes resume on Tuesday, 1/19/2016
Memorial Day	Monday, 5/30/2016 School scheduled to officially close on Tuesday, 5/31/2016

**Tuition and Fees**

As of 08/01/2014

<b>Medical Assistant</b>	
Application fee:	\$25
Tuition:	\$14,475
Total Cost:	\$14,500

  

<b>Medical Billing and Coding</b>	
Application fee:	\$25
Tuition:	\$14,475
Total Cost:	\$14,500

  

<b>Pharmacy Technician</b>	
Application fee:	\$25
Tuition:	\$11,575
Total Cost:	\$11,600

  

<b>Diagnostic Medical Ultrasound</b>	
Application fee:	\$25
Tuition:	\$35,050
Total Cost:	\$35,075

  

<b>Non-Invasive Cardiovascular Technology</b>	
Application fee:	\$25
Tuition:	\$35,050
Total Cost:	\$35,075

  

<b>Surgical Technology</b>	
Application fee:	\$25
Tuition:	\$21,900
Total Cost:	\$21,925

<b>Faculty and Staff</b>
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Faculty- as of 05/1/16

Name	Discipline	Education & Professional Licensure /Certification	Full/Part Time
Agayeva, Bakhriya	Diagnostic Medical Ultrasound	<ul style="list-style-type: none"> <li>• Doctor of Medicine - Azerbaijan State Medical Institute</li> <li>• RDMS (OBGYN/ABD)</li> </ul>	Full-time
Clarke, Margaret	Medical Assistant	<ul style="list-style-type: none"> <li>• Medical Assistant-Mandl School</li> </ul>	Part-Time Adjunct
		<ul style="list-style-type: none"> <li>•</li> </ul>	
Fiore, Debra	Medical Assistant	<ul style="list-style-type: none"> <li>• Medical Assistant-Eastern Technical</li> <li>• CMA, NCICS, CPR Certified Instructor</li> </ul>	Full-time
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	

## Staff- as of 05/1/16

<b>Name</b>	<b>Position</b>
Manna, Rolando	President
Fiore, Debra	ADA 504 Coordinator
Fiore, Debra	Title IV Coordinator
Fenton, Carlton	Director of Career Services
George, Lenus	Senior IT Technician
Fiore, Debra	Program Chair, Medical Assistant
Agayeva, Bella	Program Chair, Diagnostic Medical Ultrasound
Hoover, Moriah	Clinical Coordinator, Diagnostic Medical Ultrasound
Young, Jennifer	Student Finance Representative
Bashi, Holog	Employer Development Specialist

<b>Catalog Revisions and Updates</b>
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Page #	Policy/Section	Effective Date
2	Mission Statement and Objectives	3/31/2014

Replace Mission Statement and Objectives with the following:

**Mission Statement**

The institution 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.

The Institution's faculty, administration, and support services, diligently work to fulfill this mission.

Page #	Policy/Section	Effective Date
4	Proof of Graduation	2/4/2014

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 14 calendar days of his or her first day of scheduled class(es). 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, an official 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 Admissions Department and must be returned to the Admissions Department. 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, will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. 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.

Page #	Policy/Section	Effective Date
4	Programmatic Accreditation	3/25/16

The final SBI New York Surgical Technology program student has graduated. Due to the campus teach-out, SBI New York has voluntarily withdrawn accreditation for the Surgical Technology program by the Accrediting Bureau of Health Education Schools (ABHES)

Page #	Policy/Section	Effective Date
4	Programmatic Accreditation	4/15/16

The final SBI New York Pharmacy Technician program student has graduated. Due to the campus teach-out, SBI New York has voluntarily withdrawn accreditation for the Pharmacy Technician program by the American Society of Health-System Pharmacists (ASHP)

Page #	Policy/Section	Effective Date
4	Programmatic Accreditation	5/30/16

The final SBI New York Diagnostic Medical Sonography program student has graduated. Due to the campus teach-out, SBI New York has voluntarily withdrawn accreditation for the Diagnostic Medical Sonography program by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Page #	Policy/Section	Effective Date
11	Executive Officers	3/31/2016

Catalog information is revised to read:

**The Executive Officers of Career Education Corporation**

Todd Nelson  
President and CEO

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

Page #	Policy/Section	Effective Date
11	CEC Board of Directors	10/26/2015

**The current members of the CEC Board of Directors are:**

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

Page #	Policy/Section	Effective Date
14	Return of Title IV (R2T4) Funds	7/1/2015

The policy is revised as follows:

Replace:

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

With:

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for

the payment period or period of enrollment must be returned to the Department of Education in the following order:

Page #	Policy/Section	Effective Date
19	Academic Information/ Academic Honors	Effective for students graduating 9/28/2014 forward

Add the following information:

#### Academic Honors

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

Page #	Policy/Section	Effective Date
19	Grading Scale	2/3/2014

Replace the grade of “WP” (LOA) with “L” in all instances where it appears in the catalog.

Page #	Policy/Section	Effective Date
19	Grades of Incomplete	2/3/2014

Replace the current policy with the following:

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.

Page #	Policy/Section	Effective Date
19	Grade Disputes	Effective for class starts on and after 2/3/2014

Replace the current policy with the following:

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.

Page #	Policy/Section	Effective Date
19	How Transfer Credits and Change of Program Affect SAP	3/17/2014

The first sentence in the second paragraph of the policy is revised as follows (the remainder of the policy remains the same):

“When a student elects to change a program *or enroll in a higher credential* at Sanford-Brown...”

Page #	Policy/Section	Effective Date
20	Withdrawal Policy	Effective for class starts on and after



		2/3/2014
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Replace the current policy 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. 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.

Page #	Policy/Section	Effective Date
20	Standards of Satisfactory Academic Progress	4/7/2014

Replace the current policy with the following:

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 grading period. A grading period is defined as either a 4,5,6, or 9 week module, depending on the program of study. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

Page #	Policy/Section	Effective Date
20	CGPA Requirements	2/3/2014

Replace the current policy with the following:

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.

Page #	Policy/Section	Effective Date
20	Rate of Progress (ROP) Toward Completion Requirements	4/7/2014

Replace the current policy with the following:

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.

Page #	Policy/Section	Effective Date
20	Maximum Time in Which to Complete	2/3/2014

Replace the current policy with the following:

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

Page #	Policy/Section	Effective Date
21	How Transfer Credits and Change of Program Affect SAP	2/3/2014

Replace the current policy with the following:

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

Page #	Policy/Section	Effective Date
21	Warning and Probation	2/3/2014

Replace the current policies for both students receiving and not receiving financial aid with the following:

At the end of each grading period (one grading period is defined as 4-9 week modules, depending on the program of study) 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 second term of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. The minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school.

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

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

During the period of FA Warning, 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.

Page #	Policy/Section	Effective Date
21	Warning and Probation	4/7/2015

Replace the current policies for both students receiving and not receiving financial aid with the following:

At the end of each grading period (one grading period is defined as 4-9 week modules, depending on the program of study) 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 or grading period.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and 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.

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 unless terms of the academic plan are met.

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.

Page #	Policy/Section	Effective Date
21	Appeal	4/7/2015

Replace the current policy with the following:

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 Appeal Board 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 Appeals Board is final and may not be further appealed. For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Page #	Policy/Section	Effective Date
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22	Reinstatement	2/3/2014
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Replace the current policy with the following:

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

Page #	Policy/Section	Effective Date
22	Externship Policies	2/16/2014

The current policy for Externship Policies is replaced with the following:

### Health Programs Externship

Most programs offered by School Name 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 the Designated Academic Official 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 School Name 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.

Page #	Policy/Section	Effective Date
23	Leave of Absence	6/1/2014

Replace the current policy 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.
- 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 a LOA. One grading period is defined as 4, 5, 6 or 9 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.

Page #	Policy/Section	Effective Date
25	Transcript Process and Fees	1/5/2015

#### Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The College 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 the College by contacting the Office of the Registrar. The College 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

Page #	Policy/Section	Effective Date
30	Sexual Harassment Policy	2/3/2014

The Unlawful Harassment Policy is replaced by the following:

#### Sexual Harassment Policy

Sanford-Brown is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. 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.

## Program and Course Description Changes

Page #	Policy/Section	Effective Date	Description of Revision or Update
48-57	Course Descriptions	Listed for each course	New and revised course descriptions

Change the following course codes (6/24/2014):

CVT100 to CVT100A  
 CVT101 to CVT101A  
 CVT102 to CVT102A  
 CVT103 to CVT103A  
 CVT104 to CVT104A  
 CVT105 to CVT105A  
 CVT106 to CVT106A  
 CVT107 to CVT107A  
 CVT108 to CVT108A

**MA120** -6/24/2014

**Clinical Procedures***Replace*

Prerequisite: None

with

Prerequisite: MA116

**MA123 -6/24/2014****Urinalysis and Microbiology***Replace*

Prerequisite: None

with

Prerequisite: MA116

**MA129 -6/24/2014****Hematology***Replace*

Prerequisite: None

with

Prerequisite: MA116

**MA132- 6/24/2014****Pharmacology***Replace*

Prerequisite: None

with

Prerequisite: MA116

**MBC104 -6/24/2014****Introduction to CPT-4 Coding Principles***Replace*

Prerequisite: None

with

Prerequisite: MA116

**MBC110 -6/24/2014****ICD-9-CM Coding Principles***Replace*

Prerequisite: None

with

Prerequisite: MA116.”

**MBC114 -6/24/2014****Medical Applications***Replace*

Prerequisite: None

with

Prerequisite: MBC110

**Occupational Education Data System (OEDS)**  
**Completion and Placement Data**  
 Per Data Reported in OEDS 2013-14 and 2014-15 Reports  
 Updated: May 2016

Program	7/1/13 - 6/30/14		7/1/14 - 6/30/15	
	Completion Rate	Employment Rate	Completion Rate	Employment Rate
Diagnostic Medical Ultrasound	100%	68%	95%	67%
Medical Assistant	60%	59%	64%	50%
Medical Billing and Coding	57%	54%	65%	48%
Non-Invasive Cardiovascular Technology	92%	41%	100%	40%
Pharmacy Technician	41%	53%	37%	47%
Surgical Technology	53%	56%	55%	31%

**Notes:** The completion rates (graduates) and the placement rates as reported to the New York Department of Education for the time period indicated are shown above. The numbers reflect students who (i) enrolled during the time period, (ii) plus continuing students from previous years, and (ii) includes continuing students who have not completed within the time period. Thus, the calculated Completion Rate represents student enrolled during various reporting dates but who graduated during this reporting period. It does not necessarily reflect a placement rate for a student cohort where in a group of students and graduated and the group's graduation and placement rate is reported.



**Sanford-Brown Institute  
New York, 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**

<b>Program</b>	<b>Credential</b>	<b>NYAG Rate</b>
Diagnostic Medical Ultrasound	Certificate	38.9%
Medical Assistant	Certificate	47.2%
Medical Billing and Coding	Certificate	50.0%
Non-Invasive Cardiovascular Technology	Certificate	40.0%
Pharmacy Technician	Certificate	43.1%
Surgical Technology	Certificate	31.3%
<b>Campus Rate</b>		<b>46.7%</b>

**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.