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 Sanford-Brown, they do accurately represent the general type and quality of equipment and facilities found at the Sanford-Brown. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

The information contained in this catalog is true and correct to the best of my knowledge.

Jeffrey Fowler
President
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About Sanford-Brown

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, Houston is owned by Sanford-Brown, Limited, a New York Corporation, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, IL 60173.

The Executive Officers of CEC are:
Scott W. Steffey
President and Chief Executive Officer

Colleen O’Sullivan
Senior Vice President and Chief Financial Officer

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

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

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

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

LICENSING AND APPROVAL
Sanford-Brown is Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.

Approved by the U.S. Department of Education to participate in Title IV financial aid programs.
CERTIFICATE PROGRAMS
Texas Workforce Commission Career Schools and Colleges
101 East 15th Street
Austin, TX 78778-0001
(512) 936-3100
http://csc.twc.state.tx.us

The Surgical Technology program is accredited by the:
Accrediting Bureau of Health Education Schools, (ABHES)
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
(703) 917-4109

The Medical Laboratory Technician program is programmatically accredited by the:
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Road, Suite 720
Rosemont, Illinois 60018
(773) 714-8880

The Pharmacy Technician program is programmatically accredited by the:
American Society of Health-System Pharmacists (ASHSP)
7272 Wisconsin Avenue
Bethesda, Maryland 20814
(301) 657-3000
www.ashp.org

The Dialysis Technology program is approved by the:
Board of Nephrology Examiners Nursing and Technology (BONENT)
100 South Washington Street
Rockville, Maryland 20850
(202) 462-1252
www.bonent.org

ARTICULATION AGREEMENTS
Sanford-Brown currently has Articulation Agreements with:
University of Texas-Medical Branch at Galveston, School of Health Professions-Department of Clinical Laboratory Sciences
Colorado Technical University
Missouri College Online-Consortium Agreement for Online Courses
FACILITIES AND EQUIPMENT FOR INSTRUCTION

The campus is located at 9999 Richmond Avenue, Houston, TX 77042, in a 85,040 square foot facility, with approximately 46,227 square feet allocated to Sanford-Brown College, Houston, that supports the institution’s population, classrooms, and equipment. The institution monitors and evaluates physical resources to stay abreast of industry standards. Sanford-Brown College, Houston is a branch location of the Main Campus in Atlanta, Georgia and is located in a modern two story campus building near the Houston Beltway 8 freeway on the west side of Houston. The College is co-located with American Intercontinental University.

There are 18 Lecture classrooms, three Computer Laboratories, six Wet Laboratories for the various programs, a large Imaging Laboratories for the two Sonography programs and a large Surgical operating room used by the Surgical Technician and Anesthesia Technology programs.

There is a very large modern library that has the normal library books for each program and 18 computers with internet access, configured with Cybrary software and staffed by full-time librarian. This library is shared by both the Sanford-Brown College and American Intercontinental University. There are administrative and faculty offices as well as a very modern and spacious student lounge and a shared reception area.

The imaging laboratory is equipped with ultrasound scanners capable of performing general and specialized procedures, including color flow imaging. Standard equipment includes a video library of case studies, dedicated video monitors, still and moving video images, reference books, x-ray viewing boxes, journals and audiovisual aids which complement curriculum objectives. All computer laboratories have up to date computers with appropriate software for the individual programs. The clinical wet laboratories house equipment for EKG, urinalysis, hematology, phlebotomy, and sterilization along with specialized equipment for each program requiring use of a wet laboratory. The pharmacy laboratory is set up to simulate pharmacy stores which includes a pharmacy hood for mixing. Sanford-Brown College, Houston utilizes a new medical procedures computer simulation system called SIMPRO for several programs that allows students to perform medical procedures via this virtual laboratory. This software program can be utilized in laboratories or at home on students own computers, to practice any time they want. The facility and resources available adequately help programs meet their academic objectives.

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. At Sanford-Brown our goal is to meet the needs of students and employers by providing quality, flexible and career-focused education that specializes in technical and non-technical fields of study with a focus on allied healthcare professions. We hire and maintain a group of dedicated professionals whose goal is providing high-quality healthcare career programs to help enable our graduates to achieve success in their chosen area of the healthcare industry.

The school opened in Bellaire, Texas in 1992 and moved to Houston in the year 2000. The Sanford-Brown Institute name was changed in April 2008 to Sanford-Brown College to indicate its Associate of Applied Science degree granting approval for several new medical programs.
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, the Institution 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. 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.

HOURS OF OPERATION
Sanford-Brown’s administrative offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and some critical operations such as the business office and financial aid extend their hours to include evening and weekend.

CLASS TIMES
Although individual student schedules may vary, Day classes normally meet Monday through Friday from 8:00 a.m. to 3:00 p.m. Evening classes meet from 5:00 p.m. to 10:30 p.m., Monday through Thursday. Weekend classes meet from 9:00 a.m. to 5:00 p.m. on Friday and Saturday. See the addendum for the latest updates.

BREAK SCHEDULE
Day Students:
Diagnostic Medical Sonography
Cardiovascular Sonography
Most students will normally attend class Monday through Thursday from 8:00 a.m. to 4:00 p.m. Some courses are fewer hours than others. Some courses requiring Friday attendance. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled.

Medical Assistant
Medical Billing
Pharmacy Technician
Dialysis Technology
Core students will attend classes from 8:30 a.m. to 2:30 p.m. Monday through Thursday, one 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled.

Surgical Technology
Students will attend class Monday through Thursday from 8:00 a.m. to 3:00 p.m. Some courses are fewer hours than others. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break.

Medical Lab Technician
Students will attend class Monday through Thursday with some courses requiring Friday attendance. Times are normally from 9:00 a.m. to 3:00 p.m. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled.
Evening Students:

Medical Assistant
Medical Billing
Pharmacy Technician
Dialysis Technology

Most students will normally attend class Monday through Thursday from 6:00 p.m. to 10:00 p.m. with one 10 minute break after every 50 minutes of class time.

Diagnostic Medical Sonography
Cardiovascular Sonography

Most students will normally attend classes from 5:00 p.m. until 10:00 p.m. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled. Some courses requiring Friday attendance

Allied Health

Students will attend class Monday through Thursday from 5:30 p.m. until 10:18 p.m. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled,

Medical Lab Technician

Students will attend class Monday through Thursday with some courses requiring Friday attendance. Times are normally from 5:30 p.m. to 10:30 p.m. One 10 minute break after every 50 minutes of class time with one 20 minute lunch break scheduled.

Weekend Students:

Medical Assistant – Weekend Only

Students will attend class normally Friday and Saturday from 9:00 a.m. until 5:00 p.m., one 10 minute break after every 50 minutes of class time, one 30 minute lunch break scheduled

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 the Institution. 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 the 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 the Institution 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 Director of Education.

Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may appeal to the campus President. To do so the student must submit to the campus President 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 President 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 President will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The President’s decision will be final. The student’s written complaint, together with the President’s decision, will become a permanent part of the files of the parties involved.

GENERAL
This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required 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 file a complaint with the:

**Texas Workforce Commission (TWC)**
TWC Career Schools and Colleges
101 East 15th Street, Austin, Texas 78778-0001
(512) 936-3100
http://csc.twc.state.tx.us

For issues with Degree Programs, the student may contact the:

**Texas Higher Education Coordinating Board (THECB)**
P.O. Box 12788
Austin, Texas 78711
(512) 427-6100

**THECB Complaint Information**
THECB student complaint information is codified under 19 TAC §§1.110-1.120. An overview of the complaint procedure, how to submit a complaint, and the complaint form can be found at http://www.thecb.state.tx.us/ under Communications and Policy>Student Complaints

The students in the Surgical Technology program may also file a complaint with the:

**Accrediting Bureau of Health Education Schools (ABHES)**
7777 Leesburg Pike, Suite 314N
Falls Church, Virginia 22043
(703) 917-9503
(703) 917-4109 (fax)
www.abhes.org

The Pharmacy Technician students may also contact the:

American Society of Health-System Pharmacists (ASHSP)
7272 Wisconsin Avenue
Bethesda, Maryland 20814
(301) 657-3000

The students in the Medical Laboratory Technician program may also contact the:

**National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**
5600 North River Road, Suite 720
Rosemont, IL 60018
(773) 714-8880
www.naacls.org

For issues with the Diagnostic Medical Sonography program, the student may contact the:

**Joint Review Committee On Education in Diagnostic Medical Sonography (JRC/DMS)**
6021 University Blvd, Suite 500
Ellicott City, Maryland 21043
(443) 973-3251
www.jrcdms.org

For Issues with the Cardiovascular Sonography program, the student may contact the:

**Joint Review Committee on Education in Cardiovascular Technology**
1449 Hill Street
Whitinsville, MA 01588-1032
(978) 456-5594

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

**Commission on Accreditation of Allied Health Education Programs (CAAHEP)**
35 East Wacker Drive, Suite 1970
Chicago, IL 60601
(312) 553-9355

**Students in the Dialysis Technology program may also contact the:**

Board of Nephrology Examiners Nursing and Technology (BONENT)
100 South Washington Street
Rockville, MD 20850
(202) 462-1252
www.bonent.org

For issues with Certificate Programs, the student may contact the:

**Texas Workforce Commission (TWC)**
TWC Career Schools and Colleges
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100
http://csc.twc.state.tx.us
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 the Institution 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. 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 the Institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution 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 the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within the institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
• To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as “directory information” may be released at the school’s discretion. The Institution 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 institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

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 Sanford-Brown. 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 Sanford-Brown 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 the Institution’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 at 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. The Institution does not condone the use of inappropriate language when communicating to instructors, staff, or students. Any part of
Sanford-Brown 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 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 saleable condition
- The RMA number must be included with student’s return

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

E-BOOK AGREEMENT

For students using e-books, the student agrees that by accessing e-books provided by the Institution, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

LIBRARY

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

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.

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 the Institution. Sanford-Brown does not guarantee employment or salary. Graduates may return to Sanford-Brown for assistance in advancing within their career paths.

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

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 the institution’s Web site. In addition, the Institution 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**

Sanford-Brown reviews 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 the Institution 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 Institution 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 Sanford-Brown.

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 institution.

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

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

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of 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 the Institution’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 Institution’s receipt of the application and fee.)
• Student and Programmatic Disclosure Forms
• Entrance Exam, if applicable (see “Selective Admissions Criteria”)
There are several documents that need to be submitted. These include:

- Request for official transcripts if applicant is seeking transfer of previously earned college credit to the Institution
- 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 (called Proof of Graduation) must be received by the institution prior to the first day of the student’s first scheduled class(es). It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide documentation of high school graduation or its equivalent will have his or her enrollment canceled. Once a student's enrollment is canceled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

**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 retest may be administered following the retest policy.

<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>Allied Health</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Anesthesia Technology</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
<tr>
<td>Cardiovascular Sonography</td>
<td>18</td>
<td>125/60</td>
<td>None</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>18</td>
<td>130/65</td>
<td>None</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Dialysis Technology</td>
<td>15</td>
<td>120</td>
<td>None</td>
</tr>
<tr>
<td>Healthcare IT Security</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
<tr>
<td>Healthcare Technology</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>13</td>
<td>N/A</td>
<td>• Have an additional criminal background check as prescribed by the state of Texas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Register with the Texas State Board of Pharmacy as a pharmacy technician trainee prior to entering an externship at a pharmacy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Links to online registration applications for pharmacy technician trainees, as well as important information including answers to common questions, can be found at <a href="http://www.texaspharmacyboard.org">www.texaspharmacyboard.org</a>. Please note that registrants must register as a pharmacy technician within two years of registering as a trainee.</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>18</td>
<td>120</td>
<td>None</td>
</tr>
</tbody>
</table>
Applicants will be ranked based on the above standardized rubric. Once ranked, students will be notified of their acceptance.

Entrance Requirements for Pharmacy Technician Program
• Have a criminal background check, including submitting fingerprints
• Register with the Texas State Board of Pharmacy as a pharmacy technician trainee prior to entering an externship at a pharmacy. Links to online registration applications for pharmacy technician trainees, as well as important information including answers to common questions, can be found at www.texaspharmacyboard.org. Please note that registrants must register as a pharmacy technician within two years of registering as a trainee
• Take and pass the Pharmacy Technician Certification Board’s National Certification Examination in order to register as a pharmacy technician (The National Certification Examination fee is $129 and the fee to register as a pharmacy technician is $54)*

* Fees are accurate as of the time of this publication. Fees for the exam and registration are not controlled by Sanford-Brown and are subject to change without notice to the school. This is in addition to the background check that Sanford-Brown completes on an enrollee prior to starting class.

APPLICATION FEE WAIVER
Application fees are waived under the following circumstances:
• For prospective students who have previously paid an application fee at a Career Education owned school and that fee was not refunded
• For a prior graduate from any Career Education Corporation owned school
• For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former
• For a prospective student who is eligible for Native American tribal education benefits
• For a prospective student who is attending with state TA funding assistance

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

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

Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at Sanford-Brown. Students transferring into a degree program from another institution are required to earn a minimum of 30 credits in residency.

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

ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE
Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by 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.

INTERNATIONAL STUDENTS
The school is not authorized under Federal law to enroll nonimmigrant students. All eligible international applicants must meet the admission requirements as outlined in the catalog.

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
  - All documents should be accompanied by a certified English translation and submitted to the school

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.

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

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

DISREGARD OF THE ACADEMIC HONESTY POLICY: PENALTIES AND PROCEDURES

• 1st offense:
  - Student may resubmit the paper with a 50% penalty,
  - Student receives warning from the faculty,
  - Instructor notifies the program administrator of the first offense,
  - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
• 2nd offense:
  – Student receives a zero for the assignment,
  – Instructor notifies the program administrator and Director of Education of the second offense, and
  – Student Advising Session is conducted by the program administrator to review, at a minimum, further consequences of any additional repeat offenses
• 3rd offense:
  – Student automatically fails the course and Director of Education determines any further actions

ACADEMIC HONORS
Each term, full time students enrolled in 12 credits or more who have achieved a grade point average (GPA) of 3.91 and above will be named to the President’s List. Students who have achieved a GPA of 3.75–3.90 will be named to the Honors List. Only grades received before the academic honors list is compiled will be considered in determining eligibility. Upon successful completion of Associate Degree requirements, a graduate with a cumulative grade point average (CGPA) of 3.5 or above will be recognized with Academic Honors.

Upon successful completion of 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

ATTENDANCE POLICY
(Pursuant to Texas Workforce Commission Texas Administrative Code, Section 807.241-242-243-244)
Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled course time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical/externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, 75 or 100 percent of the class period as reflected on each daily roster.

Students will be administratively withdrawn from the College when they accumulate the lesser of the following amounts of absences:
• More than 10 consecutive school days; or
• More than 20% of the total course time hours in a program

Attendance is determined by class and module.

1. Students who miss more than 10% of the scheduled 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 20% absences in an individual course may be dropped from the course and will receive a grade of “W”. The course must be repeated in its entirety.

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

4. Make-Up Hours: The School may allow students to complete make-up hours under certain circumstances. A student may be allowed to complete up to a maximum of 5% of the total course time hours for a program. The decision whether to allow make-up hours must be made by an instructor, a Program Chair or the Director of Education. Make-up work shall be completed within two weeks of the end of the grading period during which the absences occurred and a student may not complete more than four make-up hours on any day.

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 Missouri College 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.

ATTENDANCE/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 the Institution 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 the school’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.

ENROLLMENT STATUS

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

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

GRADE APPEALS
To appeal a final grade, the student must complete the Grade Appeal Form. The form must include a fully stated reason for the requested change with all documentation and be submitted to the Director of Education within five (5) days of the start of the subsequent session or term. The decision of the Director of Education is final and notification of the decision will be in writing. The final grade will be available for view via the Student Portal/Virtual Campus. The completed Grade Appeal Form will be maintained by the Office of the Registrar.

TEXAS RULE 807.92
Requires that when converting program clock hours to credit hours, the school will round down to the nearest half credit.

Semester Credit Hours are determined as follows:
15 hours of lecture = 1 semester credit hour
30 hours of laboratory = 1 semester credit hour
45 hours of clinical externship = 1 semester credit hour

UNIT OF CREDIT
Academic credit at Sanford-Brown is measured in Semester Credits. Refer to the Program Description section of the catalog for information on specific programs. Typically, one hour of instructional time is defined as a fifty-minute period. One semester credit is the equivalent of 15 lecture hours; 30 laboratory hours; or 45 clinical/externship hours. Credits earned at Sanford-Brown are for determining progress towards program completion.

DEFINITION OF A CREDIT HOUR
Degree and Fully Transferable Non-degree Programs:
Allied Health, Anesthesia Technology, Cardiovascular Sonography, Diagnostic Medical Sonography, Medical Laboratory Technician, and Surgical Technology Degree Programs

The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalences that reasonably approximate expected learning outcomes resulting from the following time commitments:
1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the Institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

NON-TRANSFERABLE, NON-DEGREE PROGRAMS
Medical Assistant, Medical Billing, Dialysis Technology and Surgical Technology Certificate Programs

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.

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.

* For courses that require more than one term to complete, an IP grade may be assigned.

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<th>LETTER CODE</th>
<th>DESCRIPTION</th>
<th>INCLUDED IN CREDITS EARNED</th>
<th>INCLUDED IN CREDITS ATTEMPTED</th>
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**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. 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 the Institution. 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**

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

To receive an incomplete (“I”) grade, the student must submit a Petition for an Incomplete Grade form to the instructor by the end of the session. The student will be informed of the status of the petition by the Instructor. The student must be in good academic standing at the time of the petition. Students should submit the remaining coursework within eight (8) days of the course’s end date. After day eight, the Instructor will review and grade any work submitted. Incomplete grades that are not completed within eight (8) days after the end of the session will be assigned a grade by calculating completed grades earned in the course, with a grade of zero (0) assigned to the incomplete assignment or project.

Should a student withdraw for an appropriate reason not related to their academic status, and if they are not due a refund, they may request in writing that the incomplete grade remain recorded for 12 months. After that 12 month period the incomplete grade will converted to an “F” and will affect the student’s CGPA accordingly. A student who receives a grade of incomplete may re-enroll in the course or program during the 12-month period following the date the student withdraws and complete those incomplete courses without payment of additional tuition.
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 a graduation application and an exit interview with Career Services and Financial Aid. Students should contact the Office of the Registrar for a graduation application.

INTERNSHIP AND EXTERNSHIP

Internships 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 permitted to be paid for their time on-site. Students are expected to obey the rules and regulations of the externship site and program. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Some job opportunities or externships may require additional criminal background checks and/or drug screenings prior to site placement or employment. Applicants with factors such as prior criminal background or personal bankruptcy may not be considered for externship or employment in some positions. Employment and externship decisions are outside the control of Sanford-Brown.

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

- Current CPR certification that is valid for the length of all clinical/externship components
- Documentation of a health screening. The requirements for this health screening may include various immunizations, titers and a general release from a physician or nurse practitioner. Exact requirements vary by program and the student should consult with the Program Chair in their discipline for additional details
- Clinical sites may require additional medical information, background check(s), insurance coverage and/or inoculations for the student to begin their externship training. The student is responsible for any cost associated with these additional requirements

**EXTERNSHIP/INTERNSHIP 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/INTERNSHIP ATTENDANCE REQUIREMENTS**

Students must attend their externship/internship on the days and hours designated by the site. Days or times of externship/internship 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/INTERNSHIP CONDUCT**

Externship/Internship 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/internship 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.

**LEAVE OF ABSENCE**

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

**LEAVE OF ABSENCE CONDITIONS**

The following conditions may be considered:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty
The following requirements apply:

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

- A LOA request is submitted in writing within 5 calendar days of the student’s last date of attendance, which includes the reason for the request
  - If unforeseen circumstances prevent the student from providing a written request within 5 calendar days the institution may use its discretion to grant the student’s request if the student provides the written documentation validating the unforeseen circumstances by the last day of the school’s attendance policy
- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe
- There may be limitations on LOA eligibility for students enrolled in term-based programs due to scheduling requirements
- The student must have successfully completed a minimum of one class schedule before being eligible to apply for an LOA. One class schedule is defined as 5, 10 or 16 weeks depending on the program of study

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

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

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

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

MILITARY LEAVE DURING A TERM

Students will be granted a military leave from Sanford-Brown 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.
STUDENT RECORD RETENTION
Sanford-Brown maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
(Pursuant to Texas Administrative Code, Section 807.222 and 224)
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 one five week module all programs except Medical Laboratory Technician and the Surgical Technology Certificate program. The grading period for the Medical Laboratory Technician program is defined as 16 weeks. The grading period for the Surgical Technology Certificate program is 10 weeks. 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 to be making satisfactory academic progress. 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.

SAP TABLES

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

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

When a student elects to change a program or enroll in a higher degree 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 student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.

A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school.

**All Programs**

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.
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 this Institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending Sanford-Brown 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. The Institution administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

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

HOW TO APPLY
Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at 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 the institution.

Students may opt out of using the way the Institution 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 the institution 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.

For Online students, books and supplies will be mailed or provided electronically prior to the start of classes to registered students who have submitted all financial aid paperwork.

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.

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 the Institution, 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 the Institution 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 the Institution.

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 the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1 (1-888-442-4551). You may also visit the VA website at http://www.gibill.va.gov.

Institutional Grants & Scholarships
Sanford-Brown 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 Sanford-Brown 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
Sanford-Brown offers grants to students who are enrolled in a Title IV eligible program, have exhausted all federal and state aid and scholarships, and have an outstanding tuition balance.

Grants may range from $10 to $10,000 subject to the program eligibility limits listed below. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process. In addition to completing an application, applicants must provide an essay on “Why I am committed to completing my program”, and have an In-School Payment Plan of at least $250 per month. The application and essay must be submitted by the end of the add/drop period of the applicant’s first term. To maintain grant eligibility, students must remain enrolled without interruption and maintain satisfactory academic progress. For programs greater than one academic year in length, the student must repeat all steps of the grant application process, with the exception of the essay, before the end of the first add/drop period of each subsequent academic year to continue eligibility. Documentation is reviewed by the Grant Committee for approval. The Sanford-Brown Grant cannot be combined with any other institutional grant or scholarship, nor can it be transferred to another individual or school or be received as cash. Sanford-Brown makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. The amount of funding available for this grant in 2014 is $450,000.

The grant limits are:
• Certificate/Diploma programs (with the exception of those listed below) - $3,100
• Certificate, Surgical Technology - $8,000
• Associate Programs - $10,500

CANCELLATION AND REFUND POLICIES
Cancellation
A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student’s first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund
Pursuant to 132.061 of the Texas Education Code, as a condition for granting certification each school must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter a program in which the student is enrolled or withdraws or is discontinued from the program at any time prior to completion, and such policy must provide:

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by the school;
   b. The date of receipt of written notice of withdrawal from the student; or
   c. 10 school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees charged for the entire program.

5. Pursuant to 132.061, the minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

6. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

7. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

8. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school;
   b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c. If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

9. Refund Policy For Students Called To Active Military Service.

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

   a. Pursuant to 132.061, if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

   b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

   c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
      2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

10. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

RETURN OF TITLE IV (R2T4) FUNDS

A recipient of federal Title IV financial aid who withdraws or is dismissed from the institution 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 Sanford-Brown Policy), or the date of dismissal for a student who is dismissed by Sanford-Brown.
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 Director of Education’s office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

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

**Please note:** 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.
Houston Programs and Course Listings

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.

Allied Health Programs
Associate of Applied Science in Allied Health
Associate of Applied Science in Anesthesia Technology
Associate of Applied Science in Cardiovascular Sonography
Associate of Applied Science in Diagnostic Medical Sonography
Associate of Applied Science in Healthcare IT Security
Associate of Applied Science in Healthcare Technology
Associate of Applied Science in Medical Laboratory Technician
Associate of Applied Science in Surgical Technology
Certificate in Dialysis Technology
Certificate in Medical Assistant
Certificate in Medical Billing
Certificate in Pharmacy Technician
Certificate in Surgical Technology
Allied Health

ASSOCIATE OF APPLIED SCIENCE (AAS)

24 Semester Credits (plus 37.5 Allied Health Core Bridge Semester Credits) for a total of 61.5 Semester Credits

384 Clock Hours (plus 900 Allied Health Core Bridge Hours) for a total of 1284 Clock Hours

Program Length: 20 additional weeks after the completion of an Allied Health Certificate or Diploma program

Program Schedule

Day Program Schedule
The day program consists of classes that typically meet four days a week for five hours daily for 20 weeks.

Evening Program Schedule
The evening program consists of classes that typically meet four evenings a week for five hours a day for 20 weeks.

Program Objective
The Allied Health Associate of Applied Science degree program at Sanford-Brown College – Houston Campus is designed to prepare students with the appropriate general education and didactic theory necessary to advance from an allied health diploma level to the Associate of Applied Science degree. A mixed variety of general education courses and a limited number of core allied health-related courses will prepare graduates to advance their careers in their respective disciplines in such areas as medical offices, hospitals, clinics, skilled-care facilities and medical insurance agencies.

Allied Health (AAS) Program Core Bridge Credit
Sanford-Brown College – Houston Campus will accept 37.5 semester credits from an applicant’s approved Healthcare Diploma program with a cumulative grade point average of 2.00 (earned a “C” or better average). These credits will be assigned to the student’s transcript as “ALH200 - Allied Health Bridge Credit”. The College’s Residency Requirement Policy requires students to complete a minimum of 15 credits (25% of 61 credits) at SBC – Houston Campus that is outside the scope of the bridge credit and any other specific General Education transfer credit or proficiency credit.

Additional Admissions Requirements for the Allied Health AAS Program
In addition to the admission standards set by the College for all programs found in the Admissions section of the College Catalog, the Allied Health program requires student to have obtained a certificate or diploma in an Allied Health program from an institution of higher education accredited by the U.S. Department of Education. The student must have earned a cumulative GPA of 2.0 (“C” average) in the certificate or diploma program from which they have graduated.
## PROGRAM OUTLINE

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<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Anesthesia Technology

ASSOCIATE OF APPLIED SCIENCE (AAS)

71 Semester Credits
1696 Clock Hours

Program Length
Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours a day for 65 weeks. Following this portion of the program, students complete three clinical rotations over the course of 24 weeks. Normal completion time is 90 weeks excluding vacation periods and holidays.

Program Objective
The Anesthesia Technology program at Sanford-Brown College is designed to prepare students to assist the anesthesiologist and nurse anesthetist with the preparation of the equipment and supplies needed to deliver anesthesia to patients under supervision. The program focuses on teaching students to maintain and troubleshoot anesthesia equipment and maintain a clean work environment. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as anesthesia technicians in the in-patient and out-patient departments within various healthcare facilities.

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

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

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**TOTAL CORE COURSES**

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**TOTAL GENERAL EDUCATION COURSES**

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**TOTAL REQUIRED TO GRADUATE**

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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Cardiovascular Sonography

ASSOCIATE OF APPLIED SCIENCE (AAS)

71 Semester Credits
1938.5 Clock Hours

Program Length
Day Program Schedule
The day program consists of classes that meet Monday-Thursday 8:00 a.m.- 3:00 p.m., Friday 9:00 a.m. - 2:00 p.m., 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 36 hours per week. Normal completion time of the program is 80 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that meet Monday-Thursday 5:00 p.m. - 10:00 p.m., Friday 9:00 a.m. - 2:00 p.m. 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 36 hours per week. Normal completion time of the program is 80 weeks excluding vacation periods and holiday.

Program Objective
The Cardiovascular Sonography program at Sanford-Brown College-Houston 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, holter monitoring, telemetry, echocardiography, and a basic introduction to vascular scanning. 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 students will have the opportunity to study the anatomy, physiology, and pathophysiology of the organ systems, recognize the EKG patterns of infarction, arrhythmia recognition, demonstrate knowledge of emergency protocols, and perform echocardiograms. The core curriculum is structured to include an on-campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component. 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 sonographer in hospitals, clinics, doctor’s offices and various out-patient healthcare facilities.

The Cardiovascular Sonography curriculum is structured to include sixteen terms of courses that include an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The externship component is structured to include the final four terms of courses that provide full-time experience in the clinical environment to include competencies, logs, and evaluations.

Accreditation and Certification Information
The Cardiovascular Sonography program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). Graduates of the Cardiovascular Sonography program are encouraged to take the credentialing examinations offered by Cardiovascular Credentialing International (CCI) and the American Registry of Diagnostic Medical Sonographers (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 after acquiring the necessary experience after graduation as defined by the ARDMS. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown College but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown College cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.
# Program Outline

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
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**Total Required to Graduate**

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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Diagnostic Medical Sonography

ASSOCIATE OF APPLIED SCIENCE (AAS)

72 Semester Credits
1901 Clock Hours

Program Length

Day Program Schedule
The day program (1901 contact hours) consists of classes that meet Monday-Thursday 8:00 a.m. - 3:00 p.m., Friday 9:00 a.m. - 2:00 p.m., and attends a clinical training site one day per week for 8 hours per day. During the final 20 weeks of the program, students attend a clinical training site 32 hours per week. Normal completion time of the program is 80 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program (1901 contact hours) consists of classes that meet Monday-Thursday 5:00 p.m. - 10:00 p.m., Friday 9:00 a.m. - 2:00 p.m., and attends a clinical training site one day per week for 8 hours per day. During the final 20 weeks of the program, students attend a clinical training site 32 hours per week. Normal completion time of the program is 80 weeks excluding vacation periods and holidays.

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

The student will have the opportunity to study the anatomy, physiology and pathophysiology of scanned organ systems, recognize the sonoographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The core curriculum is structured to include an on-campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that 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 diagnostic medical sonographers in hospitals, clinics, doctor’s offices and various out-patient healthcare facilities.

To meet the objective, the curriculum is structured to include several terms of prerequisite courses to prepare the students for success in the Diagnostic Medical Sonography core curriculum. The ultrasound core curriculum is structured to include eight terms of courses that include an on-campus lecture component, an on-campus imaging laboratory component, and six terms of off-campus integrated clinical component. The externship curriculum is structured to include the final four terms of courses that provide full-time experience in the clinical environment to include competencies, logs and evaluations.

ACCREDITATION/ CERTIFICATION INFORMATION DISCLOSURE
The Diagnostic Medical Sonography program at Sanford-Brown College is programmatically accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) upon recommendation of the 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 Sanford-Brown College but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown College cannot guarantee that graduates will be eligible to take this registration exam, or any other registration or certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.
A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Healthcare IT Security

ASSOCIATE OF APPLIED SCIENCE (AAS)

66 Semester Credits
1240 Clock Hours

Program Length

Day Program Schedule
The day program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Program Objectives
The Healthcare IT Security program is designed to prepare students to support IT systems security and administration for a variety of healthcare settings. Students will examine technology and methods used to protect the confidentiality, integrity, accuracy, interoperability, transmission, and storage of healthcare data. Additional topics include information systems analysis and design, enterprise architecture, data storage and backup, regulatory requirements, IT security policies and procedures, network administration and forensics, and risk assessment. 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 Information Security Analysts, Network and Computer Systems Administrators, and Computer Network Architect in the healthcare field at various healthcare facilities.

The students in the program will have the opportunity to:

- Analyze the administration, security, and use of computer systems for healthcare facilities
- Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations
- Encrypt data transmissions and erect firewalls to conceal confidential information
- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs
- Monitor use of data files and regulate access to safeguard information in computer files
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- Configure, monitor, and maintain email applications and virus protection software
- Monitor current reports of computer viruses and update virus protection systems
- Modify computer security files to incorporate new software, correct errors, or change individual access status
- Monitor the performance of computer systems and networks, and coordinate computer network access and use
- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures
- Perform data backups and disaster recovery operations for healthcare data
- Design, configure, and test computer hardware, networking software and operating system software
- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes
- Train users and promote security awareness to ensure system security and to improve server and network efficiency
- Provide technical support for computer software or hardware operation and resolve user problems
- Confer with staff, users, and management to establish requirements for new systems or modifications

ASSOCIATE OF APPLIED SCIENCE (AAS)

66 Semester Credits
1240 Clock Hours

Program Length

Day Program Schedule
The day program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Program Objectives
The Healthcare IT Security program is designed to prepare students to support IT systems security and administration for a variety of healthcare settings. Students will examine technology and methods used to protect the confidentiality, integrity, accuracy, interoperability, transmission, and storage of healthcare data. Additional topics include information systems analysis and design, enterprise architecture, data storage and backup, regulatory requirements, IT security policies and procedures, network administration and forensics, and risk assessment. 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 Information Security Analysts, Network and Computer Systems Administrators, and Computer Network Architect in the healthcare field at various healthcare facilities.

The students in the program will have the opportunity to:

- Analyze the administration, security, and use of computer systems for healthcare facilities
- Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations
- Encrypt data transmissions and erect firewalls to conceal confidential information
- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs
- Monitor use of data files and regulate access to safeguard information in computer files
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- Configure, monitor, and maintain email applications and virus protection software
- Monitor current reports of computer viruses and update virus protection systems
- Modify computer security files to incorporate new software, correct errors, or change individual access status
- Monitor the performance of computer systems and networks, and coordinate computer network access and use
- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures
- Perform data backups and disaster recovery operations for healthcare data
- Design, configure, and test computer hardware, networking software and operating system software
- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes
- Train users and promote security awareness to ensure system security and to improve server and network efficiency
- Provide technical support for computer software or hardware operation and resolve user problems
- Confer with staff, users, and management to establish requirements for new systems or modifications
## Program Outline

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<tr>
<th>COURSE #</th>
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| TOTAL REQUIRED CREDITS TO GRADUATE | 800 | 440 | 0 | 1240 | 66 |

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Healthcare Technology

ASSOCIATE OF APPLIED SCIENCE (AAS)

66 Semester Credits
1240 Clock Hours

Program Length

Day Program Schedule
The day program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours daily. In certain modules classes will be scheduled on Friday as well. Normal completion time is 75 weeks excluding vacation periods and holidays.

Program Description
The Healthcare Technology program provides students with training in fundamental information technology knowledge and skills used in the support of healthcare facilities. The curriculum covers a variety of subjects, including hardware and software configuration, networking, desktop support, information security, healthcare systems design and maintenance, medical informatics, and healthcare data. 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 Computer User Support Specialists, and Computer Network Support Specialist in the healthcare field in various healthcare facilities.

The students in the program will have the opportunity to:

• Analyze the administration and use of computer systems for healthcare facilities
• Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations
• Perform data backups and disaster recovery operations for healthcare data
• Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
• Plan, coordinate, and implement network security measures to protect data, software, and hardware
• Perform or direct Website updates for healthcare facilities
• Install and troubleshoot medical practice management software
• Configure, monitor, and maintain email applications and virus protection software
• Monitor the performance of computer systems and networks, and coordinate computer network access and use
• Design, configure, and test computer hardware, networking software and operating system software
• Provide technical support for computer software or hardware operation and resolve user problems
• Enter commands and observe system functioning to verify correct operations and detect errors
• Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software
• Install and perform minor repairs to hardware, software, or peripheral equipment following design or installation specifications
• Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities
• Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support
• Develop training materials and procedures, or train users in the proper use of hardware or software
• Confer with staff, users, and management to establish requirements for new systems or modifications
## PROGRAM OUTLINE

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<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
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**TOTAL CREDITS REQUIRED TO GRADUATE**

800 440 0 1240 66

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Medical Laboratory Technician

ASSOCIATE OF APPLIED SCIENCE (AAS)

69 Semester Credits
1856 Clock Hours

Program Length

Day Program Schedule:
The day program (1856 contact hours) consists of classes that meet Monday- Friday 8:00 a.m. - 3:00 p.m. along with one phase of clinical externship. Normal completion time is 80 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program (1856 contact hours) consists of classes that meet Monday- Friday 5:30 p.m. - 10:30 p.m. along with one phase of daytime clinical externship for a total of 16 weeks. Normal completion time is 80 weeks excluding vacation periods and holiday.

Program Objective
The Medical Laboratory Technician program at Sanford-Brown College is designed to prepare students to perform manual and automated tests on patients’ specimens under the supervision of physicians, lab managers or laboratory technologists, employed in hospitals, independent laboratories or doctors’ offices. Students will also be taught lab quality control, including the preventative and corrective maintenance of instrumentation and equipment. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as medical laboratory technicians in laboratories, hospitals, medical clinics and various outpatient healthcare facilities.

Accreditation/Certification Information Disclosure
Graduates of Sanford-Brown College’s Medical Laboratory Technician program are eligible for and encouraged to take the Medical Laboratory Technician certification exam offered by the American Society for Clinical Pathology (ASCP) upon graduation. This credential is a nationally recognized voluntary certification that could enhance employment opportunities. The American Medical Technologists (AMT) also offers a certification exam. Houston’s Medical Laboratory Technician program is programmatically accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

Sanford-Brown College has an Articulation Agreement with the University of Texas Medical Branch at Galveston School of Health Professions Department of Clinical Laboratory Science to maximize career mobility for students who graduated from the Medical Laboratory Technician program.
## PROGRAM OUTLINE

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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Surgical Technology

ASSOCIATE OF APPLIED SCIENCE (AAS)

61 Semester Credits
1500 Clock Hours

Program Length
Day Program Schedule
The on-campus portion of the program (40 weeks) consists of classes that meet four days each week for approximately five to six hours daily. In the last 30 weeks of the program, students are required to complete 600 hours of externship at a clinical site for an average of 20 hours per week. Normal completion time for the entire program is 70 weeks excluding vacation periods and holidays.

Program Objective
The Surgical Technology program at Sanford-Brown College is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary to be employed as an entry level surgical technologist. The AST Core Curriculum was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists in surgical inpatient and out-patient departments within various healthcare facilities.

- Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- Describe and apply principles of healthcare safety, asepsis, ethics, and professionalism while working in the role of a surgical technologist, and describe legal responsibilities in the healthcare setting
- Demonstrate the appropriate use of surgical instrumentation, equipment, supplies, and technology; and follow established principles and practices for the operating room and other healthcare settings and situations
- Utilize critical thinking and interpersonal communication skills to effectively work with patients, family members, community members, colleagues, and other healthcare professionals
- Discuss and describe basic principles of anatomy, physiology, pathophysiology, microbiology, and pharmacology related to patient care; and demonstrate methods used to safely transfer, position, prep, and drape surgical patients
- Explain the uses and effects of various anesthetic and pharmacological agents used in the care of surgical patients

Accreditation/Certification
Information Disclosure
The Surgical Technology program at SBC is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential. Only graduates of surgical technology programs accredited by ABHES and/or the Commission on Accreditation or Allied Health Education Programs (CAAHEP) are eligible to take this exam at this time. However, certification requirements for taking and passing this examination are not controlled by 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 certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.
State Licensure/Registration Information
As of September 2009, to be employed as a surgical technologist in Texas, you must graduate from an accredited program and hold and maintain appropriate certification. The Certified Surgical Technologist (CST) certification is obtained by graduating from a CAAHEP- and/or ABHES-accredited program and passing the NBSTSA Certified Surgical Technologist certification exam. There is a six-month grace period during which a recent graduate of an accredited surgical technology program may practice surgical technology. Certification may be obtained through a program approved by the law, such as the National Board of Surgical Technology and Surgical Assisting, or approved by the Texas Department of State Health Services.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERNSHIP HOURS</th>
<th>CLOCK HOURS</th>
<th>SEMESTER HOURS</th>
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**TOTAL CORE COURSES**

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<th>EXTERNSHIP HOURS</th>
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**TOTAL GENERAL EDUCATION COURSES**

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**TOTAL REQUIRED TO GRADUATE**

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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Dialysis Technology

CERTIFICATE
42.5 Semester Credits
990 Clock Hours

Program Length

Day Program Schedule
The day program consists of classes that typically meet four days a week for six hours daily for 35 weeks. Following this portion of the program, students complete a 120 clock hour’s externship. Normal completion time is 40 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours a day for 45 weeks. Following this portion of the program, students complete a 120 clock hour’s externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

Program Objective
The Dialysis Technology program at Sanford-Brown College, Houston provides students with the opportunity to study dialysis principles of dialysis, anatomy and physiology of the kidney, fluid and electrolyte balance, hematologic aspects, infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of renal failure, psychosocial aspects, and an overview of peritoneal dialysis and renal transplantation. The program seeks to prepare students to work under the supervision of other medical professionals such as physicians and registered nurses. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component.

The final externship portion of the curriculum consists of supervised experiences in a clinical environment, where the student will practice physical assessments, universal precautions, fluid management, initiating and concluding dialysis, access to circulation, patient equipment monitoring, and the treatment of routine hemodialysis problems in accordance with dialysis procedures. The externship requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dialysis technicians in dialysis centers, hospitals and other healthcare facilities.

Accreditation/Certification

Information Disclosure
The Dialysis Technology program at SB-Houston is approved by the Board of Nephrology Examiners Nursing and Technology (BONENT). Since SB’s Dialysis Technology program is approved by BONENT, graduates of the program are eligible for and encouraged to take the Certified Hemodialysis Technologist/Technician (CHT) certification exam offered by BONENT.

Graduates of the Dialysis Technology program at SB Houston are also eligible for and encouraged to take the Certified Clinical Hemodialysis Technician certification exam offered by the Nephrology Nursing Certification Commission as well as the Certified Clinical Nephrology Technology and the Certified Biomedical Nephrology Technology certification exams offered by the National Nephrology Certification Organization upon graduation. These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Certain employers may have their own requirements to obtain different certifications as well. Certification requirements for taking and passing these examinations are not controlled by SB but by outside agencies and are subject to change without notice. SB cannot guarantee that graduates will be eligible to take these certification exams, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information
At this time, the state of Texas does not require dialysis technicians to be registered/licensed/certified in order to practice as dialysis technicians in the state. However, certification and/or state licensure/registration may be required to practice in other states. SB does not control certification and/or state licensure/registration requirements in Texas or in any other state, and cannot guarantee that graduates will be eligible to work as dialysis technicians in Texas or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>LAB HOURS</th>
<th>EXTERNSHIP HOURS</th>
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A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Medical Assistant

CERTIFICATE
40 Semester Credits
900 Clock Hours

Program Length
Day Program Schedule
The day program consists of classes that typically meet four days a week for four hours daily for 45 weeks. Following this portion of the program, students complete a 180 clock hours externship. Normal completion time is 54 weeks excluding vacation periods and holidays.

Evening Program Schedule
The evening program consists of classes that typically meet four days a week for four hours a day for 45 weeks. Following this portion of the program, students complete a 180 clock hours externship. Normal completion time is 54 weeks excluding vacation periods and holidays.

Weekend Program Schedule
The weekend program consists of classes that typically meet two days a week, Friday and Saturday, for eight hours each day for approximately 45 weeks. Following this portion of the program, students complete a 180 clock hours externship. Normal completion time is 54 weeks excluding vacation periods and holidays.

Program Objective
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 in medical clinics, doctor’s offices and various in-patient and out-patient healthcare facilities.

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

Factors Affecting Employment
Employers also may be more likely to refrain from employing applicants with a criminal record, personal bankruptcy, or other items that may be disclosed on a personal background or credit check. These are non-exhaustive examples. Specific potential employers, industry groups, jurisdictions, and the latest edition of the Bureau of Labor Statistics’ Occupational Outlook Handbook (see www.bls.gov/ooh) 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.
# PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
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<th>CLOCK HOURS</th>
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<tr>
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<td>20</td>
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<tr>
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<td>ALH185</td>
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</tbody>
</table>

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Medical Billing

CERTIFICATE
38 Semester Credits
900 Clock Hours

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

Evening Program Schedule
The evening schedule will consist of classes that will typically meet four days a week for four hours a day for 45 weeks. Following this portion of the program, students complete a 180 clock hour’s externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

Program Objective
The Medical Billing Administrative Specialist program at Sanford-Brown College, Houston 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 program will prepare graduates for careers in medical offices, hospitals, clinics, skilled-care facilities and medical insurance agencies. 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 like medical offices, hospitals and billing administrative offices.

Accreditation/Certification Information Disclosure
The Medical Billing Program is not programmatically accredited. Graduates of the program are encouraged to take certification examinations given by 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 Professional Biller (CPB) examinations offered by AAPC upon graduation. Graduates may apply for the official CPC credential after completing at least two years of coding experience after graduation as defined by AAPC. 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.
### PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERNSHIP HOURS</th>
<th>CLOCK HOURS</th>
<th>SEMESTER HOURS</th>
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<td>Healthcare Computer Applications</td>
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</tr>
<tr>
<td>ALH122</td>
<td>Medical Terminology-All body Systems</td>
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<tr>
<td>ALH150</td>
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<td>ALH153</td>
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</tr>
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</table>

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Pharmacy Technician

**CERTIFICATE**

37.5 Semester Credits
900 Clock Hours

**Program Length**

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

**Evening Program Schedule**
The evening schedule will consist of classes that will typically meet four days a week for four hours a day for 45 weeks. Following this portion of the program, students complete a 180 clock hour’s externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

**Program Objective**
The Pharmacy Technician program at Sanford-Brown College provides students with the technical and practical training necessary for work as an entry-level assistant to a licensed pharmacist. Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program seeks to prepare students to work under the supervision of a licensed Pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging, and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as pharmacy technicians.

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

**State Licensure/ Registration Information**
The state of Texas requires pharmacy technicians to be registered in order to practice in the state. Passage of the PTCB certification exam is required for state licensure. State licensure/registration and/or PTCB certification may be required to practice in other states. SBC does not control state licensure/registration requirements, and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Texas or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
### Program Outline

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERNSHIP HOURS</th>
<th>CLOCK HOURS</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>0</td>
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<td>ALH111</td>
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<td>0</td>
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<tr>
<td>ALH122</td>
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<td>0</td>
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<td>CS102</td>
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<td>Sterile Compounds, Parenterals, and IV Admixtures</td>
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</tbody>
</table>

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
Surgical Technology

CERTIFICATE
43.5 Semester Credits
1200 Clock Hours

Program Length

Day Program Schedule
The on-campus portion of the day program (30 weeks) consists of classes that meet four days each week for five hours daily. In the last 30 weeks of the program, the students are required to extern for a minimum of 20 hours per week. Normal completion time for the entire program is 60 weeks excluding vacation periods and holidays.

Program Objective
The Surgical Technology program at Sanford-Brown College is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry level surgical technologist. The AST Core Curriculum 5th Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists in surgical in-patient and out-patient departments within various healthcare facilities.

Accreditation/Certification Information Disclosure
The Surgical Technology program at SBC is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). This credential is a nationally recognized certification that could enhance employment opportunities or income potential and is required for employment in the State of Texas. Only graduates of surgical technology programs accredited by ABHES and/or the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are eligible to take this exam at this time. However, certification requirements for taking and passing this examination are not controlled by 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 certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information
As of September 2009, to be employed as a surgical technologist in Texas, you must graduate from an accredited program and hold and maintain appropriate certification. The Certified Surgical Technologist (CST) certification is obtained by graduating from a CAAHEP and/or ABHES-accredited program and passing the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist certification exam. There is a six-month grace period during which a recent graduate of an accredited surgical technology program may practice surgical technology. Certification may be obtained through a program approved by the law, such as the National Board of Surgical Technology and Surgical Assisting, or approved by the Texas Department of State Health Services.
## PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERNSHIP HOURS</th>
<th>CLOCK HOURS</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP100</td>
<td>Human Anatomy, Physiology and Medical Terminology</td>
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<td>200</td>
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<td><strong>600</strong></td>
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</table>

A complete description of the lecture, lab, and externship hours for each course is provided in the Course Descriptions section of this catalog.
The second digit defines the SCH or CEU value. For example, a “3” indicates a three SCH course and a “0” denotes a non-credit course (that is, a CEU course.) Courses must follow the established ratios discussed in Chapter Three. Approved contact hour and credit hour combinations can be found in Table 4-1 of this chapter. The number of Continuing Education Units (CEU) awarded is calculated by setting ten instructional contact hours equal to one CEU.

The third and fourth digits establish the type of course and course sequence.

00-59 Lecture-Lab
60-63 Clinical
64-69 Practicum
70-79 Local Need
80-85 Cooperative Education
86-89 Internship
90-99 Special Topics
ALH106
MEDICAL LAW AND ETHICS
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
(Note) For Medical Assistant, Pharmacy Technician and Anesthesia Technology programs only.
This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, and confidentiality. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

ALH106A
MEDICAL LAW AND ETHICS
2.0 Semester Credits
35 Clock Hours (35 Lecture)
Prerequisite: None
(Note) For Cardiovascular Sonography and Diagnostic Medical Sonography programs only
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
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Laboratory)
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
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Laboratory)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology - All Body Systems
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Laboratory)
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, medical Office emergencies, CPR, Vital signs, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, and personal protective equipment are among topics taught and practiced.

ALH122
MEDICAL TERMINOLOGY – ALL BODY SYSTEMS
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

ALH150
HEALTH INFORMATION TECHNOLOGY
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Laboratory)
Prerequisite: None
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
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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.

ALH153
HEALTH INSURANCE AND REIMBURSEMENT
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Laboratory)
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
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALHI22 Medical Terminology – All Body Systems
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood, immunity, and the special senses.

ALH165
ANATOMY AND PHYSIOLOGY: RESPIRATORY, DIGESTIVE, URINARY
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALHI22 Medical Terminology – All Body Systems
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
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALHI22 Medical Terminology – All Body Systems
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
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALHI22 Medical Terminology – All Body Systems
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems.

ALH186
CAREER SUCCESS
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
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.

ALH202
HEALTHCARE MANAGEMENT
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
This course is designed to give students an understanding of healthcare business office skills. Administrative skills that may be covered include personnel management, risk management, and financial administration. This course also provides students with an understanding of how to review and implement healthcare regulations as they relate to the healthcare industries.
ANT123
PHARMACOLOGY AND IV THERAPY IN ANESTHESIOLOGY
1.5 Semester Credits
32 Clock Hours (16 Lecture and 16 Laboratory)
Prerequisites: ANT121 Introduction to the Role of the Anesthesia Technician and HITT1305 Medical Terminology
Basic pharmacology and IV therapy principles and skills used in anesthesia technician practice are taught, with a focus on clinical safety.

ANT124
METHODS OF LOCAL AND REGIONAL ANESTHESIA
2.5 Semester Credits
48 Clock Hours (32 Lecture and 16 Laboratory)
Prerequisites: ANT121 Introduction to the Role of the Anesthesia Technician and HITT1305 Medical Terminology
The anesthesia technician's role in the administration of local and regional anesthesia is taught in this course. Clinical safety is stressed.

ANT125
AIRWAY MANAGEMENT EQUIPMENT IN ANESTHESIOLOGY
1.5 Semester Credits
32 Clock Hours (16 Lecture and 16 Laboratory)
Prerequisite: ANT121 Introduction to the Role of the Anesthesia Technician
This course examines the anesthesia technician's role in the use of equipment for managing the airways of patients undergoing anesthesia administration.

ANT126
Monitoring Equipment in Anesthesiology
3.5 Semester Credits
80 Clock Hours (32 Lecture and 48 Laboratory)
Prerequisite: ANT121 Introduction to the Role of the Anesthesia Technician
This course introduces the student to monitoring equipment and explains the anesthesia technician's role in the use of monitoring equipment for patients undergoing anesthetic procedures.
ANT127
EKG INTERPRETATION FOR ANESTHESIA TECHNICIANS
1.5 Semester Credits
32 Clock Hours (16 Lecture and 16 Laboratory)
Prerequisites: ANT121 Introduction to the Role of the Anesthesia Technician
This course introduces the anesthesia technician student to his/her role in EKG interpretation of normal and diseased cardiac states of patients undergoing anesthetic procedures. Safety and accuracy in the clinical setting is stressed.

ANT128
PATIENT CARE PRINCIPLES FOR THE ANESTHESIA TECHNICIAN
1.5 Semester Credits
32 Clock Hours (16 Lecture and 16 Laboratory)
Prerequisites: ANT120 Clinical Asepsis and Safety in Anesthesiology and ANT121 Introduction to the Role of the Anesthesia Technician
This course teaches patient care principles for the anesthesia technician such as assisting operating room personnel with patient assessment, positioning, safety, comfort procedures and collection of blood samples from indwelling lines.

ANT129
ANESTHESIA MACHINES AND GAS DELIVERY
4.0 Semester Credits
80 Clock Hours (48 Lecture and 32 Laboratory)
Prerequisites: ANT120 Clinical Asepsis and Safety in Anesthesiology
This course introduces the student to anesthesia machines and gas delivery. The role of the anesthesia technician in the preparation, use, cleaning and storage of this equipment is taught.

ANT130
ANCILLARY EQUIPMENT IN ANESTHESIOLOGY
1.5 Semester Credits
32 Clock Hours (16 Lecture and 16 Laboratory)
Prerequisites: ANT121 Introduction to the Role of the Anesthesia Technician
This course introduces the student to ancillary equipment used in the administration of anesthesia. The role of the anesthesia technician in the preparation, use, cleaning and storage of this equipment is taught.

ANT131
SPECIAL CONSIDERATIONS IN ANESTHESIA
2.0 Semester Credits
32 Clock Hours (32 Lecture)
Prerequisites: ANT120 Clinical Asepsis and Safety in Anesthesiology and ANT121 Introduction to the Role of the Anesthesia Technician
This course examines anesthesia topics related to pediatric, obstetric and geriatric patients including considerations for patients with cardiovascular and pulmonary diseases, digestive and endocrine disorders, ophthalmic and otolaryngology diseases, and extraordinary situations such as organ transplantation.

ANT132
QUALITY ASSURANCE AND RISK MANAGEMENT FOR THE ANESTHESIA TECHNICIAN
3.0 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisites: ANT120 Clinical Asepsis and Safety in Anesthesiology and ANT121 Introduction to the Role of the Anesthesia Technician
Principles and practices of quality assurance and risk management related to the duties of an anesthesia technician and the practice of anesthesiology are investigated in this course.

ANT133
SEMINAR FOR THE ANESTHESIA TECHNICIAN
2.0 Semester Credits
32 Clock Hours (32 Lecture)
Prerequisites: ANT120 Clinical Asepsis and Safety in Anesthesiology and ANT121 Introduction to the Role of the Anesthesia Technician
This seminar provides the anesthesia technician student with a review and preparation for the national certification exam.
ANT136
ANESTHESIA TECHNICIAN CLINICAL III
6.0 Semester Credits
288 Clock Hours (288 Clinical)
Prerequisite: ANTI35 Anesthesia Technician Clinical II
In the third clinical rotation, students are provided with increasing independence and responsibilities to manage equipment and assist with patient care, while continuing to work under the direct supervision of the Operating Room staff. Students will be expected to document all the cases and procedures they observed, assisted with, or performed on a daily basis, and will be evaluated by both operating room and program personnel.

ANTH2351
CULTURAL ANTHROPOLOGY
3.0 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
This course examines key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

AP100
HUMAN ANATOMY, PHYSIOLOGY, AND MEDICAL TERMINOLOGY
12.5 Semester Credits
200 Clock Hours (180 Lecture and 20 Laboratory)
Prerequisite: None
This course is designed to provide a comprehensive base for basic structure and function of the human body and its organ systems. Students are expected to learn the vocabulary and terms necessary to understand the principles of body structure and their function. This module begins with body organization, chemistry, cell structure and key terminology for each of the following systems are covered: Integumentary, skeletal, muscular, nervous, special senses, cardiovascular, respiratory, lymphatic, endocrine, digestive, urinary, and reproductive. Students can also learn how these systems relate to each other, as well as the common illnesses and conditions associated with each system. Students will be expected to use proper medical language in describing these systems. To further enhance the learning process, students will be introduced to the world of computers whereby they can learn through interactive software, key elements of anatomy, physiology and medical terminology, as well as the basic functions of a computer. Career Services Workshops #1 and #2 will be presented during this term.
AP101  
ANATOMY AND PHYSIOLOGY  
6.5 Semester Credits  
100 Clock Hours (100 Lecture)  
Prerequisite: None  
The course provides an overview of human anatomy and physiology. Students will examine the characteristics and general function of various body systems, organs, and structures incorporated within the body systems.

BIO161  
ANATOMY AND PHYSIOLOGY  
5 Semester Credits  
80 Clock Hours (40 Lecture)  
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.

BIO132  
ANATOMY & PHYSIOLOGY I  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: ALH122 Medical Terminology  
This course covers structure and functions of the, cell, tissues, systems and organs of the human body and the interrelationships of the body’s systems. This course will identify and define the function of the musculoskeletal, nervous, sensory and endocrine systems.

BIO133  
ANATOMY & PHYSIOLOGY II  
2.5 Semester Credits  
40 Contact Hours (40 Lecture)  
Prerequisite: ALH122 Medical Terminology  
This course covers structure and functions of the systems and organs of the human body and the interrelationships of the body’s systems. This course will identify and define the function of the cardiovascular, blood and blood circulation, lymphatic and immune, mechanisms of diseases, respiratory, digestive, nutrition, urinary, fluid-electrolyte balance, reproductive systems, growth development and genetics.

BIO160  
HUMAN BODY  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: None  
This course introduces the student to the normal structure and function, as well as diseases and methods of diagnosis and treatment, of the various systems of the human body. Emphasis is placed on understanding the impact of disruption in normal body system functions across the lifespan.

CHEM1306  
INTRODUCTORY CHEMISTRY I  
3 Semester Credits  
48 Contact Hours (48 Lecture)  
Prerequisite: None  
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry.

COM152  
INTERPERSONAL COMMUNICATION SKILLS  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: None  
This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.
CS102
STUDENT SUCCESS
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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 mathematical abilities are emphasized.

CVS140
VASCULAR I
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Laboratory)
Prerequisite: BIOL2305 Anatomy and Physiology II
This course is intended to introduce the student to the vascular imaging of the carotid and subclavian arteries.

CVS141
VASCULAR II
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Laboratory)
Prerequisite: CVS140
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.

CVS142
Vascular II-Integrated Clinical 0.5 Semester Credits
35 Clock Hours (35 Clinical)
Prerequisite: None,
Co-Requisite: CVS141 Vascular II
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting.

CVS131
ELECTROCARDIOGRAPHY
2.5 Semester Credits
50 Clock Hours (35 Lecture and 15 Laboratory)
Prerequisite: None
This course is designed to identify the use and maintenance of EKG equipment, electrophysiology of the conduction systems, axis determination, identification and calculations of waveforms and arrhythmias.

CVS134
CARDIOVASCULAR PATHOLOGY
2.5 Semester Credits
45 Clock Hours (45 Lecture)
Prerequisite: BIOL2305 Anatomy and Physiology II
This course will identify and define the pathological mechanisms, clinical manifestations and appropriate therapeutic measures of the cardiovascular system.

CVS138
CARDIOVASCULAR PHARMACOLOGY
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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. This course will also identify emergency cardiac medications.

CVS210
ECHO I
3.5 Semester Credits
90 Clock Hours (45 Lecture and 45 Laboratory)
Prerequisite: CVS131 Electrocardiography
Co-Requisite: CVS211 Echo I – Integrated Clinical
This is an introductory course on two-dimensional echocardiography and the theoretical principles of basic M-mode. In addition, TMT and stress echocardiography will be covered.

CVS211
ECHO I – INTEGRATED CLINICAL
0.5 Semester Credits
35 Clock Hours (35 Clinical)
Prerequisite: None,
Co-Requisite: CVS210 Echo I
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting.
**CVS212**  
ECHO II  
3.5 Semester Credits  
90 Clock Hours (45 Lecture and 45 Laboratory)  
Prerequisite: CVS210  
Co-Requisite: CVS213 Echo II – Integrated Clinical  
This course is designed as a continuation of Echo I and emphasizes the theoretical principles of echocardiography necessary to measure an interpret aortic and mitral valve pathology.

**CVS213**  
ECHO II – INTEGRATED CLINICAL  
0.5 Semester Credits  
35 Clock Hours (35 Clinical)  
Prerequisite: CVS211  
Co-Requisite: CVS212 Echo II  
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting. This course is designed as a continuation of Echo I and emphasizes the theoretical principles of echocardiography necessary to measure an interpret aortic and mitral valve pathology.

**CVS214**  
ECHO III  
3.5 Semester Credits  
90 Clock Hours (45 Lecture, 45 Laboratory)  
Prerequisite: CVS212,  
Co-Requisite: CVS215 Echo III – Integrated Clinical  
This course includes interpretation of echocardiography and patterns for normal and pathological states of the left ventricle. In addition, theoretical principles of echocardiography necessary to measure and interpret pulmonic and tricuspid valve pathology.

**CVS215**  
ECHO III—INTEGRATED CLINICAL  
0.5 Semester Credits  
35 Clock Hours (35 Clinical)  
Prerequisite: CVS212 Echo II  
Co-Requisite: CVS214 Echo III  
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting.

**CVS239**  
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP I  
3.5 Semester Credits  
180 Clock Hours (180 Clinical)  
Prerequisite: CVS214 Echo III  
Co-Requisite: CVS239 Cardiovascular Sonography Externship I  
Observation and participation in those tasks required of a Cardiovascular Sonographer in the clinical environment. Students will 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 complete competencies as directed by the clinical education plan.

**CVS240**  
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP II  
3.5 Semester Credits  
180 Clock Hours (180 Clinical)  
Prerequisite: CVS239 Cardiovascular Sonography Externship I  
This course is a continuation of Cardiovascular Sonography Externship I. Students will 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 complete competencies as directed by the clinical education plan.

**CVS241**  
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP III  
3.5 Semester Credits  
180 Clock Hours (180 Clinical)  
Prerequisite: CVS240 Cardiovascular Sonography Externship II  
This course is a continuation of Cardiovascular Sonography Externship II. Students will 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 complete competencies as directed by the clinical education plan.
DMS121A
ABDOMEN I
4.0 Semester Credits
107.5 Clock Hours (45 Lecture, 22.5 Lab and 40 Clinical)
Prerequisites: PHY150 Ultrasound Physics II, DMS102A
Basic Scan Techniques and DMS103A General Pathology
The student will review 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. Students will learn hands on scanning in the school’s imaging lab and observation and participation in the clinical environment.

DMS122A
ABDOMEN II
4.0 Semester Credits
107.5 Clock Hours (45 Lecture, 22.5 Lab Hand, 40 Clinical)
Prerequisite: DMS121A Abdomen I
This course reviews anatomy and physiology of the urinary tract, adrenal glands, reticulo-endothelial system with discussion of associated pathological conditions, normal and abnormal sonographic appearances. Students have the opportunity to learn organ protocols, optimization of image acquisition, Doppler techniques required to perform a renal artery Doppler study, case study presentations and discussion. The student can also learn hands-on scanning in the school’s imaging lab and observation and participation in the clinical environment.

DMS130A
SCANNING THE NECK AND DUPLEX IMAGING
4.0 Semester Credits
107.5 Clock Hours (45 Lecture, 22.5 Laboratory and 40 Clinical)
Prerequisites: DMS102A Basic Scan Techniques, DMS103A General Pathology, DMS122A Abdomen II
This course reviews anatomy and physiology of the thyroid, parathyroid and adjacent structures to include extra-cranial vessels, muscles and lymph nodes. The students also review anatomy and physiology of the cardiovascular system with emphasis on abdominal vascular. The student will have discussion of associated pathological conditions, normal and abnormal sonographic appearances. The student learns practical experience with organ protocols, optimization of image acquisition, Doppler techniques required to perform abdominal vascular studies, case study presentation and discussion. The student also learns hands-on scanning in the school’s imaging lab and observation and participation in the clinical environment.
DMS135
HUMAN REPRODUCTION
4.5 Semester Credits
112.5 Clock Hours (50 Lecture, 22.5 Laboratory and 40 Clinical)
Prerequisite: DMS122A Abdomen II
This course reviews anatomy and physiology of the male and female reproductive system. The male reproductive system includes scrotum and prostate, and the female system includes uterus, ovaries, and breast. This course discusses associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussion. The student learns practical experience with organ protocols, optimization of image acquisition, and duplex imaging techniques, case study presentation and discussion. The student also learns hands-on scanning in the school’s imaging lab, observation and participation in the clinical environment.

DMS140A
OBSTETRICS I
4.5 Semester Credits
112.5 Clock Hours (50 Lecture, 22.5 Lab and 40 Clinical)
Prerequisite: DMS135 Human Reproduction
This course includes a study of the first trimester pregnancy pelvis with discussion of dating the pregnant pelvis, associated pathological conditions, normal and abnormal sonographic appearances, and organ protocols including endovaginal for first trimester pregnancy, optimization of image acquisition, case study presentations and discussion. This course also introduces the normal sonographic appearance of 2nd and 3rd trimester pregnancies, and proper measuring techniques for dating the pregnancy. This course includes laboratory activities and observation and participation in the clinical environment.

DMS141A
OBSTETRICS II
2.0 Semester Credits
57.75 Clock Hours (22.5 Lecture, 11.25 Lab and 24 Clinical)
Prerequisite: DMS140A Obstetrics I
This course is a continuation of the sonographic appearance of 2nd and 3rd trimester pregnancies, proper measuring techniques for dating the pregnancy, recognition of both maternal and fetal complication, identification of fetal congenital/genetic anomalies, assessment of fetal well-being, industry protocols, optimization of image acquisition, case study presentations and discussion. Course includes laboratory activities and participation in the clinical environment.

DMS160A
PEDIATRICS
2 Semester Credits
49.75 Clock Hours (22.5 Lecture, 11.25 Lab, 16 Clinical)
Prerequisites: DMS122A Abdomen II and DMS141A Obstetrics II
In this course the student learns 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. The student will learn organ protocols, optimization of image acquisition, case study presentations and discussions. The course includes laboratory activities and observation and participation in the clinical environment.

DMS201A
EXTERNSHIP I
3.0 Semester Credits
160 Clock Hours (160 Clinical)
Prerequisites: DMS122A Abdomen II (DMS130A Scanning The Neck And Duplex Imaging DM141A Obstetrics IIDMS160A Pediatrics
Observation and participation in those tasks required of a Diagnostic Medical Sonographer in the clinical environment. Students will 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 complete competencies as directed by the clinical education plan.

DMS202A
EXTERNSHIP II
3.0 Semester Credits
160 Clock Hours (160 Clinical)
Prerequisite: DMS201A Externship I
This course is a continuation of Diagnostic Medical Sonography Externship I. Students will 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 complete competencies as directed by the clinical education plan.
DMS203A
EXTERNSHIP III
3.0 Semester Credits
160 Clock Hours (160 Clinical)
Prerequisite: DMS202A Externship II
This course is a continuation of Diagnostic Medical Sonography Externship II. Students will 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 complete competencies as directed by the clinical education plan.

DMS204A
EXTERNSHIP IV
3.0 Semester Credits
160 Clock Hours (160 Clinical)
Prerequisite: DMS203A Externship III
This course is a continuation of Diagnostic Medical Sonography Externship III. Students will 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 complete competencies as directed by the clinical education plan.

DT100
INTRODUCTION TO DIALYSIS TECHNOLOGY
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Laboratory)
Prerequisite: None
The course provides the student with the background of dialysis including history, use, and theory. The course will define dialysis as well as the mechanics and theory of dialysis. Causes of end stage renal failure and its signs and symptoms are also identified. Specific renal A & P is also covered as well as A-V access and problems unique to the ESRD patient.

DT101
LABORATORY PROCEDURES
3.0 Semester Credits
80 Clock Hours (20 Lecture and 60 Laboratory)
Prerequisite: DT100 Introduction to Dialysis Technology
The course will provide the background and education needed for the student to perform basic medical testing within the environment of the dialysis clinic. Topics covered include phlebotomy, specimen handling, point of service testing, and EKG’s. OSHA standards, first aid, and CPR are also covered.

DT103
DIET AND NUTRITION
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH122 Medical Terminology – All Body Systems
The course provides an overview of the nutritional needs and concerns of the dialysis patient. Food and fluid restrictions are covered as well as how to educate the dialysis patient about nutrition concerns and restrictions.

DT105
TRANSPLANTATION
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisites: BIO160 Human Body and BIO161 Anatomy and Physiology
The course identifies and defines transplantation, focusing on renal transplantation. Items covered include qualification for transplantation, risks, and compliance. Patient education issues are also identified.

DT120
DIALYSIS CLINICAL SKILLS I
2.0 Semester Credits
90 Clock Hours (90 Clinical)
Prerequisite: DT101 Laboratory Procedures
The course provides the student with the background & skill set needed to perform the clinical functions of a Dialysis Technician. Items covered include vital signs, monitoring, access cannulation, catheter use, aseptic technique, & medication administration.
**DT130**  
DIALYSIS CLINICAL SKILLS II  
2.0 Semester Credits  
90 Clock Hours (90 Clinical)  
Prerequisite: DT120 Dialysis Clinical Skills I  
The course provides the student with the background and skill set needed to perform the technical functions of a Dialysis Technician. Items covered include set-up & use of the dialysis equipment, preparation of the extracorporeal circuit, troubleshooting, ending the dialysis treatment, & emergency care.

**DT140**  
DIALYSIS TECHNICAL SKILLS  
2.0 Semester Credits  
90 Clock Hours (90 Clinical)  
Prerequisite: DT130 Dialysis Clinical Skills II  
The course provides an overview of water treatment and dialyzer reuse. Theory of water treatment is covered as well as the rationale and methods behind dialyzer reuse.

**DT199**  
DIALYSIS TECHNOLOGY EXTERNSHIP  
2.5 Semester Credits  
120 Clock Hours (120 Clinical)  
Prerequisite: DT140 Dialysis Technical Skills  
This course presents the opportunity to observe and practice the role of a dialysis technician in a professional setting. The student will demonstrate practical application of principles and theory taught in the dialysis technology classroom. The Externship Supervisor will evaluate the student’s dependability, professionalism and skills.

**ENGL1301**  
COMPOSITION I  
3 Semester Credits  
48 Clock Hours (48 Lecture)  
Prerequisite: None  
This course covers principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking.

**HITT1305**  
MEDICAL TERMINOLOGY  
3 Semester Credits  
48 Clock Hours (48 Lecture)  
Prerequisite: None  
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HT130**  
MEDICAL SOFTWARE AND EQUIPMENT  
2 Semester Credits  
40 Clock Hours (20 Lecture and, 20 Lab)  
Prerequisite: ALH111 Healthcare Computer Applications  
This course provides students with an introduction to equipment, software, and practices commonly encountered in hospitals, physician’s offices, and healthcare facilities. Students will gain an introduction to Electronic Health Records (EHR), practice management systems, medical billing and coding software, and basic medical equipment maintenance and repair.

**HT210**  
HEALTHCARE TECHNOLOGY  
2 Semester Credits  
40 Clock Hours (20 Lecture and 20 Lab)  
Prerequisite: ALH111 Healthcare Computer Applications  
This course provides an overview of healthcare technology for the IT professional. Topics include wireless networks and communication, patient monitoring and data collection, telemedicine system deployment, technologies for safeguarding medical data and privacy, and future trends in healthcare technology.

**HT235**  
MEDICAL E-COMMERCE AND WEB DESIGN  
2 Semester Credits  
40 Clock Hours (20 Lecture and 20 Lab)  
Prerequisite: ALH111 Healthcare Computer Applications  
In this course, students will examine methods used to create e-commerce sites. Topics include visual interface design, database and content development, online catalogs and shopping carts, payment processes, and security. Students will work on the development of mock healthcare websites.
HT220
INTERNET, WEB, AND BUSINESS FOUNDATIONS
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: ALH111 Healthcare Computer Applications
This course covers Internet and Web-based technologies used in the work environment. Topics include Internet communication protocols; Web browsing, navigation, and usability; Internet security; network technologies; Website development; and e-commerce.

HT240
NETWORK AND COMPUTER SECURITY PRACTICES II
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT160 Network and Computer Security Practices
Building upon the concepts learned in previous courses, students examine principles and practices in systems security, network infrastructure, access control, assessments and audits, cryptography, and organizational security. Topics include security applications, vulnerability assessment, authentication, encryption, certificate management, redundancy planning, social engineering, and incident response procedures.

HT245
VIRTUALIZATION AND CLOUD COMPUTING
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: ALH111 Healthcare Computer Applications
This course provides an introduction to on-demand, Web-based services that are scalable and optimized for a variety of user needs. Students will explore virtualization technology, cloud-based applications, business software and data storage, and software as a service.

HT250
HEALTH INFORMATICS AND DATA MANAGEMENT
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT115 Server Administration
Students will examine methods used to improve healthcare delivery, education, and research through the design, implementation, maintenance, and evaluation of health information systems and technology. Data management, quality improvement strategies, and evidence-based medicine are discussed.

HT255
SECURITY SYSTEM DESIGN AND TROUBLESHOOTING
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT160 Network and Computer Security Practices
This course provides an overview of digital video security and surveillance used to detect and deter physical intrusions. Students will gain practical experience with digital video hardware and software, network infrastructure, site surveys, digital video archival and storage, access management and security, and project implementation.

HT265
NETWORK AND COMPUTER SECURITY PRACTICES III
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: HT240 Network and Computer Security Practices II
This course provides students with practical training in wireless network security, with a focus on operational security; compliance; application, data, and host security; access control; and identity management. Students will gain experience using an intrusion detection system to detect and respond to malicious network attacks, remotely manage network devices, generate alarm reports, and collect intrusion data.

HT270
PROJECT MANAGEMENT AND ADMINISTRATION
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: IT150 Server Administration II and IT250 Networking III
This course provides students with the opportunity to develop project management skills through the design and delivery of IT solutions for a variety of simulated healthcare needs.

HT280
RISK ASSESSMENT AND CONTINGENCY PLANNING
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: IT150 Server Administration II and IT250 Networking III
In this course, students will develop a disaster recovery plan that can be used to ensure business continuity in the event of an outbreak or catastrophe. Topics include risk assessment, crisis management and recovery procedures, emergency operations, communication systems, records recovery, and health and safety considerations.
HT285
CURRENT TOPICS IN HEALTHCARE TECHNOLOGY
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: HT130 Medical Software and Equipment
This course deals with current issues and future trends in healthcare information technology. Students will examine the impact of these topics in relation to healthcare delivery, regulatory requirements, change management, and IT services.

HT295
HEALTHCARE IT CAPSTONE PROJECT
4 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisite: HT280 Risk Assessment and Contingency Planning
The capstone project provides students with the opportunity to apply their IT knowledge and skills toward the completion of a healthcare project. Students will submit project proposals for approval prior to the commencement of capstone work.

IT101
COMPUTER CONCEPTS AND APPLICATIONS
0.5 Semester Credits
20 Clock Hours (20 Lab)
Prerequisite: None
This course covers principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking.

IT105
COMPUTER HARDWARE AND SOFTWARE CONFIGURATION
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: None
This course provides a hands-on introduction to the assembly, configuration, upgrading, and repair of computer hardware. Components and peripherals, operating systems, software installation, drivers, and security basics are covered.

IT110
OPERATING SYSTEMS
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: None
This course provides an introduction to computer operating systems. Topics include installation, file systems, system configuration, user accounts, client/server environments, and security.

IT115
SERVER ADMINISTRATION
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT110 Operating Systems
This course provides instruction on how to install, configure, administer, and support a Microsoft Windows Server. Topics include the creation and management user groups and Active Directory services, networking services, storage management, security, desktop administration, and troubleshooting.

IT120
NETWORKING I
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT105 Computer Hardware and Software Configuration
This course provides an introduction to computer networking devices, technologies, protocols, topologies, security, and troubleshooting. Topics include TCP/IP, Ethernet, DHCP, LAN/WAN, switches, routers, wireless networking, VoIP, firewalls, and network management.

IT125
DESKTOP MANAGEMENT AND USER SUPPORT
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT105 Computer Hardware and Software Configuration
This course is an examination of the tools, techniques, and methodologies used to support and troubleshoot applications and services in a professional environment. The emphasis in this course is placed on end-user support, including telephone and remote assistance, as well as in-person support. The student becomes involved in problem resolution work flow and the use of problem-tracking software.
IT130
DATABASE ADMINISTRATION
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT110 Operating Systems
This course provides an overview of database administration with a focus on SQL Server installation, configuration, encryption, backup, and management.

IT140
NETWORKING II
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT120 Networking I
This course provides an introduction to network server configuration. Topics include Active Directory and account management, email servers, print servers, Web servers, data storage and backup, databases, IP security, remote access and Virtual Private Networks, and server monitoring and optimization.

IT150
SERVER ADMINISTRATION II
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT115 Server Administration
This course covers the installation and configuration of Microsoft Exchange Server. Students will explore mailbox and distribution group configuration, role-based access control, routing and transport rules, anti-spam and anti-virus management, troubleshooting techniques, disaster recovery, and logs and reports.

IT160
NETWORK AND COMPUTER SECURITY PRACTICES
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT120 Networking I
This course covers fundamentals of network and computer security. Topics include security software, network security protocols, access control and identity management, authentication, compliance and operational security, threats and vulnerabilities, malware and social engineering attacks, basic cryptography, and risk mitigation.

IT250
NETWORKING III
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT140 Networking II
This is a project-based course that focuses on the design and implementation of integrated network solutions. Topics include wireless network standards, remote access, network addressing, routing and bridging protocols, wireless security, and intrusion monitoring and prevention.

IT260
DATA MANAGEMENT AND DISASTER RECOVERY
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: IT115 Server Administration
This course evaluates data backup and recovery solutions, with a focus on physical and virtual backup media, application backup strategies, software architecture, risk analysis, legal implications of data loss, and monitoring and reporting.

IT290
IT SEMINAR AND CERTIFICATIONS REVIEW
2 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: IT150 Server Administration II and IT250 Networking III
This course provides students with a cumulative review of program content in preparation for selected employment and certification opportunities. Students will create resumes; develop communication and interviewing skills, and research professional organizations and continuing education opportunities in healthcare IT.

ITSC1301
INTRODUCTION TO COMPUTERS
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.
MA140
CLINICAL PROCEDURES
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
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
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: MA140 Clinical Procedures, MA150 Electrocardiography, MA160 Medical Laboratory Procedures, MA155 Pharmacology, MA165 Hematology
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
4 Semester Credits
180 Clock Hours (180 Externship)
Prerequisite: MA190 Medical Assistant Clinical Review
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
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
1.5 Semester Credits
40 Clock Hours (10 Lecture and 30 Lab)
Prerequisite: None
This course is devoted to enhancing basic keyboarding skills. Emphasis is placed on further improvement of skill-building and speed. Competence in keyboarding is mastered 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
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
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
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
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.

MAB150
BASIC CODING CONCEPTS
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to provide the background and skills needed for beginning ICD-10-CM, CPT, and HCPCS coding specific to out-patient care settings. Practical competency questions are featured through the course.

MAB160
ICD CODING PRINCIPLES
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: MAB150 Basic Coding Concepts
This course covers diagnostic coding principles and practices. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

MAB170
CPT CODING PRINCIPLES
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: MAB150 Basic Coding Concepts
This course covers procedural coding principles and practices. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices.

MAB180
ADVANCED BILLING AND CODING CONCEPTS
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: MAB150 Basic Coding Concepts, MAB160 ICD Coding Principles, and MAB170 CPT Coding Principles
This course examines advanced billing and coding concepts using case scenarios. Students will focus on document management, information retrieval, code selection and sequencing, and decision-making processes.
MAB185
MEDICAL OFFICE MANAGEMENT
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: None
This course examines principles and practices of medical practice management, with a focus on work flow, revenue management, risk management, claims adjudication, and personnel management.

MAB190
ELECTRONIC HEALTH RECORDS MANAGEMENT
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: None
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
3 Semester Credits
150 Clock Hours (150 Externship Hours)
Prerequisites: ALH150 Health Information Technology, ALH152 Health Insurance and Reimbursement, MAB101 Keyboarding I, MAB120 Medical Front Office Applications, MAB140 Medical Front Office procedures, MAB150 Basic coding Concepts, and MAB190 Electronic Health Records Management
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.

MAB196
MEDICAL BILLING EXTERNSHIP
4 Semester Credits
180 Clock Hours (180 Externship Hours)
Prerequisites: ALH150 Health Information Technology, ALH153 Health Insurance and Reimbursement, MAB101 Keyboarding I, MAB120 Medical Front Office Applications, MAB140 Medical Front Office procedures, MAB150 Basic coding Concepts, and MAB190 Electronic Health Records Management
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.

MATH1314
COLLEGE ALGEBRA
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: Math1332 Contemporary Mathematics I
This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MATH1332
CONTEMPORARY MATHEMATICS I
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
This course covers introductory treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics.

MGT130
INTRODUCTION TO MANAGEMENT
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
This course is designed to provide an analysis of the structure of business organizations and the manner in which individuals and groups within these organizations conduct themselves. The focus is on planning, organizing, directing, and controlling functions of managers relative to personnel, finance, marketing, production, and sales.
MLAB1201
INTRODUCTION TO CLINICAL LABORATORY SCIENCE
2 Semester Credits
64 Clock Hours (16 Lecture and 48 Lab)
Prerequisite: None
An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation, certification, professionalism, and ethics.

MLAB1227
COAGULATION
2 Semester Credits
64 Clock Hours (16 Lecture and 48 Lab)
Prerequisite: MLAB1201 Introduction to Clinical Laboratory Science
A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises which rely on commonly performed manual and semi-automated methods.

MLAB1311
URINALYSIS AND BODY FLUIDS
3 Semester Credits
80 Clock Hours (32 Lecture and 48 Lab)
Prerequisite: MLAB1201 Introduction to Clinical Laboratory Science
An introduction to the study of urine and body fluids. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

MLAB1331
PARASITOLOGY / MYCOLOGY
3 Semester Credits
64 Clock Hours (32 Lecture and 32 Lab)
Prerequisite: None
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety.

MLAB1335
IMMUNOLOGY / SEROLOGY
3 Semester Credits
80 Clock Hours (32 Lecture and 48 Lab)
Prerequisite: MLAB1201 Introduction to Clinical Laboratory Science
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures.

MLAB1371
REGISTRY REVIEW
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: MLAB2431 Immunohematology
This course examines the integration of all areas of the clinical laboratory and correlates laboratory data with diagnostic applications and pathophysiology using critical thinking skills. Students will have the opportunity to develop case studies from patient lab data. They will be expected to research and describe the specified disease process, and convey this information through formal presentations to the class. Students will also have the opportunity to learn to prepare for the national examination by using various books, computer software, audiovisuals and online resources.

MLAB1415
HEMATOLOGY
4 Semester Credits
96 Clock Hours (48 Lecture/48 Lab)
Prerequisite: MLAB1201 Introduction to Clinical Laboratory Science
Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases.

MLAB1561
MLT CLINICAL I
5 Semester Credits
288 Clock Hours (288 Externship Hours)
Prerequisites: MLAB1415 Hematology, MLAB1311 Urinalysis and Body Fluids, MLAB1227 Coagulation, MLAB1335 Immunology / Serology
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
MLAB2401
CLINICAL CHEMISTRY
4 Semester Credits
96 Clock Hours (48 Lecture and 48 Lab)
Prerequisites: MATH1332, Contemporary Mathematics I, CHEM1306 Introductory Chemistry I, MLAB1201 Introduction to Clinical Laboratory Science
An introduction to the principles and procedures of various tests performed on Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology.

MLAB2431
IMMUNOHEMATOLOGY
4 Semester Credits
112 Clock Hours (48 Lecture and 64 Lab)
Prerequisite: MLAB1335 Immunology / Serology
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution and absorption techniques.

MLAB2534
CLINICAL MICROBIOLOGY
5 Semester Credits
128 Clock Hours (64 Lecture and 64 Lab)
Prerequisite: MLAB1201 Introduction to Clinical Laboratory Science
Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting procedures.

MLAB2561
MLT CLINICAL II
5 Semester Credits
288 Clock Hours (288 Externship Hours)
Prerequisite: MLAB2431 Immunohematology, MLAB2534 Clinical Microbiology, MLAB2401 Clinical Chemistry
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PHIL2306
INTRODUCTION TO ETHICS
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
Classic and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards

PLAB1223
PHLEBOTOMY
2 Semester Credits
64 Clock Hours (16 Lecture and 48 Lab)
Prerequisite: None
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, proper patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology.

PHY140
PRINCIPLES OF PHYSICS
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
This course provides an introduction to physics, including the study of mechanics, gravity, rotation, work, energy, heat, states of matter, waves, light, electricity and magnetism. Principles of modern physics are explored.

PHY145
ULTRASOUND PHYSICS I
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: PHY140 Principles of Physics
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. In addition the different types of transducers and their applications and the basic functions of the ultrasound systems will be discussed.
PSY115
PSYCHOLOGY OF DISEASE
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines the psychology of disease, with a focus on disease processes, statistics, patient education, and support systems. Topics covered include renal transplantation, qualification for transplantation, complications, risks, and compliance.

PSYC1301
HUMAN RELATIONS
3 Semester Credits
48 Clock Hours (48 Lecture)
Prerequisite: None
Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC2301
GENERAL PSYCHOLOGY
3 Semester Credits
48 Clock Hours (48 Lecture)
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.

PT103
PHARMACOLOGY MATH AND DOSAGE CALCULATION
1.5 Semester Credits
40 Clock Hours (20 lecture and 20 Lab)
Prerequisite: None
This course examines dosage calculations, medication administration, and systems of measurement and conversion used in the pharmacy setting. General mathematics, dimensional analysis, and common and specialized medication preparations are reviewed, with a focus on the apothecary, household, and metric systems. Students will develop accuracy and skill in reading and transcribing prescriptions and drug labels.
PT121
INTRODUCTION TO PHARMACY
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
This course focuses on procedures used to assist the pharmacist in direct patient care and retail pharmacy operations. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements.

PT123
PHARMACY PRACTICE
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
This course 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 patient’s rights to the concept of proprietary business information.

PT126
CONTEMPORARY PHARMACEUTICAL ISSUES
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
This course examines the role of pharmacy technicians in institutional and other pharmacy practice settings. Students will have the opportunity to enhance practical knowledge and skills through the exploration of contemporary pharmaceutical issues and practices, pharmacy law and healthcare history, standard measurement and calculation methods, and effective communication techniques. This course will also provide a survey of the other Pharmacy Technician program courses.

PT131
MEDICATION MANAGEMENT
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
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.

PT136
PHARMACY TECHNIQUES
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
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.

PT141
PHARMACY OPERATIONS
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
This course orients students to the everyday workplace dynamics of the pharmacy, with a focus on medication preparation; prescription interpretation and filling; and data entry, billing, and collection practices. Students will be expected to utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.

PT146
STERILE COMPOUNDS, PARENTERALS, AND IV ADMIXTURES
3.5 Semester Credits
80 Clock Hours (40 Lecture and 40 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
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.

PT151
INFORMATION AND TECHNOLOGY IN THE PHARMACY
1.0 Semester Credit
40 Clock Hours (5 Lecture and 35 Lab)
Prerequisites: CS102 Student Success; ALH122 Medical Terminology – All Body Systems
This course explores standard procedures and technology used in the pharmacy setting. Students will examine record keeping practices, office hardware and software, phone and fax equipment, data entry and billing systems, and automated drug distribution machines used in pharmaceutical practice.
**ST100**
FOUNDATIONS OF SURGICAL TECHNOLOGY
9.5 Semester Credits
200 Clock Hours (100 Lecture and 100 Lab)
Prerequisites: AP100 Human Anatomy, Physiology, and Medical Terminology

This course focuses on the orientation and fundamental basics to surgical technology, the surgical patient, the physical and safety standards of the profession. The student can learn the history of the profession, hospital organization, microbiology, aseptic technique and sterile processing techniques. The student can learn Preoperative, Intraoperative and postoperative patient routines. This course will also focus on instrumentation classification, specialty equipment, accessory equipment, and types of supplies needed in the OR. The student can learn principles of electricity and how they apply to electrosurgery and patient safety. Students can learn to utilize principles of physics as they apply to safe patient transfer and positioning. The students can learn to monitor and measure basic vital signs; blood pressure, pulse, respiration, and temperature. The student can learn about the types of wounds, and how wounds heal, and the complications to wound healing. The student can learn about the history, types and characteristics of sutures, stapling devices, and the types of needles used in surgery. The student can learn about sources of patient data including the history and physical examination and diagnostic procedures. The student can learn and demonstrate proper room set up, gathering supplies necessary for basic surgical procedures, positioning, draping and materials used in various procedures. The student can learn about pharmacology, drug handling, and types of anesthesia used in the surgical environment. Special emphasis on medical law and ethics will be provided along with communication skills required between patients and professionals. The “Patient Bill of Rights” will be explained and lastly safety standards specific to the hospital environment and outpatient care facilities will be studied via an OSHA Compliance Seminar. CPR and Career Service Workshops #3 & #4 are also presented during this course.

**ST101**
INTRODUCTION TO SURGICAL TECHNOLOGY
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None

This course examines fundamental principles and practices in surgical technology. Students will explore the history of the profession, the surgical patient, hospital administration and organization, legal and ethical principles, communication and teamwork skills, and physical and safety standards of the operating room environment.
ST110
MICROBIOLOGY & INFECTION CONTROL
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ST101 Introduction to Surgical Technology
This course examines fundamental principles of microbiology and infection control, including clinical asepsis and techniques used to clean, disinfect, and sterilize medical equipment.

ST115
PHARMACOLOGY AND ANESTHESIOLOGY
1.5 Semester Credits
40 Clock Hours (20 Lecture and 20 Lab)
Prerequisite: ALH122 Medical Terminology – All Body Systems
This course involves study of the classification and administration of medications and anesthesia in the surgical setting, with a focus on safety, accuracy, and skill development. Topics include properties of drugs and drug action, dosage calculations, medication devices, drug administration, intravenous drugs and fluids, prevention of medication errors, proper documentation, and inventory management.

ST120
SURGICAL PATIENT CARE
0.5 Semester Credits
20 Clock Hours (20 Lab)
Prerequisite: ST101 Introduction to Surgical Technology
This course examines principles and practices of surgical patient care. Students will examine preoperative, intraoperative, and postoperative patient routines, with a focus on surgical preparation and draping, and techniques used to transport, transfer, and position patients. First aid, CPR, and AED skills are covered.

ST130
PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY
5.0 Semester Credits
100 Clock Hours (60 Lecture and 40 Lab)
Prerequisite: ST101 Introduction to Surgical Technology
The course examines fundamental principles and practices of surgical technology, including environmental hazards, surgical technique, sutures and wound healing, stapling devices and needles, laser surgery and electro-surgery, endoscopic surgery, diagnostic procedures, specialty and accessory equipment, and the classification and selection of surgical instruments. Principles of electricity, physics, and robotics are reviewed, including their clinical applications in surgery. Students will also practice monitoring and measuring basic vital signs, such as blood pressure, pulse, respiration, and temperature.

ST140
SURGICAL PROCEDURES I
4.5 Semester Credits
100 Clock Hours (40 Lecture and 60 Lab)
Prerequisite: ST130 Principles and Practices of Surgical Technology
The course provides students with the opportunity to examine and practice common procedures in general surgery, gynecological and obstetrical surgery, genitourinary surgery, ophthalmic surgery, and otorhinolaryngologic, oral, and maxillofacial surgery. Topics include proper room set up, anatomy, positioning, draping, equipment, instrumentation, and basic intraoperative routines for common procedures. At the end of this course, students should be able to perform an exploratory laparotomy.

ST150
SURGICAL PROCEDURES II
4.5 Semester Credits
100 Clock Hours (40 Lecture and 60 Lab)
Prerequisite: ST140 Surgical Procedures I
A continuation of Surgical Procedures I, this course provides students with the opportunity to examine and practice common procedures in plastic and reconstructive surgery, orthopedic surgery, peripheral vascular surgery, cardiothoracic surgery, pediatric surgery, and neurosurgery. Topics include proper room set up, anatomy, positioning, draping, equipment, instrumentation, and basic intraoperative routines for common procedures.
ST150
Surgical Procedures
9.5 Semester Credits
200 Clock Hours: (100 Lecture and 100 Lab)
Prerequisite: ST100 Foundations of Surgical Technology
The student will have the opportunity to review the anatomy of general, OB-GYN, Urology, Ophthalmology, ENT, Orthopedic, Neurology, Cardiothoracic, Peripheral Vascular, and Plastic and Reconstructive Surgery. The student can learn common surgical procedures in the following specialty services OB-GYN, Urology, Ophthalmology, ENT, Orthopedic, Neurology, Cardiothoracic, Peripheral Vascular, and Plastic and Reconstructive Surgery and Pediatric Surgery and learn basic instrumentation and relevant supplies for them. The student can learn and demonstrate proper room set up, positioning, draping, and basic intraoperative routines for common procedures. The student can learn the basic concepts in robotics and their clinical applications in surgery. At the end of this module students are expected to be able to perform an exploratory laparotomy. Career Service Workshops #5 & #6 are also presented during this course.

ST190
CLINICAL REVIEW
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: ST140 Surgical Procedures I
This course provides students with a review of surgical technology program material in preparation for the clinical externships and selected employment opportunities.

ST200A
CLINICAL EXTERNSHIP TERM I
4 Semester Credits
200 Clock Hours (200 Clinical)
Prerequisite: AP100 Human Anatomy, Physiology, and Medical Terminology, ST100 Foundations of Surgical Technology ST150 Surgical Procedures
This phase of externship is designed as a transitional and observational period for the student. The student will primarily be expected to acclimate to the surgical environment and learn the routines/duties of the surgical team(s). While under the supervision of the surgical team the student will have the opportunity to observe and assist when directed. The student will be required to keep a daily journal of all cases/procedures observed, assisted with, or performed. These cases/procedures will count toward the 125 required documented cases/procedures (in at least five different areas) while on externship. At the end of this term the student will be expected to return to campus and discuss experiences and observations with the externship group. The student will also be required to meet with the clinical coordinator to discuss the results of this term’s clinical evaluations.

ST200B
CLINICAL EXTERNSHIP TERM II
4 Semester Credits
200 Clock Hours (200 Clinical)
Prerequisite: ST200A Clinical Externship Term I
In this term the student is expected to take on a more involved role while under the supervision of the surgical team. The student is expected to assist with the preoperative and postoperative duties of the surgical team. The student will still be required to keep a daily journal of all cases/procedures observed, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) required while on externship. Nearing the end of this term the student is required to meet on campus for an 8-hour Program Assessment Examination Review and discuss observations, experiences with the externship group. The student will also be required to meet with the clinical coordinator to discuss the results of this term’s clinical evaluation.
**ST200C**
CLINICAL EXTERNSHIP TERM III
4 Semester Credits
200 Clock Hours (200 Clinical Hours)
Prerequisite: ST200B Clinical Externship Term II

In this final phase the student is expected, while still under the supervision of the surgical team, to take on a more independent role. The student is expected to actively participate in the peri-operative stage of surgery, while still performing supervised preoperative and postoperative duties. The student will also be required to keep a daily journal of all cases/procedures, observed, assisted with, or performed to count toward the 125 documented cases/procedures (in at least five different areas) required as part of the externship process. Nearing completion of this term, the student is required to meet on campus for a second 8-hour review for the Program Assessment Examination. The student will also be required to meet with the externship group to discuss observations, experiences, and prepare for the final case presentation. The Program Assessment Examination is also administered during this term. The student will also be required to meet with the clinical coordinator to discuss the final clinical evaluation.

**ST201**
CLINICAL EXTERNSHIP I
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST150 Surgical Procedures II

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

**ST202**
CLINICAL EXTERNSHIP II
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST201 Clinical Externship I

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

**ST203**
CLINICAL EXTERNSHIP III
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST202 Clinical Externship II

In this phase of the externship students are expected to take on a more involved role while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. Students will keep a daily journal of all cases/procedures observed, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) required while on externship. At the end of this phase, students are required to meet on campus for an eight-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. Students will also be required to meet with the clinical coordinator to discuss the results of clinical evaluations.
ST204
CLINICAL EXTERNSHIP IV
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST203 Clinical Externship III
In this phase of the externship students continue to build up on the concepts learned in clinical externship III. Students are more involved with, while under the supervision and mentorship of the surgical team, assisting with preoperative and postoperative duties. Students will keep a daily journal of all cases/procedures observed, assisted with, or performed during this time. These cases/procedures will count toward the 125 documented cases/procedures (in at least five different areas) required while on externship. At the end of this phase, students are required to meet on campus for an eight-hour Program Assessment Examination Review and discuss observations and experiences with the externship group. Students will also be required to meet with the clinical coordinator to discuss the results of clinical evaluations.

ST205
CLINICAL EXTERNSHIP V
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST204 Clinical Externship IV
In this phase of the externship students are expected, while still under the supervision and mentorship of the surgical team, to take part in the peri-operative stage of surgery while continuing to perform supervised preoperative and postoperative duties. Students will still be required to keep a daily journal of all cases/procedures, observed, assisted with, or performed to count toward the 125 documented cases/procedures (in at least five different areas) required as part of the externship process. Students will also be required to meet on campus with the externship group to discuss observations and experiences.

ST206
CLINICAL EXTERNSHIP VI
2.0 Semester Credits
100 Clock Hours (100 Extern Hours)
Prerequisite: ST205 Clinical Externship V
In this final phase of the externship students are expected, while still under the supervision and mentorship of the surgical team, to take on a more independent role by actively participating in the peri-operative stage of surgery while continuing to perform supervised preoperative and postoperative duties. Students will still be required to keep a daily journal of all cases/procedures, observed, assisted with, or performed to count toward the 125 documented cases/procedures (in at least five different areas) required as part of the externship process. Students will also be required to meet on campus with the externship group to discuss observations and experiences, to prepare for the final case presentation, and complete the Self-Assessment Examination. The Self-Assessment Examination will be administered at the end of the externship, and students will also be required to meet with the clinical coordinator for their final clinical evaluation.

SUR110
MICROBIOLOGY AND INFECTION CONTROL
4.5 Semester Credits
80 Clock Hours (64 Lecture and 16 Lab)
Prerequisite: ANTI20 Clinical Asepsis and Safety in Anesthesiology
This course examines fundamental principles of microbiology and infection control, including techniques used to clean, disinfect, and sterilize medical equipment.
## Tuition and Fees

**As of 5/27/2016**

<table>
<thead>
<tr>
<th>Program</th>
<th>Application fee</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anesthesia Technology (AAS Degree)</strong></td>
<td>$25</td>
<td>$32,745</td>
<td>$32,770</td>
</tr>
<tr>
<td><strong>Medical Laboratory Technician (AAS Degree)</strong></td>
<td>$25</td>
<td>$32,595</td>
<td>$32,620</td>
</tr>
<tr>
<td><strong>Cardiovascular Sonography (AAS Degree)</strong></td>
<td>$25</td>
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<tr>
<td><strong>Diagnostic Medical Sonography (AAS Degree)</strong></td>
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<tr>
<td><strong>Allied Health (AAS Degree) Not eligible for Title IV Funding</strong></td>
<td>$25</td>
<td>$2,200</td>
<td>$2,225</td>
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<tr>
<td><strong>Surgical Technology (AAS Degree)</strong></td>
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<td><strong>Medical Assistant</strong></td>
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<tr>
<td><strong>Medical Billing</strong></td>
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<tr>
<td>Pharmacy Technician</td>
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<tr>
<td>Application fee:</td>
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<tr>
<td>Tuition:</td>
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</table>

<table>
<thead>
<tr>
<th>Dialysis Technology</th>
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<tbody>
<tr>
<td>Application fee:</td>
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<tr>
<td>Tuition:</td>
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<tr>
<td>Total Cost:</td>
<td>$14,980</td>
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</tr>
</tbody>
</table>
### 2015-2016 Academic Calendar

Medical Assistant, Medical Billing, Pharmacy Technician, Allied Health, Anesthesia Technology, Cardiovascular Sonography, Dialysis Technology, Surgical Technology (AAS-degree) and Diagnostic Medical Sonography

<table>
<thead>
<tr>
<th>Module Start Date</th>
<th>Module End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/2015</td>
<td>10/04/2015</td>
</tr>
<tr>
<td>10/05/2015</td>
<td>11/08/2015</td>
</tr>
<tr>
<td>11/09/2015</td>
<td>12/15/2015</td>
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<td>01/4/2016</td>
<td>02/7/2016</td>
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<td>02/8/2016</td>
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<td>03/14/2016</td>
<td>04/17/2016</td>
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<tr>
<td>04/18/2016</td>
<td>05/22/2016</td>
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<tr>
<td>05/23/2016</td>
<td>06/26/2016</td>
</tr>
<tr>
<td>06/27/2016</td>
<td>08/07/2016</td>
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<tr>
<td>08/8/2016</td>
<td>09/11/2016</td>
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<tr>
<td>09/12/2016</td>
<td>10/16/2016</td>
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<tr>
<td>10/17/2016</td>
<td>11/20/2016</td>
</tr>
<tr>
<td>11/21/2016</td>
<td>01/08/2017</td>
</tr>
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<td>01/09/2017</td>
<td>02/12/2017</td>
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Medical Laboratory Technician

<table>
<thead>
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<th>Module Start Date</th>
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<tbody>
<tr>
<td>8/11/2014</td>
<td>11/30/2014</td>
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<tr>
<td>12/01/2014</td>
<td>04/5/2015</td>
</tr>
<tr>
<td>5/11/2015</td>
<td>09/6/2015</td>
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<tr>
<td>08/03/2015</td>
<td>11/22/2015</td>
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<td>11/23/2015</td>
<td>03/27/2016</td>
</tr>
<tr>
<td>3/28/2016</td>
<td>07/24/2016</td>
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</table>

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

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
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### Observed Holidays - No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
<th>Classes resume on</th>
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<tr>
<td></td>
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<tr>
<td>Winter Break</td>
<td>Wednesday, 12/16/2015 – Sunday, 01/03/2016</td>
<td>Monday, 01/04/2016</td>
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<td></td>
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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, 1/18/2016</td>
<td>Tuesday, 01/19/2016</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, 05/30/2016</td>
<td>Tuesday, 05/31/2016</td>
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<tr>
<td>Summer Break</td>
<td>Saturday, 07/02/2016 – Sunday, 07/10/2016</td>
<td>Monday, 07/11/2016</td>
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<tr>
<td>Labor Day</td>
<td>Monday, 09/05/2016</td>
<td>Tuesday, 09/06/2016</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td>Winter Break</td>
<td>Friday, 12/23/2016 – Monday, 01/08/2017</td>
<td>Tuesday, 01/09/2017</td>
</tr>
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</tr>
</tbody>
</table>
# Faculty and Staff

## FACULTY - as of 12/31/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Trejo, Gerardo MD, CAT</strong> Program Lead</td>
<td>Anesthesia Technology</td>
<td>Doctor of Medicine - Escuela Medicina, Universidad Autonoma, De Tamaulipas, Mexico</td>
<td>Part Time</td>
</tr>
</tbody>
</table>

** MD title acquired from foreign Medical colleges and not licensed to practice in USA

## STAFF - as of 09/30/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aizaz, Khawar Dr.</td>
<td>Campus Director/ ADA/Title IX Coordinator</td>
</tr>
<tr>
<td>St. Amant, Kimberly</td>
<td>Director Of Career Services</td>
</tr>
</tbody>
</table>
## Catalog Revisions and Updates

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Executive Officers of Career Education Corporation</td>
<td>08/12/2015</td>
<td>Replace the following: Scott Steffey, President and Chief Executive Officer With: Todd Nelson, President and Chief Executive Officer</td>
</tr>
<tr>
<td>3</td>
<td>The Executive Officers of Career Education Corporation</td>
<td>04/01/2016</td>
<td>The Senior Vice President and Chief Financial Officer is A.J. Caderoth.</td>
</tr>
<tr>
<td>3</td>
<td>Members of the CEC Board of Directors</td>
<td>5/24/2016</td>
<td>The current members of 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</td>
</tr>
<tr>
<td>3</td>
<td>Members of the CEC Board of Directors</td>
<td>10/26/16</td>
<td>The current members of the CEC Board of Directors are: Thomas B. Lally (Chairman) Dennis H. Chookaszian Kenda B. Gonzales Patrick W. Gross Gregory L. Jackson Todd S. Nelson Leslie T. Thornton Richard D. Wang</td>
</tr>
<tr>
<td>3</td>
<td>Accreditation and Licensure</td>
<td>12/12/16</td>
<td>Revised as follows: The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas, Associate degrees and Bachelor degrees. Accrediting Council for Independent Colleges and Schools 750 First Street, NE Suite 980 Washington, DC 20002-4241 (202) 336-6780</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>6/26/2016</td>
<td>Sanford-Brown College Houston has voluntarily withdrawn its American Society of Health-System Pharmacists (ASHP) approval of the Pharmacy Technology program.</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>6/27/2016</td>
<td>Sanford-Brown College Houston has voluntarily withdrawn its Commission on Accreditation of Allied Health Education Programs (CAAHEP) approval of the Diagnostic Medical Sonography program.</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>8/28/2016</td>
<td>Sanford-Brown College Houston has voluntarily withdrawn its National Accrediting Agency for Clinical Laboratory Science (NAACLS) approval of the Medical Laboratory Technician</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
</tr>
<tr>
<td>--------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>10/21/2016</td>
<td>Sanford-Brown College Houston has voluntarily withdrawn its Accrediting Bureau of Health Education Schools (ABHES) approval of the Surgical Technology program.</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>11/29/2016</td>
<td>Sanford-Brown College Houston has voluntarily withdrawn its Commission on Accreditation of Allied Health Education Programs (CAAHEP) approval of the Cardiovascular Sonography program.</td>
</tr>
<tr>
<td>9</td>
<td>Grievance Policy- General</td>
<td>2/19/2015</td>
<td>The following information is updated:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The student may also file a complaint with the:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Texas Workforce Commission Career Schools and Colleges, Room 226T 101 East 15th Street Austin, Texas 78778-0001 phone 512-936-3100 <a href="http://www.texasworkforce.org/careerschools">www.texasworkforce.org/careerschools</a></td>
</tr>
<tr>
<td>16</td>
<td>Admissions Policy</td>
<td>5/6/2015</td>
<td>Effective May 6, 2015- Sanford-Brown College Houston, Texas is no longer accepting new student applications.</td>
</tr>
<tr>
<td>16</td>
<td>Admissions Policy</td>
<td>4/29/2016</td>
<td>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.</td>
</tr>
<tr>
<td>17</td>
<td>Proof of Graduation</td>
<td>10/23/2014</td>
<td>The current policy is replaced with the following: Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student’s first scheduled class of the program start. It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of 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 proof of graduation 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.</td>
</tr>
<tr>
<td>18</td>
<td>Application Fee Waiver</td>
<td>10/23/2014</td>
<td>Add the following to list of circumstances in which an application fee may be waived: 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 school.</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
</tr>
<tr>
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</tr>
<tr>
<td>19</td>
<td>Returning Students</td>
<td>4/29/2016</td>
<td>The policy found in the catalog in 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.</td>
</tr>
</tbody>
</table>
| 21    | Academic Honors             | 2/19/2015      | Replace information found in the catalog with the following:  
**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  

| 23    | Add/Drop Period and Course Withdrawals | 4/29/2016 | The current policy language is replaced with the following:  
A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.  

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

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. |
<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Grade Appeals</td>
<td>5/23/2016</td>
<td>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.</td>
</tr>
<tr>
<td>24</td>
<td>Grading System</td>
<td>06/15/2015</td>
<td>The grading scale found in the catalog is replaced with the following:</td>
</tr>
</tbody>
</table>

<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>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>L (Leave of Absence)</td>
<td>No</td>
<td>No</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.

| 24    | Application of Grades and Credits | 06/15/2015 | The information found in the catalog 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. |
<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Application of Grades and Credits</td>
<td>4/29/2016</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 24    | Course Repeats                 | 06/15/2015     | The information found in the catalog 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. |
<p>| 24    | Incomplete Grades              | Effective at time of publication | The policy found in the catalog is replaced with the following: <strong>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.</strong> |
| 25    | Graduation Requirements        | 5/23/2016      | The current policy language is replaced with the following: <strong>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</strong> |</p>
<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>graduation within the grading period following the graduation</strong> ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.</td>
</tr>
<tr>
<td>25</td>
<td>Proficiency Credit Awards for Prior Learning</td>
<td>Effective at time of publication</td>
<td>Replace the following information found in the catalog: There is a non-refundable evaluation fee; the evaluation fee is assessed regardless of whether credit is granted or not. Additionally, a fee is charged for each course that is awarded proficiency credit and a grade of “PR” is assigned to the academic record. With: For each course that is awarded proficiency credit a grade of “PR” is assigned to the academic record.</td>
</tr>
<tr>
<td>26</td>
<td>Externship/Internship Assignment</td>
<td>2/19/2015</td>
<td>The following information is added: Externship/Internship hours within the Medical Assistant, Medical Billing, Pharmacy Technician, Dialysis Technology, Surgical Technology, Medical Laboratory Technician, Cardiovascular Sonography, Diagnostic Medical Sonography and Anesthesia Technology programs are offered during the Day shift (typically 8:00am – 6:00pm, Monday to Friday. This applies to all students, including those enrolled and completing the didactic portion of their respective program during the evening or the weekend shift.</td>
</tr>
<tr>
<td>25</td>
<td>Externship/Internship Assignment</td>
<td>09/30/2015</td>
<td><strong>Health Programs Externship</strong> 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.</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
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<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Health Externship Assignment</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Health Externship Attendance Requirements</strong>&lt;br&gt;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 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. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Externship Conduct</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td>26</td>
<td>Leave of Absence</td>
<td>4/29/2016</td>
<td>The current policy language is replaced with the following:&lt;br&gt;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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Leave of Absence Conditions</strong>&lt;br&gt;A student may be eligible for a Leave of Absence if one of the following conditions applies:</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
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<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Medical Leave (including pregnancy)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Family Care (childcare issues, loss of family member, or medical care of family)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Military Duty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Jury Duty</td>
</tr>
</tbody>
</table>

The following requirements apply:

• A student may be granted a Leave of Absence (LOA) if:
  • A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance, or within the first 5 calendar days of the start of a new module.
  • If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
  • There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.
  • The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
  • Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F,P,NP) for that module.
  • The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of
28 Standards of Satisfactory Academic Progress 10/23/2014 Replace the SAP Table for Certificate Programs found in the catalog with the following:

<table>
<thead>
<tr>
<th>Certificate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Semester Hours</td>
</tr>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>0-17</td>
</tr>
<tr>
<td>18+</td>
</tr>
</tbody>
</table>

28 Maximum Timeframe in which to Complete 4/29/2016 The current policy is replaced with the following: **MAXIMUM TIME IN WHICH TO COMPLETE**

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

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.
<p>| Page # | Policy/Section                      | Effective Date | Description of Revision or Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>with the institution’s stated refund policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>30</td>
<td>Reinstatement</td>
<td>4/29/2016</td>
<td>The current policy is replaced with the following: 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.</td>
</tr>
<tr>
<td>30</td>
<td>Transcripts</td>
<td>2/19/2015</td>
<td>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</td>
</tr>
<tr>
<td>33</td>
<td>Financial Aid Programs</td>
<td>10/23/2014</td>
<td>Add the following grant information: 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</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
</tr>
<tr>
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<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Must submit an official transcript and have the credits accepted by Sanford Brown College</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Must maintain Satisfactory Academic Progress as outlined in the catalog to remain eligible for the grant and receive subsequent disbursements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Must be continuously enrolled full-time in the same program of study</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Establish a tuition payment plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The Sanford Brown Transfer Credit Grant limit is:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate/Diploma programs - $1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please refer to the Financial Aid Office (or Business Office) for additional information on the Transfer Grant.</td>
</tr>
<tr>
<td>33</td>
<td>Financial Aid Programs/Sanford-Brown Grant</td>
<td>09/30/2015</td>
<td><strong>The Sanford-Brown Grant is revised as follows:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Sanford-Brown Grant</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Page #</td>
<td>Policy/Section</td>
<td>Effective Date</td>
<td>Description of Revision or Update</td>
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</tr>
</tbody>
</table>

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 - $3,100
- Diploma, (list specialty diploma program name(s) if applicable) - $8,000
- Associate Programs - $10,000
## Program and Course Description Changes

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Program Descriptions</td>
<td>4/17/2014</td>
<td>Allied Health program-The program outline found in the catalog is replaced with the following:</td>
</tr>
</tbody>
</table>

### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH200</td>
<td>Allied Health Core Bridge Credit</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>900</td>
<td>37.5</td>
</tr>
<tr>
<td>ALH202</td>
<td>Healthcare Management</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>ALH204</td>
<td>Health and Wellness</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT130</td>
<td>Introduction to Management</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Core Course Requirements**: 144 Lecture Hours, 0 Lab Hours, 0 Externship Hours, Total Clock Hours 1044, Semester Credits 46.5

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1301</td>
<td>Composition I</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH1332</td>
<td>Contemporary Mathematics I</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL2306</td>
<td>Introduction to Ethics</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC2301</td>
<td>General Psychology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>SOCI1301</td>
<td>Introduction to Sociology</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total General Education Requirements**: 240 Lecture Hours, 0 Lab Hours, 0 Externship Hours, Total Clock Hours 240, Semester Credits 15

**Total Program Requirements**: 384 Lecture Hours, 0 Lab Hours, 0 Externship Hours, Total Clock Hours 1284, Semester Credits 61.5

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Cardiovascular Sonography(AAS) program</td>
</tr>
</tbody>
</table>

The following course information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>40</td>
<td>1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Diagnostic Medical Sonography(AAS) program</td>
</tr>
</tbody>
</table>

The following course information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>DMS130A</td>
<td>Scanning the Neck and DUPLEX Imaging</td>
<td>45</td>
<td>22.5</td>
<td>40</td>
<td>107.5</td>
<td>4.0</td>
</tr>
</tbody>
</table>
In the program outline the total for core courses is revised to read:

<table>
<thead>
<tr>
<th></th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Core Courses</td>
<td>556</td>
<td>282.5</td>
<td>860</td>
<td>1698.5</td>
<td>56</td>
</tr>
</tbody>
</table>

In the program outline the Total Required to Graduate is revised to read:

<table>
<thead>
<tr>
<th></th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Required</td>
<td>796</td>
<td>282.5</td>
<td>860</td>
<td>1938.5</td>
<td>71</td>
</tr>
</tbody>
</table>

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### Page # Policy/Section Effective Date Description of Revision or Update

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Healthcare IT Security (AAS) program</td>
</tr>
</tbody>
</table>

The following course title information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HT130</td>
<td>Medical Software and Equipment</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>IT290</td>
<td>IT Seminar and Certifications Review</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Healthcare Technology (AAS) program</td>
</tr>
</tbody>
</table>

The following course title information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HT130</td>
<td>Medical Software and Equipment</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>HT250</td>
<td>Health Informatics and Data Management</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>40</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Medical Laboratory Technician (AAS) program</td>
</tr>
</tbody>
</table>

The following course title information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLAB1201</td>
<td>Introduction to Clinical Laboratory Science</td>
<td>16</td>
<td>48</td>
<td>0</td>
<td>64</td>
<td>2.0</td>
</tr>
<tr>
<td>CHEM1306</td>
<td>Introductory Chemistry</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>48</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>Program Descriptions</td>
<td>10/23/2014</td>
<td>Revision to the Dialysis Technology (Certificate) program</td>
</tr>
</tbody>
</table>

The following course title information from the program outline is revised:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Total Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT140</td>
<td>Dialysis Technical Skills</td>
<td>0</td>
<td>0</td>
<td>90</td>
<td>90</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Program Length for the Medical Assistant program is revised to read:

**Day Program Schedule:**
The day program consists of classes that typically meet four days a week for six hours daily for 30 weeks. Following this portion of the program, students complete a 180 clock 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 days a week for four hours a day for 45 weeks. Following this portion of the program, students complete a 180 clock hours externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

**Weekend Program Schedule:**
The weekend program consists of classes that typically meet two days a week, Friday and Saturday, for eight hours each day for approximately 45 weeks. Following this portion of the program, students complete a 180 clock hours externship. Normal completion time is 50 weeks excluding vacation periods and holidays.

<table>
<thead>
<tr>
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<th>Description of Revision or Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>66-93</td>
<td>Course Descriptions</td>
<td>Listed for each course</td>
<td>New and revised course descriptions</td>
</tr>
</tbody>
</table>

Revised – 10/23/2014

**ALH106**
Medical Law and Ethics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
(Note) For Medical Assistant, Pharmacy Technician, Medical Billing and Anesthesia Technology programs only.

Revised 10/23/2014

**ANT128**
The prerequisite is revised to read:
ANT121 Introduction to the Role of Anesthesia Technician

Revised 10/23/2014

**ANT134**
The course name is revised to read Anesthesia Technician Clinical I
ALH186 is removed from the list of prerequisites for ANT134

Revised 10/23/2014

**ANT135**
The course name is revised to read Anesthesia Technician Clinical II

Revised 10/23/2014

**AP100**
Human Anatomy, Physiology, and Medical Terminology
12.5 Semester Credits
200 Clock Hours (180 Lecture and 20 Laboratory)
This course is designed to provide a comprehensive base for basic structure and function of the human body and its organ systems. Students are expected to learn the vocabulary and terms necessary to understand the principles of body structure and their function. This module begins with body organization, chemistry, cell structure and key terminology for each of the following systems are covered: Integumentary, skeletal, muscular, nervous, special senses, cardiovascular, respiratory, lymphatic, endocrine, digestive, urinary, and reproductive. Students can also learn how these systems relate to each other, as well as the common illnesses and conditions associated with each system. Students will be expected to use proper medical language in describing these systems. To further enhance the learning process, students will be introduced to the world of the operating room and its supplies, instrumentation, equipment, room setup and the common terminology of the OR this term.

Prerequisite: None

Revised -10/23/2014

DMS122A
Abdomen II
The contact hours for are revised to read:
107.5 Clock Hours (45 Lecture, 22.5 Lab, 40 Clinical)

Revised-10/23/2014

HT295
Healthcare IT Capstone Project
The prerequisites for the course are revised to read:
HT280 Risk Assessment and Contingency Planning – for Healthcare IT Security program
HT270 Project Management and Administration – for Healthcare Technology program

Revised- 10/23/2014

IT101
Computer Concepts and Applications
0.5 Semester Credits
20 Clock Hours (20 Lab)
This course examines the basic functions of computers. Topics include computer hardware and software, common office applications, healthcare information technology, and practical skill development.

Prerequisite: None

Revised – 10/23/2014

MAB185
The course name is revised to read Medical Practice Management

Revised-10/23/2014

SUR110
The prerequisite is revised to read:
ANT121 Introduction to the Role of Anesthesia Technician

The information contained in this catalog Addendum is true and correct to the best of my knowledge.

Dr. Khawar Aizaz, Campus Director
SBC Houston