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 College to make changes to this catalog due to the requirements and standards of the College’s accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The College 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 College’s academic calendar and other dates, and other provisions. The College 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 College, they do accurately represent the general type and quality of equipment and facilities found at the College. All photographs of the physical facilities of any of the colleges are captioned to identify the particular college depicted.

Date: March 2015

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About the College

MISSION STATEMENT
The college 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 College’s faculty, administration, and support services, diligently work to fulfill this mission.

STATEMENT OF OWNERSHIP
Sanford-Brown College is owned by Sanford-Brown, Limited, Inc., a New York Corporation, which is wholly owned by Career Education (CEC). CEC is a Delaware corporation with principal offices located at:
231 North Martingale Road
Schaumburg, IL 60173
(847) 781-3600
(847) 781-3610 (Fax)

The Executive Officers of Career Education Corporation
Ron D. McCray,
Interim President and Chief Executive Officer

Reid E. Simpson,
Senior Vice President and Chief Financial Officer

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

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

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

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

LICENSING AND APPROVAL
Sanford-Brown is licensed by the Commission for Independent Education, Florida Department of Education (License #3006). Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684 (Toll-free)
The Jacksonville campus is approved for payment of Veterans' Educational Benefits to eligible students by the Bureau of State Approving for Veterans' Training, Florida Department of Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact the Student Finance Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-GI Bill-1 (888-442-4551), or go to http://www.gibill.va.gov/.

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

The Associate in Science Dental Hygiene program is approved by the Florida Board of Dentistry under the provisions of Rule 64B5-16, F.A.C.

Florida Board of Dentistry
4052 Bald Cypress Way, Bin C-08
Tallahassee, FL 32399
(850) 245-4474

PROGRAMMATIC ACCREDITATION
The Cardiovascular Sonography program is accredited by the:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater
Florida 33756
(727) 210-2350

The Dental Hygiene program is accredited by the:
Commission on Dental Accreditation (CODA)
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653

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

The Veterinary Technology program is accredited by the:
American Veterinary Medical Association (AVMA)
1931 North Meacham Road, Suite 100
Schaumburg, Illinois 60173
(847) 925-1329.

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

Articulation Agreements
Sanford-Brown currently has an Articulation Agreement with Briarcliffe College, with its principal place of business at:
1055 Stewart Avenue
Bethpage, NY 11714

Sanford-Brown currently has an Articulation Agreement with Colorado Technical University
4435 N. Chestnut Street, Suite E
Colorado Springs, CO 80907
(877) 640-7555

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.

Sanford-Brown currently has an Articulation Agreement with Penn Foster College, Scottsdale, AZ

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue the educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.

For more information regarding articulation agreements, please see the Director of Education.
FACILITIES AND EQUIPMENT FOR INSTRUCTION

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

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

CAMPUS HISTORY

The Sanford-Brown name dates back to 1866 when Rufus C. Crampton, a professor at Illinois College, established a school to meet the demands of post-Civil War America. Today, there are over 30 private colleges and schools bearing the name Sanford-Brown across the United States. 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 Jacksonville campus opened in 1992.

In March 2004 the school name was changed from Ultrasound Diagnostics School to Sanford-Brown Institute. The name was changed again to Sanford-Brown College in August 2014. Each name change more broadly represents the variety of programs offered by the school.

Sanford-Brown College in Jacksonville is part of a network of private schools committed to educating trained, confident professionals for a growing number of career opportunities across multiple disciplines.
General Information

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

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

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

In addition to the Annual Security Report, Sanford-Brown maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. Sanford-Brown will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees. For ground students, Sanford-Brown reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be displayed at all ground campuses at all times. 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
The College administrative offices are open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. Administrative offices are closed on Saturday and Sunday. Changes in hours of operation will be posted at the campus. Administrative office hours may be extended if scheduled courses extend into evening hours.

CLASS TIMES
The schedule received for each term will indicate the days and hours classes meet. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Day Classes:
8:00 a.m. to 1:00 a.m. or 8:30 a.m. to 2:30 p.m. depending on program

Afternoon Classes:
Between 1:00 p.m. to 6:00 p.m. Monday – Thursday

Evening Classes:
Between 6:00 p.m. to 10:00 p.m. Monday – Thursday

Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

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 college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of Sanford-Brown. The list of examples is not intended to be all-inclusive, and Sanford-Brown reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from Sanford-Brown. Students may be required to appear before the Academic Review Committee 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).

**PROFESSIONALISM**

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

**DRUG-FREE ENVIRONMENT**

As a matter of policy, Sanford-Brown prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

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

**FACULTY**

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

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

**GRIEVANCE POLICY**

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

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

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

Sanford-Brown and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures.
No reprisals of any kind will be taken by any party of interest or by any member of Sanford-Brown administration against any party involved. We will investigate all complaints or grievances fully and promptly.

So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

**Step 1** – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Student Services Manager or Director of Education.

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

**GENERAL**

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

**Commission for Independent Education**
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
(888) 224-6684 (Toll-free)
www.fldoe.org/cie

Students with any grievances regarding the Pharmacy Technician program may also contact the:

**American Society of Health-System Pharmacists**
7272 Wisconsin Avenue
Bethesda, MD 20814
(301) 664-8656

and the:

**Florida Board of Pharmacy**
4052 Bald Cypress Way, Bin C-04
Tallahassee, FL 32399
(850) 245-4292

Students with any grievances regarding the Veterinary Technology program may also contact the:

**American Veterinary Medical Association (AVMA)**
1931 North Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
(847) 925-1329

Students with grievances regarding the care and treatment of animals may also contact the:

**United States Department of Agriculture**
Animal Care
920 Main Campus Drive, Suite 200
Raleigh, NC 27606-5213
(919) 855-7100
Students with any grievances regarding the Cardiovascular Sonography program may also contact the:

**Commission on Accreditation of Allied Health Education Programs**
1361 Park Street
Clearwater, FL
(727) 210-2350

Students with any grievances regarding the Dental Hygiene program may also contact the:

**Commission on Dental Accreditation (CODA)**
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653

and the:

**Florida Board of Dentistry**
4052 Bald Cypress Way, Bin C-08
Tallahassee, FL 32399
(850) 245-4474

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE**

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

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

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Registrar’s Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Sanford-Brown discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

Parental access to a student’s record will be allowed by Sanford-Brown without prior consent if:

1. the student has violated a law or Sanford-Brown’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or

2. the information is needed to protect the health or safety of the student or other individuals in an emergency.

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

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

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require Sanford-Brown to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

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

AMERICANS WITH DISABILITIES ACT/504

Sanford-Brown does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the ADA/504 Coordinator.

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

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

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

Sanford-Brown’s technology resources should only be used to accomplish college-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.

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).
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 college in its sole discretion.

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

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

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

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

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

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
The Career Services Department maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of Sanford-Brown’s Web site. In addition, Sanford-Brown surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

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

BACKGROUND CHECKS
Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment 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 http://www.sanfordbrown.edu/disclosures.

PLANS TO IMPROVE ACADEMIC PROGRAMS
The College 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 BENEFITS AVAILABLE TO ALUMNI

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

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar’s Office. The audited course name and “AU” grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to Sanford-Brown are not eligible to audit courses until such balances are paid in full.
If a potential applicant believes that the results of the background check are incorrect, the college will provide the student with the contact information to appeal the college’s decision. However, the application process will not move forward until the appeal is complete and the student may need to reapply for a future class if the appeal is accepted.

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

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

ALL OF THE FOLLOWING ITEMS MUST BE COMPLETED OR PROVIDED DURING THE ENROLLMENT PROCESS:

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

The college reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

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

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

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

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

Entrance exams may be waived with a Bachelor’s Degree (or higher degree) from a post-secondary college accredited by an agency as recognized by the United States Department of Education. In the event that an applicant does not achieve a required score on the entrance exam, a retest may be administered following the retest policy.

<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>NA</td>
<td>NA</td>
<td>Graduate from an Allied Health Program with a minimum of 60 transfer credits towards bridge credit</td>
</tr>
<tr>
<td>Business Administration</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cardiovascular Sonography</td>
<td>18</td>
<td>125</td>
<td>NA</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>18</td>
<td>130/45</td>
<td>Please see below for additional requirements</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>13</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>18</td>
<td>120</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

Allied Health (AS) Program Core Bridge Credit
The college will accept 60 quarter 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 Core Bridge Credit”. The college’s Residency Requirement Policy requires students to complete a minimum of 50% of the credits at the college 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 (AS) Program
In addition to the admission standards set by the College for all programs found in the Admissions section of the College's Catalog, the Allied Health program requires students to have obtained a certificate or diploma in an Allied Health program from a college 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.

Additional Admissions Requirement for the Dental Hygiene (AS) Program
Dental Hygiene Program Admissions Pathways and Process:

Pathway 1
Wonderlic with a score of 18 and Accuplacer with a composite score of 130 and 45 on math.

Pathway 2
Students who have completed a minimum of a Bachelor’s degree at a regionally accredited institution are exempt from the testing. The GPA from the completion of the bachelor’s degree will be used in the mathematical score for selection. All applicants will be scheduled for an admissions interview with the Dental Hygiene Program Admissions Committee.

All Dental Hygiene applicants who meet the above admissions requirements will be objectively assessed utilizing a standardized rubric. The assessment will be complete at least ten days prior to the start of a class and will determine the final cohort of admitted students and those who may be placed on an alternate list for acceptance. Please see the Academic Department for the step by step process and rubric components.

APPLICATION FEE WAIVER
Application fees are waived under the following circumstances:

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

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

RESIDENCY REQUIREMENT FOR SCHOOL OF HEALTH PROGRAMS
Students transferring from another institution are required to earn a minimum of 50% of their credits in residence at the Institution. An exception may be made for students transferring to the same program of study at another 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 college are required to earn a minimum of 50% of their credits in residence at the college. Students transferring into a degree program from another college are required to earn a minimum of 30 credits in residency.

RESIDENCY REQUIREMENTS FOR ALL OTHER PROGRAMS
A student must meet the minimum residency requirement of 25% of the degree program.

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

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

ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE

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

INTERNATIONAL STUDENTS

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

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

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

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

• Affidavit of Financial Support is required.

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

• Photo copies of students’ passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program. Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.

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

DOCUMENT INTEGRITY

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the college 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 college 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 college; or

• If the forged document was used to gain transfer credit, the student may be dismissed from the college 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 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 INTEGRITY POLICY: PENALTIES AND PROCEDURES

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

• 2nd offense:
  - Student receives a zero for the assignment,
  - Instructor notifies the program administrator and Director of Education of the second offense, and
  - Student Advising Session is conducted by the program administrator to review, at a minimum, further consequences of any additional repeat offenses
point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each 10 week grading period. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

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

<table>
<thead>
<tr>
<th>Honors</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum Laude</td>
<td>3.90-4.00</td>
</tr>
<tr>
<td>Magna cum Laude</td>
<td>3.7-3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50-3.69</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Honors</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Honors</td>
<td>3.90 - 4.0</td>
</tr>
<tr>
<td>Honors</td>
<td>3.50 - 3.89</td>
</tr>
</tbody>
</table>

**AUDITING COURSES**
Students who are re-entering after a period of absence may wish, or be required, to audit classes they have previously successfully completed on a space-available basis. A grade of "AU" will be recorded, and a Class Audit enrollment agreement may be required. There is no Financial Aid eligibility for students auditing classes. Please contact the Director of Education to discuss this opportunity.

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

**CGPA REQUIREMENTS**
Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

**RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**
In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

### Certificate and Diploma Programs

<table>
<thead>
<tr>
<th>QUARTER HOURS</th>
<th>CREDITS</th>
<th>ROP</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-26</td>
<td>60%</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>27+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

### Associate Programs

<table>
<thead>
<tr>
<th>QUARTER HOURS</th>
<th>CREDITS</th>
<th>ROP</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-15</td>
<td>50%</td>
<td>1.6</td>
</tr>
<tr>
<td></td>
<td>16-30</td>
<td>55%</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>31-45</td>
<td>60%</td>
<td>1.9</td>
</tr>
<tr>
<td></td>
<td>46+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>
MAXIMUM TIME IN WHICH TO COMPLETE
A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

PROGRAM CHANGES
Students wishing to apply to change programs must:
• Complete an application to transfer form;
• Receive approval from the designated academic official;
• Be in good academic standing;
• Be in good financial standing; and
• Complete a new enrollment agreement and Programmatic Disclosure form as applicable.

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

HOW TRANSFER CREDITS/CHANGE OF PROGRAM AFFECT SAP
Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program 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 are being calculated.

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

WARNING AND PROBATIONARY PERIODS
At the end of each 10 week grading period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.
• A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
• A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
• A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
• A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed on FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

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

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

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.
A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

**APPEAL**

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

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

**REINSTATEMENT**

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

**ATTENDANCE POLICY**

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 75 percent of the scheduled time for each on-campus course in order to achieve satisfactory attendance. Students in any of the clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of “W” on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affect the entire student population.

Attendance is determined by course and module.

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

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

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

**ONLINE COURSE OPTION**

Students have the opportunity to complete a portion of their program of study through online courses delivered through a consortium agreement by Missouri College Online located in Brentwood, Missouri, 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 Online Advocate and complete the online orientation process 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
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 30 consecutive calendar days may be administratively withdrawn from the course. 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.

ENROLLMENT STATUS

Federal and state regulations require the college 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, the college has defined a full-time student as someone enrolled in 12 quarter credit hours or more; a three-quarter time student as someone who is enrolled in 9 to 11 quarter credit hours; and a half-time student as someone who is enrolled in 6 to 8 quarter credit hours.

ADD/DROP PERIOD AND COURSE WITHDRAWALS

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

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

GRADE APPEALS

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

DEFINITION OF A CREDIT HOUR

School of Health

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

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

**GRADING SYSTEM**

Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course the credit hour value of the course. For example, a 4 credit course with a grade of “B” would earn 12.0 quality points [the credit value of course (4) multiplied by the quality point value of “B” (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted. Please refer to course syllabi for course-specific grading requirements.

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

**APPLICATION OF GRADES AND CREDITS**

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

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

**INDEPENDENT STUDY**

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

**REPEATED COURSES**

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

<table>
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<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>
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<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
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<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
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<td>Yes</td>
<td>Yes</td>
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<tr>
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<td>No</td>
<td>N/A</td>
</tr>
<tr>
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<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
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<td>No</td>
<td>N/A</td>
</tr>
<tr>
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<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>
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<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.
**INCOMPLETE GRADES**

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

**PROFICIENCY CREDIT AWARDS FOR PRIOR LEARNING**

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

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

**GRADUATION REQUIREMENTS**

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

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

**Graduating Under Earlier Catalogs**

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

**HEALTH PROGRAMS EXTERNSHIP**

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

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

**HEALTH EXTERNSHIP ASSIGNMENT**

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

Students must attend their externship on the days and hours designated by the site. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site. Students are required to complete 100% of required externship hours. Scheduled 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.

HEALTH EXTERNSHIP CONDUCT

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

LEAVE OF ABSENCE

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

LEAVE OF ABSENCE CONDITIONS

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

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

The following requirements apply:

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

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

• If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the college may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

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

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

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

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

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

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

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

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

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 this College are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that their attendance at this College will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending the College 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 office of the Registrar. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

• Have all credits attempted at the previous campus location reviewed for satisfactory academic progress
• Be in good academic standing with the college
• 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 THE INSTITUTION

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

Sanford Brown College
27 Customer Service Plaza
Jacksonville, FL 32207

Phone: 800.922.9675
Toll Free: 855.703.6753
Fax: 904.766.6025

sanfordbrown.edu/jacksonville
STUDENT RECORD RETENTION
Student transcripts are retained indefinitely.

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

FINANCIAL ASSISTANCE

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

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

HOW TO APPLY

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at http://fafsa.ed.gov, and on the Student Portal. The FAFSA applications are processed through the Department of Education and all information is confidential.

Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

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

Students may opt out of using the way the college 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 college 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, lifetime Pell usage, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.
Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

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

Agency Funding
Sanford-Brown is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, CareerSource of Northeast Florida Scholarship Program, and several programs sponsored by state agencies for underemployed workers. Information can be obtained from the agencies themselves or from the school’s Business Office.

STATE GRANT

FSAG (Florida Student Assistance Grant)
This is a grant program available to Florida residents who meet all eligibility requirements and demonstrate substantial financial need as determined by the state and the college. Students must complete the Free Application for Federal Student Aid (FAFSA), and it must be processed by the college’s published deadlines. Note that no awards are disbursed for the summer term.

Florida Bright Futures Scholarship Program
Through Bright Futures, a portion of tuition and fees are paid for a qualified high school graduate who enters an eligible Florida university, community college, or certified vocational/technical program. Profits from the state-run lottery program fund the scholarship program. Within the Bright Futures Scholarship program, there are three types of awards with different criteria: the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Students receiving these scholarships must meet specific academic requirements upon graduation from high school and continue to maintain specific grades and earned hours while in college. Scholarship amounts are determined by the state and are based on credit hour course load. Students are to contact their Florida high school counselor or Student Finance representative for more information. Awards are disbursed during the fall, winter, and spring terms only.

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 college’s annual funding allocation from the federal government.
VETERAN’S EDUCATIONAL BENEFITS

The college is approved by the Bureau of State Approving for Veterans’ Training, Florida Department of Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veteran’s Educational Benefits 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 college, 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 college 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 college 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-transferrable and non-substitutable and cannot be combined with any other institutional grant at the college.

The College 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 (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

The college 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 college and in active attendance. Scholarship and Grant application forms are available from the Office of Student Services. Withdrawal from the college 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.

The Sanford-Brown Grant

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

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

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.
The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other collegial 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 college 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
- Associate Programs – $10,000

Sanford-Brown College Transfer Credit Grant
Sanford Brown is committed to helping students meet their educational and professional goals. The Transfer Credit Grant program was established to provide tuition assistance to students with transfer credits who wish to complete their education. In order to qualify for this grant, transfer credits must be accepted by the institution. Students will be considered for the grant upon completion of the admissions application process, the establishment of an accepted tuition method of payment plan, and completion of the Transfer Credit Grant Application. To maintain grant eligibility, students must remain enrolled in the same program of study without interruption and maintain satisfactory academic progress.

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

The Sanford Brown Transfer Credit Grant limit is:
- Certificate/Diploma programs - $1,000
- Associate Degree - $1,000
  - Business Administration

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.

Please refer to the Financial Aid Office (or Business Office) for additional information on the Transfer Grant.

Presidential Scholarship
The Presidential Scholarship has been established to assist students who are committed to maintaining satisfactory academic progress while studying at the Institution and who demonstrate a financial need. Scholarships are awarded based on the student’s response to an essay and application submission. Applications must be submitted to the Student Finance Department by the end of the Add /Drop period. Awards will range from $500 to $3,000 for each scholarship recipient payable during the first quarter of attendance after the award is granted. There are a limited number of awards given each term. 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.

Family Scholarship
The purpose of the $1,000 Family Scholarship is to provide additional financial assistance to those applicants who are immediate family members of present Sanford-Brown students. The student must complete the Family Scholarship application, meet all regular admissions requirements and the applicant (if independent student) or parent (if dependent student) must be an immediate family member of a present or graduated student of Sanford-Brown.

As funding is limited, the Family Scholarship awards will be limited to applicants enrolled during any calendar year who meet all eligibility requirements, including completion of the financial aid packaging process.

The conditions, in addition to those noted above, are as follows:
- The scholarship is used exclusively toward tuition and fees;
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at Sanford-Brown;
• The scholarship recipient must have a valid ISIR on file with the school for the applicable award year, been awarded all federal and state financial aid that they are eligible for and still have an unmet financial need;

• If the amount of Family Scholarship, when combined with other federal, state, private, and/or institutional financial aid awards, exceeds financial need and/or costs of education, financial aid packages will be adjusted to ensure funding remains within eligibility limits.

• Students who are paying all cash or do not file a FAFSA are not eligible for the scholarship;

• Current students must be in good academic standing;

• Newly enrolled students must have been in good academic standing at their last institution;

• Candidates must apply and be accepted for admission to be eligible to receive the scholarship.

• All scholarships are applied as a credit to the student’s account, no cash payments will be awarded to the student. Scholarship monies will be credited to the student’s account in 2 equal disbursements:
  i) 1st disbursement will be credited to student’s account upon successfully completing mid-point units required for graduation. ($500)
  ii) 2nd disbursement will be credited to student’s account upon successfully completing all units required for graduation. ($500)

• The scholarship is non-transferable and non-substitutable. Interested candidates should contact the Financial Aid Office for additional applicable information.

• Scholarship applications will be reviewed and perspective recipients will be judged on the following criteria:
  – Student Essay
  – Service and Leadership
  – Letter(s) of Recommendation

• Scholarship recipients must continue to satisfy the school’s stated standards of academic progress (SAP) as defined in the school’s catalog to remain eligible for the scholarship.

All applications will be submitted to the scholarship committee for review and approval.

Military and Dependent Scholarship
The purpose of the $1,000 Military and Dependent Scholarship is to provide additional financial assistance to those applicants who are immediate military personnel and dependents of military personnel in recognition for the efforts of this community on behalf of the country. The student must complete the Military and Dependent Scholarship application, meet all regular admissions requirements and the applicant (if independent student) or parent (if dependent student) must be an immediate Military and Dependent member of a present or graduated student of Sanford-Brown.

As funding is limited, the Military and Dependent Scholarship awards will be limited to applicants enrolled during any calendar year who meet all eligibility requirements, including completion of the financial aid packaging process.

The conditions, in addition to those noted above, are as follows:

• The scholarship is used exclusively toward tuition and fees;

• The scholarship recipient must be a full-time student currently attending or enrolled for a future start at Sanford-Brown;

• The scholarship recipient must have a valid ISIR on file with the school for the applicable award year, been awarded all federal and state financial aid that they are eligible for and still have an unmet financial need;

• Students who are paying all cash or do not file a FAFSA are not eligible for the scholarship;

• Current students must be in good academic standing;

• Newly enrolled students must have been in good academic standing at their last institution;

• Candidates must apply and be accepted for admission to be eligible to receive the scholarship.

• All scholarships are applied as a credit to the student’s account, no cash payments will be awarded to the student. Scholarship monies will be credited to the student’s account in 2 equal disbursements:
  i) 1st disbursement will be credited to student’s account upon successfully completing mid-point units required for graduation. ($500)
  ii) 2nd disbursement will be credited to student’s account upon successfully completing all units required for graduation. ($500)

• The scholarship is non-transferable and non-substitutable. Interested candidates should contact the Financial Aid Office for additional applicable information.

• Scholarship applications will be reviewed and perspective recipients will be judged on the following criteria:
  – Student Essay
  – Service and Leadership
  – Letter(s) of Recommendation

• Scholarship recipients must continue to satisfy the school’s stated standards of academic progress (SAP) as defined in the school’s catalog to remain eligible for the scholarship.

All applications will be submitted to the scholarship committee for review and approval.
Scholarship applications will be reviewed and perspective recipients will be judged on the following criteria:
- Student Essay
- Service and Leadership
- Letter(s) of Recommendation

Scholarship recipients must continue to satisfy the school’s stated standards of academic progress (SAP) as defined in the school’s catalog to remain eligible for the scholarship.

THE MILITARY APPRECIATION PROGRAM GRANT (MAP)
The purpose of the $5,500 Military Appreciation Program Grant offered at Sanford-Brown College, Jacksonville is to provide additional financial assistance to those applicants who are currently serving as active duty military personnel in one of the branches of the U.S. Armed Forces. The applicant must complete the Military Appreciation Program Grant application prior to being packaged for all qualified financial aid and meet all admission requirements as defined in the school catalog.

Additional requirements and conditions include:
- The grant must be used exclusively for tuition and fees.
- Applicant must be enrolled in one of the following programs: Medical Assisting, or Pharmacy Technician.

As funding is limited, the Military Appreciation Program awards will be limited to the first nine applicants enrolled in each eligible program, per class start, who meet all eligibility requirements, including completion of the financial aid packaging process. If the amount of the Military Appreciation Program Grant, when combined with other federal, state, private, and/or institutional financial aid awards, exceeds financial need and/or costs of education, financial aid packages will be adjusted to ensure funding remains within eligibility limits. For those that are qualified, this includes having a valid ISIR on file with the school for the applicable award year and have been awarded all federal and state financial aid for which they are eligible.

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

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

RETURN OF TITLE IV (R2T4) FUNDS
A recipient of federal Title IV financial aid who withdraws or is dismissed from the college during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal from the Institution Policy), or the date of dismissal for a student who is dismissed by the college.
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 that was disbursed 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 college 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 the College is the date indicated in written communication by the student to the academic administration office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

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

Please note: The above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.
EXIT INTERVIEW
All students – upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, – are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Student Finance Office and will receive an exit counseling packet in the mail.

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

PROGRAMS OF STUDY
All programs provide students with the opportunity for in-depth career preparation.

Not all programs are offered on all start dates.

School of Business
Business Administration
Associate in Science

School of Health
Allied Health
Associate in Science

Cardiovascular Sonography
Associate in Science

Dental Hygiene
Associate in Science

Medical Assistant
Diploma

Pharmacy Technician
Diploma

Veterinary Technology
Associate in Science
Business Administration

ASSOCIATE IN SCIENCE DEGREE PROGRAM

92 Quarter Credits
40 Weeks Day/60 Weeks Evening

Program Description
The Business Administration associate degree program helps prepare students for the world of commerce and industry through the study of business management, marketing and retail operations, e-commerce, accounting, business law and ethics, business office applications, professional communication, human resource management, and project management. Students will have the opportunity to develop the knowledge, skills, and competencies necessary to enter the workforce immediately upon graduation or to continue their education at the baccalaureate level.
### Concentration Courses

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
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<td>AC101</td>
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<td>AC102</td>
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<td>Introduction to Marketing</td>
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<td>BA115</td>
<td>Administrative Office Procedures</td>
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<td>BA120</td>
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<td>BA200</td>
<td>Business Communications</td>
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<td>BA210</td>
<td>Personnel/Human Resource Management</td>
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<td>BA212</td>
<td>Principles of Retailing</td>
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<td>Integrated Software Applications</td>
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<td>BA232</td>
<td>E-Commerce</td>
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<td>BA236</td>
<td>Spreadsheet Modeling and Simulations</td>
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<td>BA245</td>
<td>Entrepreneurship</td>
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<td>CSS101</td>
<td>Introduction to Computers</td>
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### General Education Courses

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<tr>
<td>ECON201</td>
<td>Fundamentals of Economics</td>
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<td>ENG101</td>
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<td>MTH110</td>
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<td>PHL210</td>
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<td>Cultural Diversity</td>
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<td><strong>Total Credits Required for Graduation</strong></td>
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Allied Health Program

ASSOCIATE IN SCIENCE DEGREE PROGRAM

92 Quarter Credits
20 Instructional Weeks

Program Description
The Allied Health program 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 in Science degree. A mixed variety of general education courses and a limited number of core allied health-related courses will prepare students to advance their careers in their respective disciplines.

Accreditation Disclosure/Certification Information
SBC is not aware of any widely recognized programmatic accreditor for degree level allied health programs. The Associate in Science in Allied Health program is not programmatically accredited. Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement. For example, in the field of allied health, employers may favor applicants who have prior experience or who obtain voluntary certifications, continuing education or professional development in the field. This program does not prepare students for a particular certification exam. However, graduates may be eligible to apply for certification by third parties upon graduation or after obtaining additional education and/or work experience in the field. Certification requirements 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.

Factors Affecting Employment
Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement. For example, in the field of allied health, employers may favor applicants who have prior experience or who obtain voluntary certifications, continuing education or professional development in the field. This program does not prepare students for a particular certification exam. However, graduates may be eligible to apply for certification by third parties upon graduation or after obtaining additional education and/or work experience in the field. Certification requirements 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.

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. SBC 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. 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 Length
The program consists of classes that typically meet 16 hours a week during 20 weeks after the completion of an Allied Health certificate or diploma program. Students will have the opportunity to complete up to 49% of the courses using a Distance Education mode of delivery.
## CORE CURRICULUM REQUIREMENTS

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<td>ALH200</td>
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## GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
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<tr>
<td>ENG101</td>
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<td>MTH110</td>
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<tr>
<td>PHL105</td>
<td>Critical Thinking</td>
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<td>Human Growth</td>
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<td>SOC220</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 92
Cardiovascular Sonography

ASSOCIATE IN SCIENCE DEGREE PROGRAM
117 Quarter Credits
70 Instructional Weeks

Program Description
The Cardiovascular Sonography program is designed to prepare the graduate to perform echocardiographic examinations under the direction of a physician. Upon completion of the program the graduate should have didactic knowledge and practical experience in Echocardiography, Vascular Ultrasound, and EKG as well as a general understanding of GEST, Holter monitoring, and telemetry. Furthermore, the student should be able to (1) explain the anatomy, physiology, and pathophysiology of organ systems, (2) recognize EKG patterns of infarction, arrhythmia recognition, (3) demonstrate knowledge of emergency protocols, and (4) demonstrate critical thinking skills necessary for completion of a thorough study of the heart. Students will have the opportunity to learn to work effectively with other allied health care professionals, patients, and families to promote patient safety, diagnosis and recovery.

Accreditation/Certification Information Disclosure/ Factors Affecting Employment
The Associate in Science in 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 Associate in Science in Cardiovascular Sonography program are encouraged to take the credentialing examinations offered by Cardiovascular Credentialing International (CCI) or the American Registry of Diagnostic Medical Sonography (ARDMS). These exams are voluntary but obtaining this credential does enhance employment opportunities. Graduates are eligible to apply for the Registered Cardiac Sonographer (RCS) examination offered by CCI, or to apply for the Registered Diagnostic Cardiac Sonographer (RDCS) exam offered by ARDMS upon graduation. Registration and certification requirements for taking and passing these examinations are not controlled by SB but by outside agencies and are subject to change by the agency without notice. Therefore, SB cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Length
Classes typically meet four to five days a week for five to six hours daily for 50 weeks. Following this portion of the program, students complete four 180 contact hour externships. Normal completion time is 70 weeks excluding vacation periods and holidays.
# CORE CURRICULUM REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
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<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
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<td>BIO150</td>
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<td>Electrocardiography</td>
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<td>Cardiovascular Pathology</td>
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<td>CVS215</td>
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<td>Cardiovascular Sonography Externship II</td>
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<td>Cardiovascular Sonography Externship III</td>
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# GENERAL EDUCATION REQUIREMENTS

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<td>Introduction to Psychology</td>
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<td>TOTAL GENERAL EDUCATION REQUIREMENTS</td>
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TOTAL CREDITS REQUIRED FOR GRADUATION **117.0**
Dental Hygiene

ASSOCIATE IN SCIENCE DEGREE PROGRAM
118 Quarter Credits
80 Instructional Weeks

Program Description
The Dental Hygiene program is designed to provide students with a comprehensive and interdisciplinary plan of studies, through applied theory and practical applications, to become entry-level dental hygienists qualified for employment in clinical practice and alternative career settings. Students receive training in general education, biomedical sciences, dental sciences and dental hygiene sciences. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final portion of the curriculum includes supervised experiences in a clinical environment which requires competencies, logs, and evaluations completed by the student. Students will have the opportunity to see patients and in some instances serve as patients in a clinical setting. At the conclusion of the program, graduates who have diligently attended class and completed their clinical duties should have the skills to be eligible for licensure in the state of Florida.

Accreditation/Certification Information Disclosure
The Associate in Science in Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA) and has been granted the accreditation status of approval without reporting requirements.

Factors Affecting Employment
In order to practice as a dental hygienist in the State of Florida, an individual must be licensed by the Florida Board of Dentistry (the “Board”). Graduates of the Associate in Science in Dental Hygiene program at SB Jacksonville are eligible to apply to the Board and complete the steps for licensure as outlined by the Board for CODA-accredited programs. Information regarding the state licensure requirements in Florida is available at www.floridasdentistry.gov/licensing/dental-hygienist/. Information regarding the licensure and/or registration requirements for other state boards is available at www.dentalboards.org.

Employers, industries, and jurisdictions (federal, state, and local) are largely free to set their own requirements for employment and advancement. For example, employers may favor applicants who graduate from a programatically accredited program, have prior work experience or who obtain voluntary certifications, continuing education or professional development in the field. 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.

Requirements for employment, licensure/registration, and/or certification are not controlled by SB and are subject to change without notice. Therefore, SB cannot guarantee that a graduate will be able to obtain a particular certification, permit, or license or secure employment in the field upon graduation or at any time in the future. It is the student’s responsibility to investigate the requirements for licensure/registration, 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.

This program may not be approved in all states. If you relocate while in school to a state that has not approved this program, you may not be able to continue in the program and/or obtain employment after graduation.

Program Length
Classes typically meet four to five days a week for eight to nine hours daily for 80 weeks.
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credits</th>
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<tbody>
<tr>
<td>DDH100</td>
<td>Student Success and Career Development</td>
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<td>DDH110</td>
<td>Dental Anatomy and Morphology</td>
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<tr>
<td>DDH112</td>
<td>Biochemistry for Allied Health Professions</td>
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</tr>
<tr>
<td>DDH114</td>
<td>Oral Microbiology and Immunology</td>
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</tr>
<tr>
<td>DDH116</td>
<td>General and Oral Pathology</td>
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<tr>
<td>DDH120</td>
<td>Health Prevention and Promotion in Dentistry I</td>
<td>4.5</td>
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<td>DDH131</td>
<td>Preclinical Dental Hygiene</td>
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<tr>
<td>DDH210</td>
<td>Oral Anatomy, Embryology and Histology</td>
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<td>DDH211</td>
<td>Life Support, Dental and Medical Emergencies and Infection Control Management</td>
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<td>DDH212</td>
<td>Pharmacology for Dental Hygiene</td>
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<td>DDH220</td>
<td>Health Prevention and Promotion in Dentistry II</td>
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<td>DDH221</td>
<td>Community Dental Health</td>
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<td>DDH230</td>
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<td>Clinical Periodontology</td>
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<td>DDH310</td>
<td>Nutrition and Health</td>
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<td>DDH321</td>
<td>Pain Management and Special Patient Dental Care</td>
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<td>DDH331</td>
<td>Ethical Issues for the Dental Profession</td>
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<tr>
<td>DDH350</td>
<td>Clinical Dental Hygiene III</td>
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### General Education Requirements

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<td>BIO142</td>
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<td>BIO143</td>
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<td>COM152</td>
<td>Interpersonal Communication Skills</td>
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<td>PSY101</td>
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<td>SOC101</td>
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**Total Requirements for Graduation**: 118.0
Medical Assistant

DIPLOMA PROGRAM

66 Quarter Credits
40 Instructional Weeks Day/55 Instructional Weeks Evening

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

Accreditation/Certification 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 Length
Day Program Schedule: Classes typically meet four days per week for six hours daily for 30 weeks. In the final portion of the program, students complete an externship component totaling 180 hours. Normal completion time for the entire program is 40 weeks excluding vacation periods and holidays.

Evening Program Schedule: Classes typically meet four evenings per week for four hours per evening for 45 weeks. In the final portion of the program, students complete an externship component totaling 180 hours. Normal completion time for the entire program is 55 weeks excluding vacation periods and holidays.
## CORE CURRICULUM REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
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<tbody>
<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>ALH111</td>
<td>Healthcare Computer Applications</td>
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<tr>
<td>ALH117</td>
<td>Safety in the Healthcare Environment</td>
<td>2.5</td>
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<tr>
<td>ALH122</td>
<td>Medical Terminology-All Body Systems</td>
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<tr>
<td>ALH150</td>
<td>Health Information Technology</td>
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<tr>
<td>ALH151</td>
<td>Health Records, Coding, and Reimbursement</td>
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<tr>
<td>ALH155</td>
<td>Anatomy and Physiology: Cardiovascular, Lymphatic, Blood</td>
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<tr>
<td>ALH165</td>
<td>Anatomy and Physiology: Respiratory, Digestive, Urinary</td>
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<tr>
<td>ALH175</td>
<td>Anatomy and Physiology: Endocrine, Reproductive, Nutrition</td>
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<tr>
<td>ALH185</td>
<td>Anatomy and Physiology: Musculoskeletal, Nervous, Integumentary</td>
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<td>CS102</td>
<td>Student Success</td>
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<td>MA140</td>
<td>Clinical Procedures</td>
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<td>MA180</td>
<td>Medical Office Administration</td>
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<td>MA190</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION**

66.0
Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information
Pharmacy technicians must register with the Florida Board of Pharmacy in order to practice in the State of Florida. Proof of completion of a board-approved pharmacy technician-training program is required for registration. Applicants with certain fraud-based or drug-related felony convictions or guilty pleas, or incarceration or probation for such offenses in their background will likely not be eligible for registration as a pharmacy technician in Florida. Since Sanford-Brown does not control state licensure/registration requirements in Florida or in any other state, Sanford-Brown cannot guarantee that graduates will be eligible for licensure/registration or to work as pharmacy technicians in Florida or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment. All questions regarding eligibility for registration as a pharmacy technician in Florida should be directed to the Florida Board of Pharmacy.

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 Length
Day Program Schedule: Classes typically meet four days per week for six hours daily for 30 weeks. In the final portion of the program, students complete an externship component totaling 180 hours. Normal completion time for the entire program is 40 weeks excluding vacation periods and holidays.

Evening Program Schedule: Classes typically meet four evenings per week for four hours per evening for 45 weeks. In the final portion of the program, students complete an externship component totaling 180 hours. Normal completion time for the entire program is 55 weeks excluding vacation periods and holidays.
## CORE CURRICULUM REQUIREMENTS

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<tr>
<th>COURSE #</th>
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<tr>
<td>ALH106</td>
<td>Medical Law and Ethics</td>
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<td>ALH111</td>
<td>Healthcare Computer Applications</td>
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<td>ALH116</td>
<td>Safety in the Healthcare Environment</td>
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<td>Student Success</td>
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<tr>
<td>PT121</td>
<td>Introduction to Pharmacy</td>
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<td>PT123</td>
<td>Pharmacy Practice</td>
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<td>PT126</td>
<td>Contemporary Pharmaceutical Issues</td>
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<td>PT131</td>
<td>Medication Management</td>
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<td>PT136</td>
<td>Pharmacy Techniques</td>
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<td>Pharmacy Operations</td>
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<td>PT146</td>
<td>Sterile Compounds, Parenterals, and IV Admixtures</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 64.0
Veterinary Technology

ASSOCIATE IN SCIENCE DEGREE PROGRAM

92 Quarter Credits
70 Instructional Weeks

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

Programmatic Accreditation
The Associate in Science in Veterinary Technology program is programmatically accredited by the American Veterinary Medical Association (AVMA).

Factors Affecting Employment
Because the Associate in Science in Veterinary Technology program at SB is programmatically accredited by the AVMA, graduates of the program are eligible to take the Veterinary Technician National Examination and apply to the Florida Veterinary Medical Association or the Florida Veterinary Technician Association for certification as a veterinary technician. Although certification is not required to practice in Florida, it could enhance employment opportunities. Certification requirements are not controlled by SB but by outside agencies and are subject to change without notice. Therefore, SB cannot guarantee that graduates will be eligible to apply for certification, at all or at any specific time, regardless of their eligibility status upon enrollment. Further, although Florida does not require veterinary technicians to obtain state licensure or registration in order to practice, some states may. SB does not control the state licensure/registration for veterinary technicians in Florida or in any other state. Thus, SB cannot guarantee that graduates will be eligible for licensure/registration or to work as veterinary technicians in Florida or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

Program Length
Classes that typically meet four days a week for five hours daily for 60 weeks. Following this portion of the program, students complete 240 credit hours of externship. Normal completion time is 70 weeks excluding vacation periods and holidays.
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT101</td>
<td>Introduction to Veterinary Technology I</td>
<td>4.0</td>
</tr>
<tr>
<td>VT110</td>
<td>Introduction to Veterinary Technology II</td>
<td>4.0</td>
</tr>
<tr>
<td>VT121</td>
<td>Small Animal Care I</td>
<td>4.0</td>
</tr>
<tr>
<td>VT126</td>
<td>Small Animal Care II</td>
<td>4.0</td>
</tr>
<tr>
<td>VT130</td>
<td>Pharmacology and Medical Math</td>
<td>4.0</td>
</tr>
<tr>
<td>VT135</td>
<td>Diagnostic Technologies</td>
<td>2.0</td>
</tr>
<tr>
<td>VT141</td>
<td>Veterinary Laboratory Techniques</td>
<td>4.0</td>
</tr>
<tr>
<td>VT145</td>
<td>Veterinary Medicine Topics I</td>
<td>4.0</td>
</tr>
<tr>
<td>VT155</td>
<td>Veterinary Anesthesia Topics</td>
<td>4.0</td>
</tr>
<tr>
<td>VT161</td>
<td>Office and Hospital Management</td>
<td>2.0</td>
</tr>
<tr>
<td>VT170</td>
<td>Veterinary Surgery Topics</td>
<td>4.0</td>
</tr>
<tr>
<td>VT221</td>
<td>Large / Farm Animal Care</td>
<td>4.0</td>
</tr>
<tr>
<td>VT241</td>
<td>Veterinary Nursing</td>
<td>4.0</td>
</tr>
<tr>
<td>VT245</td>
<td>Veterinary Medicine Topics II</td>
<td>4.0</td>
</tr>
<tr>
<td>VT251</td>
<td>Veterinary Emergency and Critical Care</td>
<td>4.0</td>
</tr>
<tr>
<td>VT261</td>
<td>Animals in Research and Exhibition</td>
<td>2.0</td>
</tr>
<tr>
<td>VT270</td>
<td>Veterinary Clinical Preceptorship</td>
<td>8.0</td>
</tr>
<tr>
<td>VT280</td>
<td>Test Preparation / Skills Review Course</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Total Core Curriculum Requirements**: 68.0

### General Education Requirements

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO107</td>
<td>Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition</td>
<td>4.0</td>
</tr>
<tr>
<td>MSC160</td>
<td>Introduction to Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>MTH135</td>
<td>Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MTH110</td>
<td>College Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total General Education Requirements**: 24.0

**Total Credits Required for Graduation**: 92.0
Course Descriptions

COURSE NUMBERING INFORMATION
Each course possesses a unique course number. Core course codes consist of two to six letter codes followed by three or four numbers, while general education course codes consist of four letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 200-299 and 300-399 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree.

AC101
PRINCIPLES OF ACCOUNTING
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course emphasizes accounting as a means of recording and classifying data and introduces students to the use of generally accepted accounting principles and procedures in the accounting cycle, recording transactions, and the preparation of financial statements as they relate to service and merchandising businesses. Emphasis is on sole proprietorships.

AC102
PRINCIPLES OF ACCOUNTING II
4 Quarter Credits
40 Contact Hours
Prerequisite: AC101
Students continue their study of accounting principles and standards and their application to the interpretation and presentation of financial data for corporations and partnerships. Procedures involving receivables, investments, liabilities, equity, and financial statement analysis are emphasized.

ALH106
MEDICAL LAW AND ETHICS
4 Quarter Credits
40 Contact Hours
Prerequisites: CS102, ALH122 (No prerequisites in the Cardiovascular Sonography Program)
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.

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

ALH116
SAFETY IN THE HEALTHCARE ENVIRONMENT
3 Quarter Credits
40 Contact Hours
Prerequisites: CS102, ALH122
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, medial office emergencies, CPR, OSHA, MSDS, and personal protective equipment are among topics taught and practiced.
ALH117
SAFETY IN THE HEALTHCARE ENVIRONMENT
2.5 Quarter Credits
40 Contact Hours
Prerequisite: None
This course addresses employee and patient safety concerns in the healthcare environment. First aid training, CPR, vital signs, medical office emergencies, OSHA, MSDS, blood borne pathogens, medical/surgical asepsis, minor surgery instrumentation and set-up, suturing, and personal protective equipment are among topics taught and practiced.

ALH122
MEDICAL TERMINOLOGY – ALL BODY SYSTEMS
4 Quarter Credits
40 Contact Hours
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
3 Quarter Credits
40 Contact Hours
Prerequisite: ALH111
This course examines computer software and business procedures common to healthcare settings. Topics include patient billing, itemized statements, data entry, scheduling, electronic claims, professional fees and credit arrangements, and collections procedures.

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

ALH155
ANATOMY AND PHYSIOLOGY: CARDIOVASCULAR, LYMPHATIC, BLOOD
4 Quarter Credits
40 Contact Hours
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the cardiovascular and lymphatic systems, including a focus on blood, immunity, and the special senses.

ALH165
ANATOMY AND PHYSIOLOGY: RESPIRATORY, DIGESTIVE, URINARY
4 Quarter Credits
40 Contact Hours
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

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

ALH185
ANATOMY AND PHYSIOLOGY: MUSCULOSKELETAL, NERVOUS, INTEGUMENTARY SYSTEMS
4 Quarter Credits
40 Contact Hours
Prerequisite: ALH122
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous, and integumentary systems.
ALH186
CAREER SUCCESS
4 Quarter Credits
40 Contact Hours
Prerequisites: CS102, ALH122 (No prerequisites in the Pharmacy Technician Program)
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.

ALH200
ALLIED HEALTH CORE BRIDGE
60 Quarter Credits
Prerequisite: None
Students with an allied health related diploma or certificate from an approved institution who have earned a min. 2.0 CGPA will be awarded a bridge credit.

ALH202
HEALTHCARE MANAGEMENT
4 Quarter Credits
40 Contact Hours
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.

ALH204
HEALTH AND WELLNESS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course introduces students to the dimensions of wellness, including the impact of psychological, emotional, and physical health, as well as environmental influences that affect behavior. This course covers the mind-body connection, the relationship between fitness and wellness, and the importance of taking personal responsibility for one’s health.

BA101
PRINCIPLES OF BUSINESS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
An introduction to the function of business as a primary source of goods, services, employment, and income. Students study forms of ownership, ethical responsibilities, financing, labor laws, operating techniques and the role of government as they pertain to business.

BA102
INTRODUCTION TO MANAGEMENT
4 Quarter Credits
40 Contact Hours
Prerequisite: None
An analysis of the structure of business organizations and the manner in which individuals and groups within these organizations conduct themselves. Focus is on the planning, organizing, directing, and controlling functions of managers relative to personnel, finance, marketing, production, and sales.

BA103
INTRODUCTION TO MARKETING
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course introduces students to fundamental principles of marketing and the operation of marketing systems. Topics include the evaluation of market opportunities; buyer behavior; market segmentation; targeting; positioning; developing new products; pricing, distributing and promoting goods and services; and market strategy and planning.

BA104
BUSINESS MATHEMATICS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
A study of the operations of business math with emphasis on key components utilized in business. Specific topics covered include trade and cash discounts, payroll, merchandising, depreciation, property and sales taxes, income tax, simple and compound interest, notes, credit and time buying, insurance, and the stock market.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>BA115</td>
<td>ADMINISTRATIVE OFFICE PROCEDURES</td>
<td>3</td>
<td>40</td>
<td>None</td>
<td>This course focuses on simulated office situations demanding judgment, initiative, decision-making, and problem-solving. Topics may include the office environment, document and records management, common office policies and procedures, office technology, customer service skills, intra- and inter-office correspondence, travel arrangements and event planning, and office management.</td>
</tr>
<tr>
<td>BA120</td>
<td>BUSINESS LAW</td>
<td>4</td>
<td>40</td>
<td>None</td>
<td>This course examines the laws governing business and the regulatory parameters that businesses confront in their day-to-day operations. Students will review appropriate case law and discuss how and why decisions, opinions, and legal interpretations are reached. Topics discussed include contracts, sales, product liability, and negotiable instruments.</td>
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<td>BUSINESS LAW</td>
<td>4</td>
<td>40</td>
<td>None</td>
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<td>BUSINESS LAW</td>
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<td>BA200</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
<td>40</td>
<td>CSS101</td>
<td>This course exposes students to the fundamental principles of selecting and integrating emerging software to enhance the means of expressing information. The role of computers for sharing and presenting information is explored through such software tools and word processing, spreadsheets, database management, and personal information management.</td>
</tr>
<tr>
<td>BA210</td>
<td>PERSONNEL/HUMAN RESOURCE MANAGEMENT</td>
<td>4</td>
<td>40</td>
<td>BA102</td>
<td>This course prepares students with a solid understanding of e-commerce principles and practices. Students will analyze emerging online technologies, trends, and social networking applications that influence e-commerce, mobile commerce, and global marketing in today’s business environment.</td>
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<td>BA212</td>
<td>PRINCIPLES OF RETAILING</td>
<td>4</td>
<td>40</td>
<td>BA101</td>
<td>A survey of the special problems involved in marketing and managing a retail establishment. Topics explored include advertising, merchandising, buying, personnel management and supervision, credit and collection, and small store management.</td>
</tr>
<tr>
<td>BA212</td>
<td>PRINCIPLES OF RETAILING</td>
<td>4</td>
<td>40</td>
<td>BA101</td>
<td>A survey of the special problems involved in marketing and managing a retail establishment. Topics explored include advertising, merchandising, buying, personnel management and supervision, credit and collection, and small store management.</td>
</tr>
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<td>BA212</td>
<td>PRINCIPLES OF RETAILING</td>
<td>4</td>
<td>40</td>
<td>BA101</td>
<td>A survey of the special problems involved in marketing and managing a retail establishment. Topics explored include advertising, merchandising, buying, personnel management and supervision, credit and collection, and small store management.</td>
</tr>
<tr>
<td>BA213</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>4</td>
<td>40</td>
<td>BA102</td>
<td>This course covers principles involved in initiating, operating and successfully administering a small business. Subjects covered include financing, managing and marketing, legal responsibilities, organizational partnerships, and proprietorships. Key business principles and practices are covered through case studies.</td>
</tr>
<tr>
<td>BA213</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>4</td>
<td>40</td>
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<tr>
<td>BA231</td>
<td>INTEGRATED SOFTWARE APPLICATIONS</td>
<td>3</td>
<td>40</td>
<td>None</td>
<td>This course exposes students to the fundamental principles of selecting and integrating emerging software to enhance the means of expressing information. The role of computers for sharing and presenting information is explored through such software tools and word processing, spreadsheets, database management, and personal information management.</td>
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<td>None</td>
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</tr>
<tr>
<td>BA232</td>
<td>E-COMMERCE</td>
<td>4</td>
<td>40</td>
<td>None</td>
<td>This course exposes students to the fundamental principles of selecting and integrating emerging software to enhance the means of expressing information. The role of computers for sharing and presenting information is explored through such software tools and word processing, spreadsheets, database management, and personal information management.</td>
</tr>
<tr>
<td>BA232</td>
<td>E-COMMERCE</td>
<td>4</td>
<td>40</td>
<td>None</td>
<td>This course exposes students to the fundamental principles of selecting and integrating emerging software to enhance the means of expressing information. The role of computers for sharing and presenting information is explored through such software tools and word processing, spreadsheets, database management, and personal information management.</td>
</tr>
</tbody>
</table>
BA236
SPREADSHEET MODELING AND SIMULATIONS
3 Quarter Credits
40 Contact Hours
Prerequisite: BA231
Students study and perform spreadsheet and database operations using industry-standard application software. Topics include constructing spreadsheets designed to best illustrate various business situations; utilizing the software’s tools to provide a visual means for presenting financial information; designing databases, forms, and queries to capture and use business data; and preparing professional graphs, charts, and reports. Students are then taught to utilize these skills in the development of practical business solutions such as the analysis of cash flow, profit and loss, budgeting, and trend analysis.

BA245
ENTREPRENEURSHIP
4 Quarter Credits
40 Contact Hours
Prerequisite: BA101
This course focuses on development and management strategies used in the creation of new business ventures. Students will have the opportunity to research entrepreneurial case studies, and will discuss processes used to generate ideas, develop business plans, consolidate resources, finance projects, manage human resources, and design profitable businesses. Legal and regulatory issues related to business entities will be discussed.

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

BIO142
ANATOMY AND PHYSIOLOGY I
4.5 Quarter Credits
45 Contact Hours
Prerequisite: None
This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body’s systems. Emphasis is on musculoskeletal, nervous, and endocrine systems.

BIO143
ANATOMY AND PHYSIOLOGY II
4.5 Quarter Credits
45 Contact Hours
Prerequisite: BIO142
This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body’s systems. Emphasis is on the cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems.

BIO150
HUMAN BODY
4 Quarter Credits
40 Contact Hours
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. Pharmacology related to these systems is also covered.

BIO151
ANATOMY AND PHYSIOLOGY
7 Quarter Credits
80 Contact Hours
Prerequisite: Hours
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.

COM152
INTERPERSONAL COMMUNICATION SKILLS
4 Quarter Credits
40 Contact Hours
Prerequisite: CS102 (No prerequisite in the Dental Hygiene or Business Administration program)
This course examines principles and theories of effective communication including perspectives and recent research on verbal and non-verbal elements effecting communication between individuals in a variety of contexts.
CS102
STUDENT SUCCESS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course is designed to increase the student’s success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation. Strategies to strengthen reading, writing and mathematics abilities are emphasized.

CSS101
INTRODUCTION TO COMPUTERS
3 Quarter Credits
40 Contact Hours
Prerequisite: None
This course provides an overview of computer concepts, hardware, and applications commonly used in a business environment. Students will have the opportunity to examine the design and use of computer hardware, operating systems and graphic user interfaces, office software, email, and the Internet. Legal and ethical issues relating to computer and Internet security, information privacy, and copyright protection are explored.

CVS131
ELECTROCARDIOGRAPHY
2.5 Quarter Credits
40 Contact Hours
Prerequisite: None
This course is designed to identify the use and maintenance of EKG equipment, electrophysiology of the conduction system, axis determination, identification and calculations of waveforms and arrhythmias, and patterns of infarction. This course is also design to emphasize non-invasive cardiac diagnostic tests and procedures, as well as, emergency cardiac medication. This course will also emphasize cardiac anatomy and physiology.

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

CVS138
CARDIOVASCULAR PHARMACOLOGY
2 Quarter Credits
20 Contact Hours
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.

CVS140
VASCULAR I
5 Quarter Credits
60 Contact Hours
Prerequisite: BIO151
This course is intended to introduce the student to the vascular imaging of the carotid and subclavian arteries.

CVS141
VASCULAR II
6 Quarter Credits
80 Contact Hours
Prerequisite: CVS140
Co-requisite: CVS142
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
INTEGRATED CLINICAL – VASCULAR II
1.5 Quarter Credits
35 Contact Hours
Prerequisite: None
Co-requisite: CVS141
This course provides the student with their first opportunity in a direct patient care setting, while performing the duties of a CVS. Here the student will have the opportunity to correlate didactic and laboratory classes with the day-to-day duties of a CVS.

CVS20
ECHO I
6 Quarter Credits
80 Contact Hours
Prerequisite: CVS131
Co-requisite: CVS211
This course includes cardiovascular assessment techniques, physics and ultrasound review, and an introduction to the theoretical principles of basic M mode and two-dimensional echocardiography.

CVS21
INTEGRATED CLINICAL – ECHO I
1.5 Quarter Credits
35 Contact Hours
Prerequisite: None
Co-requisite: CVS210
This course focuses on clinically-based case studies which provide the student with practical application of the didactic and laboratory portions of the program in a patient care setting.

CVS22
ECHO II
6 Quarter Credits
80 Contact Hours
Prerequisite: CVS210
Co-requisite: CVS221
This course is designed as a continuation of Echo I, and emphasizes the theoretical principles of echocardiography necessary to measure and interpret aortic and mitral valve pathology.

CVS213
INTEGRATED CLINICAL – ECHO II
1.5 Quarter Credit
35 Contact Hours
Prerequisite: None
Co-requisite: CVS212
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting. Case studies related to advanced scanning techniques will also be performed in this course.

CVS214
ECHO III
6 Quarter Credits
80 Contact Hours
Prerequisite: CVS212
Co-requisite: CVS215
This course includes interpretation of echocardiography and patterns for normal and pathological states of the left ventricle, pulmonic and tricuspid valves, as well as interventional echocardiography. Additional topics include Doppler and color flow technology, new trends, diastology, and contrast agents.

CVS215
INTEGRATED CLINICAL – ECHO III
1.5 Quarter Credits
35 Contact Hours
Prerequisite: None
Co-requisite: CVS214
This course is a practical application of the didactic and laboratory portions of the program in a patient care setting. Case studies focusing on protocol will also be introduced in this course.

CVS239
CARDIOVASCULAR SONOGRAPHY EXTERNSHIP I
6 Quarter Credits
180 Contact Hours
Prerequisite: CVS214
Observation and participation in those tasks required of a Cardiovascular Sonographer in the clinical environment. Students will be expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will be expected to complete competencies as directed by the clinical education plan.
DDH100
STUDENT SUCCESS AND CAREER DEVELOPMENT
4.5 Quarter Credits
45 Contact Hours
Prerequisite: None
This course is designed to give students an awareness of the relationship between effective human relations skills and career success. The importance of self-esteem and its effect on work performance is emphasized. Effective communication skills, stress and time management skills, along with other topics that help students become successful both personally and professionally are discussed. In addition, the course will cover topics such as self assessment, employer expectations, communication skills, professional dress, resume writing and interviewing techniques.

DDH110
DENTAL ANATOMY AND MORPHOLOGY
4.5 Quarter Credits
45 Contact Hours
Prerequisites: BIO142, DDH100
This course introduces the dental hygiene students to the anatomical and morphological characteristics of the teeth and all supporting and surrounding structures, concepts of occlusion and how these relate to diagnosis and treatment planning. Students will have the opportunity to gain an understanding of the anatomical and morphological characteristics of the teeth and all supporting and surrounding structures; the relationship between dental anatomy, morphology and occlusion as it relates to diagnosis and treatment planning; the individual form and functions of permanent and deciduous teeth; principles of occlusion; and anomalies in tooth formation, development and function.

DDH112
BIOCHEMISTRY FOR ALLIED HEALTH PROFESSIONS
4.5 Quarter Credits
45 Contact Hours
Prerequisites: DDH211, DDH120
This course explores the basic principles of biochemistry in relation to chemical principles and introduces concepts of molecular biology, metabolism, cancer chemotherapy, and herbal dietary supplements. Students will have the opportunity to gain an understanding of the basic principles of general, organic, and biochemistry; the relationship between biochemistry and new developments in health therapy; and how chemical and biochemical principals relate to the health professions.
DDH131
PRECLINICAL DENTAL HYGIENE
3 Quarter Credits
75 Contact Hours
Prerequisite: DDH230
Co-requisite: DDH240
This course will provide the dental hygiene student with concepts, knowledge and skills needed to provide prevention and patient services in the clinical setting. Students will have the opportunity to gain an understanding of the patient’s personal, medical and dental health history; the importance of the prevention of caries and periodontal disease in the clinical setting; the basic instrumentation procedures for plaque and calculus removal; and the principles of periodontal patients and instrumentation of multi-rooted teeth, root concavities and furcation areas.

DDH114
ORAL MICROBIOLOGY AND IMMUNOLOGY
4.5 Quarter Credits
45 Contact Hours
Prerequisite: DDH112
This course introduces the dental hygiene students to the principles of microbiology and immunology and the relationship to pathogenic disorders, with a special emphasis on caries and periodontal disease. Students will have the opportunity to gain an understanding of the ecology, virulence, molecular biology, immunogenicity of oral bacteria, viruses, and fungi; the biology of the oral ecosystem; and the relationship between microbiology and immunology and caries and periodontal disease.

DDH116
GENERAL AND ORAL PATHOLOGY
4.5 Quarter Credits
45 Contact Hours
Prerequisite: DDH112
This course introduces the dental hygiene student to the study of disease, general pathology terminology and disorders of the human systems, with a detailed study of pathologic conditions of the oral cavity and surrounding structures. This will include concepts of immunity, infectious diseases and cancer; oral manifestations of systemic diseases; and principles of oral-systemic relationships.

DDH120
HEALTH PREVENTION AND PROMOTION IN DENTISTRY I
4.5 Quarter Credits
45 Contact Hours
Prerequisites: DDH110, DDH210
This course will provide the dental hygiene student with concepts, knowledge and skills needed to provide primary preventive dentistry and health promotion procedures. Students will have the opportunity to gain an understanding of the application of primary preventive and health promotion services and activities; the rationale, guidelines, and procedures for prevention of the plaque diseases; and the principles of dental public health programs and services.

DDH121
LIFE SUPPORT, DENTAL AND MEDICAL EMERGENCIES AND INFECTION CONTROL MANAGEMENT
4.5 Quarter Credits
45 Contact Hours
Prerequisites: DDH110, DDH210
This course introduces the dental hygiene students to infection control, sterilizations, OSHA, CPR, and the handling of medical and dental emergencies. Students will have the opportunity to gain an understanding of the components of OSHA’s Bloodborne Pathogen Standard; the causes, signs, and treatments of common medical emergencies that occur in the dental office; and common medical emergencies that occur in the dental office.
DDH230
DENTAL MATERIALS
3 Quarter Credits
45 Contact Hours
Prerequisites: DDH114, DDH116
This course introduces the dental hygiene student to the basic principles of the theory of the structure, properties, and procedures related to dental materials and their applicability in clinical settings. Students will have the opportunity to gain an understanding of the composition, properties and uses of dental materials; how to manipulate and clinically use various dental materials; and taking alginate impressions, pouring and trimming study models, polishing amalgams and restorations, using dental cements, bleaching materials and placing pit and fissure sealants.

DDH240
DENTAL RADIOLOGY I
3 Quarter Credits
45 Contact Hours
Prerequisite: DDH230
Co-requisite: DDH131
This course introduces the dental hygiene student to the basic principles of radiation, techniques of intra and extra-oral imaging of tooth and dento-alveolar structures and infection control principles for dental radiology. This course will provide an understanding of the essential principles of radiation; the safe and effective use of radiation in the dental office; the requirements to master intraoral radiographic techniques; and the principles of dental film developing.

DDH241
DENTAL RADIOLOGY II
3 Quarter Credits
45 Contact Hours
Prerequisites: DDH240, DDH131
This course immerses the dental hygiene student in the clinical environment of dental radiology, assists in mastering the techniques of intra and extra-oral imaging of tooth and dento-alveolar structures and introduces concepts of interpretation of dental radiographs. Students will have the opportunity to become proficient in the dental radiography paralleling, bisecting and bite-wing techniques; identifying preventing and correcting dental radiography exposure and technique errors; and in identifying normal and pathologic image characteristics.
DDH250
CLINICAL DENTAL HYGIENE I
5 Quarter Credits
135 Contact Hours
Prerequisites: DDH131, DDH240
This course introduces and immerses the dental hygiene student to the clinical techniques for dental hygiene treatments. It will convey knowledge and skills on patient assessment, treatment planning, examination procedures and follow-up mechanisms. Clinical experiences will include coronal polishing, panoramic radiography and the management of pediatric patients. Students will have the opportunity to become proficient in the management of patient medical and dental histories, charts and informed consent; patient assessment; preventative procedures; discussion of clinical cases; and identifying the components and steps to generating a diagnosis.

DDH251
CLINICAL DENTAL HYGIENE II
4.5 Quarter Credits
135 Contact Hours
Prerequisite: DDH250
Co-requisite: DDH212
This course continues to immerse the dental hygiene students in clinical techniques for dental hygiene treatments, and immerses students to periodontal disease diagnosis, evaluation and treatment. Clinical experiences will continue to include coronal polishing, panoramic radiography and the management of pediatric patients. In addition, students will be focused on continuum of clinical practice procedures. Students will have the opportunity to gain proficiency in preventative procedures and health education protocols in the clinical environment; applying concepts of assessment and treatment planning for periodontal disease; coronal and amalgam polishing skills; and practice management skills.

DDH252
CLINICAL PERIODONTOLOGY
2 Quarter Credits
60 Contact Hours
Prerequisites: DDH331, DDH330
This course immerses the dental hygiene student to the advanced management of the pathology of the periodontium and surrounding tissues. It reviews the classification, etiology and treatment of periodontal diseases and treating the periodontally-compromised patient. Students will have the opportunity to comprehensively review the evaluation, diagnosis, treatment and management of the periodontal patient, and will master skills in identifying the clinical manifestations of periodontal disease; applying the steps of designing a treatment plan for all periodontally compromised patients, including the provision of periodontal maintenance instructions in a clinical setting.

DDH310
NUTRITION AND HEALTH
4.5 Quarter Credits
45 Contact Hours
Prerequisites: DDH350, DDH331
This course introduces the dental hygiene students to general concepts of nutrition and their relationship with oral health. In addition it will provide information on the nutritional characteristics and needs of diverse and multicultural groups and the promotion of nutritional diet counseling as mechanisms of oral health promotion. Students will have the opportunity to gain an understanding of the food patterns among diverse population groups; the principles of nutrition counseling to promote oral health; and how proper nutrition promotes oral health.

DDH 321
PAIN MANAGEMENT AND SPECIAL PATIENT DENTAL CARE
3 Quarter Credits
45 Contact Hours
Prerequisites: DDH250, DDH212
This course introduces the dental hygiene students to the special psychological and sociological aspects of treating medically-compromised and special needs patients. Students will be exposed to applications of pain management and anxiety control for diverse patient pools. Students should be able to understand and learn the principles of caring for patients with special needs; the principles of pain and anxiety control; the pharmacology, use and implications of anesthetic agents; strategies for managing fearful patients and or patients with dental anxiety; and indications, uses and applications of nitrous oxide.
DDH331
ETHICAL ISSUES FOR THE DENTAL PROFESSION
4.5 Quarter Credits
45 Contact Hours
Prerequisites: DDH251, DDH321, DDH221
Co-requisite: DDH350
This course introduces the dental hygiene students to the principles
of law and ethics in dental practice and implications of behavior and
conduct for the oral health provider. Students will have the opportunity
to gain an understanding of the difference between the ethical and
legal aspects of dentistry; the steps for solving ethical dilemmas; the
five ADA principles in the Code of Ethics; the categories of law and their
application to dental practice; the role of the board of dentistry and the
purpose for the State of Florida dental practice act; and the professional
obligations of the dental hygienist.

DDH350
CLINICAL DENTAL HYGIENE III
4 Quarter Credits
120 Contact Hours
Prerequisites: DDH251, DDH321
Co-requisite: DDH221
Supervised by a clinical dental professional, this course will provide
the dental hygiene student with the opportunity to apply, improve
proficiency and increase efficiency of all dental hygiene clinical skills
and competencies in the College clinic setting and/or practicum
rotation in affiliated dental practice. Procedures will be expanded to
include the management of geriatric, special needs and periodontology
patients and nutrition counseling. Students will have the opportunity
to become proficient in instrumentation procedures in patient care,
while maintaining and improving oral healthcare status of patients;
preventative procedures and health education protocols in the clinical
environment to all patients; the management of patient recall systems;
and in providing nutrition counseling to patients.

ECON201
FUNDAMENTALS OF ECONOMICS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course is an introduction to the economic process. It presents an
overview of micro and macroeconomic principles. This is an integrated
introduction to the analysis of individual firms and markets, as well as
aggregate economic variables. These include inflation, unemployment
and economic growth, with a focus on the state’s role in attempts to
regulate the economy.

ENG101
ENGLISH COMPOSITION
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course emphasizes the ability to write clearly and effectively by
applying composition principles to a variety of writing modes. Focus
is on the writing process, intended audience, consistent point of view,
correct grammar usage, concise language, appropriate style, and
effective organizational strategies.

ENG220
ENGLISH COMPOSITION II
4 Quarter Credits
40 Contact Hours
Prerequisite: ENG101
This course explores the acceptable literary styles. Students are
provided instruction in planning, organizing, and writing essays. Other
emphasis includes library and Internet research and effectiveness and
appropriateness of style.

MA140
CLINICAL PROCEDURES
2.5 Quarter Credits
40 Contact Hours
Prerequisite: ALH117
This course covers various cardiopulmonary diagnostic testing methods
including 12-lead EKG procedures, rhythm interpretation, and respiratory
testing. Students will also practice taking patient vital signs, including
temperature, pulse, respiration, and blood pressure.
MA155
PHARMACOLOGY
2.5 Quarter Credits
40 Contact Hours
Prerequisite: ALH117
A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

MA160
MEDICAL LABORATORY PROCEDURES
2.5 Quarter Credits
40 Contact Hours
Prerequisite: ALH117
This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will practice techniques used to collect and analyze bacterial specimens and urine samples, including the physical, chemical, and microscopic examination of urine and streptococci testing and plating. Other point of care testing is included.

MA165
HEMATOLOGY
2.5 Quarter Credits
40 Contact Hours
Prerequisite: ALH117
Co-requisite: MA190
This course examines principles and procedures involved in blood specimen collection and laboratory testing. Topics include blood structure and components, blood grouping, the analysis of venous and capillary blood specimens, vacutainer systems and syringe methods, hematocrit, hemoglobin, RBC morphology, WBC differential and platelet estimation, CBC, and other point of care testing.

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

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

MA200
MEDICAL ASSISTANT EXTERNSHIP
6 Quarter Credits
180 Contact Hours
Prerequisites: Completion of All Didactic Courses in the Medical Assistant Program
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.

MSC160
INTRODUCTION TO CHEMISTRY
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course is an introductory course in chemistry, including stoichiometry, basic atomic theory, bonding, environmental, nuclear, acid-base, organic and biochemistry.

MTH110
COLLEGE MATHEMATICS
4 Quarter Credits
40 Contact Hours
Prerequisite: None
In this course, students will develop the ability to solve a variety of problems through the use of mathematical structures such as algebra, geometry, and statistical analysis.
MTH135  
ALGEBRA  
4 Quarter Credits  
40 Contact Hours  
Prerequisite: MTH110 (Prerequisite does not apply to the Dental Hygiene and Nursing Programs)  
This course involves the study of linear and quadratic algebraic expressions. Students have the opportunity to develop problem-solving skills through the study of absolute values, graphs, quadratic and fractional equations, inequalities, rational and inverse functions, polynomials, and exponential and logarithmic functions.

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

PHY150  
ULTRASOUND PHYSICS II  
5.5 Quarter Credits  
70 Contact Hours  
Prerequisite: PHY145  
A continuation of Ultrasound Physics I, which provides students knowledge in the various factors affecting the ultrasound image and quality. This course will also discuss patient exposure.

PSY101  
INTRODUCTION TO PSYCHOLOGY  
4 Quarter Credits  
40 Contact Hours  
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.

PSY110  
HUMAN GROWTH AND DEVELOPMENT  
4 Quarter Credits  
40 Contact Hours  
Prerequisite: None  
This course addresses concepts of growth and development across the lifespan. Theories of development, health promotion, the influence of family on lifestyle, and bereavement are discussed.

PT121  
INTRODUCTION TO PHARMACY  
3 Quarter Credits  
40 Contact Hours  
Prerequisite: None  
This course focuses on procedures used to assist the pharmacist in direct patient care and retail pharmacy operations. Students will examine regulatory laws and agencies, retail business structures and practices, pharmacological terminology, and licensing and career requirements.
PT123  PHARMACY PRACTICE  
3 Quarter Credits  
40 Contact Hours  
Prerequisite: PT121  
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.

PT141  PHARMACY OPERATIONS  
6 Quarter Credits  
80 Contact Hours  
Prerequisite: PT121  
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 have the opportunity to utilize pharmacy software, discuss principles of patient education, and examine methods for improving patient care outcomes.

PT126  CONTEMPORARY PHARMACEUTICAL ISSUES  
6 Quarter Credits  
80 Contact Hours  
Prerequisite: PT121  
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  
6 Quarter Credits  
80 Contact Hours  
Prerequisite: PT121  
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  
6 Quarter Credits  
80 Contact Hours  
Prerequisite: PT121  
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.

PT146  STERILE COMPOUNDS, PARENTERALS, AND IV ADMIXTURES  
6 Quarter Credits  
80 Contact Hours  
Prerequisite: PT121  
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.

PT196  PHARMACY TECHNICIAN EXTERNSHIP  
6 Quarter Credits  
180 Contact Hours  
Prerequisites: Completion of all didactic courses in the Pharmacy Technician program  
This course provides students with work experience in a professional pharmacy setting. Students are required to complete the externship under the supervision of employers in cooperation with the externship supervisor.

SOC101  INTRODUCTION TO SOCIOLOGY  
4 Quarter Credits  
40 Contact Hours  
Prerequisite: None  
This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.
SOC220
CULTURAL DIVERSITY
4 Quarter Credits
40 Contact Hours
Prerequisite: None
This course is designed to enhance students’ understanding of and appreciation for human diversity through the critical analysis of sociological and cultural issues. Students will explore topics from a variety of perspectives and viewpoints as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations.

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

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

VT121
SMALL ANIMAL CARE I
4 Quarter Credits
60 Contact Hours
Prerequisite: None
This course begins with a thorough study of normal and natural behaviors in both domestic and non-domestic animals. Students will first study ways to recognize normal behaviors and then study abnormal or aberrant behaviors they will encounter in a research or clinic setting. Lectures include training, conditioning and behavioral modification programs that are utilized in managing animals in homes and in institutions, like research facilities and zoos. Another essential component introduced in this course regards safe and humane handling and husbandry of pets and other captive managed animals. Students will be instructed in appropriate protocols of care and handling of animals as well as technologies and pharmacology that can be applied in any given situation.

VT126
SMALL ANIMAL CARE II
4 Quarter Credits
50 Contact Hours
Prerequisite: VT121
The intent of this course is to introduce students to real-life clinical scenarios that include discussions about preventative health surveillance and implementation of healthcare maintenance programs. The course emphasizes an introduction to the study of animal disease and epidemiological aspects of disease processes. Zoonotic and reportable diseases are discussed as well. Public and occupational health and safety for veterinary technicians is included. Discussion and elaboration of quarantine principles as an essential component to disease control solidifies a sound foundation in understanding disease processes and principles of disease control in public and private settings. Laboratory actions include development of preventative healthcare programs for specified animal groups in varying holding settings or in the wild. Appropriate technical skill exercises will be integrated into laboratory sessions.
VT130
PHARMACOLOGY AND MEDICAL MATH
4 Quarter Credits
50 Contact Hours
Prerequisite: MTH135
This course introduces the integration of mathematical principles as they pertain to practical, clinical scenarios in the life sciences, particularly in veterinary medicine. These actions include configuring fluid administration rates, therapeutic drug dosing calculations, dilutions and conversions to metric units in various categories of measure. Terminology of measures, math and of pharmacological science are reviewed. Principles of pharmacology and pharmacy science are defined in order for the technician students to understand and become familiar with types and classes of drugs and chemicals used as well as safety procedures in handling, labeling, storing and disposing of pharmaceuticals and other chemical agents. Finally, clinical disease categories are introduced relevant to appropriate therapeutic protocols for any given clinical scenario.

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

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

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

VT155
VETERINARY ANESTHESIA TOPICS
4 Quarter Credits
60 Contact Hours
Prerequisite: None
This course provides an overview of basic concepts in veterinary anesthesia and pain management. Relevant medical terminology, pharmacology, technologies, and techniques in anesthesia and pain management are presented. Laboratory exercises will implement and enforce principles of anesthesiology through hands-on experiential actions.
VT161
OFFICE AND HOSPITAL MANAGEMENT
2 Quarter Credits
30 Contact Hours
Prerequisite: None
This course helps technician students to understand the business management aspects of veterinary practice. The material presented explains sources of hospital revenue; shows how to represent and market preventative health programs and other products and services; introduces methods of record keeping utilizing computer and hard copy files, creating inventory control procedures and records; and introduces materials for client education and communications. Further, the course explains how to understand the vision and mission of the industry, and how to create an organizational map within the scope of the work setting. Laboratory exercises reinforce necessary computer skills utilizing actual clinic software programs.

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

VT221
LARGE/FARM ANIMAL CARE
4 Quarter Credits
60 Contact Hours
Prerequisite: VT110
Students should begin to apply principles taught in preceding class and laboratory settings that explain expanded principles of animal husbandry and care when applied to large and farm animals. These principles include barn, stall and field management; hygiene in housing and in feeding actions; how to manage farm animals; and implementing proper care protocols that emphasize record keeping, animal identification systems, safe transfer of animals as well as surveillance protocols for animals kept in the hospital, field and barn.

VT241
VETERINARY NURSING
4 Quarter Credits
60 Contact Hours
Prerequisite: VT110
The course is designed to engage students in the theory and practice of the fundamental principles of veterinary nursing. This course is designed to involve and engage the student in care of the sick and hospitalized patient with emphasis on patient care, monitoring and record keeping.

VT245
VETERINARY MEDICINE TOPICS II
4 Quarter Credits
50 Contact Hours
Prerequisite: VT145
This course follows the medical issues associated with special anatomical and physiological regions of the animal body. Each week introduces a new body region and highlights all aspects of disease and diagnostics pertinent to those areas.

VT251
VETERINARY EMERGENCY AND CRITICAL CARE
4 Quarter Credits
50 Contact Hours
Prerequisite: VT245
Veterinary Emergency and Critical Care is designed to apply the principles of medicine taught in the two preceding quarters to special areas of study in medicine. The topics in this course include emphasis on the emergent and critical patient. There will be a special focus on emergency procedures, fluid therapy, drug applications, and pain management.

VT261
ANIMALS IN RESEARCH AND EXHIBITION
2 Quarter Credits
30 Contact Hours
Prerequisite: VT101
The course will focus on the use of animals in the laboratory and as models for research. Additionally, the care and use of animals exhibited to the public through zoos and aquariums will be examined. Medical and ethical issues of the use of animals will be discussed.
VT270
VETERINARY CLINICAL PRECEPTORSHIP
8 Quarter Credits
240 Contact Hours
Prerequisites: Last term of program or approval of department chair.

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

VT280
TEST PREPARATION/SKILLS REVIEW COURSE
2 Quarter Credits
20 Contact Hours
Prerequisites: Last term of program or approval of department chair.

This course is designed to provide students a complete review of their historical educational studies for preparation, with guidance and support, to participate in state and national board testing. Successful completion of the veterinary technician course, and passing scores on both state and national board exams, will provide graduates with the formal, licensed and registered title of certified veterinary technician (CVT). Then, the students are qualified to apply for entry-level positions in any number of clinical and research facility programs incorporating animals.
Effective May 6, 2015 - Sanford-Brown College Jacksonville, Florida is no longer accepting new student applications.

<table>
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<tr>
<th>Program</th>
<th>Application fee</th>
<th>Tuition</th>
<th>Total Cost</th>
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<tr>
<td><strong>Business Administration</strong></td>
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<tr>
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<td><strong>Pharmacy Technician</strong></td>
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<tr>
<td><strong>Veterinary Technology</strong></td>
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<td><strong>Allied Health</strong></td>
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### 2015-2016 Academic Calendar

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

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<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<tr>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

### Observed Holidays – No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/24/2014 – Sunday, 01/04/2015</td>
<td>Classes resume on Monday, 01/05/2015</td>
</tr>
<tr>
<td>Martin Luther King, Jr Day</td>
<td>Monday, 01/19/2015</td>
<td>Classes resume on Tuesday, 01/20/2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/25/2015</td>
<td>Classes resume on Tuesday, 05/26/2015</td>
</tr>
<tr>
<td></td>
<td>Make-up Day on Friday, 05/29/2015</td>
<td></td>
</tr>
<tr>
<td>Summer Break</td>
<td>Saturday, 06/27/2015 – Sunday 07/05/2015</td>
<td>Classes resume on Monday, 07/06/2014</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/07/2015</td>
<td>Classes resume on Tuesday, 09/08/2015</td>
</tr>
<tr>
<td></td>
<td>Make-up day on Friday, 09/11/2015</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/16/2015 – Sunday, 01/03/2016</td>
<td>Classes resume on 01/04/16</td>
</tr>
<tr>
<td>Martin Luther King, Jr Day</td>
<td>Monday, 01/18/2016</td>
<td>Classes resume on Tuesday, 01/19/2016</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/30/2016</td>
<td>Classes resume on Tuesday, 05/31/2016</td>
</tr>
<tr>
<td></td>
<td>Make-up Day on Friday, 06/03/2016</td>
<td></td>
</tr>
<tr>
<td>Summer Break</td>
<td>Monday, 07/04/2016 – Sunday 07/10/2016</td>
<td>Classes resume on Monday, 07/11/2016</td>
</tr>
</tbody>
</table>
## Faculty and Staff

### Faculty - as of 2/12/16

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part Time</th>
</tr>
</thead>
</table>
| Tkacz (Bigelow), Elizabeth | Veterinary Technology      | • BA, University of Georgia - History  
• AAT, Gwinnett Technical College – Veterinary Technology  
• CVT                                                      | Full time       |
| Donaldson, Louise     | Veterinary Technology       | • AS, St. Petersburg College – Veterinary Technology  
• CVT                                                      | Full time       |
| Harris, Katherine     | Medical Assistant           | • Diploma, Concorde Career Institute – Medical Assistant  
• NCMA                                                     | Full time       |
| Schultz, Darla        | Dental Hygiene              | • BS, Loma Linda University School of Dentistry                                                               | Full time       |
| Vann, Joslyn          | Dental Hygiene              | • DDS, University of Tennessee College of Dentistry  
• BA, University of Virginia                                | Full time       |

### Staff - as of 02/12/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence, Ruth</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Sedrine, Ben</td>
<td>Campus President</td>
</tr>
<tr>
<td>Sedrine, Ben</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Sedrine, Ben</td>
<td>ADA/Section 504 Coordinator</td>
</tr>
<tr>
<td>Kraja, Romina</td>
<td>Campus Business Operations Manager</td>
</tr>
</tbody>
</table>
## Catalog Revisions and Updates

<table>
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<tbody>
<tr>
<td>3</td>
<td>CEC Executive Officers</td>
<td>8/12/2015</td>
</tr>
</tbody>
</table>

Replace:
Ron D. McCray,
Interim President and Chief Executive Officer

With:
Todd Nelson
President and CEO

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<tr>
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<tbody>
<tr>
<td>3</td>
<td>Executive Officers</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

Catalog information is revised to read:

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

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<tbody>
<tr>
<td>3</td>
<td>Members of the CEC Board of Directors</td>
<td>5/24/2016</td>
</tr>
</tbody>
</table>

**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

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<tbody>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>12/15/15</td>
</tr>
</tbody>
</table>

Sanford-Brown College Jacksonville has voluntarily withdrawn its Commission on Accreditation of Allied Health Education Programs (CAAHEP) programmatic accreditation of the Cardiovascular Sonography program due to program teach-out.

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<tbody>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
<td>1/12/16</td>
</tr>
</tbody>
</table>

Sanford-Brown College Jacksonville has voluntarily withdrawn its American Society of Health-System Pharmacist (ASHP) programmatic accreditation of the Pharmacy Technician program due to program teach-out.

<table>
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<tr>
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<tbody>
<tr>
<td>8</td>
<td>Grievance Policy</td>
<td>7/15/2015</td>
</tr>
</tbody>
</table>

Replace the current website for the Florida Department of Education Commission for Independent Education with the following:
http://www.fldoe.org/policy/cie

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<tbody>
<tr>
<td>15</td>
<td>Admissions Policy</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Page #</th>
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<tbody>
<tr>
<td>18</td>
<td>Returning Students</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

The policy found in the catalog is replaced with the following:
Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>21</td>
<td>Maximum Timeframe in which to Complete</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

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.

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The current policy is replaced with the following:
**WARNING AND PROBATIONARY PERIODS**
At the end of each grading period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.
A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.

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

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

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, the student will be dismissed from the program.

10255 Fortune Parkway, Jacksonville, FL 32256 - (904) 363-6221
www.sanfordbrown.edu/jacksonville  ID #JB08012016 Publication Date 8/1/2016
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 nonacademic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

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.

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<tbody>
<tr>
<td>22</td>
<td>Reinstatement</td>
<td>4/29/2016</td>
</tr>
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</table>

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.

<table>
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<th>Effective Date</th>
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<tbody>
<tr>
<td>23</td>
<td>Add/Drop Period and Course Withdrawals</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

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.

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<tbody>
<tr>
<td>23</td>
<td>Add/Drop Period and Course Withdrawals</td>
<td>4/29/2016</td>
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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.

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<tbody>
<tr>
<td>23</td>
<td>Grade Appeals</td>
<td>2/8/2016</td>
</tr>
</tbody>
</table>

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

The current policy language is replaced with the following:

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

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

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

- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.

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

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<tbody>
<tr>
<td>31</td>
<td>Financial Aid Programs/Sanford-Brown Grant</td>
<td>4/6/2015</td>
</tr>
</tbody>
</table>

Replace the current catalog information with the following:

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

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

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

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

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

The Sanford-Brown Grant Program limits are:
- Certificate/Diploma programs - $4,600
- Associate Programs - $10,000
The Refund policy is replaced with the following:

Refund
After the last day of the add/drop period (after the first week of class unless indicated otherwise) for each payment period or term, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at SBC. Refunds are made for a student who withdraws or is withdrawn from SBC prior to the completion of his/her program and is based on the tuition billed for the term or payment period in which the student withdraws, according to the calculation set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or the date the institution determines a student has withdrawn.

Students should understand that if they withdraw or are withdrawn prior to the end of the payment period, they will be subject to the Return of Title IV Funds policy noted below which may increase their balance due to SBC. If there is a balance due to SBC after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by SBC. SBC does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than $1 (after all refunds have been made) will not be refunded to the student/lender unless requested by the Student.

Refunds will be made based on the calculation set forth below:

Days completed in payment period are used to calculate %:
Prorata up to 50%
50.01%-100% = 0%
The policy is revised as follows:

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

With:
Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:
### Program and Course Listings Changes

<table>
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<tbody>
<tr>
<td>41</td>
<td>Allied Health Program General Education Requirements</td>
<td>6/15/2015</td>
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</tbody>
</table>

Replace course name PSY110 Human Growth with PSY110 Human Growth and Development

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<tbody>
<tr>
<td>50</td>
<td>Veterinary Technology (Associate in Science)</td>
<td>6/29/2015</td>
</tr>
</tbody>
</table>

Add the following mission statement to the Veterinary Technology program:

**Mission Statement**

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