Welcome

This catalog covers policies and other information for Sanford-Brown College (“Sanford-Brown”) and is current as of the time of publication. From time to time, it may be necessary or desirable for the Institution to make changes to this catalog due to the requirements and standards of the Institution’s accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The Institution 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 Institution’s academic calendar and other dates, and other provisions. The Institution also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

PHOTOGRAPHS

While not all photographs in this publication were taken at the Institution, they do accurately represent the general type and quality of equipment and facilities found at the Institution. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.
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The Executive Officers of Career Education Corporation
Scott W. Steffey
President and Chief Executive Officer

Reid E. Simpson
Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:
Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Scott W. Steffey
Leslie T. Thornton

ACCRREDITATION AND LICENSURE
The Institution (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates, Associate degrees and Bachelor degrees.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

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

LICENSES AND APPROVAL
Sanford-Brown, Atlanta campus is licensed by the:
State of Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300

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.

STATEMENT OF OWNERSHIP
Sanford-Brown College 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
(847) 781-3600
(847) 781-3610 (fax)
AFFILIATIONS
The Atlanta campus is approved for payment of Veterans’ Educational Benefits to eligible students 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 the Student Finance Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-Gi Bill-1 (888-442-4551), or go to http://www.gibill.va.gov/.

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

PROGRAMMATIC ACCREDITATION
The Diagnostic Medical Sonography Program at the Atlanta campus is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography.

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

The Cardiovascular Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology.

AFFILIATIONS AND ARTICULATION AGREEMENTS
Affiliations
Sanford-Brown is a member of the Association of Private Sector Colleges & Universities.

Articulation Agreements
Sanford-Brown currently has Articulation Agreements with:

Colorado Technical University
4435 N. Chestnut Street Suite E
Colorado Springs, CO 80907
(877) 640-7555

Sanford-Brown currently has Articulation Agreements with:

Briarcliff College
1055 Stewart Avenue, Bethpage
NY 11714
(855) 512-5333

FACILITIES AND EQUIPMENT FOR INSTRUCTION
Atlanta, Georgia, Campus (Main Campus)
1140 Hammond Drive Suite A-1150
Atlanta, Georgia 30328
(770) 576-4498

The Atlanta campus is located in a modern corporate office park in the northeast section of the city. The school houses 12 lecture classrooms, three computer labs, and six clinical labs including two imaging labs. There are administrative and education offices, as well as reception areas and a student lounge. The imaging labs are equipped with Ultrasound Machines 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 that complement curriculum objectives. The clinical medical assisting lab houses equipment for urinalysis, hematology, EKG and sterilization.

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

CAMPUS HISTORY
The 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.
Sanford-Brown in Atlanta was founded in New York City in 1977. It was managed by two physicians from New York’s Cabrini Medical Center. In 1981, the School was given approval to formally organize and be recognized by the New York State Education Department. In 1983, the Whitman Education Group (formerly Whitman Medical Corp.) purchased the School and expanded it so that, today, Sanford-Brown is one of the largest training institutions in the nation engaged in the training of ultrasound imaging specialists.

In July 2003, Career Education Corporation (CEC) purchased Sanford-Brown. CEC is one of North America’s largest providers of private, postsecondary education. CEC Schools offer a variety of bachelor and associate degrees and non-degree programs in career-oriented disciplines including computer technologies, visual communication and design technologies, business studies, culinary arts, and healthcare education.

In March 2004, the School name was changed from Ultrasound Diagnostic School to Sanford-Brown to more broadly represent the variety of programs now offered by the School. The Sanford-Brown name now represents 30 private colleges and Schools across the United States. The Atlanta campus was opened in the current location in 1989.
General Information

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

**CAMPUS SECURITY**
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. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

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

**HOURS OF OPERATION**
Sanford-Brown’s administrative offices are open from 9 a.m. to 8 p.m., Monday through Thursday, and 9 a.m. to 4 p.m. on Fridays and Saturdays.

**CLASS TIMES**
Although individual student schedules may vary, day classes generally meet Monday through Thursday from 8 a.m. to 2:10 p.m. Evening classes meet Monday through Thursday from 6 p.m. to 10 p.m. CVS and DMS vary slightly throughout the programs.

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

**STUDENT CONDUCT POLICY**
All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Sanford-Brown and of the student body.

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

**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 institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

**FACULTY**

Faculty members are the cornerstone of Sanford-Brown’s academic success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Faculty members bring a high level of professionalism to the classroom, and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

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

**GRIEVANCE POLICY**

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

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

**Please note:** 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 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 their supervisor. Alternatively, the student may submit the complaint to the Designated Academic Official.

**Step 2** – If the matter is not resolved to the student’s satisfaction in Step 1, the student may appeal to Sanford-Brown’s Director of Education (DOE) To do so the student must submit to the DOE a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The DOE will evaluate the appeal, potentially seek additional relevant information from the student, and assess the appeal’s merits based upon the evidence presented in a fair and equitable manner. The DOE will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The DOE’s decision will be final. The student’s written complaint, together with DOE’s decision, will become a permanent part of the files of the parties involved.
**GENERAL**

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

The student may also contact the:

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

At any time, a student may also contact the state agency according to their campus location. State specific agencies are listed below.

The student may also submit any grievances regarding the Diagnostic Medical Sonography Program or the Cardiovascular Sonography Program to:

**Commission on Accreditation of Allied Health Education Program (CAAHEP)**
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350

The student may also file a complaint directly with the Nonpublic Postsecondary Education Commission at any time. The student may contact:

**Nonpublic Postsecondary Education Commission**
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300

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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE**

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

1. The right to inspect and review the student’s education records within 45 days after the day Sanford-Brown receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Registrar’s Office and submit to the Registrar’s Office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Registrar’s Office, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before 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 Sanford-Brown 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 Sanford-Brown.

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 Sanford-Brown’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 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

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

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require Sanford-Brown 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 Sanford-Brown’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.
- 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, student IDs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Registrar’s Office within 45 days of the student’s enrollment or by such later date as the school may specify. Under no circumstance may the student use the right to opt out to prevent the school from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of...
alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

**AMERICANS WITH DISABILITIES ACT/504**
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 the Institution. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

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

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

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

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

**SEXUAL HARASSMENT POLICY**
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.
COURSE MATERIALS
Sanford-Brown reserves the right to make changes in equipment and instructional materials. Instructors may require students to purchase additional course materials during the course of a class. Students may need to purchase replacement or additional supplies during the term. Students taking online classes may need to have access to course-specific software and/or hardware.

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

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

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

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

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

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

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

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

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

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

CYBRARY/ONLINE LIBRARY
The Cybrary is an internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This “virtual library” contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.
The virtual collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

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

**STUDENT PORTAL/VIRTUAL CAMPUS SECURITY**

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

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

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

**ACADEMIC ADVISING**

Staff and faculty members are available to assist students in academic guidance concerning the student’s individual major and coursework, and may also provide referral services to external agencies as necessary.

**HOUSING**

Sanford-Brown does not provide on-campus housing, but does assist students in locating suitable housing off campus.

**CAREER SERVICES**

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

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related), or personal background issues such as bankruptcy might not be accepted by these organizations for internship or employment following completion of the program. Additionally, some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown. Sanford-Brown does not guarantee employment or salary. Graduates may return to Sanford-Brown for assistance in advancing within their career paths.

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

Sanford-Brown cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at http://www.sanfordbrown.edu/disclosures

**BACKGROUND CHECKS**

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship/externship decisions are outside the control of Sanford-Brown.
Sanford-Brown cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations and more at www.sanfordbrown.edu/disclosures.

**PLANS TO IMPROVE ACADEMIC PROGRAMS**

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

**STUDENT’S RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

- The school’s accrediting and licensing agencies
- The school’s programs, facilities and faculty
- The cost of attending 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

**CONTINUOUS EDUCATION BENEFIT AVAILABLE TO ALUMNI**

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

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

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

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

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. In addition to the general institution requirements, applicants to allied health programs are required to submit to a background check. Based upon the results of the background check, applicants may not be admitted to Sanford-Brown. As a result, students applying to any allied health program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be canceled. A listing of the specific offenses that are considered can be obtained from the school.

If a potential applicant believes that the results of the background check are incorrect, the school will provide the student with the contact information to appeal the school’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 Sanford-Brown.

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

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

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

• Application for Admission form
• Enrollment Agreement (If the applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian.)
• Payment of application fee* (This fee is non-refundable unless applicant is denied admission or cancels application within three days of the school’s receipt of the application and fee.)
Student and Programmatic Disclosure Forms

Entrance Exam, if applicable (see “Selective Admissions Criteria”)

Request for official transcripts if applicant is seeking transfer of previously earned college credit to Sanford-Brown

Interview Acknowledgment Form/Student Information Record

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.

PROOF OF GRADUATION

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

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

SELECTIVE ADMISSIONS CRITERIA

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

Entrance exams may be waived 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. In the event an applicant does not achieve a required score on an entrance exam, a retake may be administered following the retest policy.

ENTRANCE EXAM RE-TEST POLICY

In the event an applicant does not achieve a required score on an entrance exam, a retake 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.

APPLICATION FEE WAIVER

Application fees are waived under the following circumstances:

• For prospective students who have previously paid an application fee at a Career Education owned school and that fee was not refunded

• For a prior graduate from any Career Education Corporation owned school

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<th>PROGRAM</th>
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<th>ACCUPLACER SCORE (OVERALL/MATH)</th>
<th>ADDITIONAL REQUIREMENTS</th>
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<tr>
<td>Diagnostic Medical Sonography</td>
<td>18</td>
<td>130/65</td>
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• For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former

• For a prospective student who is eligible for Native American tribal education benefits

• For a prospective student who is attending with state TA funding assistance

**TRANSFER STUDENTS**
All transfer students follow the same admissions procedure as other students.

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

**ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE**
Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level English course from an accredited college or university in the U.S. prior to enrollment in the Institution or with the completion of an interview with the Director of Education or his/her designee.

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

• Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. Please see the section on English Proficiency and English as a Second Language section for details

• Academic records, proof of graduation, and certificates or diplomas must be presented

• Affidavit of Financial Support is required

• A bank statement is required. Each of the student’s financial sponsors must show evidence from his or her bank that proves that sufficient resources are available to meet educational expenses for at least the first year of study. Students must submit verification of funds. Two accounts are required: one for school and one for living expenses. Students must have their sponsors send bank letters or statements showing enough money on deposit in checking, savings, or money market accounts

• Photo copies of students’ passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program

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

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

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

• If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution; or

• If the forged document was used to gain transfer credit, the student may be dismissed from the institution and any transfer credit already awarded from the forged credential will be removed.
RETURNING STUDENTS

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

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

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

PROFESSIONALISM
The Institution 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, the Institution expects all students, staff and faculty to behave in a professional and appropriate manner that supports an environment that more fully simulates the workplace.

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

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

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

- Cheating – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else's work as one's own work; using work previously submitted for another purpose, without the instructor’s permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated

- Plagiarism – Submitting as one’s own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgment; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else’s beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning

- Copyright Infringement – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)

- Accessory to Dishonesty – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly

- Falsification or Alteration of Records and Official Documents
  - The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance

- Software Code of Ethics – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution's standards of conduct
Attendance is determined by course and module.

1. Students who miss more than 10% of the hours in a course may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.

2. Students who exceed 25% absences in an individual course will be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety.

3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor and appropriate school personnel. Students will not be considered to have completed their externships until the site supervisor has certified all required attendance hours.

For students who are receiving veterans’ benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

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

ONLINE COURSE OPTION

Students have the opportunity to complete a portion of their program of study through online courses delivered by Sanford-Brown Online through a consortium agreement, subject to limits established by state licensure and accreditation. No more than 49% of any program of study may be taken online, regardless of Pass/Fail.

Students must meet with their designated academic official and complete the Online Readiness Assessment and the online orientation process prior to entering their first online courses.

Online courses are specifically designed for the student who has access to a computer and the internet. Any expenses associated with the purchase of a computer or internet access are the responsibility of the student and are not included in standard tuition and fees. Students are to contact the campus administration for technology requirements specific to their program of study to ensure an optimal learning experience.
AT&TENDANCE/COURSE PARTICIPATION FOR ONLINE COURSES

Class attendance, preparation, and participation are integral components to a student’s academic success. In an online course, engagement with the course content, with the instructor, and with other students characterizes “attendance.” Attendance becomes part of the student’s permanent record, contributes to academic success, and is the basis for the proper administration of financial aid. Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to online discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may adversely impact student academic success. Students who fail to meet the requirements for posting attendance in all scheduled online courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course.

Students are expected to participate in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities constitutes attendance in the online learning environment:

- Submission of an assignment
- Submission to the course gallery
- Completion of a knowledge check/quiz/exam
- Participation in a discussion board

Each recorded attendance will have a grade associated with the activity.

AUDITING COURSES

Graduates of Sanford-Brown 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.

CAMPUS CLOSURE OR COURSE CANCELLATIONS

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

PROGRAM CHANGES

Students wishing to apply to change programs must:

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

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

ADD/DROP PERIOD AND COURSE WITHDRAWALS

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

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

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

DEFINITION OF A CREDIT HOUR
Sanford-Brown awards quarter credit or semester hours to reflect the successful completion of predetermined course learning objectives and requirements. A credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The Institution has established equivalences that reasonably approximate expected learning outcomes resulting from the following time commitments:

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

Semester Credit Hours
The institution may award a semester credit hour upon completion of a minimum of 37.5 instructional hours of directed instruction in lecture, laboratory, externship/internship, or combinations of any of these activities. Coursework must include at least 30 hours of supervised instruction and at least 7.5 hours of activities outside of the classroom to include, but not be limited to, homework and/or other outside preparation as determined by the institution; or

At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the Institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

GRADING SYSTEM
Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by 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 [the credit value of course (4) multiplied by the quality point value of “B” (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted.

<table>
<thead>
<tr>
<th>LETTER CODE</th>
<th>INCLUDED IN CREDITS EARNED</th>
<th>INCLUDED IN CREDITS ATTEMPTED</th>
<th>INCLUDED IN CGPA</th>
<th>GRADE POINTS</th>
</tr>
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<tr>
<td>A</td>
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<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>WP (Leave of Absence)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
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<td>Yes</td>
<td>No</td>
<td>n/a</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>n/a</td>
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</table>

*“D” grades may be applied only towards General Education courses.

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, grades of “F” (failure) and “W” (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed.

“TC” and “PR” credits are included in the maximum timeframe in which to complete and the rate of progress calculation but are not counted in the CGPA.
INDEPENDENT STUDY

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

COURSE REPEATS

Students must repeat any required course in which a grade of “F”, “W”, or “NP” is received. Students who wish to repeat a course that was previously passed with a “D” will be allowed to repeat the course once. In the case of a repeat, 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. Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from Sanford-Brown. Students may appeal with a letter submitted to the Designated Academic Official no later than the Friday of add/drop week after the next session or term begins. 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.

INCOMPLETE GRADES

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

PROFICIENCY CREDIT AWARDS FOR PRIOR LEARNING

A student may be proficient in a subject, but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency (PR) grade is awarded through prior learning assessment (an exam or portfolio review). Students may speak with an academic officer to get current information regarding proficiency exams or portfolio review. To receive credit the student must satisfy the specified objectives of the course.

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

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

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

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

DANTES SUBJECT STANDARDIZED TEST (DSST)

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

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

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.
Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

**SERVICE LEARNING**

As part of the student experience in certain programs, Service Learning is integrated and enhances the academic curriculum in which the students are enrolled and includes structured time for the students and participants to reflect on the service learning experience.

**GRADUATION REQUIREMENTS**

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. Only students who have completed or are scheduled to complete their requirements for graduation will be eligible to participate in the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled. All graduates must complete an exit interview with Career Services and Financial Aid.

**EXTERNSHIP**

**Externship/Clinical**

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 prerequisite 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 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, titer 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.

LEAVE OF ABSENCE

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

Leave of Absence Conditions

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

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

The following requirements apply:

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

• A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance

• If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, 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 timeframe.

• There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school

• The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 5 weeks

• Prior to applying for an LOA, the student must have completed his or her most recent quarter and received an academic grade or grades (“A”–“F”) for that quarter.

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

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

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

MILITARY CREDIT

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

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

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

**Air Force (Mail only)**
Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011

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

**STUDENT RECORD RETENTION**
The Institution maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**
All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as two, five-week modules. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic progress. These 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. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

**RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS**
In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered 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.

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

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.
new program at institution B will be one-and-a-half times (150%) $\times$ 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in a higher credential 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 timeframe for this student’s new program will be one and half times (150%) $\times$ 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

**WARNING AND PROBATIONARY PERIODS**

At the end of each grading period (2-5 week terms) 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 unless the terms of the academic plan are met.
• Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

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.

ACADEMIC PLAN
Academic plans are required for students who fail SAP and describe how the student will return to good standing. Each plan will be tailored to the individual student.

APPEALS
A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Director of Education is final and may not be further appealed.

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

REINSTATEMENT
A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

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

$5 – Transcripts (electronic or paper) requested electronically through Parchment
$10 – Transcripts ordered through the campus
$30 – Overnight/U.S. Mail delivery

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

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

TRANSFER OF CREDIT TO OTHER INSTITUTIONS
The transferability of credits that a student may earn at Sanford-Brown is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student’s Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer. If the credits or credential earned at Sanford-Brown are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at Sanford-Brown will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the Institution to determine if their credits or credential will transfer.

TRANSFER BETWEEN CAMPUSES
The opportunity for education is enhanced by the option for students to transfer among Sanford-Brown campuses. To begin the process of transferring to another campus, students must contact the Student Services Office. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

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

Students transferring to the same program at another Sanford-Brown campus are considered to have met the entrance requirements. Students changing programs will be subject to the entrance requirements.

WITHDRAWAL FROM SANFORD-BROWN
All students requesting withdrawal from Sanford-Brown must notify verbally or in writing to academic administration. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.
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 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. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

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

HOW TO APPLY
Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at Sanford-Brown’s website (www.sanfordbrown.edu) or http://fafsa.ed.gov. The FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)
Regulations require that certain Pell Grant-eligible students be provided by the seventh (7th) day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the institution’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 Sanford-Brown.

Students may opt out of using the way Sanford-Brown has chosen to fulfill this requirement, by simply not accepting the books or credit balance. However, keep in mind that opting out does not require Sanford-Brown 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 aid are available through the U.S. Government.

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

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

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

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

AGENCY FUNDING
Veteran's 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 Veteran's Educational Benefits should contact either the campus certifying official or the office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-GI Bill-1 (1-888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

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

To be eligible for the grant, a candidate must be accepted for admission to Sanford-Brown, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate institution 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 listed here:

• Candidates must be either an eligible veteran or a Dependent of an eligible veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov)
• Candidates must apply and be accepted for admission to Sanford-Brown to be eligible
• The Yellow Ribbon Grants are applied as a credit to the student’s account and no cash payments will be awarded to the student
• The Yellow Ribbon Grant is used exclusively toward 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-transferable and non-substitutable and cannot be combined with any other institutional grant at Sanford-Brown

Sanford-Brown is committed to assisting military students in determining the best options available to them. To receive additional information on veterans’ educational benefits eligibility, please contact...
INSTITUTIONAL GRANTS & SCHOLARSHIPS

The Institution offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus locations and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Services. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. CEC employees are not eligible for these programs.

Sanford-Brown Grant

The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Sanford-Brown Grant ranges from $10 to $10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Sanford-Brown Grant Application, the student must have established an In-School Payment Plan (IPP). The Sanford-Brown Grant Application must be submitted prior to the end of the school’s add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other institutional grants, the Sanford Brown Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

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

The grant limits are:

- Certificate/Diploma programs (with the exception of those listed below) – $3,100
- Certificate, Diagnostic Medical Sonography – $8,000
- Associate Programs – $10,000

Sanford Brown College Transfer Credit Grant

Sanford Brown is committed to helping students meet their educational and professional goals. The Transfer Credit Grant program was established to provide tuition assistance to students with transfer credits who wish to complete their education. In order to qualify for this grant, transfer credits must be accepted by the institution. Students will be considered for the grant upon completion of the admissions application process, the establishment of an accepted tuition method of payment plan, and completion of the Transfer Credit Grant Application.

To maintain grant eligibility, students must remain enrolled in the same program of study without interruption and maintain satisfactory academic progress.

Grant Criteria:

- Complete a Transfer Credit Grant Application
- Be a first time full-time Sanford Brown student pursuing a one Academic Year Diploma or Certificate
- Must submit an official transcript and have the credits accepted by Sanford Brown College
- Must maintain Satisfactory Academic Progress as outlined in the catalog to remain eligible for the grant and receive subsequent disbursements
- Must be continuously enrolled full-time in the same program of study
- Establish a tuition payment plan

The Sanford Brown Transfer Credit Grant limit is:

- Certificate/Diploma programs – $1,000

The Transfer Credit Grant will be disbursed in equal installments to be paid at the end of each payment period within the academic year. The Transfer Credit Grant is awarded one time and is not renewable.
**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 nontransferable 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.

### CANCELLATION AND REFUND POLICIES

**Cancellation**
A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the prospective student has received a tour of the facility and equipment and has signed the Enrollment Agreement. A student who cancels after 72 hours but prior to the students’ first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the Enrollment Agreement is not accepted by Sanford-Brown or if Sanford-Brown cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to:

**Sanford-Brown College**
140 Hammond Drive, A-1150
Atlanta, GA 30328

**Refund**
Refunds are made for a student who withdraws or is withdrawn from Sanford-Brown prior to the completion of his/her program and are based on the tuition billed for the payment period in which the student withdraws. Refunds are made for a student who withdraws or is withdrawn from SBC prior to the completion of his/her program and is based on the tuition billed for the payment period in which the Student withdraws, according to the schedule set forth below. If the student has completed more than 60% of the total days in the term, no refund is due. The schedule of adjustments is for tuition only, lab fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to payment period beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. Sanford-Brown does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. When a student withdraws from the institution, he/she must complete a student withdrawal form with the School’s Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Students who withdraw or are withdrawn prior to the end of the payment period, are subject to the Return of Title IV Funds policy noted below which may increase his/her balance due to Sanford-Brown. If there is a balance due to Sanford-Brown after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by Sanford-Brown. Credit balances due to the Student of less than $5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

If the student withdraws or is terminated by the school after completing 70% of the academic year, the student is obligated for 100% of the tuition for the academic year.

<table>
<thead>
<tr>
<th>TIME OF WITHDRAWAL</th>
<th>TUITION AMOUNT REFUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 20% of the academic year up to and including 25% of the academic year</td>
<td>75% of tuition for the academic year</td>
</tr>
<tr>
<td>After 25% of the academic year up to and including 50% of the academic year</td>
<td>50% of tuition for the academic year</td>
</tr>
<tr>
<td>After 50% of the academic year up to and including 60% of the academic year</td>
<td>40% of tuition for the academic year</td>
</tr>
<tr>
<td>After 60% of the academic year up to and including 70% of the academic year</td>
<td>30% of tuition for the academic year</td>
</tr>
<tr>
<td>After 70% of the academic year up to and including 75% of the academic year</td>
<td>20% of tuition for the academic year</td>
</tr>
<tr>
<td>After 75% of the academic year up to and including 80% of the academic year</td>
<td>10% of tuition for the academic year</td>
</tr>
<tr>
<td>After 80% of the academic year up to and including 85% of the academic year</td>
<td>0% of tuition for the academic year</td>
</tr>
<tr>
<td>After 85% of the academic year up to and including 90% of the academic year</td>
<td>0% of tuition for the academic year</td>
</tr>
<tr>
<td>After 90% of the academic year up to and including 95% of the academic year</td>
<td>5% of tuition for the academic year</td>
</tr>
<tr>
<td>After 95% of the academic year</td>
<td>0% of tuition for the academic year</td>
</tr>
</tbody>
</table>
In the case of student injury or prolonged illness or death in the family or other circumstances that make it impractical to complete a program, the school may make a settlement that is reasonable and fair to the student and the School. The School will propose a settlement within 30 days of receipt of written notice of the situation.

**RETURN OF TITLE IV (R2T4) 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 he or she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal from the Institution Policy), or the date of dismissal for a student who is dismissed by 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 term/payment period.

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

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

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

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

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the Institution 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.
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 academic administration office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

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

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

EXIT INTERVIEW

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

HIGHER ONE LOST CARD REPLACEMENT FEE

Students have the option of receiving their refunds and/or stipends electronically. 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.
PROGRAMS OF STUDY

All programs provide students with the opportunity for in-depth career preparation. All degree programs also provide a firm foundation in general education studies.

Not all programs are offered on all start dates.

Diagnostic Medical Sonography
Certificate Program

Cardiovascular Sonography
Associate of Applied Science Degree

Medical Billing and Coding*
Certificate Program

Medical Billing
Certificate Program

Medical Assistant (66 Quarter Credits)
Certificate Program

Medical Assistant (40.5 Semester Credits)*
Certificate Program

Advanced Massage Therapy
Certificate Program

*This program is no longer offered to new enrollments.
Accreditation/Certification Information Disclosure
The Diagnostic Medical Sonography program at SBC is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography. Therefore, graduates of the program are eligible for and encouraged to take the Registered Diagnostic Medical Sonographer (RDMS) exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). This credential is a nationally recognized voluntary certification that could enhance employment opportunities.

Registration requirements for taking and passing this examination are not controlled by SBC but by outside agencies and are subject to change by the agency without notice. Therefore, SBC cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

Length of Program
Day Program Schedule
During the first 10 weeks of the program, students typically attend class four days per week for approximately 6 hours per day. During the next 40 weeks of the program, students typically attend class three days per week for 6 hours per day and attend a clinical training site one day per week for 7 hours per day. During the final 20 weeks of the program, students attend a clinical training site four days per week for an average of 8 hours per day. Normal completion time of the program is 70 weeks excluding vacation periods and holidays.

Evening Program Schedule
During the first 10 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening. Students will also attend class on Friday for 4 hours. During the next 40 weeks of the program, students typically attend class four evenings per week for 4.5 hours per evening and attend a clinical training site one day per week for 7 hours per day. During the final 20 weeks of the program, students attend a clinical training site four days per week for an average of 8 hours per day. Normal completion time of the program is 70 weeks excluding vacation periods and holidays.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDIT HOURS</th>
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<tr>
<td>BIO130</td>
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<td>Anatomy and Physiology II</td>
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<tr>
<td>COM150</td>
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<td>DMS100</td>
<td>Health Careers Orientation</td>
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<tr>
<td>DMS101</td>
<td>Ultrasound Physics &amp; Instrumentation</td>
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<td>DMS102</td>
<td>Basic Ultrasound Scan Techniques</td>
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<tr>
<td>DMS122</td>
<td>Abdomen II</td>
<td>6</td>
<td>125</td>
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<tr>
<td>DMS130</td>
<td>Scanning of the Neck &amp; Duplex Imaging</td>
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<td>125</td>
</tr>
<tr>
<td>DMS140</td>
<td>Female Reproduction</td>
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<td>125</td>
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<td>DMS141</td>
<td>Obstetrics</td>
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<td>Male Reproduction</td>
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<td>DMS160</td>
<td>Pediatrics</td>
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<td>Externship I</td>
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<tr>
<td>MTH150</td>
<td>Math &amp; Physics</td>
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<td>45</td>
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</tbody>
</table>

**TOTAL SEMESTER CREDITS AND CONTACT HOURS** | 74 | 1860 |
Cardiovascular Sonography

ASSOCIATE OF APPLIED SCIENCE DEGREE
118.5 Quarter Credits
1875 Hours

Program Description
The Cardiovascular Sonography program is designed to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography. The Cardiovascular Sonography program at Sanford-Brown College, Atlanta (SBC) is designed to prepare the students to perform echocardiographic examinations under the direction of a physician / cardiologist. Students gain both didactic knowledge and practical experience in cardiovascular science, EKG, halter 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 core 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 cardiovascular sonographers.

Accreditation/Certification Information Disclosure
The Cardiovascular Sonography program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Joint Review Committee on Education in Cardiovascular Technology.). Graduates of the Cardiovascular Sonography program are encouraged to take the credentialing examinations offered by Cardiovascular Credentialing International (CCI) or the American Registry of Diagnostic Medical Sonography (ARDMS). These exams are voluntary but obtaining this credential does enhance employment opportunities. Graduates are eligible to apply for the Certified Cardiographic Technician (CCT) and Registered Cardiac Sonographer (RCS) examinations offered by CCI upon graduation, and to apply for the Registered Diagnostic Cardiac Sonographer (RDCS) exam offered by ARDMS. Registration and certification requirements for taking and passing these examinations are not controlled by SBC but by outside agencies and are subject to change by the agency without notice. Therefore, SBC cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four to five days a week for five to six hours daily for 50 weeks. Following this portion of the program, students complete four 180 hours externships. Normal completion time is 70 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings a week for four hours at a time and on Fridays for 8 hours during the day for the first 50 weeks. Following this portion of the program, students complete four 180 hours externships. Normal completion time is 70 weeks excluding vacation periods and holidays.
## CURRICULUM COURSES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDIT HOURS</th>
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<td>ALH106</td>
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<tr>
<td>ALH116</td>
<td>Safety in the Healthcare Environment</td>
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<td>BIO107</td>
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<tr>
<td>BIO138</td>
<td>Human Body</td>
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<td>BIO139</td>
<td>Anatomy and Physiology</td>
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<td>CVS130</td>
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<td>CVS132</td>
<td>Echo I</td>
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<td>CVS238</td>
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<td>CVS239</td>
<td>Cardiovascular Sonography Externship I</td>
<td>6</td>
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<td>CVS240</td>
<td>Cardiovascular Sonography Externship II</td>
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<td>CVS242</td>
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<td>ENG101</td>
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<td>MTH10</td>
<td>College Mathematics</td>
<td>4</td>
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<tr>
<td>MTH135</td>
<td>Algebra</td>
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</tr>
<tr>
<td>PHY113</td>
<td>Introduction to Physics</td>
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<tr>
<td>PHY145</td>
<td>Ultrasound Physics I</td>
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</tr>
<tr>
<td>PHY146</td>
<td>Ultrasound Physics II</td>
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<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
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<td><strong>TOTAL QUARTER CREDITS AND CONTACT HOURS</strong></td>
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<td><strong>1875</strong></td>
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</table>
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 SBC but by outside agencies and are subject to change by the agency without notice. Therefore, SBC 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.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four days each week for six hours daily for 30 weeks. Following this portion of the program students complete a 180 hours externship. Normal completion time is 35 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings each week for four hours each evening for 45 weeks. Following this portion of the program students complete a 180 hours externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

Accreditation/Certification Information Disclosure
The Medical Billing and Coding program is not programmatically accredited. Graduates of the Medical Billing and Coding program are encouraged to take certification examinations given by the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC). These certification examinations are voluntary but obtaining these certifications may enhance employment opportunities. Graduates are eligible to take the Certified Coding Associate (CCA) examination offered by AHIMA and the Certified Professional Coder-Apprentice (CPC-Apprentice) examinations offered by AAPC upon graduation.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>SEMESTER CREDIT HOURS</th>
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<tr>
<td>MBC100</td>
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<td>MBC102</td>
<td>Medical Office Accounting</td>
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<tr>
<td>MBC104</td>
<td>Intro to CPT-4 Coding Principles</td>
<td>2.5</td>
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<tr>
<td>MBC106</td>
<td>CPT-4 Coding Principles I</td>
<td>2.5</td>
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<td>MBC108</td>
<td>CPT-4 Coding Principles II</td>
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<td>MBC110</td>
<td>ICD-9-CM Coding Principles</td>
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<tr>
<td>MBC112</td>
<td>Word Processing</td>
<td>1.5</td>
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<tr>
<td>MBC114</td>
<td>Medical Applications</td>
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<tr>
<td>MBC116</td>
<td>Medical Terminology</td>
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<tr>
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<td>Computer Applications</td>
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<td>40</td>
</tr>
<tr>
<td>MBC120</td>
<td>Medical Law &amp; Ethics</td>
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<tr>
<td>MBC122</td>
<td>Anatomy &amp; Physiology – Levels of Organization/Urinary/Digestive</td>
<td>2.5</td>
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<tr>
<td>MBC124</td>
<td>Health Insurance</td>
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<td>MBC126</td>
<td>Anatomy &amp; Physiology – Cardiovascular/Respiratory/Blood/Nervous</td>
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<td>MBC128</td>
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<tr>
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<td>Anatomy &amp; Physiology – Lymphatic/Immune/Endocrine/Reproduction</td>
<td>2.5</td>
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<tr>
<td>MBC132</td>
<td>Career Development skills</td>
<td>2.5</td>
<td>40</td>
</tr>
<tr>
<td>MBC134</td>
<td>Anatomy &amp; Physiology – Integumentary/Musculoskeletal</td>
<td>2.5</td>
<td>40</td>
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<tr>
<td>MBC136</td>
<td>Medical Billing and Coding Externship</td>
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<tr>
<td>TOTAL SEMESTER CREDITS AND CONTACT HOURS</td>
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</table>
Medical Billing

CERTIFICATE PROGRAM
63 Quarter Credits
910 Clock Hours
Program Length: 35 Weeks Day, 50 Weeks Evening

Program Description
The Medical Billing program at Sanford-Brown College, Atlanta is designed to provide students with the appropriate didactic theory and skills required to begin a career in office administration and management within a healthcare setting. The courses are grouped around knowledge and skills required for an administrative role in a medical practice. The program should also prepare students for responsibilities including insurance coding, processing, medical administrative procedures and regulatory requirements of the healthcare delivery system. 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. After the didactic portion of their program, students are required to complete a supervised externship at a medical facility or office 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 in an administrative role in a medical setting.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four days each week for six hours daily for 30 weeks. Following this portion of the program students complete a 150 hours externship. Normal completion time is 35 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings each week for four hours each evening for 45 weeks. Following this portion of the program students complete a 150 hours externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

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) 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.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>ALH111</td>
<td>Healthcare Computer Applications</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>ALH122</td>
<td>Medical Terminology – All Body Systems</td>
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<td>40</td>
</tr>
<tr>
<td>ALH150</td>
<td>Health Information Technology</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>ALH152</td>
<td>Health Insurance and Reimbursement</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
<td>ALH186</td>
<td>Career Success</td>
<td>4</td>
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<td>CS102</td>
<td>Student Success</td>
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<tr>
<td>MAB101</td>
<td>Keyboarding I</td>
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<td>80</td>
</tr>
<tr>
<td>MAB102</td>
<td>Keyboarding II</td>
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<td>MAB120</td>
<td>Medical Front Office Applications</td>
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<td>Medical Front Office Procedures</td>
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<td>Basic Coding Concepts</td>
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<td>MAB160</td>
<td>ICD Coding Principles</td>
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<td>MAB170</td>
<td>CPT Coding Principles</td>
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<td>40</td>
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<td>MAB180</td>
<td>Advanced Billing and Coding Concepts</td>
<td>3</td>
<td>40</td>
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<tr>
<td>MAB185</td>
<td>Medical Practice Management</td>
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<tr>
<td>MAB190</td>
<td>Electronic Health Records Management</td>
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<tr>
<td>MAB195</td>
<td>Medical Billing Externship</td>
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<td>TOTAL QUARTER CREDITS AND CONTACT HOURS</td>
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</table>
Medical Assistant

CERTIFICATE PROGRAM
66 Quarter Credits
900 Hours

Program Description
The Medical Assistant program at Sanford-Brown College is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. The core curriculum covers a variety of subjects, including medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation, and basic laboratory procedures and tests. The courses are grouped around knowledge and skills required for administrative and clinical medical assisting; however, courses are not necessarily offered in the sequences in which they appear in the catalog. Also, students will typically, but not always, be taught by more than one instructor during their program of study.

Students are required to complete a supervised clinical externship at a medical facility that includes competencies, logs and evaluations completed by the student. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the necessary skills to seek entry-level employment as medical assistants.

Accreditation/Certification
The Medical Assistant Program at Sanford-Brown, located in Atlanta, GA 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.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four days each week for six hours daily for 30 weeks. Following this portion of the program students complete a 180-hour externship. Normal completion time is 35 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings each week for four hours each evening for 45 weeks. Following this portion of the program students complete a 180-hour externship. Normal completion time is 50 weeks excluding vacation periods and holidays.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>ALH111</td>
<td>Healthcare Computer Applications</td>
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<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
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<td>ALH122</td>
<td>Medical Terminology – All Body Systems</td>
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<td>ALH150</td>
<td>Health Information Technology</td>
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<td>40</td>
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<tr>
<td>ALH151</td>
<td>Health Records, Coding, and Reimbursement</td>
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<tr>
<td>ALH155</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
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<tr>
<td>ALH165</td>
<td>Anatomy and Physiology: Respiratory, Digestive, Urinary</td>
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<tr>
<td>ALH175</td>
<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
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<td>ALH185</td>
<td>Anatomy and Physiology: Musculoskeletal, nervous, Integumentary</td>
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<td>CS102</td>
<td>Student Success</td>
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<tr>
<td>MA140</td>
<td>Clinical Procedures</td>
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<td>MA150</td>
<td>Electrocardiography</td>
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<td>MA155</td>
<td>Pharmacology</td>
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<td>MA160</td>
<td>Medical Laboratory Procedures</td>
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<td>MA165</td>
<td>Hematology</td>
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<td>MA180</td>
<td>Medical Office Administration</td>
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<td>MA190</td>
<td>Medical Assistant Clinical Review</td>
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<td>MA200</td>
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</table>
Medical Assistant

CERTIFICATE PROGRAM
40.5 Semester Credits
900 Hours

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

Accreditation/Certification
The Medical Assistant Program at Sanford-Brown, located in Atlanta, GA 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.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four days each week for six hours daily for 30 weeks. Following this portion of the program students complete a 180-hour externship. Normal completion time is 35 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings each week for four hours each evening for 45 weeks. Following this portion of the program students complete a 180-hour externship. Normal completion time is 50 weeks excluding vacation periods and holidays.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<td>MA115</td>
<td>Human Relations</td>
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<td>Medical Terminology</td>
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<td>MA117</td>
<td>Clinical Asepsis</td>
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<td>MA118</td>
<td>Computer Applications</td>
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<td>MA119</td>
<td>Medical Law and Ethics</td>
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<td>MA120</td>
<td>Clinical Procedures</td>
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<td>MA121</td>
<td>Medical Office Applications</td>
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<tr>
<td>MA122</td>
<td>Anatomy &amp; Physiology – Urinary System/Male &amp; Female Reproduction</td>
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<tr>
<td>MA123</td>
<td>Urinalysis &amp; Microbiology</td>
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<tr>
<td>MA124</td>
<td>Health Insurance</td>
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<tr>
<td>MA125</td>
<td>Anatomy &amp; Physiology – Respiratory/Digestive/Endocrine</td>
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<td>MA126</td>
<td>Electrocardiography</td>
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<tr>
<td>MA127</td>
<td>Computerized Billing</td>
<td>2</td>
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<tr>
<td>MA128</td>
<td>Anatomy &amp; Physiology – Nervous/Blood/Lymphatic/Special Senses</td>
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<td>MA129</td>
<td>Hematology</td>
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</tr>
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<td>MA130</td>
<td>Management Skills</td>
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<td>40</td>
</tr>
<tr>
<td>MA131</td>
<td>Anatomy &amp; Physiology – Integumentary/Musculoskeletal</td>
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<tr>
<td>MA132</td>
<td>Pharmacology</td>
<td>1.5</td>
<td>40</td>
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<tr>
<td>MA133</td>
<td>Medical Assistant Externship</td>
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<tr>
<td><strong>TOTAL SEMESTER CREDITS AND CONTACT HOURS</strong></td>
<td></td>
<td><strong>40.5</strong></td>
<td><strong>900</strong></td>
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</tbody>
</table>
Advanced Massage Therapy

CERTIFICATE PROGRAM
70 Quarter Credits
960 Hours

Program Description
The Advanced Massage Therapy program at Sanford-Brown College provides students with instruction in both practical and theoretical massage, anatomy, physiology, pathology, ethics, clinical practice, and hygiene. The program offers training in therapeutic massage principles, hydrotherapy and allied therapeutic modalities, including massage techniques, the external application of water, heat, cold, topical preparations, and mechanical devices. The core curriculum is structured to include a lecture component and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as massage therapists.

Accreditation/Certification Information Disclosure
The Advanced Massage Therapy program is not programmatically accredited. Graduates of the program are eligible for and encouraged to take National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification exam. This credential is a nationally recognized certification that could enhance employment opportunities, and may be required to practice in a particular state. Certification requirements for taking and passing this examination are not controlled by SBC but by outside agencies and are subject to change without notice. SBC 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.

State Licensure Information
The state of Georgia requires massage therapists be licensed in order to practice in the state. Passage of the NCBTMB certification exam is one of the requirements for state licensure. SBC does not control state licensure in Georgia or in any other state, and cannot guarantee that graduates will be eligible to work as massage therapists in Georgia or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Length of Program
Day Program Schedule
The day program consists of classes that typically meet four days each week for six hours daily for 40 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program typically consists of classes that typically meet four evening each week for four hours each evening for 60 weeks excluding vacation periods and holidays.
## CURRICULUM COURSES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>QUARTER CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<td>MS100A</td>
<td>Anatomy &amp; Physiology – Tissues/Bones</td>
<td>6</td>
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<tr>
<td>MS100B</td>
<td>Anatomy &amp; Physiology – Muscles</td>
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<td>60</td>
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<td>MS100C</td>
<td>Anatomy &amp; Physiology – Systems</td>
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<tr>
<td>MS102</td>
<td>Introduction to Clinical Pathology</td>
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<td>30</td>
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<tr>
<td>MS104</td>
<td>HIV/AIDS Training</td>
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<td>15</td>
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<td>MS106</td>
<td>Business Principles and Ethics, HIPAA, Prevention of Medical Errors</td>
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<tr>
<td>MS108</td>
<td>Theory of Therapeutic Massage</td>
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<tr>
<td>MS110</td>
<td>Therapeutic Massage Applications Practice</td>
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<tr>
<td>MS112</td>
<td>Cardiopulmonary Resuscitation &amp; First Aid</td>
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<td>MS114</td>
<td>Business Practices, State Laws, and Career Development</td>
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<td>MS116</td>
<td>Theory &amp; Practice of Hydrotherapy</td>
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<td>MS118</td>
<td>Allied Health in Therapeutic Modalities</td>
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<td>MS120</td>
<td>Clinical Practice</td>
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<td>MS122</td>
<td>Integrated Massage Application Allied Modalities Practice</td>
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<td>MS124</td>
<td>Advanced Therapeutic Massage Clinical Practice</td>
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<td>MS126</td>
<td>Injury Evaluation &amp; Treatment</td>
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<tr>
<td>MS128</td>
<td>Current Concepts in Massage Therapy</td>
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<tr>
<td>MS130</td>
<td>Therapeutic Massage Clinical Practice</td>
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<td><strong>TOTAL QUARTER CREDITS AND CONTACT HOURS</strong></td>
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### Course Numbering Information

Each course possesses a unique course number. Core course codes consist of two to three letter codes followed by three numbers, while general education course codes consist of three letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 200-299 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by an academic official. Course prefixes are explained to the right.

*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.

### GENERAL EDUCATION COURSES

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<thead>
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<th>PREFIX</th>
<th>DISCIPLINE</th>
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<tr>
<td>BIO</td>
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<td>COM</td>
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### CORE COURSES (REQUIRED AND ELECTIVE)

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<td>ALH</td>
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<td>BIO</td>
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<td>CS</td>
<td>Career Success</td>
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<td>CVS</td>
<td>Cardiovascular Sonography</td>
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<td>DMS</td>
<td>Diagnostic Medical Sonography</td>
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<td>MA</td>
<td>Medical Assistant</td>
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<td>Medical Billing</td>
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<td>MBC</td>
<td>Medical Billing and Coding</td>
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<td>MS</td>
<td>Massage</td>
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### DISTANCE EDUCATION – FLEXIBLE LEARNING OPTIONS

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

ALH106
MEDICAL LAW AND ETHICS
4 Quarter Credits
Prerequisite: None
This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

ALH111
HEALTHCARE COMPUTER APPLICATIONS
3 Quarter Credits
Prerequisite: None
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

ALH116
SAFETY IN THE HEALTHCARE ENVIRONMENT
3 Quarter Credits
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, medical office emergencies, CPR, OSHA, MSDS, and personal protective equipment are among topics taught and practiced.

ALH117
SAFETY IN THE HEALTHCARE ENVIRONMENT
2.5 Quarter Credits
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, CPR, vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

ALH122
MEDICAL TERMINOLOGY – ALL BODY SYSTEMS
4 Quarter Credits
Prerequisite: None
This course provides an introduction to medical terminology, with a focus on word construction, prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented.

ALH150
HEALTH INFORMATION TECHNOLOGY
3 Quarter Credits
Prerequisite: ALH111
This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures.

ALH151
HEALTH RECORDS, CODING, AND REIMBURSEMENT
4 Quarter Credits
Prerequisite: None
This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services.

ALH152
HEALTH INSURANCE AND REIMBURSEMENT
3 Quarter Credits
Prerequisite: None
This course focuses on skills related to health insurance, billing, and reimbursement. Topics include electronic medical records management, insurance claims processes and forms, and billing and collections for healthcare services.

ALH155
ANATOMY AND PHYSIOLOGY: CARDIOVASCULAR, LYMPHATIC, BLOOD
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood and the special senses.
ALH165
ANATOMY AND PHYSIOLOGY: RESPIRATORY, DIGESTIVE, URINARY
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH175
ANATOMY AND PHYSIOLOGY: ENDOCRINE, REPRODUCTIVE, NUTRITION
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the endocrine and reproductive systems, including principles of nutrition, metabolism, growth and genetics.

ALH185
ANATOMY AND PHYSIOLOGY: MUSCULOSKELETAL, NERVOUS, INTEGUMENTARY
4 Quarter Credits
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems, including a focus on cells and tissues.

ALH186
CAREER SUCCESS
4 Quarter Credits
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.

BIO107
BIOLOGY
4 Quarter Credits
Prerequisite: None
Biology is the science that deals with the origin, history, physical characteristics, processes, and habits of plants and animals. Students will study the principles of cellular life, genetics, evolution, biodiversity, the structure and function of living organisms, ecology, and behavior.

BIO130
ANATOMY AND PHYSIOLOGY I
3 Semester Credits
Prerequisite: None
This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the musculoskeletal, nervous, and endocrine systems. Course includes one hour per week of lab.

BIO131
ANATOMY AND PHYSIOLOGY II
3.5 Semester Credits
Prerequisite: BIO130
This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Course includes four hours per week of lab.

BIO138
HUMAN BODY
7 Quarter Credits
Prerequisite: None
The course provides an overview of the human body systems and their relationship and differences regarding structure and function. The course will identify and define the general function and nature of various body systems, organs, and structures incorporated within the body systems.
**COM150**  
**EFFECTIVE COMMUNICATION**  
1 Semester Credit  
Prerequisite: None  
This course is an introductory study of the dimensions of speech communications. The course examines the oral communication process in interpersonal contexts such as one-to-one relationships and small group interactions.

**CS102**  
**STUDENT SUCCESS**  
4 Quarter Credits  
Prerequisite: None  
This course is designed to increase the student's success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation. Strategies to strengthen reading, writing, and mathematics abilities are emphasized.

**CVS130**  
**ELECTROCARDIOGRAPHY**  
7 Quarter Credits  
Prerequisite: None  
This course is designed to identify the use and maintenance of EKG equipment, electrophysiology of the conduction system, axis determination, identification and calculations of waveforms and arrhythmias, and patterns of infarction. This course is also design to emphasize non-invasive cardiac diagnostic tests and procedures, as well as, emergency cardiac medication. This course will also emphasize cardiac anatomy and physiology.

**CVS132**  
**ECHO I**  
5 Quarter Credits  
Prerequisite: CVS130  
This course includes cardiovascular assessment techniques, physics and ultrasound review, and an introduction to the theoretical principles of basic M mode and two-dimensional echocardiography.

**CVS134**  
**CARDIOVASCULAR PATHOLOGY**  
3 Quarter Credits  
Prerequisite: None  
This course will study the function, integration and coordination of cells, cellular response to injury, inflammation, healing, immunopathology, neoplasia and the pathogenesis of cancer. This course will also examine the pathological mechanisms, clinical manifestations and appropriate therapeutic measures of coronary artery disease.

**CVS135**  
**ECHO II**  
6 Quarter Credits  
Prerequisite: CVS132  
This course is designed as a continuation of CVS132 Echo I, and emphasizes the theoretical principles of echocardiography necessary to measure and interpret aortic and mitral valve pathology.

**CVS137**  
**ECHO III**  
6 Quarter Credits  
Prerequisite: CVS135  
This course includes interpretation of echocardiography and patterns for normal and pathological states of the left ventricle, pulmonic and tricuspid valves, as well as interventional echocardiography. Additional topics include Doppler and color flow technology, new trends, diastology, and contrast agents.

**CVS138**  
**CARDIOVASCULAR PHARMACOLOGY**  
2 Quarter Credits  
Prerequisite: None  
This course covers the indications, contraindications, mechanism of action, normal dosages, side effects, and patient considerations of drugs that affect the cardiovascular system.

**CVS231**  
**INTEGRATED CLINICAL – ECHO II**  
1 Quarter Credit  
Co-requisite: CVS135  
This course provides the student with their first opportunity in a direct patient care setting, while performing the duties of a CVS. Here the student will be able to correlate didactic and laboratory classes with the day-to-day duties of a CVS.
CVS232
VASCULAR I
6 Quarter Credits
Prerequisite: BIO139
This course is intended to introduce the student to the vascular imaging of the carotid and subclavian arteries.

CVS234
INTEGRATED CLINICAL – ECHO III
1.5 Quarter Credits
Co-requisite: CVS137
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting. Case studies focusing on protocol will also be introduced in this course.

CVS235
VASCULAR II
6 Quarter Credits
Prerequisite: CVS232
This course is intended to introduce the student to: pre-operative vein-artery mapping; discuss the lower extremity anatomy, physiology and hemodynamics; discuss venous imaging of the upper extremity; describe physiologic arterial testing and color duplex imaging of the lower extremities.

CVS236
INTEGRATED CLINICAL – VASCULAR I
1.5 Quarter Credits
Co-requisite: CVS232
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting. Case studies related to advanced scanning techniques will also be performed in this course.

CVS238
INTEGRATED CLINICAL – VASCULAR II
1.5 Quarter Credits
Co-requisite: CVS235
This course focuses on clinically-based case studies which provide the student with practical application of the didactic and laboratory portions of the program in a patient care setting.

CVS239
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP I
6 Quarter Credits
Prerequisites: CVS134, CVS138, CVS137, and CVS235
Observation and participation in those tasks required of a Cardiovascular Sonographer in the clinical environment. Students can correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will have the opportunity to complete competencies as directed by the clinical education plan.

CVS240
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP II
6 Quarter Credits
Prerequisite: CVS239
This course is a continuation of Cardiovascular Sonography Externship I. Students can correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images in a timely manner, and documenting relevant organ anatomy and pathology. Students will have the opportunity to complete competencies as directed by the clinical education plan.

CVS241
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP III
6 Quarter Credits
Prerequisite: CVS240
This course is a continuation of Cardiovascular Sonography Externship II. Students can correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images in a timely manner, and documenting relevant organ anatomy and pathology. Students will have the opportunity to complete competencies as directed by the clinical education plan.

CVS242
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP IV
6 Quarter Credits
Prerequisite: CVS241
This course is a continuation of Cardiovascular Sonography Externship III. Students can correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images in a timely manner, and documenting relevant organ anatomy and pathology. Students will have the opportunity to complete competencies as directed by the clinical education plan.
DMS100
HEALTH CAREER ORIENTATION
2 Semester Credits
Prerequisite: None
Beginning students in the health career programs can gain basic entry-level knowledge and skills required for a variety of health occupations. Includes an introduction to healthcare systems and agencies, legal, personal, and ethical responsibilities, basic medical terminology, promotion of safety, infection control, vital signs, and CPR. Course includes observations and participation in the clinical environment.

DMS101
ULTRASOUND PHYSICS & INSTRUMENTATION
3.5 Semester Credits
Prerequisites: MTH120, MTH150
Physical principles of ultrasound including continuous wave and pulsed wave parameters, propagation of sound, artifacts, wave strength, system components, transducer architecture, Doppler basics and practical application of the principles associated with operating the ultrasound system. Course includes orientation to equipment in the imaging lab.

DMS102
BASIC ULTRASOUND SCAN TECHNIQUES
3.5 Semester Credits
Prerequisite: BIO131
Basic scanning techniques to include patient preparation, patient history, positioning, and breathing techniques. Image orientation to include cross sectional anatomy, screen image orientation, transducer orientation using abdominal vascular landmarks and abdominal organs. Use of acoustic windows, transducer selection as related to deep organ scanning. Techniques to prevent musculoskeletal injury. Technical writing skills development. Course includes orientation to equipment and some abdominal scanning in the lab.

DMS103
GENERAL PATHOLOGY
2 Semester Credits
Prerequisite: BIO131
An overview course which includes the function, integration and coordination of cells, cellular response to injury, inflammation, healing, immunopathology, neoplasia and the pathogenesis of cancer. Clinical case histories to include signs and symptoms, lab values, diagnosis studies with emphasis on imaging modalities. Course includes observation and participation in the clinical environment.

DMS121
ABDOMEN I
6 Semester Credits
Prerequisites: DMS101, DMS102, and DMS103
Review of anatomy and physiology of the GI tract with emphasis on the liver, gallbladder, and pancreas. Includes a discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMS122
ABDOMEN II
6 Semester Credits
Prerequisite: DMS121
Review of anatomy and physiology of the urinary tract, adrenal glands, reticulo-endothelial system with discussion of associated pathological conditions, normal and abnormal sonographic appearances. Practical experience with organ protocols, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMS130
SCANNING THE NECK & DUPLEX IMAGING
6 Semester Credits
Prerequisites: DMS101, DMS102, and DMS103
Review of anatomy and physiology of the cardiovascular system, with emphasis on extracranial arterial, extremity venous and arterial, and abdominal vasculature and thyroid and parathyroid. Discussion of associated pathological conditions, normal and abnormal sonographic appearances. Practical experience with organ protocols, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.
DMS140
FEMALE REPRODUCTION
6 Semester Credits
Prerequisites: DMS101, DMS102, and DMS103
Review of anatomy and physiology of the female reproductive system to include uterus, ovaries, breast, and the first trimester pregnant pelvis with discussion of dating the pregnancy, associated pathological conditions, normal and abnormal sonographic appearances, organ protocols including endovaginal, optimization of image acquisition, case study presentations and discussion. Course includes hands-on scanning in the imaging lab, and observation and participation in the clinical environment.

DMS141
OBSTETRICS
6 Semester Credits
Prerequisite: DMS140
A study of the sonographic appearance of 2nd and 3rd trimester pregnancies, proper measuring techniques for dating the pregnancy, recognition of both maternal and fetal complications, identification of fetal anomalies, assessment of fetal well-being, protocols, optimization of image acquisition, case study presentations and discussion. Course includes laboratory activities and observation and participation in the clinical environment.

DMS150
MALE REPRODUCTION
3 Semester Credits
Prerequisites: DMS101, DMS102, and DMS103
Review of anatomy and physiology of the male reproductive system to include scrotum and prostate, discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image of acquisition, case study presentations and discussion. Course includes laboratory activities and observation and participation in the clinical environment.

DMS160
PEDIATRICS
2.5 Semester Credits
Prerequisite: DMS141
Normal anatomy of the pediatric head, review of pyloric stenosis, introduction to musculoskeletal scanning, with emphasis on pediatric hip dysplasia, discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussions. Course includes laboratory activities and observation and participation in the clinical environment.

DMS201
EXTERNSHIP I
3.5 Semester Credits
Prerequisites: DMS122, DMS130, DMS141, DMS150, and DMS160
Observation and participation in those tasks required of a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students are expected to complete competencies as directed by the clinical education plan.

DMS202
EXTERNSHIP II
3.5 Semester Credits
Prerequisite: DMS201
Observation and participation in those tasks required of a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on learning site protocols, concentrating on producing high quality images in a timely manner, and documenting relevant organ anatomy and pathology. Students are expected to complete competencies as directed by the clinical education plan.

DMS203
EXTERNSHIP III
3.5 Semester Credits
Prerequisite: DMS202
Observation and participation in those tasks required of a sonographer in the clinical environment. Students are expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on performing protocols in a consistent manner, interacting with the site Sonographer to discuss pertinent findings of pathology. Students are expected to complete competencies as directed by the clinical education plan.
MA117
CLINICAL ASEPSIS
1.5 Semester Credits
Prerequisite: None
This course provides a basic overview of aseptic techniques. Emphasis is placed on hand washing techniques, methods of sterilization, glove application, and instrument classification. Students are required to participate in American Red Cross/American Heart Association First Aid and CPR courses, learn fractures, shock techniques and receive training in practical application of dressings and bandages. Emphasis is placed on Universal Precautions, OSHA and CLIA regulations. Students receive CPR certification.

MA118
COMPUTER APPLICATIONS
2 Semester Credits
Prerequisite: None
This course emphasizes practical skills in keyboarding/computer techniques, medical computer software and business applications. Practice lab will be utilized for time practice.

MA119
MEDICAL LAW AND ETHICS
2.5 Semester Credits
Prerequisite: None
This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence-based care are introduced.

MA120
CLINICAL PROCEDURES
1.5 Semester Credits
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 examination 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
2 Semester Credits
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 a pegboard system, ledger cards and banking procedures.

MA122
ANATOMY AND PHYSIOLOGY – URINARY SYSTEM/MALE & FEMALE REPRODUCTION
2.5 Semester Credits
Prerequisite: MA116 or instructor approval
This course is the basic study of structure and functions of the human body and related medical terminology of the urinary system, male and female reproductive system, obstetrics, and childcare. Emphasis is placed on the study of structure and function of major organs, related medical terminology, common diseases, and diagnostic testing associated with them.

MA123
URINALYSIS AND MICROBIOLOGY
1.5 Semester Credits
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 and 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 examination of the urine.

MA124
HEALTH INSURANCE
2 Semester Credits
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, co-insurance and procedures for completing forms.

MA125
ANATOMY AND PHYSIOLOGY – RESPIRATORY/ DIGESTIVE/ ENDOCRINE
2.5 Semester Credits
Prerequisite: MA116 or instructor approval
This course is the basic study of the structures and functions of the human body and related medical terminology of the respiratory system, digestive system, and endocrine system. Emphasis is placed on the study of structure and function of major organs, related medical terminology, common diseases, and diagnostic testing associated with them.

MA126
ELECTROCARDIOGRAPHY
1.5 Semester Credits
Prerequisite: None
This course covers the anatomy and physiology of the cardiac and respiratory systems and their relationship to electrocardiograph procedures. Students learn to successfully complete an EKG. In addition, student will learn how to observe an abnormal EKG and classify diseases of the heart.

MA127
COMPUTERIZED BILLING
2 Semester Credits
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.

MA128
ANATOMY AND PHYSIOLOGY – NERVOUS/BLOOD/ LYMPHATIC/ SPECIAL SENSES
2.5 Semester Credits
Prerequisite: MA116 or instructor approval
This course is the basic study of the structures and functions of the human body and related medical terminology of the nervous system, the blood and lymphatic systems, and the special senses. It includes terminology associated with mental health. Emphasis is placed on the study of the structure and function of major organs, related medical terminology, common diseases, and diagnostic testing associated with them.
MA129
HEMATOLOGY
1.5 Semester Credits
Prerequisite: None
This course introduces advanced clinical skills. Consideration is given to the fundamentals of blood structure and its components, 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
2 Semester Credits
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. Career Services Workshop included in this course.

MA131
ANATOMY AND PHYSIOLOGY –INTEGUMENTARY/ MUSCULOSKELETAL
2.5 Semester Credits
Prerequisite: MA116 or instructor approval
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems.

MA132
PHARMACOLOGY
1.5 Semester Credits
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, nutrition and the metric system.

MA133
MEDICAL ASSISTANT EXTERNSHIP
4 Semester Credits
Prerequisite: All didactic courses
This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

MA140
CLINICAL PROCEDURES
2.5 Quarter Credits
Prerequisite: ALH117
This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA150
ELECTROCARDIOGRAPHY
2.5 Quarter Credits
Prerequisite: ALH117
This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also practice taking patient vital signs, including temperature, pulse, respiration, and blood pressure.

MA155
PHARMACOLOGY
2.5 Quarter Credits
Prerequisite: ALH117
A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.
MA160
MEDICAL LABORATORY PROCEDURES
2.5 Quarter Credits
Prerequisite: ALH117
This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

MA165
HEMATOLOGY
2.5 Quarter Credits
Prerequisite: ALH117
This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

MA180
MEDICAL OFFICE ADMINISTRATION
4 Quarter Credits
Prerequisite: None
This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education, and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.

MA190
MEDICAL ASSISTANT CLINICAL REVIEW
3 Quarter Credits
Prerequisites: MA140, MA150, MA155, and MA160
Co-requisite: MA165
This course provides a review of clinical skills and content learned throughout the program. Students will practice lab exercises, refine resumes, and develop communication and interviewing skills in preparation for employment opportunities as a medical assistant.

MA200
MEDICAL ASSISTANT EXTERNSHIP
6 Quarter Credits
Prerequisite: Completion of All Didactic Courses
This course provides the opportunity for students to gain practical experience in a selected healthcare setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures.

MAB101
KEYBOARDING I
4 Quarter Credits
Prerequisite: None
This course is devoted to developing and improving basic keyboarding skills. Emphasis is placed on skill building and speed. Competence in keyboarding is developed through concentrated, hands-on production typing of business correspondence, envelopes, tabulation problems and corrections, as well as proofreading from rough draft materials, reports, and forms.

MAB102
KEYBOARDING II
4 Quarter Credits
Prerequisite: MAB101
This course is devoted to enhancing basic keyboarding skills. Emphasis is placed on skill-building and speed. Competence in keyboarding is developed through concentrated, hands-on production typing of business correspondence, envelopes, tabulation problems and corrections, as well as proofreading from rough draft materials, reports, and forms.

MAB120
MEDICAL FRONT OFFICE APPLICATIONS
3 Quarter Credits
Prerequisite: None
This course provides the skills needed to perform the procedures in the front office of a medical facility. Topics include appointments and scheduling, telephone communications, correspondence and the introduction of medical management software.

MAB140
MEDICAL FRONT OFFICE PROCEDURES
3 Quarter Credits
Prerequisite: None
This course examines the theory and practices of commercial medical insurance, billing, and collections. Manual and electronic billing processes will be completed with the use of medical billing software.
MAB190
ELECTRONIC HEALTH RECORDS MANAGEMENT
3 Quarter Credits
Prerequisite: ALH111
This course covers electronic health information system design, implementation, and application. Students are provided the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic healthcare records and medical practice management software. Topics include healthcare policies, regulatory requirements, and administrative procedures.

MAB195
MEDICAL BILLING EXTERNSHIP
5 Quarter Credits
Prerequisites: ALH150, ALH152, MAB102, MAB120, MAB140, MAB160, MAB170, MAB185, and MAB190
This course provides students with the opportunity to gain practical experience working at a healthcare facility. Students will document billing and coding activities performed on a weekly basis as directed by the site supervisor, and will be evaluated by program faculty and site supervisors on activities completed.

MBC100
HEALTHCARE SYSTEMS
2.5 Semester Credits
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. Also included in this course will be trends in healthcare, challenges in healthcare today, and implications for healthcare workers.

MBC102
MEDICAL OFFICE ACCOUNTING
2.5 Semester Credits
Prerequisite: MBC124 or instructor approval
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
INTRO TO CPT-4 CODING PRINCIPLES
2.5 Semester Credits
Prerequisite: MBC116
This course is designed to introduce the students to the procedural coding system and the rules and regulations governing this system. Students can learn to code by medical specialty for proper documentation in the medical record as well as the insurance claim form.

MBC106
CPT-4 CODING PRINCIPLES I
2.5 Semester Credits
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 CODING PRINCIPLES II
2.5 Semester Credits
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
2.5 Semester Credits
Prerequisite: MBC116
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 assessment to numeric codes. Additionally, students will be introduced to “E” and “V” codes, and their appropriate use.

MBC112
WORD PROCESSING
1.5 Semester Credits
Prerequisite: None
This course introduces the students to the world of word processing using current Microsoft Word Software. Students will continue their keyboarding skills to work on speed and accuracy.

MBC114
MEDICAL APPLICATIONS
1.5 Semester Credits
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, medical billing and all other aspects of the office environment covered in previous courses.

MBC116
MEDICAL TERMINOLOGY
2.5 Semester Credits
Prerequisite: None
This course is a comprehensive study of medical root words, combing 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 in a sequential manner when applicable.

MBC118
COMPUTER APPLICATIONS
1.5 Semester Credits
Prerequisite: None
This course emphasizes practical skills in keyboarding, computer technique, and medical computer software and business applications. Practical lab will be utilized for timed practice.

MBC120
MEDICAL LAWS AND ETHICS
2.5 Semester Credits
Prerequisite: None
This course introduces the student to Law and Ethics in Medicine. It provides an overview of the legalities and ethical behavior associated with a medical practice/facility. Topics such as history, future trends, professionalism, medical records, and HIPPA compliance will be discussed.
MBC122
ANATOMY & PHYSIOLOGY – LEVELS OF ORGANIZATION/URINARY/ DIGESTIVE
2.5 Semester Credits
Prerequisite: MBC116
This course is the basic study of structures and functions of the human body, to include levels of organization, cells and tissues, skeletal system and muscular system. Emphasis is placed on the study of major organs, their function and common diseases associated with them.

MBC124
HEALTH INSURANCE
2.5 Semester Credits
Prerequisite: None
This course familiarizes students 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 the different procedures for completing a HCFA 1500 claim form.

MBC126
ANATOMY & PHYSIOLOGY – CARDIOVASCULAR/ RESPIRATORY/ BLOOD/NERVOUS
2.5 Semester Credits
Prerequisite: MBC116
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
1.5 Semester Credits
Prerequisite: MBC124
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 the Medisoft software.

MBC130
ANATOMY & PHYSIOLOGY – LYMPHATIC/IMMUNE/ ENDOCRINE/ REPRODUCTION
2.5 Semester Credits
Prerequisite: MBC116
This course is the basic study of the structure and function of the human body to include the lymphatic system, immune system, digestive 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
2.5 Semester Credits
Prerequisite: None
This course is used to assist healthcare students to achieve four important goals that are meant to improve the quality of their own lives. 1. Complete their educational program 2. Think like a healthcare professional 3. Find the right jobs 4. Attain long-term career success. The student can learn study skills, resumes, personal skills, developing paper skills, and people skills.

MBC134
ANATOMY & PHYSIOLOGY – INTEGUMENTARY/ MUSCULOSKETAL
2.5 Semester Credits
Prerequisite: MBC116
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
4 Semester Credits
Prerequisite: 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. Students are assigned to a specific site for five weeks. Instructors will verify student readiness prior to externship placement.
MS100A
ANATOMY & PHYSIOLOGY – TISSUES/BONES
6 Quarter Credits
Prerequisite: None
This course is the study of the structure and function of the human body and its systems. Emphasis is placed on the functional relationships of the cells and tissues, anatomical positions, integumentary system and skeletal system. Students also experience palpation of muscle, joints, and other anatomical structures.

MS100B
ANATOMY & PHYSIOLOGY – MUSCLES
6 Quarter Credits
Prerequisite: None
This course is the study of the structure and function of the human body and its systems. Emphasis is placed on the functional relationships of the muscular system and kinesiology. Students also experience palpation of muscle, joints, and other anatomical structures.

MS100C
ANATOMY & PHYSIOLOGY – SYSTEMS
8 Quarter Credits
Prerequisite: None
This course is the study of the structure and function of the human body and its systems. Emphasis is placed on the functional relationships of the circulatory system, lymphatic system, nervous system, endocrine system, respiratory system, digestive system, urinary system, human reproductive system, and non-western anatomy systems with added concentration on kinesiology (the study of muscles and body movement). Students also experience palpation of muscle, joints, and other anatomical structures.

MS102
INTRODUCTION TO CLINICAL PATHOLOGY
3 Quarter Credits
Prerequisites: MS100A, MS100B, and MS100C
The Introduction to Clinical Pathology is an introduction to the most common injuries and diseases encountered by the massage therapist such as CTS, Kyphosis, Lordosis, Scoliosis, Thoracic Outlet Syndrome, Headaches, and other related pathologies.

MS104
HIV/AIDS TRAINING
1 Quarter Credit
Prerequisite: None
The HIV/AIDS Training gives information about HIV and AIDS under accordance with the content guidelines prepared by the U.S. Centers of Disease Control (CDC) and the Federal Occupational Safety and Health Administration (OSHA).

MS106
BUSINESS PRINCIPLES AND ETHICS, HIPAA, PREVENTION OF CLINICAL ERRORS
4 Quarter Credits
Prerequisite: None
Business Principles and Ethics, HIPAA, Prevention of Medical Errors is a discussion of essential business principles for developing a successful massage therapy practice. Emphasis is placed on the ethical standards of conduct for the massage therapist as defined by the American Massage Therapy Association (AMTA). This is a two-hour course that is designed to help massage practitioners avoid creating medical errors by creating a safe work environment free of hazards and safe clinical settings. Students can also learn HIPAA regulations per state requirements.

MS108
THEORY OF THERAPEUTIC MASSAGE
10 Quarter Credits
Prerequisite: None
Theory of Therapeutic Massage is the study of the basic technique of Swedish massage. Indications, precautions, contraindications, benefits and the history of massage are discussed. Students can also learn about asepsis, hygiene, proper body mechanics, and client draping and positioning. Techniques include: gliding strokes, kneading, direct pressure, direct friction, joint mobilization, superficial warming techniques, percussion, compression, vibration, jostling, shaking, and rocking.

MS110
THERAPEUTIC MASSAGE APPLICATIONS PRACTICE
5 Quarter Credits
Prerequisite: MS108
Swedish massage applications are demonstrated and practiced in a supervised clinical setting. Examples of such techniques include: gliding strokes, kneading, direct pressure, direct friction, joint mobilization, superficial warming techniques, percussion, compression, vibration, jostling, shaking and rocking.
**MS112**  
CARDIOPULMONARY RESUSCITATION & FIRST AID  
1 Quarter Credit  
Prerequisite: None  
Cardiopulmonary Resuscitation & First Aid is the study of emergency management of a cardiac arrest victim and first aid for an obstructed airway. Students meet national certification requirements as determined by the American Heart Association (AHA) and include resuscitation procedures for adults and infants. Appropriate first aid for commonly encountered acute injuries and illnesses is also included.

**MS114**  
BUSINESS PRACTICES, STATE LAWS, AND CAREER DEVELOPMENT  
4 Quarter Credits  
Prerequisite: None  
Business Practices, State Laws, and Career Development prepares graduates to maximize their effectiveness in the massage therapy profession as an employer or as a proprietor. Included are basic life skills necessary to become competitive in the business world. Information is provided on a variety of subjects such as insurance, bookkeeping, taxes, licensing, interviewing techniques, resume writing, and other essentials for a successful massage therapy practice.

**MS116**  
THEORY & PRACTICE OF HYDROTHERAPY  
1 Quarter Credit  
Prerequisite: None  
Theory and Practice of Hydrotherapy is an introduction to the theoretical basis and application of water as a therapeutic and rehabilitative medium. Students can learn about the proper use of hydrocollator units, hot packs, ice packs, steam baths, contrast baths, and other related contemporary hydro-therapeutic modalities.

**MS118**  
ALLIED HEALTH IN THERAPEUTIC MODALITIES  
2 Quarter Credits  
Prerequisite: MS108  
Allied Health in Therapeutic Modalities is an introduction to common therapeutic modalities, which are often practiced as adjuncts to Swedish massage. Examples of such modalities are: Connective Tissue Massage, Shiatsu, Craniosacral Technique, Chair Massage, Reflexology, Joint Mobilizations, Sports Massage, Deep Relaxation Techniques, Trager, Neuromuscular Therapy and Spa Therapy Techniques.

**MS120**  
CLINICAL PRACTICE  
2 Quarter Credits  
Co-requisite: MS110  
Clinical Practice is designed to help students perfect their Swedish massage techniques by performing a complete one hour Swedish massage. The techniques perfected include gliding strokes, kneading, direct pressure, direct friction, joint mobilization, superficial warming techniques, percussion, compression, vibration, jostling, shaking, and rocking.

**MS122**  
INTEGRATED MASSAGE APPLICATION ALLIED MODALITIES PRACTICE  
3 Quarter Credits  
Prerequisites: MS110, MS118  
Integrated Massage Application Allied Modalities Practice is a continuation of supervised clinical practice integrating the principles of Swedish massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.

**MS124**  
ADVANCED THERAPEUTIC MASSAGE CLINICAL ASSESSMENT  
5 Quarter Credits  
Prerequisites: MS120, MS122  
Advanced Therapeutic Massage Clinical Assessment gives the student the opportunity to practice skills and techniques related to advanced injury evaluation and treatment of subjects with diverse conditions. Students practice more advanced methods of clinical assessment, inclusive of developing and applying appropriate treatment plans and follow-up. Furthermore they have the opportunity to learn neuromuscular therapy techniques to help with conditions such as carpal tunnel syndrome, lordosis, kyphosis, scoliosis, thoracic outlet syndrome, headaches, and other postural related conditions.

**MS126**  
INJURY EVALUATION AND TREATMENT  
5 Quarter Credits  
Prerequisites: MS100B, MS110  
Injury Evaluation and Treatment provides instruction on various approaches to effectively evaluate the client’s physiological condition as it relates to the development of an appropriate massage treatment plan. Students have the opportunity to learn methodologies such as postural analysis, kinesiology techniques, advance palpation and SOAP format charting.
MS128
CURRENT CONCEPTS IN MASSAGE THERAPY
1 Quarter Credit
Prerequisite: None
Current Concepts in Massage Therapy is designed to go over current concepts in massage including new modalities and trends that are being developed and/or discovered.

MS130
THERAPEUTIC MASSAGE CLINICAL PRACTICE
3 Quarter Credits
Prerequisites: MS120, MS122
Therapeutic Massage Clinical Practice Practicum IV gives the students an opportunity to apply new concepts taught in current concepts in therapeutic massage in a supervised lab setting.

MTH110
COLLEGE MATHEMATICS
4 Quarter Credits
Prerequisite: None
In this course, students will develop the ability to solve a variety of problems through the use of mathematical structures such as algebra, geometry, and statistical analysis.

MTH120
ALGEBRA
3 Semester Credits
Prerequisite: None
This course is designed to provide the student with a working knowledge of linear equations and the ability to use them in solving applied problems in life and in the workplace. Emphasis is on the beginning knowledge of quadratic equations and the skills needed to solve polynomials and inequalities.

MTH135
ALGEBRA
4 Quarter Credits
Prerequisite: None
This course involves the study of linear and quadratic algebraic expressions. Students develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

MTH150
MATH AND PHYSICS
3 Semester Credits
Prerequisite: None
This course is an introduction to mathematics and physics including a proficiency in using whole numbers, decimals, fractions, ratios and proportions, and the application of physics theories for the workplace.

PHY113
INTRODUCTION TO PHYSICS
4 Quarter Credits
Prerequisite: None
An introduction to motion, gravity, work, energy, power, rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

PSY101
INTRODUCTION TO PSYCHOLOGY
4 Quarter Credits
Prerequisite: None
This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

PHY145
ULTRASOUND PHYSICS I
3.5 Quarter Credits
Prerequisite: PHY113
This course provides an introduction to the physical principles and mathematical equations which are necessary to understand diagnostic ultrasound, as well as the various factors affecting the ultrasound image and quality.

PHY146
ULTRASOUND PHYSICS II
2.5 Quarter Credits
Prerequisite: PHY145
A continuation of Ultrasound Physics I, which provides students knowledge in the various factors affecting the ultrasound image and quality. This course will also discuss patient exposure.
Effective May 6, 2015 - Sanford-Brown College Atlanta is no longer accepting new student applications.

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

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
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<tbody>
<tr>
<td>As of 2/3/2014</td>
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Academic Calendar

2015 Academic Calendar

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

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<tr>
<th>Sunday</th>
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<th>Thursday</th>
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Observed Holidays - No Classes

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<thead>
<tr>
<th>Holiday</th>
<th>Date(s) of Break: Classes Resume:</th>
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<tbody>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/24/2014 – Sunday, 01/04/2015 Classes resume on Monday, 01/05/2015</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, 01/01/19/2015 Classes resume on Tuesday, 01/20/2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/25/2015 Classes resume on Tuesday, 05/26/2015</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Saturday, 06/27/2015 – Sunday, 07/05/2015 Classes resume on Monday, 07/06/2015</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/07/2015 Classes resume on Tuesday, 09/08/2015</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/16/2015 – Sunday, 01/03/2016 Classes resume on Monday, 01/04/2016</td>
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## Faculty - as of 02/20/15

<table>
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<tr>
<th>Faculty Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
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</thead>
<tbody>
<tr>
<td>Babatunde, John Kayode</td>
<td>Medical Assistant Instructor (FT)</td>
<td>• MBBS – College of Medicine -University of Ibadan</td>
</tr>
<tr>
<td>Bachelier, Nicole</td>
<td>Medical Assistant Program Director (FT)</td>
<td>• AS-Medical Assisting – Southwestern Illinois College – Belleville, IL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certification – Certified Medical Assistant – American medical Technologists</td>
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<tr>
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<td></td>
<td>• Certification – Certified Cardiology Technician – Southwestern Illinois College</td>
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<tr>
<td>Bayudan, Lani</td>
<td>Medical Assistant Instructor (FT)</td>
<td>• BS – Nursing – Northwestern University</td>
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<tr>
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<td></td>
<td>• Graduate of Nursing - SRVAMC</td>
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<tr>
<td></td>
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<td>• Nurse - Professional Regulation Commission</td>
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<tr>
<td>Blackwell, Jo</td>
<td>Medical Assistant Instructor (PT)</td>
<td>• BS – Public Policy – Georgia State University</td>
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<tr>
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<td>• AS - Business Administration-Atlanta Metropolitan College</td>
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<td>• Certification – Certified Medical Administrative Specialist – American Medical Technology</td>
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<tr>
<td>Colvin, Emily</td>
<td>General Education Instructor (PT)</td>
<td>• MS- Nuclear Engineering - Georgia Institute of Technology</td>
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<tr>
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<td>• BS - Nuclear and Radiological Engineering - Georgia Institute of Technology</td>
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<tr>
<td>Copeland, Angela</td>
<td>Medical Billing and Coding Instructor (PT)</td>
<td>• Certification – Certified Professional Coder, Certified OB/GYN Coder, Certified Professional Coding Instructor – American Academy of Professional Coders</td>
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<tr>
<td>Coe, Jessica</td>
<td>Cardiovascular Sonography Program Director</td>
<td>• BS – Healthcare Management- Clayton State University</td>
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<tr>
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<td>• Certificate – Cardiovascular Technology – Sanford-Brown College, Atlanta</td>
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<tr>
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<td></td>
<td>• Certification – Registered Diagnostic Cardiac Sonographer through American Registry for Diagnostic Sonography</td>
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<tr>
<td>Dozier, Karen</td>
<td>Medical Assistant Instructor (PT)</td>
<td>• Certification – Certified Clinical Medical Assistant National Healthcare Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Diploma - Practical Nursing – Nursing, Horry Georgetown Technical Institute, SC</td>
</tr>
<tr>
<td>Finklea, Reginald</td>
<td>Advanced Massage Therapy Instructor (PT)</td>
<td>• License- Massage Therapist (State of Georgia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certification – Massage Therapy – NCBTMB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Diploma – Medical Massage Therapy- Blue Cliff Career College, Mobile, AL</td>
</tr>
<tr>
<td>Gillcrist, Kristin</td>
<td>Advanced Massage Therapy Lead Instructor (FT)</td>
<td>• License- Massage Therapist (State of Georgia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate – Atlanta School of Massage, Dunwoody GA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• BA – Dance – Winthrop University, Rock Hill SC</td>
</tr>
<tr>
<td>Faculty Name</td>
<td>Discipline</td>
<td>Education &amp; Professional Licensure/Certification</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Golden, Natasha</td>
<td>Medical Assistant Instructor (PT)</td>
<td>• Diploma- Parks College – Medical Assisting&lt;br&gt;• BA – Savannah State University- Management</td>
</tr>
<tr>
<td>Hightower, Robin</td>
<td>Medical Assistant Instructor (PT)</td>
<td>• Certification – NHA- Certified Clinical Medical Assistant&lt;br&gt;• Diploma- Allen School for Physicians’ Aides-Hematology Technician</td>
</tr>
<tr>
<td>Jackson, Gloria</td>
<td>Medical Billing and Coding Instructor (PT)</td>
<td>• Certification – Certified Professional Coder through American Academy of Professional Coders</td>
</tr>
<tr>
<td>Myers, Quang</td>
<td>Medical Billing and Coding and Medical Assistant Instructor (FT)</td>
<td>• MBA- Healthcare Management – University of Phoenix&lt;br&gt;• BS – Health Services Administration- Wilburforce University&lt;br&gt;• AS – Allied Health-Medical Assistant – Miami Jacobs College</td>
</tr>
<tr>
<td>Niang, Lucille</td>
<td>Advanced Massage Therapy Instructor (PT)</td>
<td>• License – Massage Therapist –(State of Georgia)&lt;br&gt;• Diploma –Massage Therapy- Georgia Medical, Everest Institute-Atlanta, GA</td>
</tr>
<tr>
<td>Scroggins, Jennifer</td>
<td>Diagnostic Medical Sonography Instructor (FT)</td>
<td>• Certificate – Diagnostic Medical Sonographer – Ultrasound Diagnostic School&lt;br&gt;• Certification – Registered Diagnostic Medical Sonographer (AB, OB) – American Registry For Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>Sistare, Marcellina</td>
<td>Advanced Massage Therapy Instructor (PT)</td>
<td>• DC-Life University- Doctor of Chiropractic&lt;br&gt;• BS- Life University- Biology&lt;br&gt;• Certificate- New Life School of Massage- Massage Therapy and Neuromuscular Therapy&lt;br&gt;• Licensed- Chiropractor- State of Georgia&lt;br&gt;• Licensed- Massage Therapist – State of Georgia</td>
</tr>
<tr>
<td>Staples, Lisa</td>
<td>Medical Assistant Instructor (PT)</td>
<td>• Diploma – Medical Assisting – Mandl School of Allied Health&lt;br&gt;• Certification – Registered Medical Assistant (RMA) - American Medical Technologist</td>
</tr>
<tr>
<td>Verhine, Gayle Mercedes</td>
<td>Cardiovascular Sonography Instructor</td>
<td>• Certificate – Cardiovascular Technologist- Sanford Brown College&lt;br&gt;• Certification – Registered Cardiac Sonographer – Cardiovascular Credentialing International</td>
</tr>
<tr>
<td>Vieux, Kressadlova</td>
<td>Medical Assistant, Instructor (PT)</td>
<td>• Registered Medical Assistant- American Medical Technology</td>
</tr>
</tbody>
</table>
Faculty Name | Discipline | Education & Professional Licensure/Certification
--- | --- | ---
Webb, Shirley | Medial Assistant Clinical Coordinator (FT) | • Diploma-Medical Assistant -Georgia Medical Institute
Worthey, LaSabre | Medical Billing and Coding Lead Instructor (FT) | • BBA- Faulkner University- Business Administration • Certification- Certified Billing and Coding Specialist – National Healthcareer Association

Staff- as of 02/08/16

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taylor, Tamika</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Taylor, Tamika</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Taylor, Tamika</td>
<td>ADA/Section 504 Coordinator</td>
</tr>
<tr>
<td>Taylor, Tamika</td>
<td>Business Operations Manager</td>
</tr>
<tr>
<td>Thomas, Lakeisha</td>
<td>Director of Career Services</td>
</tr>
</tbody>
</table>
## Catalog Revisions and Updates

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Executive Officers of Career Education Corporation</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

Catalog Information is revised to read:

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Executive Officers/Board of Directors</td>
<td>2/11/2015</td>
</tr>
</tbody>
</table>

Replace Scott W. Steffey with the following:
Ron D. McCray, Interim President and Chief Executive Officer

Remove Scott Steffey from Board of Directors

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Members of the CEC Board of Directors</td>
<td>5/24/16</td>
</tr>
</tbody>
</table>

The CEC Board of Directors are:

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>ADMISSIONS INFORMATION</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The following information is added:

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Application Fee Waiver</td>
<td>8/8/2014</td>
</tr>
</tbody>
</table>

Add the following to the list of circumstances in which an application fee waiver may be granted:
The applicant attended a school institutionally accredited by an agency recognized by the U.S. Department of Education or CHEA that is no longer in operation. The applicant must be able to provide an official/copy of the college transcript from the closed institution, to demonstrate previous enrollment or completed coursework. Final determination will be made at the discretion of Sanford-Brown.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Selective Admissions Requirements</td>
<td>8/8/2014</td>
</tr>
</tbody>
</table>

Add the following information to the Selective Admissions Requirements test score table:

<table>
<thead>
<tr>
<th>Program</th>
<th>Wonderlic Score</th>
<th>Accuplacer Score (Overall/Math)</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>13</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
The current policy language is replaced with the following:

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

The current policy language is replaced with the following:

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

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

The current policy language is replaced with the following:

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

The table in the current catalog is replaced by the following:

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>NP (Non-Pass)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC (Transfer Credit)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
*Students enrolled in allied health programs must repeat all Core Requirements courses for which they receive a “D” grade.

<table>
<thead>
<tr>
<th>W (Withdrawn)</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>L (Leave of Absence)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The current policy is replaced with the following:

**Application of Grades and Credits**

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

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

The following information is added:

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

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

The current policy is replaced with the following:

**Repeated Courses**

The student must repeat any required course in which a grade of “F”, “NP”, or “W” is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of “D” is received. A student who receives a “D”, “F”, “NP”, or “W” grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. Please contact the Financial Aid Office for more information about the impact of repeating courses on Financial Aid.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Application of Grades and Credits</td>
<td>effective for terms starting in January 2015</td>
</tr>
<tr>
<td>21</td>
<td>Course Repeats</td>
<td>effective for terms starting in January 2015</td>
</tr>
<tr>
<td>21</td>
<td>Academic Information/Academic Honors</td>
<td>Effective for students graduating 9/28/2014 forward</td>
</tr>
</tbody>
</table>
**Academic Honors**

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

- **Summa cum Laude**: 3.90 - 4.00
- **Magna cum Laude**: 3.70 - 3.89
- **Cum Laude**: 3.50 - 3.69

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

- **Highest Honors**: 3.90 – 4.0
- **Honors**: 3.50 – 3.89

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Graduation Requirements</td>
<td>01/01/2015</td>
</tr>
</tbody>
</table>

Replace the **Graduation Requirements** with the following:

To graduate, a student must have earned a minimum of a 2.0 cumulative grade point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

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

**Graduating under earlier catalogs**

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Graduation Requirements</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Externship</td>
<td>2/16/2015</td>
</tr>
</tbody>
</table>

The current policy for Externship/Internship is replaced with the following:

**Health Programs Externship**

Most programs offered by Sanford-Brown 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.

<table>
<thead>
<tr>
<th>Page #</th>
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<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Leave of Absence</td>
<td>5/20/16</td>
</tr>
</tbody>
</table>

The following underlined language is added:

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance fora 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 day of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be pro v i d e d 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.
- Extemporaneous circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F,P,NP) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – WARNING AND PROBATIONARY PERIODS</td>
<td>5/20/16</td>
</tr>
</tbody>
</table>

Replace current policy with the following (new language is underlined):

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) or complete their program of study within the teach-out period. 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 two, five-week modules. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic progress. These are outlined below.

<table>
<thead>
<tr>
<th>Page #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – MAXIMUM TIME IN WHICH TO COMPLETE</td>
<td>5/20/16</td>
</tr>
</tbody>
</table>

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 two, five-week modules. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic progress. These are outlined below.

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<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Transcripts</td>
<td>01/05/2015</td>
</tr>
</tbody>
</table>

*Replace the transcript fee information with the following:*

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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>27</td>
<td>REINSTATION</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

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

*A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.*

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<td>27</td>
<td>TRANSSCRIPTS</td>
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</table>

The following information is added:

After Sanford-Brown completes its teach-out and closes its campus, alumni and students may request transcripts in several ways:
online at  http://www.sanfordbrown.edu/Atlanta

by mailing a request to Career Education Corporation- Closed School Records, P.O. Box 681129, Schaumburg, Illinois;

by calling 1-866-470-7445; or

by submitting a request to records@careered.com.

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<tr>
<td>31</td>
<td>Sanford-Brown Grant</td>
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The current Sanford-Brown Grant language is replaced with the following:

Sanford-Brown Grant
The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Sanford-Brown Grant ranges from $10 to $10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Sanford-Brown Grant Application, the student must have established an In-School Payment Plan (IPP) with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was $250). The minimum IPP amount is subject to change please contact your aid administrator for current information. The Sanford-Brown Grant Application must be submitted prior to the end of the school’s add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other institutional grants, the Sanford Brown Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

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

The Sanford-Brown Grant Program limits are:
• Certificate/Diploma programs - $4,600
• Associate Programs - $10,000

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<td>4/6/2016</td>
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</table>

Tuition and fees will be adjusted according to the following schedule:

• During the first seven calendar days*, the College will refund 100% of the tuition and fees.

• Refunds are determined based on the proration of tuition up to 50% of the payment period.

• There will be no refund after a student has completed more than 50% of the payment period.
* This applies to a new student’s right to cancel in the first week of their program quarter of attendance only.

Please note that there is no administrative fee for withdrawal. Lastly, students are entitled to the most favorable refund policy under state, federal or institutional policy.

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<tr>
<td>35</td>
<td>Program Offerings</td>
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<td>Add the new Pharmacy Technician (Certificate) program info</td>
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Pharmacy Technician
Certificate Program
30 Weeks Day, 40 Weeks Evening
45 Quarter Credits
720 Hours

Program Description
The Pharmacy Technician program provides students with the technical and practical training necessary for career opportunities as an assistant to a licensed pharmacist in a variety of health system settings, including pharmacy chains, hospitals, and skilled-care facilities. Some employment opportunities may require the employee to obtain additional registration or certification; this program should prepare students to take the Pharmacy Technician Certification Examination. Students will have the opportunity to perform a variety of pharmaceutical mathematics, and demonstrate an understanding of the concepts of pharmacology within each course. Students will also be expected to demonstrate aseptic technique, medication preparation, sterile and non-sterile compounding, the handling and preparation of hazardous products, inventory and billing procedures, and quality customer service. Students will have the opportunity to practice experiential activities in at least two different types of contemporary pharmacy settings, one of which must be a dispensing pharmacy (e.g., hospital, community).

Accreditation/ Certification Information Disclosure
The Certificate in Pharmacy Technician program is not programmatically accredited. Graduates of the program are eligible to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB). Passing this exam and obtaining this nationally recognized certification is required to practice in the State of Georgia. Certification requirements for taking and passing this examination are not controlled by SB but by outside agencies and are subject to change without notice. For example, a person with a felony or drug-related conviction or guilty plea may not be eligible to sit for these certification exams. Therefore, SB 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.

Pharmacy technicians must submit PTCB Certification to the Georgia Board of Pharmacy in order to practice in the State of Georgia. Applicants with certain fraud-based or drug-related felony convictions or guilty pleas, or incarceration or probation for such offenses in their background will likely not be eligible for registration as a pharmacy technician in Georgia. Since SB does not control state licensure/registration requirements in Georgia or in any other state, SB cannot guarantee that graduates will be eligible for licensure/registration or to work as pharmacy technicians in Georgia or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment. All questions regarding eligibility for registration as a pharmacy technician in Georgia should be directed to the Georgia Board of Pharmacy.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>PT103</td>
<td>Pharmacology Mathematics and Dosage</td>
<td>3</td>
<td>40</td>
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<tr>
<td>Calculations</td>
<td>PT121 Introduction to Pharmacy</td>
<td>3</td>
<td>40</td>
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<tr>
<td>PT126</td>
<td>Contemporary Pharmaceutical Issues</td>
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<td>80</td>
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<tr>
<td>PT131</td>
<td>Medication Management</td>
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<tr>
<td>PT136</td>
<td>Pharmacy Techniques</td>
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<td>80</td>
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<tr>
<td>PT142</td>
<td>Pharmacy Operations</td>
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<tr>
<td>PT146</td>
<td>Sterile Compounds, Parenterals, and IV Admixtures</td>
<td>6</td>
<td>80</td>
</tr>
<tr>
<td>PT185</td>
<td>Pharmacy Technician Clinical Review</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>PT197</td>
<td>Pharmacy Technician Externship</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>PT198</td>
<td>Pharmacy Technician Externship II</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total Quarter Credits and Contact Hours</strong></td>
<td><strong>45</strong></td>
<td><strong>720</strong></td>
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<td>Course Descriptions</td>
<td>Listed for each course</td>
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**PT103 Pharmacology Mathematics and Dosage Calculations -4/6/2015**

*40 clock hours*

*3 Quarter Credits*

This course examines dosage calculations, medication administration, and systems of measurement and conversion used in the pharmacy setting. General mathematics and common and specialized medication preparations are reviewed, such as apothecary, household, and metric systems. Students will develop accuracy and skill in reading and transcribing prescriptions and drug labels.

*Prerequisites: None*

**PT121 Introduction to Pharmacy -4/6/2015**

*40 clock hours*

*3 Quarter Credits*

This course focuses on procedures used to assist the pharmacist in direct patient care and retail pharmacy operations. Other pharmacy settings will also be introduced throughout the duration of this course. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements.

*Prerequisites: None*

**PT126 Contemporary Pharmaceutical Issues -4/6/2015**

*80 clock hours*

*6 Quarter Credits*

This course examines the role of pharmacy technicians in institutional and other pharmacy practice settings. Students will 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. This course also focuses on procedures related to assisting the pharmacist in screening, authenticating, and processing the physician’s medication orders. Computerized medication information databases are also presented, along with the relationship of patients’ rights to the concept of proprietary business information.

*Prerequisites: None*

**PT131 Medication Management -4/6/2015**

*80 clock hours*

*6 Quarter Credits*
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.

*Prerequisites: PT121 Introduction to Pharmacy*

**PT136 Pharmacy Techniques** - 4/6/2015  
80 clock hours  
6 Quarter Credits  
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.  
*Prerequisite: PT 121 Introduction to Pharmacy*

**PT142 Pharmacy Operations** - 4/6/2015  
40 clock hours  
3 Quarter Credits  
This course orients students to the everyday workplace dynamics of the pharmacy, with a focus on medication preparation; prescription interpretation and dispensing; and data entry, billing, and collection practices. Students will utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.  
*Prerequisite: PT 121 Introduction to Pharmacy*

**PT146 Sterile Compounds, Parenterals, and IV Admixtures** - 4/6/2015  
80 clock hours  
6 Quarter Credits  
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.  
*Prerequisites: PT 121 Introduction to Pharmacy*

**PT185 Pharmacy Technician Clinical Review** - 4/6/2015  
40 clock hours  
4 Quarter Credits  
This course provides a review of clinical skills and content learned throughout the program. Students will practice lab exercises, refine resumes, and develop communication and interviewing skills in preparation for employment opportunities as a pharmacy technician. Students will also prepare for certification opportunities.  
*Prerequisites: PT 121 Introduction to Pharmacy*

**PT197 Pharmacy Technician Externship** - 4/6/2015  
120 clock hours  
4 Quarter Credits  
This course provides 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.  
*Prerequisite: PT103 Pharmacology Mathematics and Dosage Calculations; PT126 Contemporary Pharmaceutical Issues; PT131 Medication Management; PT136 Pharmacy Techniques; PT142 Pharmacy Operations; and PT146 Sterile Compounds, Parenterals, and IV Admixtures; and PT185 Pharmacy Technician Clinical Review*

**PT198 Pharmacy Technician Externship II** - 4/6/2015  
120 clock hours  
4 Quarter Credits
This course is a continuation of Pharmacy Technician Externship, and provides students with additional 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.

Prerequisite: PT 197 Pharmacy Technician Externship