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

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

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

Publication Date: June 2012
© 2012 Sanford-Brown
# Table of Contents

## About Sanford-Brown
- Mission Statement 2
- Objectives 2
- Service Learning 2
- Professionalism 2
- History 2
- Educational Philosophy 2
- Faculty 2
- Accreditation and Affiliations 3
- Institutional Accreditation 3
- Programmatic Accreditation 3
- State Information 3
- Affiliations 3
- Statement of Ownership 4

## Admissions Information
- Non-Discrimination 5
- Admissions Policy 5
- Background Checks and Drug Screenings 5
- Selective Admissions Criteria 6
- Entrance Exam Retest Policy 6
- International Students 6
- Foreign Transcripts 6
- English Proficiency 7
- Policy on Forged/Altered Academic Documents from Foreign Institutions 7
- Re-Entering Students 7

## Financial Aid Information
- Financial Assistance 8
- How to Apply 8
- Disbursement of Title IV Credit Balance (Books) 8
- Financial Aid Programs 8
- Higher One Lost Card Replacement Fee 9
- Cancellation Policy 9
- Refund Policy 9
- Return of Title IV Funds 10
- Withdrawal Date 10

## Academic Information
- Unit of Credit 12
- Credit Ac quisition Policy 12
- Transfer of Credit to Other Schools 12
- Transfer of Credit to Sanford-Brown 12
- Residency Requirements 12
- Attendance Policy 12
- Online Course Option 13
- Student Technology Specifications 13
- Academic Honesty Policy 13
- Grading System 14
- Application of Grades and Credits 14
- Grades Incomplete (“I”) 14
- Repeated Courses 14
- Grades Disputes 14
- Proficiency Credit 15
- Drop/Add Period 15
- Withdrawal Policy 15
- Standards of Satisfactory Academic Progress (SAP) 15
- Cumulative Grade Point Average (CGPA) Requirements 16
- Rate of Progress (ROP) Toward Completion Requirements 16
- Maximum Time in Which to Complete 16
- How Transfer Credits/Change of Program Affect SAP 16
- Warning and Probationary Periods for Students Receiving Financial Aid 16
- Warning and Probationary Periods for Students Not Receiving Financial Aid 17
- Appeal 17
- Reinstatement 17
- Externship Policies 17
- Externship Assignment 18
- Externship Attendance Requirements 18
- Externship Conduct 18
- Leave of Absence 18
- Leave of Absence Conditions 18
- Standard Period of Non-Enrollment (SPN) 19
- Certification, Licensure and Registry Examinations 19
- Graduation Requirements 19

## Student Services Information
- Student Orientation 20
- Student Portal 20
- Cybrary 20
- Academic Assistance 20
- Transcript Process and Fees 20
- Career Services 20
- Plans to Improve Academic Programs 21
- Student’s Rights and Responsibilities 21

## General Information
- Facility 22
- Separate Facilities 22
- Hours of Operation 22
- School Closings 22
- Class Hours 22
- School Policies 22
- Academic Honesty Policy 22
- Student Code of Conduct Policy 23
- Student Conduct Code Offenses 23
- Disregard of the Student Code of Conduct: Penalties and Procedures 24
- Student Rights and Responsibilities of Assembly 24
- Termination Policy 24
- Reasonable Accommodations Policy – Individuals with Disabilities 24
- Campus Security 25
- Drug-Free Environment 25
- Unlawful Harassment Policy 25
- Internal Grievance Procedure 25
- General 26
- Sanford-Brown Family Educational Rights and Privacy Act Notice 26
- Catalog Addendum 27

## Program Descriptions
- Distance Education – Flexible Learning Options 28

## Course Numbering System
- Course Descriptions 46
About Sanford-Brown

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

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

Objectives

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

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

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

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

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

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

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

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

The 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 Western School of Health and Business Careers (“Western”) first opened in October of 1980 and was granted institutional accreditation by the Accrediting Bureau of Health Education Schools in April of 1982. The National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges, became the institutional accreditor of the school in April of 1985. The Western School of Health and Business Careers opened its Monroeville Branch in February of 1989.

Approval to offer specialized Associate in degrees was granted by the Pennsylvania Department of Education in July of 1987 and May of 1990. In August 2003, the Western School of Health and Business Careers was acquired by Career Education Corporation, a publicly traded company. In September 2008, Western changed its name to Sanford-Brown Institute.

Educational Philosophy
Our educational philosophy is based on delivering a personalized, quality education to each and every student. At Sanford-Brown, you’re not just a number, but an individual. The programs we offer are designed to be sound in concept and geared toward individuals who are seeking a solid foundation in the knowledge and skills required to succeed in their chosen field. We provide students with an enriching, supportive environment to better help them gain mastery in their area of study. Our classes, labs and equipment are industry-current and our instructors are dedicated professionals. The programs we offer are relevant to employers’ needs and focus on areas that offer long-term employment opportunities.

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

Faculty members are dedicated to academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. In essence, the faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.
A listing of our faculty may be found in the addendum to this catalog.

**Accreditation and Affiliations**

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

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

**Institutional Accreditation**

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard
Suite 302
Arlington, Virginia 22201
(703) 247-4212

**Programmatic Accreditation**

The Medical Assistant and Medical Assistant Specialist programs are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

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

The Pharmacy Technician degree program is programmatically accredited by the American Society of Health System Pharmacists.

**American Society of Health System Pharmacists**
7272 Wisconsin Avenue
Bethesda, Maryland 20814
(301) 657-4000

The Respiratory Therapy degree program is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC).

**Commission on Accreditation for Respiratory Care**
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

The Surgical Technology degree program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

**State Information**

Sanford-Brown is licensed by the Pennsylvania State Board of Private Licensed Schools as:

Main Campus
421 Seventh Avenue
Pittsburgh, Pennsylvania 15219

Branch Campus
777 Penn Center Boulevard, Building 7
Pittsburgh, Pennsylvania 15235

Sanford-Brown is authorized by the Pennsylvania Department of Education to confer Associate in Specialized Business and Associate in Specialized Technology degrees.

The Paramedic program is accredited by:

**Pennsylvania Department of Health – Emergency Medical Services**
625 Foster St.
Harrisburg, Pennsylvania 17120
(717) 787-8740

**Affiliations**

Sanford-Brown holds the following memberships:

- Better Business Bureau of Southwestern Pennsylvania
- Region III Coordinating Council of Proprietary Schools and Colleges
- Pennsylvania Association of Private School Administrators
- National Association of Student Financial Aid Administrators
- Career College Association
- Monroeville Chamber of Commerce
- Westmoreland County Cultural Trust

Sanford-Brown is approved by:

- PHEAA (Pennsylvania Higher Education Assistance Agency)
- Pennsylvania Department of Education for Training Veterans
- Sanford-Brown is eligible for participation in federal Title IV Student Assistance programs
Sanford-Brown participates in the Workforce Investment Act, WIA (formerly Job Training Partnership Act) and vocational rehabilitation programs. WIA may be available for those who qualify for the program only if funds are available.

**Statement of Ownership**
Sanford-Brown Institute ("Sanford-Brown") is owned by Sanford-Brown, Limited, a New York Corporation, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 North Martingale Road, Schaumburg, IL 60173-2007.

The Executive Officers of CEC are:
Steven H. Lesnik  
President and Chief Executive Officer

Michael J. Graham  
Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:
Steven H. Lesnik, Chairman
Leslie T. Thornton, Lead Independent Director
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Admissions Information

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

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

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

The following items must be successfully completed at the time of application:

- Application for Admission
- Application Fee*
- Entrance Exam (see “Selective Admissions Criteria” on the following page)
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- General Student Disclosure
- Programmatic Disclosure
- Financial aid forms (if applicant wishes to apply for financial aid)
- Satisfactory personal interview

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

- High School diploma or other acceptable proof of graduation from a valid institution providing secondary or post-secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education
- Background Check

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

1. Student who previously enrolled at Sanford-Brown, but did not graduate.
2. Student who graduated from Sanford-Brown.
3. Student is receiving financial assistance from agencies that cover the fee for students.

Third-party funding must be verified in order for the upfront payment of the application fee to be waived. If a third party is covering the application fee, the full amount must be paid within 14 calendar days of enrollment.

The school reserves the right to reject applicants and rescind eligibility for an applicant to begin classes if the items listed above 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.

Background Checks and Drug Screenings

Many states, employers and agencies impose restrictions on the employment, registration, licensure, and/or certification of healthcare workers with certain criminal convictions. Additionally, institutions that accept students for externship placements and/or potential employment often require a criminal and/or personal background check. As a result, students applying to any program must successfully pass a criminal background check to be eligible to begin classes. Convictions, guilty pleas or no contest pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for these programs and as such their enrollment will be cancelled. A listing of the specific offenses that are considered can be obtained from the institution.

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

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

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

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

<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>Dental Assistant</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>13</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Medical Assistant Specialist</td>
<td>14</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>15</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Paramedic</td>
<td>18</td>
<td>N/A</td>
<td>EMT Certification</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>15</td>
<td>N/A</td>
<td>None</td>
</tr>
<tr>
<td>Polysomnography</td>
<td>18</td>
<td>115/None</td>
<td>None</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>18</td>
<td>115/None</td>
<td>None</td>
</tr>
</tbody>
</table>

An applicant must demonstrate successful completion (minimum grade of “C” or better) of post-secondary educational credit equivalent to 30 Semester or 45 Quarter Credit hours as evidenced by official transcript(s). Required credits must include a minimum of six Semester or nine Quarter Credits successfully completed in math, human biology, chemistry or related courses which include the use of math or science.

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

Entrance Exam Retest Policy

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

International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the USNEI U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Sanford-Brown accepts the evaluations of foreign coursework from the following services, which charge applicants directly for their services:

**Educational Perspectives, nfp**
P.O. Box 618056
Chicago, Illinois 60661-8056
(312) 421-9300
www.edperspective.org

**Josef Silny & Associates, Inc.**
International Educational Consultants
7101 SW 102 Avenue
Miami, Florida 33173
(305) 273-1616
www.jsilny.com

**World Education Services, Inc.**
Bowling Green Station
P.O. Box 5087
New York, New York 10274-5087
(212) 966-6311
Policy on Forged/Altered Academic Documents from Foreign Institutions

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

Re-Entering Students

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

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

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

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

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

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

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at the Sanford-Brown’s website (www.sanford-brown.edu) or at http://fafsa.ed.gov. FAFSA applications are processed through the Department of Education and all information is confidential. Students may have estimates prior to enrollment of their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and 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 school’s Cost of Attendance, or the student’s anticipated Title IV credit balance for the term (excluding Stafford Loans for first year-first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

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

The tuition for each program includes books and other program-related fees, which are spread out and billed equally each term over the length of the program.

For registered students who have submitted all required FA paperwork, books are made available at the campus for pick up by the 7th day of class.

Financial Aid Programs

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Student and Parent Loans

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

Federal Direct Stafford

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

Federal Direct Parent PLUS Loans

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student’s cost of 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 deferment of payments while the student is attending at least halftime.

Federal Work Study (FWS)

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

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

State Grant
Pennsylvania State Grant Program
This is a resource available for Pennsylvania state residents who are enrolled in specialized Associates degree programs at the school. Eligibility is based on income information and dependency status as reported on the FAFSA and reviewed by the Pennsylvania Higher Education Assistance Agency (PHEAA). This state grant does not usually have to be repaid.

Agency Funding
Sanford-Brown is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, Workforce Investment Act, and several other programs sponsored by state agencies for unemployment or underemployed workers. Information about these agencies can be obtained from the agencies themselves or from the school’s Financial Aid Office.

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

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

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

1. Candidate must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov)
2. Candidate must apply and be accepted for admission to Sanford-Brown
3. The Yellow Ribbon Grants are applied as a credit to the student’s account and no cash payments will be awarded to the student
4. The Yellow Ribbon Grant is used exclusively towards current program charges
5. The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed
6. The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Sanford-Brown

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

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

Cancellation Policy
An application fee of $25 is to be paid upon signing the Enrollment Agreement. The application fee is nonrefundable except as follows:

1. If an application is not accepted by the school, all monies will be refunded to the applicant.
2. If an applicant requests cancellation within five calendar days (ten calendar days if the request is in written form) after signing the Enrollment Agreement, the application fee is fully refundable.
3. An applicant may cancel enrollment at any time prior to the start of class. An applicant requesting such cancellation prior to the start of class, but after the time listed in (2) above, shall be entitled to a refund of all monies paid, less the nonrefundable application fee as defined above.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

Refund Policy
Refunds are made for a student who withdraws or is withdrawn from SBI prior to the completion of his/her program and are based on the tuition billed for the payment period in which the Student withdraws, according to the schedule set forth below. The schedule of adjustments is for tuition only, lab fees are non-refundable. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to payment period beyond
the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the School’s Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the payment period, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to SBI. If there is a balance due to SBI after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by SBI. 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.

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

Return of Title IV Funds

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Amount of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjustment</td>
</tr>
<tr>
<td>During first seven calendar days of payment period</td>
<td>90% of total tuition price</td>
</tr>
<tr>
<td>After the first seven calendar days, but within the first 25% of the payment period</td>
<td>75% of total tuition price</td>
</tr>
<tr>
<td>After the first 25% but within the first 50% of the payment period</td>
<td>40% of total tuition price</td>
</tr>
<tr>
<td>After the first 50% of the payment period</td>
<td>0% of total tuition price</td>
</tr>
</tbody>
</table>

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

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

The U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations.

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

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

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

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

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

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

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Sanford-Brown is the date indicated in written communication by the student to the Director of Education’s office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.
For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

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

Unit of Credit

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

Credit Ascription Policy

A. Definition of a Credit Hour – Degree and Fully Transferable Non-degree Programs

The following policy is applicable to the following programs: Dental Assistant, Medical Assistant Specialist, Pharmacy Technician, Respiratory Therapy, Surgical Technology.

The institution awards semester credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or

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

B. Definition of Credit Hour – Non-degree Programs not Fully Transferable Into Degree Programs

The following policy is applicable to the following programs: Dental Assistant, Medical Assistant, Medical Billing and Coding, Paramedic, Polysomnography.

Semester Credit Hours

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

Transfer of Credit to Other Schools

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

Transfer of Credit to Sanford-Brown

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

Residency Requirements

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

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/externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 30 consecutive calendar days, not including scheduled Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institute. The school reserves the right to extend the 30-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and module.

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

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

3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor. 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 may have the opportunity to complete a portion of their program of study by taking online courses delivered by another institution, Missouri College Online, located in Brentwood, Missouri, subject to limits established by regulations of state, accreditation, and funding agencies. No more than 49% of any program of study may be taken from another institution. The Pennsylvania Department of Education limits classes taken by online delivery to 25% of the overall program.

Online courses are specifically designed for the student who has access to a computer and the Internet. Any expenses associated with the purchase of a computer or Internet access are the responsibility of the student and are not included in standard tuition and fees. Please contact the academic department for technology requirements specific to your program of study to ensure an optimal learning experience.

Please note: Students enrolled in an online course delivered by another institution must adhere to that institutions drop/add period for purposes of the online courses taken only.

Students who take online classes must also complete the following:

- Online Student Readiness Activity
- Receive Program Director approval
- Meet with and receive Online Advocate approval
- Agree to and sign all Student Responsibility Forms
- Agree to and sign the Student Technology Forms
- Complete online student orientation

Online courses allow student asynchronous access to course content and supportive instructional resources that are presented in a variety of formats. The LMS also provides an opportunity for the student to interact with the instructor and with other students both synchronously and asynchronously.

Each course provides the opportunity for students to engage with course content, with their peers, and with their instructor synchronously and asynchronously.

Each course is comprised of a set of learning activities that include the following:

Presentations
Multi-media presentations introduce new concepts and are accessed by students asynchronously.

Discussion Forums
Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

Live Chat Sessions
Instructors have the ability to convene live (synchronous) chat sessions. The instructor may elect to use these chat sessions to deliver a structured presentation and/or to use this time to respond to student questions. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their own convenience.

Assignments
Each assignment allows the student the opportunity to demonstrate their knowledge and to interact with their instructor.

Student Technology Specifications

Each student enrolled in an online course delivered through the CECore learning management system is expected to have access to an Internet connection, computer hardware, and operating software. Contact your campus Online Advocate for specific student technology specifications.

Please note: For those who may access courses from a place of employment, corporations often place restrictions on the type of content allowed through the organization’s firewall or network security. This may affect your ability to access your online courses from work and is beyond our ability to predict or control.
Attendance Policy for Online Courses

Students participating in online courses must actively participate in classroom activities a minimum of four (4) out of seven (7) days each week during the courses. Failure to meet this requirement may result in a lower grade, and/or being withdrawn from the course. Some courses may require students to schedule competency verification sessions with the Program Director. If you have questions contact your campus Online Advocate.

Withdrawal Policy for Online Courses

Students who withdraw before the last week of class will receive a grade of “W”. The grade of “W” does not impact the student’s GPA, but does impact the student’s rate of completion. If you have questions or to withdraw from an online course, contact your campus Online Advocate.

Academic Honesty Policy

The following outlines academic honesty criteria for an online course. All students participating in an online course will be held accountable for and expected to comply with these criteria.

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 degree 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 campus Director of Education for appropriate sanctions or disciplinary actions. All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Statement on Academic Honesty.

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

For all online course work, learning events are to be the student’s own work, and group projects are collaborative efforts.

1. Eighty percent of all assignments must be the student’s original work.
2. Baccalaureate (300- & 400-level courses) and English courses require basic APA formatting with proper in-text citations and reference page.
3. All other courses will observe the 80-percent rule above in #1 and must include a reference page. No more than 20 percent of a paper should be quoted directly from other sources. Sections of an assignment that are direct quotes, must be designated with quotations and basic in-text citations and a reference page.

Violations

- 1st offense:
  - Student may resubmit the paper with a 50% penalty,
  - Student receives warning from the faculty,
  - Instructor notifies the Online Advocate (OA) of the first offense,
  - Online Advocate works with the student to make sure the student understands the citation and documentation requirements, and
  - Student completes the APA sections of the student orientation under the guidance of the OA

- 2nd offense:
  - Student receives a zero for the assignment,
  - Instructor notifies the OA of the second offense, and
  - OA requires student to complete the APA Lab located under the CECore Support tab

- 3rd offense:
  - Student automatically fails the course and
  - Campus determines any further actions

Grading System

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

Application of Grades and Credits

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

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

Grades of Incomplete (“I”)

To receive an Incomplete (“I”) grade, the student must work directly with their instructor to receive an extension to complete the required course work. This must be done no later than the end of the add/drop period for the next subsequent term. The student must be passing the course at the time the Incomplete grade is issued. Incomplete grades that are not completed within two weeks after the beginning of the next term will be converted to an “F” and will affect the student’s CGPA. Sanford-Brown reserves the right to extend the time needed to fulfill the Incomplete.
Repeated Courses
The student must repeat any required course in which a grade of “F”, “W”, “WP”, or “NP” is received. A student who receives an “F”, “W”, “WP”, or “NP” grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. Students will not be allowed to repeat courses they have already passed.

Grade Disputes
Students who disagree with a grade they have received should contact the instructor of record if they wish to discuss their concern.
If the student is unable to resolve the dispute with the instructor, he or she should write a letter no later than five school days following the end of the course explaining the reasons for the dispute to the Director of Education. The Director of Education will either approve or deny the request after he or she investigates. The Director of Education will issue the student a letter within five days of the decision.

Proficiency Credit
A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student’s prior work or educational experience. Academic challenges must be completed prior to a student’s course start date. To be eligible for Academic Challenge credit, the student must provide the School with official documentation (as determined by the school) to validate the prior experience. For any student wishing to challenge a particular course, the Education Department will administer an appropriate course examination to determine “retained knowledge” in both lecture and laboratory components. The student will receive academic credit for a course only if the Education Department determines that the student has passed both the lecture and laboratory portions of the examination with a minimum 85% grade, and the course will be presented on the student’s transcript with a letter grade of “PR”. If a student receives credit for previous training, such credit will be used to determine the rate of progress calculation in satisfactory academic progress, and will also be used to determine completion of graduation requirements. A student cannot receive federal Title IV financial assistance for any credit granted as a result of a challenge. All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

Drop/Add Period
During the start of each term, students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each term is one calendar week after the beginning of the term. Students who post no attendance for a course by the end of the drop/add period will be withdrawn from the course without incurring an academic or financial penalty.

Withdrawal Policy
Students who withdraw before the last week of class will receive a grade of “W”. The grade of “W” does not impact the student’s GPA, but does impact the student’s rate of completion. If you have questions or to withdraw from a course, contact your campus Director of Education.

Standards of Satisfactory Academic Progress (SAP)
All students must maintain satisfactory academic progress in order to remain in attendance at Sanford-Brown. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>PR (Proficiency)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC (Transfer Credit)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>W (Withdraw)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WP (LOA)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>NP (Not Pass)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* “D* grades may only be applied only towards General Education courses.
order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress (ROP) toward completion of the academic program at the end of each term (defined as 10 weeks or two consecutive, five week modules). Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

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

Rate of Progress (ROP) Toward Completion Requirements

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

SAP Tables

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Semester Hours</th>
<th>Credits</th>
<th>ROP</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0-17</td>
<td>60%</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>0-380</td>
<td>60%</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>381+</td>
<td>66.67%</td>
<td>2.0</td>
</tr>
<tr>
<td>Associate Programs</td>
<td>Semester Hours</td>
<td>Credits</td>
<td>ROP</td>
<td>CGPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-15</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16-30</td>
<td>60%</td>
<td>1.75 or 2.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31+</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 their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit and Change of Program Affect SAP

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

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

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each term (defined as 10 weeks or two consecutive, five week modules) after grades have been posted, each student’s CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first grading period in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who
Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each term (defined as 10 weeks or two consecutive, five week modules) after grades have been posted, each student’s CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

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

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

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

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

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

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

Appeal

A student who has been placed on Probation or FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 10 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Director of Education is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the Code of Conduct or Grievance Policy within this catalog.

Reinstatement

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

Externship Policies

Externships are designed to be instructional in nature by providing students with hands-on experience. This experiential training is a cooperative effort between the school, student and externship facilities. Students who successfully complete didactic courses and receive instructor approval in those programs which so require, will be placed on externship at local medical/hospital facilities or appropriate professional setting. The school maintains professional malpractice insurance on all students and faculty while at clinical sites. All students on externship are supervised by approved faculty or qualified on-site personnel. Adequate student supervision is provided at all times. Depending on the program, adequate student supervision may vary from a 1:1 ratio to a ratio that may be higher. These ratios are generally determined by accreditor or other regulatory requirements. Students may not
make no assurances as to when or if other sites will be available.

**Externship Attendance Requirements**

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from the school’s Clinical/Externship Coordinator and the site supervisor. In the event a student will be absent from a site, the student must call the site and the School in advance. If the site or School determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from School. Students are required to complete 100% of required externship hours. Scheduled Sanford-Brown vacations 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 has certified all required attendance hours.

**Externship Conduct**

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

**Leave of Absence**

An approved Leave of Absence (LOA) is a temporary interruption in a student’s education for a specific period of time in an ongoing program when a student is not in academic attendance.

**Leave of Absence Conditions**

The following conditions may be considered:

- Medical (including pregnancy)
- Military Duty
- Jury Duty

The following requirements apply:

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

- A LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student’s request if the institution documents its decision and collects the written request within 30 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in any consecutive 12-month period.
- The student must have successfully completed a minimum of one class schedule before being eligible to apply for an LOA. One class schedule is defined as 5 weeks or 10 weeks depending on the program of study.
- Failure to return from an approved leave of absence will result in withdrawal from the school, and may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will be able to provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

**Additional Requirements**

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

**Externship Assignment**

Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on site availability or program requirements, students may be required to complete their externships at more than one location. Students who decline two sites may be required to withdraw from the program. In such an event, the School
Standard Period of Non-Enrollment (SPN)

Students may be eligible to receive a leave for a period of time when a regular class schedule is not available. This would be in the rare instance when a Standard Period of Non-Enrollment (SPN) would be required. If mitigating circumstances arise to warrant a SPN, additional review and approval will be conducted by the Director of Education.

Certification, Licensure and Registry Examinations

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

Graduation Requirements

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

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

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

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

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

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

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

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

Transcript requests are fulfilled through Docufide, a leading company in secure transcript. Transcript Fee is assessed regardless of transcript hold status. If you are not current with any outstanding balance, the schools will not release the official transcript or allow the graduate to participate in the graduation ceremony. However, as an exception to this policy, your transcripts will be released only for purposes of a student sitting for a licensing, certification or registry exam.

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

Additional information on the electronic transcript service can be found on the student portal.

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

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

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

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

**Plans to Improve Academic Programs**
The school reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school 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 Education Department.

**Student’s Rights and Responsibilities**

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

**All students have the following responsibilities:**
- To review and consider all aspects of the School program before enrolling
- To complete financial aid applications accurately and truthfully
- To provide additional documentation, verification, correction, etc. as requested by the School or agency
- To read, understand and keep copies of all forms received
- To notify the school of any change in their financial circumstances
- To notify the school and the lender of a name or address change
- To understand the school’s satisfactory academic progress policy
- To understand the school’s refund policies
- To sign all required certification statements
- To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities
General Information

Facility
The Sanford-Brown Institute campus is located in a modern office building, has easy access through two major highways and the Pennsylvania Turnpike. The school consists of 15 lecture rooms, 11 programmatic labs, and two computer labs.

The Dental Assistant Program Utilizes a lab that is a functional dental suite including dental chairs and X-ray equipment. The Medical Assistant program manages two labs: one houses equipment for EKGs, urinalysis, and hematology; the second simulates a medical office environment. The Respiratory Therapy program maintains a respiratory lab with ventilators and IPP machines, in addition to a hospital-simulation lab with medical gases and an ultrasonic nebulizer unit. The Surgical Technology program has two mock surgical suites that include surgical manikins used to perform mock surgeries, and a separate scrub room. The Pharmacy Technician program utilizes a lab that simulates the pharmacy environment. The Paramedic program occupies dedicated classroom and lab that includes a fully equipped ambulance simulator.

Separate Facilities
The Sanford-Brown Institute located at 777 Penn Center Boulevard, Building 7, Pittsburgh, PA 15235 is a branch campus of the International Academy of Design & Technology located at 5104 Eisenhower Boulevard, Tampa, FL 33634.

Hours of Operation
Administrative Hours of Operation
Monday-Thursday, 8:00 a.m. to 8:00 p.m.
Friday, 8:00 a.m. to 4:00 p.m.
Saturday, 8:00 a.m. to 6:00 p.m.*
Sunday, CLOSED

*Office Hours may vary on weekends

School Closings
Sanford-Brown will report school closings to Channel 2 (KDKA), Channel 4 (WTAE) and Channel 11 (WPXI).
Alerts will also be sent through the Student Portal.

Class Hours
Although individual student schedules may vary, classes generally meet as follows:
Monday through Thursday, 8:00 a.m. to 12:00 a.m.
Friday, Saturday & Sunday, 8:00 a.m. to 4:00 p.m.

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

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

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

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

Disregard of the Academic Honesty Policy: Penalties and Procedures
- 1st offense:
  - Student may resubmit the paper with a 50% penalty,
  - Student receives warning from the faculty,
  - Instructor informs the Program Director 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 informs the Program Director and Director of Education of the second offense,
  - Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any additional repeat offenses
- 3rd offense:
  - Student automatically fails the course and
  - Director of Education determines any further actions


Student Code of Conduct Policy

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

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

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

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

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

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

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

Student Conduct Code Offenses

A. Offenses Related to Persons

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

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

B. Offenses Related to Property

An offense related to property is committed when a student:

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

C. Offenses Related to the Operation of Sanford-Brown

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

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

D. Offenses Related to Welfare, Health or Safety

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

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

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

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

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

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

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.

2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

3. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student’s file. Restrictive conditions may limit activity in the Institution Community, including possible exclusion from class(es), program(s), and/or specific campus locations. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.

4. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.

5. Loss of academic credit or reduction in grade: Imposed as a result of academic dishonesty.

6. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not current.

7. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the Institution’s President or their designee before returning to campus.

8. Expulsion: stripping a Student of Student status and dismissing a Student from campus for an indefinite period of time. The Student may be readmitted to the Institution only with written approval of the Appeals Committee.

9. Loss of Technology Privileges: Exclusion from all privileges associated with Institution technology access, including but not limited to email and network access and storage.

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

Student Rights and Responsibilities of Assembly

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

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

Termination Policy

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

Reasonable Accommodations Policy – Individuals with Disabilities

Sanford-Brown does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Sanford-Brown. To request an auxiliary aid or service please contact the ADA Coordinator at (412) 810-0204.
Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Sanford-Brown to timely provide an auxiliary aid or service in a timely manner, Sanford-Brown requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Sanford-Brown’s grievance procedures.

Campus Security
Sanford-Brown publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on-campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1, and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the campus President during regular business hours.

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

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

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

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

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

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

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

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

However, the student must pursue his or her claim through this grievance procedure first.

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

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

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair. Alternatively, the student may submit the complaint to the campus Program Chair.

Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Education.

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

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 timeframes, then the student will be deemed to have accepted the resolution last proposed by Sanford-Brown. If Sanford-Brown fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s enrollment agreement. The time periods set forth in these procedures can be extended by mutual consent of Sanford-Brown and the student.

Schools accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission for Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 (703) 247-4212

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Director of Education.

The student may also contact: Accrediting Council for Independent Colleges and Schools complaints@acics.org (202) 842-2593 750 First Street NE, Suite 980 Washington, D.C. 20002-4223

The student may also file a complaint directly with: Pennsylvania State Board of Private Licensed Schools Pennsylvania Department of Education 333 Market Street Harrisburg, Pennsylvania 17126-0333

The student may submit any grievances regarding the Medical Assistant program with: Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314N N. Falls Church, Virginia 22043 (703) 917-9503 (703) 917-4109 (fax)

The student may also submit any grievances regarding the Pharmacy Technician program to: American Society of Health System Pharmacists 7272 Wisconsin Avenue Bethesda, Maryland 20814 (301) 657-3000

The student may also submit any grievances regarding the Respiratory Therapy program to: Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835

The student may also submit any grievances regarding the Surgical Technology program to: Commission on Accreditation of Allied Health Education Programs (CAHEP) 1361 Park Street Clearwater, Florida 33756 (727) 210-2350

Sanford-Brown Family Educational Rights and Privacy Act Notice

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

1. The right to inspect and review the student’s education records within 45 days after the day Sanford-Brown receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Registrar’s office and submit to the Director of Education, 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 within 45 days after the day Sanford-Brown receives a request for amendment. A student who wishes to ask the school to amend a record should write the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by 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 the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

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

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

Catalog Addendum

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

Distance Education – Flexible Learning Options
Specific distance education (online) courses may be available. Contact the campus Online Advocate for online course availability.

Dental Assistant Diploma Program
40 Instructional Weeks – Day / 40 Instructional Weeks – Evening

Program Description
The Dental Assistant program at Sanford-Brown, Wilkins Township is designed to prepare students to assist in a variety of dental office situations. Students receive training in dental anatomy, pathology and terminology, dental instruments and materials, X-rays and radiography, chair side assisting techniques, as well as dental laboratory and office administration procedures. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as dental assistants.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 25:1.

Accreditation/Certification Information Disclosure
The Dental Assistant program at Sanford-Brown is not accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates of the Dental Assistant program at Sanford-Brown are encouraged to take certification examination offered by the Dental Assisting National Board (DANB). This certification examination is voluntary but obtaining this certification may enhance employment opportunities. Graduates of the program are eligible to take the certification exam after acquiring a minimum of 3500 hours of work as a dental assistant after graduation. Registration and certification requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Sanford-Brown cannot guarantee that graduates will be eligible to take the certification exam at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. In Pennsylvania, dental assistants are not required to take and pass a state certification exam in order to work as dental assistants. Sanford-Brown does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants in Pennsylvania or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.
### Diploma Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD-101A</td>
<td>Anatomy for Dental Assistants</td>
<td>35</td>
<td>2.0</td>
</tr>
<tr>
<td>DD-106</td>
<td>Oral Anatomy</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>DD-110</td>
<td>Dental Radiology</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>DD-113</td>
<td>Dental History and Ethics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>DD-115A</td>
<td>Dental Materials</td>
<td>65</td>
<td>2.0</td>
</tr>
<tr>
<td>DD-118</td>
<td>Dental Specialties</td>
<td>100</td>
<td>3.5</td>
</tr>
<tr>
<td>DD-121</td>
<td>Pharmacology/Diet and Nutrition</td>
<td>25</td>
<td>1.5</td>
</tr>
<tr>
<td>DD-125A</td>
<td>Oral Pathology</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>DD-128</td>
<td>Microbiology/Infection Control</td>
<td>20</td>
<td>0.5</td>
</tr>
<tr>
<td>DD-130A</td>
<td>Dental Office Management</td>
<td>55</td>
<td>2.0</td>
</tr>
<tr>
<td>DD-135A</td>
<td>Dental Emergencies</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>DD-150</td>
<td>Chairside Assisting: Preparing Instruments</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>DD-155</td>
<td>Chairside Assisting: Four-Handed</td>
<td>65</td>
<td>2.5</td>
</tr>
<tr>
<td>DD-198</td>
<td>Dental Assistant Externship I</td>
<td>150</td>
<td>3.0</td>
</tr>
<tr>
<td>DD-199</td>
<td>Dental Assistant Externship II</td>
<td>150</td>
<td>3.0</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-105A</td>
<td>Introduction to Psychology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-151</td>
<td>Communication Skills</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1050</strong></td>
<td><strong>42.0</strong></td>
</tr>
</tbody>
</table>
Medical Assistant Diploma Program
60 Instructional Weeks – Evening / 60 Instructional Weeks – Weekend

Program Description
The Medical Assistant program at Sanford-Brown Wilkins Township and Pittsburgh 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.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 20:1.

Accreditation/Certification Information Disclosure
The Medical Assistant program at Sanford-Brown is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

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

Medical Assistant Program
60 Instructional Weeks – Evening / 60 Instructional Weeks – Weekend
### Diploma Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-106</td>
<td>Healthcare Law and Ethics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-107</td>
<td>Health Information Technology; Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-111</td>
<td>Healthcare Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-117</td>
<td>Safety in the Healthcare Environment</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-126</td>
<td>Health Records, Coding and Reimbursement</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-160</td>
<td>The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-165A</td>
<td>The Human Body: Respiratory, Digestive and Urinary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-175</td>
<td>The Human Body: Endocrine and Reproductive Systems and Nutrition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-185</td>
<td>The Human Body: Musculoskeletal, Nervous and Integumentary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MA-141</td>
<td>Clinical Procedures</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-151</td>
<td>Electrocardiography</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-156</td>
<td>Pharmacology</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-161</td>
<td>Medical Laboratory Procedures</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-165</td>
<td>Hematology</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-180</td>
<td>Medical Office Administration</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MA-190</td>
<td>Medical Assistant Clinical Review</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-197</td>
<td>Medical Assistant Externship</td>
<td>180</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>900</strong></td>
<td><strong>39.0</strong></td>
</tr>
</tbody>
</table>
Program Description
The Medical Assistant Specialist program at Sanford-Brown, Wilkins Township and Pittsburgh 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.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 20:1.

Accreditation/Certification Information Disclosure
The Medical Assistant Specialist program at Sanford-Brown is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). Therefore, graduates of the program are eligible for and encouraged to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). These credentials are nationally recognized voluntary certifications that could enhance employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to work as medical assistants in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

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

The Medical Assistant Program is included only in the institutional grant of accreditation by the Accrediting Commission of Career Schools and Colleges
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-101A</td>
<td>Health Information Technology: Healthcare Data</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-106</td>
<td>Healthcare Law and Ethics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-107</td>
<td>Health Information Technology: Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-111</td>
<td>Healthcare Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-117</td>
<td>Safety in the Healthcare Environment</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-126</td>
<td>Health Records, Coding and Reimbursement</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-160</td>
<td>The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-165A</td>
<td>The Human Body: Respiratory, Digestive and Urinary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-175</td>
<td>The Human Body: Endocrine and Reproductive Systems and Nutrition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-185</td>
<td>The Human Body: Musculoskeletal, Nervous and Integumentary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MA-100</td>
<td>Introduction to Customer Service</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MA-105</td>
<td>Transcription</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-120A</td>
<td>Clinical Skills</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-141</td>
<td>Clinical Procedures</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-151</td>
<td>Electrocardiography</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-156</td>
<td>Pharmacology</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-161</td>
<td>Medical Laboratory Procedures</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-165</td>
<td>Hematology</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-180</td>
<td>Medical Office Administration</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MA-190</td>
<td>Medical Assistant Clinical Review</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MA-197</td>
<td>Medical Assistant Externship</td>
<td>180</td>
<td>4.0</td>
</tr>
<tr>
<td>MA-197B</td>
<td>Medical Assistant Externship II</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Total Required Core Curriculum</strong></td>
<td></td>
<td><strong>118</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-155</td>
<td>Career Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-100A</td>
<td>English Composition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-105A</td>
<td>Introduction to Psychology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-151</td>
<td>Communication Skills</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-195</td>
<td>Math and Metrics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-230</td>
<td>Business Correspondence</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Total Required General Education</strong></td>
<td></td>
<td><strong>320</strong></td>
<td><strong>20.0</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1500</strong></td>
<td><strong>67.0</strong></td>
</tr>
</tbody>
</table>
Medical Billing and Coding
Diploma Program
40 Instructional Weeks – Day and Evening

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

Student class size will be limited to 50 students.

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

State Licensure/Registration Information
Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Although Pennsylvania does not require state licensure and/or registration at this time, some states may require this. Sanford-Brown does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work in the field of medical billing and coding in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
### Diploma Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-101A</td>
<td>Health Information Technology: Healthcare Data</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-103</td>
<td>Healthcare Delivery Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-107</td>
<td>Health Information Technology: Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-109</td>
<td>Reimbursement Methodologies</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-125</td>
<td>Introduction to Medical Coding and Reimbursement</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-155</td>
<td>Career Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-160</td>
<td>The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-165A</td>
<td>The Human Body: Respiratory, Digestive and Urinary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-175</td>
<td>The Human Body: Endocrine and Reproductive Systems and Nutrition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-185</td>
<td>The Human Body: Musculoskeletal, Nervous and Integumentary Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-141</td>
<td>Ethics and Cultural Diversity</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-151</td>
<td>Communication Skills</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>MBC-160A</td>
<td>Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MBC-165</td>
<td>Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MBC-175</td>
<td>Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MBC-185</td>
<td>Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>MBC-195A</td>
<td>Medical Billing and Coding Seminar</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>MBC-199</td>
<td>Medical Billing and Coding Externship</td>
<td>180</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>940</td>
<td>43.0</td>
</tr>
</tbody>
</table>
Program Description
The Paramedic program at Sanford-Brown, Wilkins Township is designed to provide students with an introduction to the methods for assessing the patient and managing traumas and medical emergencies. The program gives students the opportunity to learn how to safely transport the sick or injured to a medical facility while maintaining communication with physicians if required. Students will also be trained in their operational responsibilities at a medical incident, crime scene, or hazardous material incident. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The final externship portion of the curriculum consists of supervised full-time 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 emergency medical technicians and/or Paramedics.

Accreditation/Certification Information Disclosure
Graduates of the Paramedic program at Sanford-Brown are eligible for and encouraged to take the certification exams offered by the National Registry of Emergency Medical Technicians (NREMT). This credential is a nationally recognized licensure that may affect employment opportunities. Registration and certification requirements for taking and passing these examinations are not controlled by Sanford-Brown but by outside agencies and are subject to change without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

State Licensure/Registration Information
In order to practice in the Commonwealth of Pennsylvania as an emergency medical technician, graduates must apply for state certification and pass the state examination. Graduates of the program will then be required to pass the NREMT certification examinations in order to obtain certification as a paramedic in Pennsylvania. Sanford-Brown, however, does not control the state licensure or NREMT requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as emergency medical technicians or paramedics in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-101</td>
<td>Health Information Technology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-130</td>
<td>Nutrition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-155</td>
<td>Career Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-165</td>
<td>Anatomy and Physiology for Health Professionals</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-105A</td>
<td>Introduction to Psychology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-151</td>
<td>Communication Skills</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-211</td>
<td>Algebra</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PRM-101</td>
<td>Paramedic I</td>
<td>90</td>
<td>5.0</td>
</tr>
<tr>
<td>PRM-102</td>
<td>Paramedic II</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>PRM-105</td>
<td>Introduction to Pre-Hospital Care</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PRM-106</td>
<td>Ethics and Legal Considerations</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PRM-122</td>
<td>Trauma Emergencies I</td>
<td>80</td>
<td>3.5</td>
</tr>
<tr>
<td>PRM-132</td>
<td>Trauma Emergencies II</td>
<td>80</td>
<td>3.5</td>
</tr>
<tr>
<td>PRM-133</td>
<td>Patient Communications</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PRM-222</td>
<td>Medical Emergencies I</td>
<td>80</td>
<td>3.5</td>
</tr>
<tr>
<td>PRM-224</td>
<td>Paramedic Clinical I</td>
<td>60</td>
<td>1.0</td>
</tr>
<tr>
<td>PRM-242</td>
<td>Medical Emergencies II</td>
<td>80</td>
<td>3.5</td>
</tr>
<tr>
<td>PRM-244</td>
<td>Paramedic Clinical II</td>
<td>60</td>
<td>1.0</td>
</tr>
<tr>
<td>PRM-262</td>
<td>Nonstandard Techniques</td>
<td>80</td>
<td>3.5</td>
</tr>
<tr>
<td>PRM-264</td>
<td>Paramedic Clinical III</td>
<td>60</td>
<td>1.0</td>
</tr>
<tr>
<td>PRM-270</td>
<td>Paramedic Review Seminar</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>PRM-299</td>
<td>Paramedic Externship</td>
<td>300</td>
<td>6.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1540</strong></td>
<td><strong>67.0</strong></td>
</tr>
</tbody>
</table>
Program Description
The Pharmacy Technician program at Sanford-Brown Wilkins Township provides students with the technical and practical training necessary for work as an entry-level assistant to a licensed pharmacist. Students will study pharmacy computing, medication preparation, inventory and billing, and quarterly customer service care. The program seeks to prepare students to work under the supervision of a licensed Pharmacist in the preparation and dispensing of medications; maintaining patient records; setting up, packaging, and labeling routine orders from stock supplies; and mixing drugs with parenteral fluids. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as pharmacy technicians.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 30:1.

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

State Licensure/Registration Information
The state of Pennsylvania does not require pharmacy technicians to be registered, licensed, or PTCB-certified in order to practice in the state. However, PTCB certification and/or state licensure/registration may be required to practice in other states. Sanford-Brown does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as pharmacy technicians in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH–188</td>
<td>Human Anatomy and Physiology I</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>AH-189</td>
<td>Human Anatomy and Physiology II</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-190</td>
<td>Introduction to Chemistry</td>
<td>80</td>
<td>5.0</td>
</tr>
<tr>
<td>PY-100</td>
<td>Introduction to Pharmacy Technology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-200</td>
<td>Dosage Forms</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>PY-205</td>
<td>Inventory and Cost Control</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-210</td>
<td>Pharmacy Administration</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-300</td>
<td>Pharmacy Math</td>
<td>90</td>
<td>6.0</td>
</tr>
<tr>
<td>PY-305</td>
<td>Pharmacy Terminology and Communication</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-310</td>
<td>Admixture and Aseptic Technique</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>PY-315</td>
<td>Basic Pharmacy Law</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-400</td>
<td>Pharmacology</td>
<td>120</td>
<td>8.0</td>
</tr>
<tr>
<td>PY-406</td>
<td>Clinical Problem Solving</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>PY-410</td>
<td>Dispensing Safety</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PY-906</td>
<td>Pharmacy Technician Externship</td>
<td>360</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>Total Required Core Curriculum</strong></td>
<td></td>
<td><strong>1230</strong></td>
<td><strong>60.5</strong></td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-100A</td>
<td>English Composition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-116</td>
<td>Computer Concepts I</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>GS-130</td>
<td>Public Speaking</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>GS-140</td>
<td>Biomedical Ethics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-145</td>
<td>Accounting</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>GS-195</td>
<td>Math and Metrics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Total Required General Education</strong></td>
<td></td>
<td><strong>280</strong></td>
<td><strong>15.5</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1510</strong></td>
<td><strong>76.0</strong></td>
</tr>
</tbody>
</table>
Polysomnography Diploma Program
60 Instructional Weeks – Day

Program Description
The Polysomnography program Sanford-Brown Wilkins Township provides students with the technical and practical training necessary for work as an entry-level polysomnographer. Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. PSG techs operate a variety of electronic monitoring devices, record brain (EEG) and cardiac (ECG) activity, breathing, blood oxygen levels, muscle activity, eye movements, and other physiological events during a sleep study. The range of sleep disorders is varied but includes narcolepsy, sleep apnea, insomnia, and many others. Technologists also help evaluate treatment methods. The core curriculum is structured to include a lecture component, a laboratory component, and a clinical component. The final externship portion of the curriculum consists of supervised experiences in a clinical environment, which requires competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as polysomnographic technicians.

Accreditation/Certification Information Disclosure
The Polysomnography program at Sanford-Brown is not programatically accredited by the Commission on Accreditation on Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are not eligible for to apply for certification through the Board of Registered Polysomnographic Technologists (BRPT). The Registered Polysomnographic Technologist (RPSGT) credential is a nationally recognized voluntary certification that may affect employment opportunities and/or income potential. However, BPRT certification requirements are not controlled by Sanford-Brown and are subject to change by BPRT without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to take this certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

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

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 25:1.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-107</td>
<td>Health Information Technology: Computer Applications</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-117</td>
<td>Safety in the Healthcare Environment</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ALH-133</td>
<td>Anatomy and Physiology of Sleep and Breathing</td>
<td>80</td>
<td>5.0</td>
</tr>
<tr>
<td>GS-100A</td>
<td>English Composition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-105A</td>
<td>Introduction to Psychology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-211</td>
<td>Algebra</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PHL-105</td>
<td>Critical Thinking</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PHY-113</td>
<td>Introduction to Physics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PSG-101</td>
<td>Introduction to Polysomnography</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PSG-103</td>
<td>Pathophysiology and Nosology of Sleep Disorders</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PSG-105</td>
<td>Polysomnographic Instrumentation</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>PSG-107</td>
<td>Monitoring Techniques</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-109</td>
<td>Patient and Equipment Preparation</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-111</td>
<td>Scoring and Interpretation I</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>PSG-113</td>
<td>Pediatric Polysomnography</td>
<td>30</td>
<td>1.0</td>
</tr>
<tr>
<td>PSG-115</td>
<td>Sleep Pharmacology</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>PSG-201</td>
<td>Therapeutic Interventions</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-202</td>
<td>Monitoring Techniques II</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-203</td>
<td>Polysomnographic Protocols</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-205</td>
<td>Scoring and Interpretation II</td>
<td>80</td>
<td>2.0</td>
</tr>
<tr>
<td>PSG-207</td>
<td>Polysomnographic Research and Ethics</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>PSG-209</td>
<td>Polysomnography Review</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>PSG-211</td>
<td>Polysomnography Clinical I</td>
<td>150</td>
<td>3.0</td>
</tr>
<tr>
<td>PSG-213</td>
<td>Polysomnography Clinical II</td>
<td>150</td>
<td>3.0</td>
</tr>
<tr>
<td>RR-215</td>
<td>Respiratory Therapy Equipment</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>RR-421</td>
<td>EKGs</td>
<td>25</td>
<td>1.0</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1595</td>
<td>63.0</td>
</tr>
</tbody>
</table>
**Program Description**
The Respiratory Therapy program at Sanford-Brown, Wilkins Township is designed to provide students with the technical and practical training necessary to work as respiratory therapists in a variety of healthcare settings. The program is designed to teach students the ability to comprehend, apply and evaluate clinical information relevant to their roles as respiratory therapists, as well as show the technical proficiency and the professional behavior consistent with employer expectations. The core curriculum is structured to include a lecture component, a laboratory component, and an integrated clinical component. The clinical 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, their clinical requirements, studied and practiced their skills should have the skills to seek entry-level employment as respiratory therapists.

Theory/lecture classes will be limited to 50 students. Laboratory courses will be limited to a faculty to student ratio of 25:1.

**Accreditation/Certification Information Disclosure**
The Respiratory Therapy program at Sanford-Brown is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC). Therefore, graduates of the program are eligible for and encouraged to take the Certified Respiratory Therapy (CRT) and Registered Respiratory Therapy (RRT) exams offered by the National Board for Respiratory Care (NBRC), which may enhance employment opportunities. Certification requirements for taking and passing this examination are not controlled by Sanford-Brown and are subject to change without notice. Therefore, 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**
In the state of Pennsylvania, graduates must apply for and receive state certification to practice respiratory therapy. Passage of the CRT examination offered by the NBRC is required for state certification in Pennsylvania. Sanford-Brown does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as respiratory therapists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.
### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-188</td>
<td>Human Anatomy and Physiology I</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>AH-189</td>
<td>Human Anatomy and Physiology II</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-100</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>80</td>
<td>5.0</td>
</tr>
<tr>
<td>RR-105</td>
<td>Introduction to Respiratory Care</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-110</td>
<td>Microbiology</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>RR-120</td>
<td>Patient Management</td>
<td>50</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-210</td>
<td>Pharmacology</td>
<td>80</td>
<td>5.0</td>
</tr>
<tr>
<td>RR-215</td>
<td>Respiratory Therapy Equipment</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>RR-220</td>
<td>Introduction to Clinic</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>RR-300</td>
<td>Clinical Education I</td>
<td>128</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-305</td>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>20</td>
<td>0.5</td>
</tr>
<tr>
<td>RR-315</td>
<td>Cardiopulmonary Diseases</td>
<td>75</td>
<td>5.0</td>
</tr>
<tr>
<td>RR-321</td>
<td>Airway Management</td>
<td>30</td>
<td>0.5</td>
</tr>
<tr>
<td>RR-400</td>
<td>Clinical Education II</td>
<td>128</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-410</td>
<td>Pulmonary Function Testing</td>
<td>60</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-421</td>
<td>EKG’s</td>
<td>25</td>
<td>1.0</td>
</tr>
<tr>
<td>RR-500</td>
<td>Clinical Education III</td>
<td>128</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-506</td>
<td>Neonatal/Pediatrics I</td>
<td>30</td>
<td>1.5</td>
</tr>
<tr>
<td>RR-507</td>
<td>Neonatal/Pediatrics II</td>
<td>30</td>
<td>1.5</td>
</tr>
<tr>
<td>RR-511</td>
<td>Mechanical Ventilation I</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>RR-521</td>
<td>Neonatal/Pediatrics Lab I</td>
<td>15</td>
<td>0.5</td>
</tr>
<tr>
<td>RR-522</td>
<td>Neonatal/Pediatrics Lab II</td>
<td>15</td>
<td>0.5</td>
</tr>
<tr>
<td>RR-600</td>
<td>Clinical Education IV</td>
<td>192</td>
<td>4.0</td>
</tr>
<tr>
<td>RR-605</td>
<td>CRRT Preparation</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>RR-611</td>
<td>Mechanical Ventilation II</td>
<td>60</td>
<td>2.5</td>
</tr>
<tr>
<td>RR-615</td>
<td>Rehabilitation and Home Care</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>RR-620</td>
<td>Critical Care Monitoring</td>
<td>30</td>
<td>1.5</td>
</tr>
<tr>
<td>RR-700</td>
<td>Clinical Education V</td>
<td>192</td>
<td>4.0</td>
</tr>
<tr>
<td>RR-800</td>
<td>Clinical Education VI</td>
<td>192</td>
<td>4.0</td>
</tr>
<tr>
<td>RR-810</td>
<td>RRT Preparation</td>
<td>30</td>
<td>2.0</td>
</tr>
<tr>
<td>RR-825</td>
<td>ACLS/PALS</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>RR-830</td>
<td>Mechanical Ventilation III</td>
<td>30</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total Required Core Curriculum** 2120 79

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-100A</td>
<td>English Composition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-116</td>
<td>Computer Concepts I</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>GS-140</td>
<td>Biomedical Ethics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-190</td>
<td>Introduction to Chemistry</td>
<td>80</td>
<td>5.0</td>
</tr>
<tr>
<td>GS-195</td>
<td>Math and Metrics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-200</td>
<td>Human Relations</td>
<td>60</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Total Required General Education** 340 20.5

**TOTAL** 2460 99.5
Program Description
The Surgical Technology program at Sanford-Brown, Wilkins Township is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry-level surgical technologist. The AST Core Curriculum 5th Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical technology, and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists.

Theory/lecture classes will be limited to 50 students. Laboratory classes will be limited to a faculty to student ratio of 12:1.

Accreditation/Certification Information Disclosure
The Surgical Technology program at Sanford-Brown is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Therefore, graduates of the program are eligible for and encouraged to take the certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST). This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potential. Only graduates of CAAHEP and/or ABHES surgical technology programs are eligible to take this exam at this time. However, certification requirements for taking and passing this examination are not controlled by Sanford-Brown but by outside agencies and are subject to change by the agency without notice. Therefore, Sanford-Brown cannot guarantee that graduates will be eligible to work as surgical technologists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-188</td>
<td>Human Anatomy and Physiology I</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>AH-189</td>
<td>Human Anatomy and Physiology II</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>AH-250</td>
<td>Pathophysiology</td>
<td>35</td>
<td>2.0</td>
</tr>
<tr>
<td>ALH-120</td>
<td>Medical Terminology – All Body Systems</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-401</td>
<td>Pharmacology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-100</td>
<td>Introduction to Surgical Technology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-140</td>
<td>Bioethics and Law for Surgical Technologists</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-190</td>
<td>Foundations for Assessment</td>
<td>20</td>
<td>1.0</td>
</tr>
<tr>
<td>ST-200</td>
<td>Fundamentals of Surgical Care</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>ST-205</td>
<td>Microbiology</td>
<td>25</td>
<td>1.0</td>
</tr>
<tr>
<td>ST-210</td>
<td>Surgical Instruments</td>
<td>40</td>
<td>2.0</td>
</tr>
<tr>
<td>ST-215</td>
<td>Preparation for Surgery</td>
<td>30</td>
<td>1.0</td>
</tr>
<tr>
<td>ST-220</td>
<td>Surgical Equipment and Supplies</td>
<td>30</td>
<td>1.5</td>
</tr>
<tr>
<td>ST-301</td>
<td>Process of Surgery</td>
<td>50</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-305</td>
<td>Surgical Procedures I</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>ST-320</td>
<td>Surgical Procedures II</td>
<td>60</td>
<td>3.0</td>
</tr>
<tr>
<td>ST-400</td>
<td>Surgical Procedures III</td>
<td>60</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-405</td>
<td>Surgical Procedures IV</td>
<td>50</td>
<td>2.0</td>
</tr>
<tr>
<td>ST-500</td>
<td>Surgical Procedures V</td>
<td>60</td>
<td>2.5</td>
</tr>
<tr>
<td>ST-511</td>
<td>Clinical Operation Room Rotation</td>
<td>225</td>
<td>5.0</td>
</tr>
<tr>
<td>ST-905</td>
<td>Surgical Technology Externship</td>
<td>300</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Core Curriculum</strong></td>
<td><strong>1385</strong></td>
<td><strong>55.5</strong></td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-100A</td>
<td>English Composition</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-101</td>
<td>Strategies for Success</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-105A</td>
<td>Introduction to Psychology</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-116</td>
<td>Computer Concepts I</td>
<td>40</td>
<td>1.5</td>
</tr>
<tr>
<td>GS-195</td>
<td>Math and Metrics</td>
<td>40</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required General Education</strong></td>
<td><strong>200</strong></td>
<td><strong>11.5</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1585</strong></td>
<td><strong>67.0</strong></td>
</tr>
</tbody>
</table>
## Course Numbering System

Sanford-Brown uses a course numbering system that consists of a two to three-letter prefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student’s current study level, upon approval from the Director of Education. The unit of credit is the semester/quarter credit hour.

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

### Course Descriptions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-135</td>
<td>Medical Terminology</td>
<td>2.5 Semester</td>
<td>40 Clock (40 Lecture)</td>
<td>None</td>
</tr>
<tr>
<td>AH-189</td>
<td>Human Anatomy and Physiology II</td>
<td>3.5 Semester</td>
<td>60 Clock (45 Lecture, 15 Laboratory)</td>
<td>None</td>
</tr>
<tr>
<td>AH-188</td>
<td>Human Anatomy and Physiology I</td>
<td>3.5 Semester</td>
<td>60 Clock (45 Lecture, 15 Laboratory)</td>
<td>None</td>
</tr>
<tr>
<td>AH-250</td>
<td>Pathophysiology</td>
<td>2.0 Semester</td>
<td>35 Clock (35 Lecture)</td>
<td>None</td>
</tr>
<tr>
<td>ALH-101A</td>
<td>Health Information Technology: Healthcare Data</td>
<td>1.5 Semester</td>
<td>40 Clock (20 Lecture, 20 Laboratory)</td>
<td>None</td>
</tr>
<tr>
<td>ALH-103</td>
<td>Healthcare Delivery Systems</td>
<td>2.5 Semester</td>
<td>40 Clock (40 Lecture)</td>
<td>None</td>
</tr>
<tr>
<td>ALH-105</td>
<td>First Aid-CPR</td>
<td>1.5 Semester</td>
<td>40 Clock (10 Lecture, 30 Laboratory)</td>
<td>None</td>
</tr>
</tbody>
</table>

This course is designed to provide the student with a functional and practical use of medical vocabulary. The student will be expected to identify prefixes, suffixes, root words and their definitions.

This course will provide basic information about common medical conditions and diseases that are frequently first diagnosed or treated in ambulatory healthcare. Surgical Technology students will consider what a disease is, how the physician might diagnose and treat the disease and the likely consequences of the disease for the person experiencing it. Following an overview of the disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions will be discussed by body system.

This course introduces the organization, financing, regulatory bodies and delivery of different healthcare services, as well as the “continuum of care” concept.

This course is designed to provide the student with a functional knowledge of the skills needed for adult, children, and infant CPR, use of the automated external defibrillator, the recognition and treatment of choking, and the safety factors in training and actual rescue.
ALH-106  Healthcare Law and Ethics  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: None  
This course explores legal and ethical issues in healthcare delivery. The course will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act. Ethical discussion will focus on recognizing various patient needs, respecting the cultures and values of patients and their families, and appropriate communication based on context. Concepts relating to patient safety, therapeutic communication, and evidence based care are introduced.

ALH-107  Health Information Technology: Computer Applications  
1.5 Semester Credits  
40 Clock Hours (20 Lecture, 20 Laboratory)  
Prerequisite: None  
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

ALH-109  Reimbursement Methodologies  
1.5 Semester Credits  
40 Clock Hours (20 Lecture, 20 Laboratory)  
Prerequisite: None  
This course is a study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge-master maintenance, and evaluation of fraudulent billing practices.

ALH-111  Healthcare Computer Applications  
1.5 Semester Credits  
40 Clock Hours (20 Lecture, 20 Laboratory)  
Prerequisite: None  
This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, and the role of computer technology in the field of healthcare.

ALH-117  Safety in the Healthcare Environment  
1.5 Semester Credits  
40 Clock Hours (10 Lecture, 30 Laboratory)  
Prerequisite: None  
This course addresses employee and patient safety concerns in the healthcare environment. 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.

ALH-120  Medical Terminology – All Body Systems  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: None  
This course introduces the major body structures and functions through the study of medical terminology. Terminology related to diagnosis and treatment is also presented.

ALH-125  Introduction to Medical Coding and Reimbursement  
1.5 Semester Credits  
40 Clock Hours (20 Lecture, 20 Laboratory)  
Prerequisite: ALH-107  
This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third party guidelines are covered.

ALH-126  Health Records, Coding and Reimbursement  
1.5 Semester Credits  
40 Clock Hours (20 Lecture, 20 Laboratory)  
Prerequisite: None  
This course familiarizes students with medical insurance reimbursements. Performing procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claims for reimbursement and third party guidelines are covered.

ALH-130  Nutrition  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: None  
This course introduces the relationship between nutrition and health. General characteristics of food patterns and diet therapies will be discussed.
ALH-133
Anatomy and Physiology of Sleep and Breathing
5.0 Semester Credits
80 Clock Hours (80 Lecture)
Prerequisite: None
This course provides an overview of human anatomy and physiology with a focus on the general function and nature of various body systems, organs, and structures. Emphasis will be placed on the cardiopulmonary and neurological systems and their relationship to sleep and breathing.

ALH-140
Pharmacology
4.0 Semester Credits
60 Clock Hours (60 Lecture)
Prerequisite: None
This course introduces the student to the drugs commonly used in the practice of hemodialysis. The students will be expected to learn to identify these drugs by trade and generic name, the basic pharmacological action, and how each is used in the dialysis setting.

ALH-155
Career Success
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines the process of finding a first job and starting a career. Topics include developing self-awareness, researching opportunities, communicating effectively in the search process, writing and circulating a resume, navigating the interview process, and negotiating offers and handling rejection.

ALH-160
The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-120
Co-requisite: None
This course introduces the student to diseases and methods of diagnosis and treatment of the cardiopulmonary and lymphatic systems. 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.

ALH-160A
Anatomy and Physiology: Cardiovascular, Lymphatic, Blood
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-120
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.

ALH-165
Anatomy and Physiology for Health Professionals
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course introduces the student to general human anatomy and physiology. The study of cells, tissues and systems will be covered in this course. The students will be presented with a basic understanding of the Skeletal, Muscular, Integumentary, Nervous, Endocrine, Cardiovascular, Respiratory, Lymphatic, Immune, Gastrointestinal, Urinary, and Reproductive Systems.

ALH-165A
The Human Body: Respiratory, Digestive and Urinary Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-120
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the respiratory, digestive, and urinary systems.

ALH-175
The Human Body: Endocrine and Reproductive Systems and Nutrition
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-120
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.

ALH-185
The Human Body: Musculoskeletal, Nervous and Integumentary Systems
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-120
This course introduces the student to the structure, function, diseases, and methods of diagnosis and treatment of the musculoskeletal, nervous and integumentary systems.

DD-101A
Anatomy for Dental Assistants
2.0 Semester Credits
35 Clock Hours (35 Lecture)
Prerequisite: DD-106
This course is a study of the skeleton, tissues, and systems of the body.
DD-106
Oral Anatomy
3.0 Semester Credits
45 Clock Hours (45 Lecture)
Prerequisite: None
This course is a study of the structures of the head with emphasis on the mouth and neck. This course also covers dental anatomy and charting.

DD-110
Dental Radiology
4.0 Semester Credits
80 Clock Hours (50 Lecture, 30 Laboratory)
Prerequisite: DD-101A
This course provides a detailed study of the dental X-ray equipment, its purpose, danger, and use. This includes studying the technique of actually exposing a complete dental series of periapical radiographs. This class will be limited to a faculty-to-student ratio of 6:1.

DD-113
Dental History and Ethics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
In this course, the student will have the opportunity to learn early indication and historical significance of oral disease, names of individuals who had a great impact upon the profession of dentistry, and those who promoted education and organized dentistry. The student can learn the difference between civil and criminal law, the definition of a dental practice act and what it entails, and responsibilities of the dental team with regard to dental records, implied and informed consent. The student will be expected to define ethics and provide examples of the ADA’s and ADAA’s principles of ethics, state how dentistry adheres to ethical principles in advertising, professional fees and responsibilities.

DD-115A
Dental Materials
2.0 Semester Credits
65 Clock Hours (5 Lecture, 60 Laboratory)
Prerequisite: DD-101A
This course covers the study and use of all restorative materials.

DD-118
Dental Specialties
3.5 Semester Credits
100 Clock Hours (10 Lecture, 90 Laboratory)
Prerequisite: DD-101A
This course provides a basic description and comprehensive study of all specialties of dentistry: Pedodontics, Periodontics, Orthodontics, Prosthodontics, Endodontics, Oral and Maxillofacial Surgery.

DD-119
Pharmacology/Diet and Nutrition
1.5 Semester Credits
25 Clock Hours (25 Lecture)
Prerequisite: None
This course is a study of drugs and written prescriptions with emphasis on Federal laws and licensure. This course is also a basic study of nutrition and its relation to the development of the primary and permanent dentitions.

DD-128
Microbiology/Infection Control
0.5 Semester Credits
20 Clock Hours (20 Laboratory)
Prerequisite: None
In this course, the student will have the opportunity to obtain a basic understanding of microbiology. Students will have the opportunity to see under microscopic enlargement those microorganisms found in the normal mouth flora.

DD-130A
Dental Office Management
2.0 Semester Credits
55 Clock Hours (25 Lecture, 30 Laboratory)
Prerequisite: None
This course is a basic study of the dental front office; pegboard accounting, billing and filing, scheduling, processing/completing third party insurance forms, and obtaining the medical/dental patient history.

DD-135A
Dental Emergencies
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: DD-106
This course is a basic informational study of on job responsibilities in handling the dental office emergency. In addition, the student is required to complete a basic CPR training program.

DD-15
Chairside Assisting: Preparing Instruments
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: None
This course provides a comprehensive study of sterilization using autoclave, Driclave, cold sterilization, and endodontic sterilization with the preparation of instruments and armamentarium.
DD-155
Chairside Assisting: Four-Handed
2.5 Semester Credits
65 Clock Hours (20 Lecture, 45 Laboratory)
Prerequisite: DD-101A
This course provides clinical practice where the student and instructor review all procedures with instrument transfer and all dental restorative materials.

DD-198
Dental Assistant Externship I
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisites: Successful completion of all didactic and laboratory courses
This course is an opportunity to observe and assist in a realistic dental setting. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student’s dependability, professionalism, and skills.

DD-199
Dental Assistant Externship II
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisite: DD-198
This course is an opportunity to observe and assist in a realistic dental setting different from that of DD 198. Practical application of dental assisting principles and theory taught in the classroom. The Externship supervisor will evaluate the student’s dependability, professionalism, and skills.

GS-101
Strategies For Success
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to increase the student’s success in his/her professional and personal life through discussions and activities that promote achievement of career skills. Topics covered include time management, test-taking skills, goal setting, study habits and techniques, self-esteem, image, and motivation. Strategies to strengthen reading, writing, and mathematics abilities are emphasized.

GS-105A
Introduction to Psychology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

GS-100A
English Composition
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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.

GS-116
Computer Concepts I
1.5 Semester Credits
40 Clock Hours (25 Lecture, 15 Laboratory)
Prerequisite: None
This course is a study of the basic fundamentals of computer hardware and related software. The course will instruct on the essentials of Windows XP along with Microsoft Office 2007, Folder & File Management, Outlook, exploring the internet, and Word.

GS-117
Computer Concepts II
1.5 Semester Credits
40 Clock Hours (25 Lecture, 15 Laboratory)
Prerequisite: GS-116
This course will instruct in advance functions of Microsoft Office 2007 Word, Excel, Basic Intranet Networking Concepts and PowerPoint.

GS-130
Public Speaking
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Laboratory)
Prerequisite: None
This course is designed to provide the student the basic skills necessary to prepare and present speeches in a public forum. Students are assessed on organization, appearance and presentation of ideas and themes.

GS-140
Biomedical Ethics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

GS-141
Ethics and Cultural Diversity
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
In this course, the student is introduced to a historical perspective and definition of medical ethics and professional liability in medicine. Through a variety of case studies, emphasis is placed on complex moral and legal issues created by modern medical technology.

GS-145
Accounting
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Laboratory)
Prerequisite: None
This course provides presentation and practice of various accounting techniques commonly applied in the management of general business. This course also provides instruction and practice of general ledger, balance sheet, T accounts and trial balance.
GS-151
Communication Skills
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.

GS-190
Introduction to Chemistry
5.0 Semester Credits
80 Clock Hours (80 Lecture)
Prerequisite: None
In this course, students will be introduced to the mathematical and physical features that govern the laws of chemistry. Emphasis is placed on the metric system, atomic structure, chemical notation, equations and acid-base ionic exchange.

GS-195
Math and Metrics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides the student the opportunity to obtain the necessary mathematical skills to solve a variety of problems encountered in the day-to-day performance of his/her duties. Areas covered include arithmetic, ratio and proportion, graphs, and the metric system.

GS-200
Human Relations
4.0 Semester Credits
60 Clock Hours (60 Lecture)
Prerequisite: None
In this course, Respiratory Therapy students explore the problems faced by the aging population and the services society needs to provide this growing majority. Overviews various types of services available for older citizens. Covers current topics such as euthanasia and respite care.

GS-211
Algebra
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
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.

GS-230
Business Correspondence
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
In this course, the student will be introduced to principles of proper punctuation, grammar, sentence formation, and spelling with the focus on general business correspondence.

GS-270
Patient Care/Hospital Policies
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: DS-102
This course presents the concepts of physical and psychological patient care, as well as routine and emergency patient care procedures including CPR and first aid. This course also discusses the abnormalities commonly seen and diagnosed with Sonography, as well as professional scopes of practice and hospital regulatory standards and guidelines. The students will also have the opportunity to learn about record keeping and paperwork pertinent to clinical setting.

GS-401
Pharmacology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course introduces the student to the drugs commonly used in the practice of anesthesia. The student is expected to learn to identify these drugs by trade and generic name, their basic pharmacological action, and how they are used in a clinical setting.

MA-100
Introduction to Customer Service
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to prepare the student for advanced study in customer service. Students are expected to develop an extensive vocabulary of relevant terms as well as understand the basics of credit service, retail sales, credit collection and fraud control.

MA-105
Transcription
1.5 Semester Credits
40 Clock Hours (20 Lecture, 20 Laboratory)
Prerequisite: None
In this course, students are expected to learn techniques of electronic transcription. Dictaphone equipment and cassette educational materials will be used to train students in relation to their specialty. Emphasis is placed on accurate typing and the correct usage of grammar, punctuation, spelling, terminology and format.

MA-115
Pathophysiology
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisite: ALH-120
This course will provide basic information about common medical conditions and diseases that are frequently first diagnosed or treated in ambulatory healthcare. Students will consider what a disease is, how the physician might diagnose and treat the disease and the likely consequences of the disease for the person experiencing it. Following an overview of the disease process, infectious diseases, neoplasms, and congenital diseases, the coverage of major conditions will be discussed by body system.

[ 51 ]
MA-120A
Clinical Skills
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: ALH-117
This workshop will consist of instruction and student practice in medication injection techniques, venipuncture, electrocardiography and vital signs.

MA-120
Clinical Skills
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Laboratory)
Prerequisite: ALH-117
This workshop will consist of instruction and student practice in medication injection techniques, venipuncture, electrocardiography and vital signs.

MA-140
Clinical Procedures
3.5 Semester Credits
60 Clock Hours (45 Lecture, 15 Laboratory)
Prerequisite: ALH-117
This course is designed to provide the students with a working knowledge of clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA-141
Clinical Procedures
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: ALH-117
This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories, setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

MA-150
Administrative Procedures
4.5 Semester Credits
75 Clock Hours (60 Lecture, 15 Laboratory)
Prerequisite: ALH-117
This course is designed to provide the students with a working knowledge of office procedures. The students will receive the theory related to proper application of interpersonal skills and human relations, appointment scheduling, processing referral requests, effective telephone techniques for various incoming and outgoing calls, medical record management with emphasis on current filing techniques and application of confidentiality guidelines for information processing, terminology related to all insurance carriers, collection of necessary data to complete manual and computerized third-party insurance claims, use of ICD-9 and CPT 4 coding systems, tracking systems available for accounts payable / accounts receivable, and current debt collection processes. The students will also be expected to prepare for employment through role-playing and objective analysis of interview skills, resume preparations and other correspondence throughout the employment process.

MA-151
Electrocardiography
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: ALH-117
This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, rhythm interpretation, and respiratory testing. Students will also have the opportunity to practice taking patient vital signs, including temperature, pulse, respiration and blood pressure.

MA-155
Pharmacology
2.5 Semester Credits
50 Clock Hours (30 Lecture, 20 Laboratory)
Prerequisites: ALH-117, ALH-120
This course is designed to provide the student with in-depth theory related to medication origins and actions. Students will be expected to become familiar with drug legislations, identification of prescription drugs/controlled substance use, handling, storage, disposal and signs of abuse. Students will have the opportunity to calculate dosages of adult and pediatric patients and practice injection techniques for subcutaneous, intramuscular and intradermal injections.

MA-156
Pharmacology
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: ALH-117
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.
MA-160
Laboratory Procedures
8.5 Semester Credits
175 Clock Hours (85 Lecture, 90 Laboratory)
Prerequisites: ALH-117, ALH-120, AH-188, AH-189
In this course, students are expected to learn to work as team members, practicing within the scope of their profession in a medical office laboratory. Theory and practical application of federal, state, and local regulations regarding laboratory safety, risk management, OSHA guidelines for a medical office, and accurate documentation of records will be discussed and assessed. Students will be oriented to laboratory equipment, including the microscope, glassware, and other specimen collection devices. Students will also be expected to prepare for employment through role-playing and objective analysis of interview skills, resume preparation, and other correspondence throughout the employment process. Students are expected to learn the fundamentals of the infection cycle and classifications of microorganisms. Application of aseptic techniques, sterilization methods available in the medical office, specimen collection, transport, plating, smear preparation and staining for microscopic examination, and patient teaching of infection control will be practiced. Students will also be expected to learn about the structures and functions of the urinary system, normal and abnormal values of components found in macroscopic, microscopic and chemical analysis of urine samples, conditions and disease conditions related to the urinary system. Additionally, students will receive fundamental theory and practical application of X-ray production, film processing, radiation protection, and patient positioning for limited radiographs as they apply to a medical office. Patient teaching and preparations for various diagnostic imaging procedures will be discussed. This course is designed to provide the student with theory related to blood and blood forming organs of the body. Students are expected to learn the types of blood cells, normal ranges for blood cell counts, chemical composition of blood, normal ranges of blood chemistry tests, disease conditions and processes that may alter blood chemistry levels, patient preparation for blood testing, and quality control (QC) requirements for laboratory testing. Students will have the opportunity to practice venous and capillary blood collection methods utilizing industry-current safety equipment and techniques available in a medical office. Students will have the opportunity to perform basic laboratory tests on specimens collected.

MA-161
Medical Laboratory Procedures
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisite: ALH-117
This course introduces students to essential laboratory assisting skills, with a focus on microbiology and urinalysis. Students will have the opportunity to 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.

MA-165
Hematology
1.5 Semester Credits
40 Clock Hours (10 lecture, 30 Laboratory)
Prerequisite: ALH-117
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.

MA-160
Medical Assistant Clinical Review
1.5 Semester Credits
40 Clock Hours (20 Lecture, 20 Laboratory)
Prerequisites: All Coursework except MA-100, MA-161, MA-197, MA-197B
This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant.

MA-167
Medical Assistant Externship
4.0 Semester Credits
180 Clock Hours (180 Clinical)
Prerequisites: Successful Completion of All Prior Didactic Coursework except MA-190
This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student’s dependability, professionalism and skills.

MA-168
Medical Office Administration
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, education and processing, supervision and training of personnel, equipment and supply inventory, accounts payable and receivable, and liability and risk management.
MA-198
Medical Assistant Specialist Externship I
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisites: Successful Completion of All Prior Didactic Coursework
This course provides an opportunity to observe and assist in a realistic medical setting. Practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student’s dependability, professionalism and skills.

MA-199
Medical Assistant Specialist Externship II
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisite: MA-198
This course is a continuation of MA 198 and provides an opportunity for students to observe and assist in a different medical setting environment from that in MA 198. Students will have the opportunity to continue practical application of principles and theory taught in the classroom. The Externship Supervisor will evaluate the student’s dependability, professionalism and skills.

MBC-160A
Diagnostic and Procedure Coding for Cardiovascular, Pulmonary and Lymphatic Systems
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisites: ALH-101A; ALH-125
This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the cardiovascular, pulmonary and lymphatic systems using both print and computer based systems.

MBC-165
Diagnostic and Procedure Coding for Respiratory, Digestive and Urinary Systems
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisites: ALH-101A; ALH-125
This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to neoplasms and the gastrointestinal and integumentary systems using both print and computer based systems.

MBC-165A
Medical Billing and Coding Seminar
2.0 Semester Credits
40 Clock Hours (30 Lecture, 10 Laboratory)
Prerequisites: Successful completion of all prior didactic and laboratory courses
This course provides the students with a review of medical billing and coding program material in preparation for selected employment opportunities.

MBC-175
Diagnostic and Procedure Coding for Endocrine and Reproductive Systems and Nutrition
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisites: ALH-101A; ALH-125
This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the gastrointestinal, urinary, endocrine and reproductive systems using both print and computer based systems.

MBC-175A
Diagnostic and Procedure Coding for Musculoskeletal, Nervous and Integumentary Systems
1.5 Semester Credits
40 Clock Hours (10 Lecture, 30 Laboratory)
Prerequisites: ALH-101A; ALH-125
This course assists students in developing an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes to the musculoskeletal and nervous systems using both print and computer based systems.

PHL-105
Critical Thinking
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course examines methods of rational inquiry and analysis used in the development of critical and creative thinking. Students will investigate hypotheses and information, evaluate evidence, discuss the role of necessary and sufficient conditions, and cultivate problem-solving skills.
PHY-113
Introduction to Physics
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides an introduction to motion, gravity, work, energy, power, rotation, states of matter, waves, light, illumination, reflection, refraction, lenses, optical instruments, interference, diffraction, and polarization.

PRM-101
Paramedic I
5.0 Semester Credits
90 Clock Hours (60 Lecture, 30 Laboratory)
Prerequisite: None
This course provides the student with an introduction to the Emergency Medical Services system. This course covers: Emergency Medical Technician roles and responsibilities, airway management, patient assessment, anatomy and physiology, documentation, trauma and patient assessment, lifting and moving, and communication. Practical labs will be conducted.

PRM-102
Paramedic II
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Laboratory)
Prerequisite: PRM-101
This course provides students with ongoing education related to the emergency medical technician profession, with a focus on the assessment and treatment of pediatric, adolescent, and geriatric patients. Topics include light rescue, ambulance operation, EMS response to terrorism, and lifting and moving patients.

PRM-105
Introduction to Pre-Hospital Care
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-165
This course examines pre-hospital care, EMS systems, roles and responsibilities of the paramedic, the well-being of the paramedic, illness and injury prevention, and medical ethics. Topics include the paramedic profession, the EMS system, paramedic equipment, anatomy and physiology, pathophysiology, injury prevention, medication administration, airway management techniques, principles of ventilation, and patient communication techniques.

PRM-106
Ethics and Legal Considerations
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, 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.

PRM-122
Trauma Emergencies I
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Laboratory)
Prerequisite: ALH-165
This course covers management techniques for trauma patients, building upon the content of Trauma Emergencies I. Students will examine methods used to identify and treat musculoskeletal trauma; head, facial and neck trauma; spinal trauma; thoracic trauma; and abdominal trauma.

PRM-132
Trauma Emergencies II
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Laboratory)
Prerequisite: PRM-122
This course covers management techniques for trauma patients, building upon the content of Trauma Emergencies I. Students will examine methods used to identify and treat musculoskeletal trauma; head, facial and neck trauma; spinal trauma; thoracic trauma; and abdominal trauma.

PRM-133
Patient Communications
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: GS-105A
This course examines principles and methods to cultivate patient relations, provide beneficial support, reduce anxiety and improve customer satisfaction. Students will examine communication techniques and administrative practices that can be used to promote effective service.

PRM-222
Medical Emergencies I
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Laboratory)
Prerequisite: PRM-102
This course introduces students to management techniques for medical emergencies. Students will examine methods used to identify, discuss, and treat patients suffering pulmonological, cardiological, neurological, endocrinological, allergic, anaphylactic, and gastroenterological conditions.

PRM-224
Paramedic Clinical I
1.0 Semester Credit
60 Clock Hours (60 Clinical)
Prerequisite: PRM-122
This course introduces students to the emergency department, with a focus on patient assessment skills, critical care management, and patient triage based upon chief complaint and presentation.
PRM-242
Medical Emergencies II
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Laboratory)
Prerequisite: PRM-222
This course builds upon the content of Medical Emergencies I, examining management techniques for medical emergencies. Students will have the opportunity to identify, discuss, and treat patients suffering from urological, nephrological, toxicological, substance abuse, hematological, gynecological, and obstetric conditions. Environmental emergencies, infectious diseases, and psychiatric behavioral disorders are covered.

PRM-244
Paramedic Clinical II
1.0 Semester Credit
60 Clock Hours (60 Clinical)
Prerequisite: PRM-224
This course introduces students to clinical hospital environments, with a focus on patient assessment, medication administration, and airway management and ventilation. During this clinical rotation, students will examine aspects of anesthesia, the IV team, operating rooms, morgues, and critical care skills.

PRM-262
Nonstandard Techniques
3.5 Semester Credits
80 Clock Hours (40 Lecture, 40 Laboratory)
Prerequisite: PRM-133
This course covers management techniques for special consideration and operations that paramedics will experience in the performance of their responsibilities. Students will have the opportunity to identify, discuss, and treat emergencies dealing with neonatology, pediatrics, geriatrics, abuse and assault, the challenged patient, and chronic-care patients. Acute intervention techniques, assessment-based management, and emergency medical operations are examined.

PRM-264
Paramedic Clinical III
1.0 Semester Credit
60 Clock Hours (60 Clinical)
Prerequisite: PRM-244
This course explores principles of pediatrics care, labor and delivery, and psychiatric emergencies. Students will have the opportunity to develop patient assessment skills; examine operations involved in labor, delivery, and management of the newborn; demonstrate care of the psychiatric patient; and continue required clinical hours within the emergency department.

PRM-270
Paramedic Review Seminar
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisites: Successful Completion of All Didactic, Laboratory, and Clinical Program Courses
This course provides students with an overview of program material in preparation for professional employment opportunities.

PRM-299
Paramedic Externship
6.5 Semester Credits
300 Clock Hours (300 Clinical)
Prerequisites: Successful Completion of All Didactic, Laboratory, and Clinical Program Courses
This course is designed to provide students with an opportunity to gain industry experience and to assist in the development of skills necessary to be successful in emergency medical services.

PSG-101
Introduction to Polysomnography
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides an introduction to the field of polysomnography. Students will examine the history, nosology, and scope of practice of sleep medicine and technology, and identify the major categories of sleep disorders and therapeutic modalities. Legal and ethical principles and daily operations related to professional practice are explored.

PSG-103
Pathophysiology and Nosology of Sleep Disorders
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: ALH-133
This course provides an in-depth look at the major categories of sleep and arousal disorders, including the signs and symptoms associated with each. Classification and diagnostic criteria as well as related tests, procedures, and therapies are reviewed.

PSG-105
Polysomnographic Instrumentation
1.5 Semester Credits
40 Clock Hours (20 Lecture, 20 Laboratory)
Prerequisite: PSG-101
This course provides an introduction to instrumentation setup, equipment calibration, principles of operation, device connection and interface, acquisition systems, data storage and retrieval, and troubleshooting and maintenance. Principles of electricity and electronics, electrical safety, signal calibration and measurement, and artifact detection and elimination are covered. Students will also examine the use of ancillary equipment devices for various diagnoses, patient characteristics, and protocols.
PSG-107  
**Monitoring Techniques**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Laboratory, 40 Clinical)  
Prerequisite: PSG-101  
In this course, students will have the opportunity to develop the knowledge and skills necessary to record and monitor polysomnograms, prepare montages, and evaluate high quality sleep recordings. Topics include preparing and manipulating the montage; adjusting amplifier, filter, and sensitivity settings according to patient need; event recognition and documentation; determining the validity of clinical data from monitoring equipment; artifact recognition; and isolating and resolving equipment problems.

---

PSG-109  
**Patient and Equipment Preparation**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Lab, 40 Clinical)  
Prerequisite: None  
This course focuses on principles and procedures involved in patient education, preparation, observation, and assessment in the polysomnographic setting. Topics include reviewing practitioner’s orders, patient orientation and assessment, identifying special precautions, and explaining routine protocols and testing procedures for patients of varying ages, conditions, and needs. Students will also practice equipment preparation and use for specified polysomnographic procedures.

---

PSG-111  
**Scoring and Interpretation I**  
2.5 Semester Credits  
40 Clock Hours (40 Lecture)  
Prerequisite: PSG-107  
This course involves the scoring and interpretation of polysomnographic data, including sleep/wake stages, limb movements, sleep-disordered breathing events, and unusual or unexpected events. Students will score, generate, interpret, and summarize reports, discriminating clinically significant events from normal events and erroneous data.

---

PSG-113  
**Pediatric Polysomnography**  
1.0 Semester Credit  
30 Clock Hours (20 Lecture, 10 Laboratory)  
Prerequisite: PSG-107  
This course focuses on the assessment, preparation, monitoring, and scoring of pediatric polysomnographic procedures.

---

PSG-115  
**Sleep Pharmacology**  
1.0 Semester Credit  
20 Clock Hours (20 Lecture)  
Prerequisite: None  
This course reviews the classification and administration of medications used to treat sleep disorders, as well as drugs in common use that can affect polysomnograms. Topics include common polysomnographic medications and side effects, indications and contraindications, standard dosages and uses, patient education, and supplemental oxygen therapy protocols and equipment.

---

PSG-201  
**Therapeutic Interventions**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Laboratory, 40 Clinical)  
Prerequisite: PSG-107  
This course examines the application, complications, contraindications, maintenance, and use of positive airway pressure (PAP) devices and oxygen therapy for sleep-related breathing disorders. Equipment assembly, adjustment, and titration techniques are covered.

---

PSG-202  
**Monitoring Techniques II**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Laboratory, 40 Clinical)  
Prerequisite: PSG-107  
This course covers advanced principles of polysomnographic monitoring and documentation. Students will practice adjusting and documenting equipment settings, patient behaviors, and conditions of the testing environment, with a focus on obtaining optimal recording quality, data integrity, and patient comfort.

---

PSG-203  
**Polysomnographic Protocols**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Laboratory, 40 Clinical)  
Prerequisite: PSG-107  
This course examines protocols and technology used for the monitoring, intervention, and scoring of polysomnographic recordings. Students will have the opportunity to demonstrate and explain the selection and use of appropriate equipment, data acquisition parameters, and therapeutic modalities for various adult and pediatric procedures using case studies and practical exercises.

---

PSG-205  
**Scoring and Interpretation II**  
2.0 Semester Credits  
80 Clock Hours (20 Lecture, 20 Laboratory, 40 Clinical)  
Prerequisite: PSG-111  
This is an advanced course in polysomnographic scoring and interpretation, with a focus on the differentiation of normal activity from abnormal. Students will examine various patient-specific factors that can affect sleep/wake stages and produce abnormal waveforms and artifacts, and will practice revising montages in order to correctly score and evaluate recorded data.

---

PSG-207  
**Polysomnographic Research and Ethics**  
1.0 Semester Credit  
20 Clock Hours (20 Lecture)  
Prerequisite: PSG-101  
This course involves the development of evidence-based, scientific research skills for polysomnographic technicians. Students will also evaluate and discuss ethical principles and medical-legal issues related to clinical research through the use of case studies, data analyses, Internet research, and written assignments.
PSG-209
Polysonography Review
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: PSG-203
In this course, students will review professional requirements, case studies, and clinical knowledge and skills in preparation for entry-level employment opportunities.

PSG-211
Polysonography Clinical I
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisites: Successful completion of all prior didactic courses.
This course provides the opportunity for students to gain practical, clinical experience in a polysonographic technology setting. Students will be evaluated by qualified medical personnel and program faculty at the clinical site, and will document observed and performed procedures.

PSG-213
Polysonography Clinical II
3.0 Semester Credits
150 Clock Hours (150 Clinical)
Prerequisite: PSG-211
This course provides additional opportunity for students to gain practical, clinical experience in a polysonographic technology setting. Students will be evaluated by qualified medical personnel and program faculty at the clinical site, and will document observed and performed procedures.

PY-100
Introduction to Pharmacy Technology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides an overview of the practice of pharmacy as an introduction to students as to their role within the larger concept of the contemporary healthcare delivery system. This course discusses work schedules, job responsibilities, skills required, the relationship to other healthcare personnel and an organizational chart outlining responsibilities within the institutional pharmacy environment.

PY-200
Dosage Forms
3.0 Semester Credits
60 Clock Hours (50 Lecture, 10 Laboratory)
Prerequisite: None
This course will describe and analyze dosage forms, medication delivery systems, and drug packaging. Lab includes practical applications of course.

PY-205
Inventory and Cost Control
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides an introduction to the various elements of inventory control. The student will also be introduced to the fundamental aspects of purchasing, ordering, receiving, drug returns, and the vendors' role in a contemporary pharmacy atmosphere as related to the heightened awareness of cost control.

PY-210
Pharmacy Administration
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course provides a structural study of institutional and retail pharmacy administrative principles and procedures including: administrative structure, accreditation, the formulary system, financial management, pricing practices, reimbursement and insurance practices.

PY-300
Pharmacy Math
6.0 Semester Credits
90 Clock Hours (90 Lecture)
Prerequisite: None
This course describes the mathematical principles in the practice of pharmacy and emphasizes the student's ability to utilize these principles in practice.

PY-305
Pharmacy Terminology and Communication
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to study the terminology unique to pharmacy practice in order to improve the technicians' ability to effectively communicate with peers and other healthcare personnel. Concepts involved include the interpretation of physician's orders, written, oral and telephone communications and the ability to efficiently interact with healthcare personnel and the public in a professional manner.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
<th>Clock Hours (Lecture, Laboratory)</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY-310</td>
<td>Admixture and Aseptic Technique</td>
<td>3.0</td>
<td>60 (50, 10)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course describes and analyzes the various uses of I.V. solutions and how they are prepared and handled. Lab includes practical aspects of the course.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY-315</td>
<td>Basic Pharmacy Law</td>
<td>2.5</td>
<td>40 (40)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course provides a general overview of Federal and State laws governing pharmacy practices.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY-400</td>
<td>Pharmacology</td>
<td>8.0</td>
<td>120 (120)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course describes the basic pharmacologic principles of therapy from the vantage of the major categories of drugs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY-406</td>
<td>Clinical Problem Solving</td>
<td>3.0</td>
<td>60 (50, 10)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course describes and analyzes common clinical problems in the pharmacy, with an emphasis on the student having the opportunity to learn problem-solving skills and prescription medication order interpretation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY-410</td>
<td>Dispensing Safety</td>
<td>2.5</td>
<td>40 (40)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course looks at the common problems of medication errors from a system perspective and a personal perspective. The course identifies methods to minimize the risk of medication errors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR-105</td>
<td>Introduction to Respiratory Care</td>
<td>2.5</td>
<td>40 (40)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce the students to the basic fundamentals of respiratory care. Topics to be discussed include: historical development, organizational structure, role of the respiratory care practitioner, medical legal ethics, terms, symbols and units of measure, physical principles of respiratory care and infection control.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR-110</td>
<td>Microbiology</td>
<td>3.0</td>
<td>60 (30, 30)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course covers the classifications, morphology, cultivation and inhibition of microorganisms. Emphasis is on bacteriology.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR-120</td>
<td>Patient Management</td>
<td>2.5</td>
<td>50 (30, 20)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This course is designed to teach the student different aspects of patient care. Topics covered will include the patient interview process (obtaining a pulmonary history), physical assessment of the patient, patterns of cardiopulmonary dysfunction, laboratory assessment techniques and values, ABG’s and chest radiography assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RR-100</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>5.0</td>
<td>80 (80)</td>
<td>AH-188; AH-189</td>
</tr>
<tr>
<td></td>
<td>This course is designed to provide the student with information about the anatomy and physiology of the cardiopulmonary system, including the circulatory system, applied physiology of gas laws, physical principles of gases found in the respiratory system and how they relate to other systems in the body.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RR-210
Pharmacology
5.0 Semester Credits
80 Clock Hours (80 Lecture)
Prerequisite: None
This course teaches general principles of pharmacology: encompassing drug types, dispensing, dosing, mode of action and effects, including contraindications. This course also emphasizes drug groups relating to the pulmonary system with an overview of the drugs affecting the cardiac and renal systems.

RR-215
Respiratory Therapy Equipment
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Laboratory)
Prerequisite: None
This course is designed to teach the students basic theory of respiratory equipment found in the clinical setting. The student will receive instruction in the production, storage and delivery of medical gasses, medical gas therapy, aerosol and humidity therapy, and hyperinflation therapy.

RR-220
Introduction to Clinic
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: None
This course is designed to prepare the student to function in the clinical environment. They will be instructed to perform basic respiratory care procedures such as charting, spontaneous aerosol therapy, oxygen set-ups, incentive spirometry, intermittent positive pressure breathing (IPPB) chest physiotherapy (CPT), and the use of flutter valves, oxygen analyzers, pressure manometers, respirometers and peak flow meters. This course will be integrated with respiratory care equipment to increase laboratory exposure. OSHA standards and guidelines will also be covered.

RR-300
Clinical Education I
2.5 Semester Credits
128 Clock Hours (128 Clinical)
Prerequisites: Successful Completion of All Prior Didactic and Laboratory Coursework
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving drug aerosol treatments and/or oxygen therapy, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate clinical activity.

RR-305
Cardiopulmonary Resuscitation (CPR)
0.5 Semester Credits
20 Clock Hours (20 Laboratory)
Prerequisite: None
In this course, students are expected to learn to identify emergency situations and administer CPR essential to the patient's immediate needs. Certification in cardiopulmonary resuscitation for the adult, child and infant including obstructed airway is awarded upon successful completion. This is the American Heart Association BCLS course C.

RR-315
Cardiopulmonary Diseases
5.0 Semester Credits
75 Clock Hours (75 Lecture)
Prerequisite: RR-100
This course is designed to instruct the student in the diagnostics, monitoring, interpretation and treatment of pulmonary, cardiovascular, and neurologic pathologies. Pathophysiology and treatment are stressed.

RR-321
Airway Management
0.5 Semester Credits
30 Clock Hours (30 Clinical)
Prerequisite: None
This course is a study of artificial airways. Topics of discussion include the construction, identification, selection, indications, hazards, and methods of insertion and maintenance of the airways.

RR-400
Clinical Education II
2.5 Semester Credits
128 Clock Hours (128 Clinical)
Prerequisite: RR-300
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving bronchial hygiene therapy, tracheotomy care, suctioning, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

RR-410
Pulmonary Functions Testing
2.5 Semester Credits
60 Clock Hours (15 Lecture, 45 Laboratory)
Prerequisite: None
In this course, the student is expected to learn the assessment of bedside spirometry and detailed pulmonary function studies to include: lung volume loops, maximum voluntary ventilation, FRC measurements and diffusion capacity. The student is expected to master the techniques of calculation and maintenance of pulmonary function equipment. Other diagnostic areas include bronchial challenge testing, exercise testing and arterial blood gas analysis.
**RR-421**  
**EKGs**  
1.0 Semester Credit  
25 Clock Hours (25 Lecture)  
Prerequisite: None  
This course is designed to teach the student basic electrophysiology, telemetry and interpretation. Upon completion of the course, the student is expected to be able to recognize junctional, atrial, ventricular dysrhythmias, and heart blocks. The student will be required to demonstrate competency performing a 12 lead EKG.

**RR-500**  
**Clinical Education III**  
2.5 Semester Credits  
128 Clock Hours (128 Clinical)  
Prerequisite: RR-400  
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in a general care setting. The clinical training plans for this rotation will include caring for patients receiving ABG’s and Hyperinflation Therapy (BiPAP/CPAP & IPPB) chart review, chart documentation, and patient monitoring. The Clinical Director through site visitations will supervise and evaluate student clinical activity.

**RR-506**  
**Neonatal/Pediatrics I**  
1.5 Semester Credits  
30 Clock Hours (15 Lecture, 15 Laboratory)  
Prerequisite: None  
Co-requisite: RR-521  
This course is a study of the principles relative to the fetal and neonatal lung development, anatomical and physiological changes that occur with the fetal and neonatal transition, and physiological lab assessments of the newborn. Students are instructed in diagnosing, interpreting, monitoring and treating breathing disorders of the pulmonary and cardiovascular systems of the newborn, infant and pediatric patients. Infant pulmonary and cardiac pathophysiology is stressed.

**RR-507**  
**Neonatal/Pediatrics II**  
1.5 Semester Credits  
30 Clock Hours (15 Lecture, 15 Laboratory)  
Prerequisite: RR-506  
Co-requisite: RR-522  
This course is a continuation of RR-506.

**RR-511**  
**Mechanical Ventilation I**  
2.0 Semester Credits  
60 Clock Hours (20 Lecture, 40 Laboratory)  
Prerequisite: None  
This course contains an overview of mechanical ventilation that encompasses classification of ventilators and modes of ventilation. Indications, applications, physical effects and complications of mechanical ventilation are also included.

**RR-521**  
**Neonatal/Pediatrics Lab I**  
0.5 Semester Credits  
15 Clock Hours (15 Laboratory)  
Prerequisite: None  
Co-requisite: RR-506  
In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RR-506.

**RR-522**  
**Neonatal/Pediatrics Lab II**  
0.5 Semester Credits  
15 Clock Hours (15 Laboratory)  
Prerequisite: RR-521  
Co-requisite: RR-507  
In this course, the student is expected to utilize the relevant laboratory equipment and concepts in support of course RR-507.

**RR-600**  
**Clinical Education IV**  
4.0 Semester Credits  
192 Clock Hours (192 Clinical)  
Prerequisite: RR-500  
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator maintenance, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitations will supervise and evaluate student clinical activity.

**RR-605**  
**CRRT Preparation**  
1.0 Semester Credit  
20 Clock Hours (20 Lecture)  
Prerequisite: None  
This course is designed to review the theoretical material in prior coursework.

**RR-611**  
**Mechanical Ventilation II**  
2.5 Semester Credits  
60 Clock Hours (15 Lecture, 45 Laboratory)  
Prerequisite: RR-511  
This course is a continuation of Mechanical Ventilation I. Areas of discussion include: review of modes of mechanical ventilation, effects and complications of mechanical ventilation, stabilization of the patient on mechanical ventilation, weaning the patient and other advanced forms of mechanical ventilation. (CV, HFJV, IRV). Pediatric and neonatal ventilation are also discussed.
RR-615
Rehabilitation and Home Care
1.0 Semester Credit
20 Clock Hours (20 Lecture)
Prerequisite: None
This course is designed to teach the student appropriate delivery of respiratory care in the home. The student will receive instruction on home care equipment, therapeutic modalities, patient selection, discharge and potential problems. The student will also receive instruction on the concept of developing a pulmonary rehabilitation program. This will include patient selection, content, program implementation and evaluation.

RR-620
Critical Care Monitoring
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Laboratory)
Prerequisite: None
This course includes a review of myocardial structure, function and patient assessment methods. The student is expected to learn the setup, maintenance and troubleshooting of pressure transducers. Discussion will also include insertion, monitoring and maintenance of invasive catheters. Indications, uses and complication of each of the different catheters will be discussed. The focus of the class will be interpreting hemodynamic values and applications to cardiopulmonary disease.

RR-700
Clinical Education V
4.0 Semester Credits
192 Clock Hours (192 Clinical)
Prerequisite: RR-600
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes ventilator weaning and discontinuation, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

RR-800
Clinical Education VI
4.0 Semester Credits
192 Clock Hours (192 Clinical)
Prerequisite: RR-700
This course provides the students with practical clinical experience in an approved off-campus clinical site performed in an intensive care setting. The clinical training plans for this rotation will include caring for patients receiving mechanical ventilation and includes hemodynamic profiles/assessment and transport of the ventilator patient, chart review, chart documentation, and patient monitoring. The Clinical Director through site visitation will supervise and evaluate student clinical activity.

RR-810
RRT Preparation
2.0 Semester Credits
30 Clock Hours (30 Lecture)
Prerequisite: RR-605
This course is designed to prepare the student for professional employment opportunities in respiratory therapy.

RR-825
ACLS/PALS
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Laboratory)
Prerequisite: RR-305
This course will be taught in accordance with the American Heart Association guidelines for ACLS and PALS. The ACLS course will concentrate on the actions that take place during the first 10 minutes of a witnessed, adult, cardiac arrest. Subjects covered will be ACLS algorithms, pharmacology, EKG recognition, airway management, intravenous techniques, defibrillation, cardioversion and essentials of ACLS. The PALS course will concentrate on recognition of respiratory failure and shock, prevention of cardiopulmonary arrest, fluid therapy and medications, BLS review, airway management, vascular access, EKG recognition, resuscitation outside the delivery room and newborn resuscitation.

RR-830
Mechanical Ventilation III
1.5 Semester Credits
30 Clock Hours (15 Lecture, 15 Laboratory)
Prerequisite: RR-611
This is a continuation of Mechanical Ventilation II. Advanced concepts of mechanical ventilation will be discussed including: high frequency ventilation, high frequency oscillatory ventilation, liquid ventilation, tracheal gas insufflation, extracorporeal gas exchange, nitric oxide, and non invasive cardiac output assessment. This course will also cover advanced modes of ventilation including pressure regulated volume control, SIMV (PRVC) + PS, SIMV (PC) + PS, Volume support, Pressure Control, and Bivent/Bilevel. The principles and techniques of neonatal and pediatric ventilation will also be discussed.

SOC-101
Introduction to Sociology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
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.

ST-100
Introduction to Surgical Technology
2.5 Semester Credits
40 Clock Hours (40 Lecture)
Prerequisite: None
This course is designed to familiarize the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the surgical technologist, surgical conscience and ethics in the operating room, structure and design of the operating room, and occupational hazards and safety methods.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Clock Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST-140</td>
<td>Bioethics and Law for Surgical Technologists</td>
<td>2.5</td>
<td>40</td>
<td>None</td>
<td>This course will discuss the role of the medical professional in protecting our community within an ever changing society. The student will have the opportunity to be trained on how to interact with individuals from all types of backgrounds. Lectures will present cultural issues, not only common to that geographic location, but also the changing nature of society. The class will also explore ethical dilemmas commonly experienced in the surgical technologist role.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ST-190</td>
<td>Foundations for Assessment</td>
<td>1.0</td>
<td>20</td>
<td>ST-500</td>
<td>This course will review all aspects of the curriculum. Students will complete assessments in preparation for clinical and entry-level employment opportunities.</td>
</tr>
<tr>
<td>ST-200</td>
<td>Fundamentals of Surgical Care</td>
<td>3.0</td>
<td>60</td>
<td>ST-100</td>
<td>This course will introduce the student to the fundamental concepts and procedures of surgical care. Course components include the relation of microbiology concepts to the surgical environment, wound infection: control protocols and disinfectant techniques, environmental control, patient care equipment, decontamination and sterilization procedures and aseptic techniques, disposal of biohazardous materials according to appropriate government guidelines such as OSHA and CDC guidelines. The course will also include traffic patterns in the surgical suite and discussions and exercises in hand washing, scrub and gowning techniques, as well as concepts of anesthesia and medication use in surgery, and procedures for transporting and positioning patients. The student will have the opportunity to begin to apply classroom and lab knowledge in a clinical setting under the supervision of an instructor at a clinical site.</td>
</tr>
<tr>
<td>ST-205</td>
<td>Microbiology</td>
<td>1.0</td>
<td>25</td>
<td>None</td>
<td>This course is designed to enable the student to practice aseptic techniques when preparing supplies and equipment for the patient and will give the student a working knowledge of organisms and their modes of transference.</td>
</tr>
<tr>
<td>ST-210</td>
<td>Surgical Instruments</td>
<td>2.0</td>
<td>40</td>
<td>ST-100</td>
<td>In this course, the student is expected to become familiar with the basic instruments used for surgery. Topics include three main areas: Sutures, General Surgical Instruments and Stapling instruments with emphasis in classification, use, care and safety precautions. This course includes hands-on practice selecting sutures, instruments and accessories required for general surgery where the student will get an understanding of intraoperative and postoperative instrument routines. Laboratory exercises will be conducted to provide hands-on practice.</td>
</tr>
<tr>
<td>ST-215</td>
<td>Preparation for Surgery</td>
<td>1.0</td>
<td>30</td>
<td>ST-100</td>
<td>This course is designed to familiarize the student with procedures for preparing the patient for surgery. It will include preparation of the surgical site, surgical draping, wound management, psychological concerns of the patient, and patient’s emotional response to surgery. Draping procedures will be practiced using hands-on exercises.</td>
</tr>
<tr>
<td>ST-220</td>
<td>Surgical Equipment and Supplies</td>
<td>1.5</td>
<td>30</td>
<td>ST-100</td>
<td>In this course, the student is expected to become familiar with the various equipment and supplies used in the surgical room. The course will cover equipment used in electrosurgery and the precautions necessary to use them, as well as homeostatic agents, laser surgery, and other equipment such as anesthesia machines, vacuums, image intensifiers, catheters and drains. Emphasis will be placed on conducting sponge counts with the circulator.</td>
</tr>
<tr>
<td>ST-301</td>
<td>Process of Surgery</td>
<td>2.5</td>
<td>50</td>
<td>ST-200; ST-210; ST-215; ST-220</td>
<td>This course covers the daily procedures and protocols that are the foundation of the surgical process. First the student will be familiarized with the surgical routines in the operation room such as case assignments, gathering supplies, Surgeon’s Preference Cards, operation room records, back table and Mayo Stand setup, hand signals, handling of specimens and required counts. The student will then be introduced to Emergency Procedures in the operating room such as massive hemorrhage, malignant hyperthermia, endotracheal tube fire, cardiac arrest, power failures, fire safety and evacuation procedures and triage during major disasters.</td>
</tr>
</tbody>
</table>
ST-305
Surgical Procedures I
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Laboratory)
Prerequisites: ST-200; ST-210; ST-215; ST-220
This is the first in a series of five courses that will cover the main surgical procedures to familiarize the students with the specific requirements for each procedure. For each procedure the course will cover the surgical anatomy, surgical prefixes and suffixes, incisions, instruments and suture materials used, methods of anesthesia, patient positioning, skin preparation, draping, preoperative routines, surgical tray and equipment, procedure description, and pathology that prompts the surgical intervention. This first course covers general and gastrointestinal surgery, Biliary Tract, Pancreas and Spleen surgery, rectal surgery, hernia repair, surgical stapling procedures, breast and thyroid surgery. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The students will have the opportunity to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

ST-320
Surgical Procedures II
3.0 Semester Credits
60 Clock Hours (30 Lecture, 30 Laboratory)
Prerequisite: ST-305
This course covers minimal access surgery, OB/GYN surgery and surgical procedures in Urology. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab knowledge in a clinical setting under the supervision of an instructor at a clinical site.

ST-400
Surgical Procedures III
2.5 Semester Credits
60 Clock Hours (15 Lecture, 45 Laboratory)
Prerequisite: ST-320
This course covers orthopedic surgery, neurosurgery, and plastic surgery procedures. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The students will have the opportunity to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

ST-405
Surgical Procedures IV
2.0 Semester Credits
50 Clock Hours (20 Lecture, 30 Laboratory)
Prerequisite: ST-400
This course covers cardiothoracic and vascular surgery procedures. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.

ST-500
Surgical Procedures V
2.5 Semester Credits
60 Clock Hours (15 Lecture, 45 Laboratory)
Prerequisite: ST-405
This course covers ENT surgery, eye, dental, oral and maxillofacial surgery, and pediatric surgery. Laboratory exercises are an integral part of instruction to provide the student hands-on experience preparing the surgical trays and following the steps of a procedure from beginning to end. The student will have the opportunity to begin to apply classroom and lab skills in a clinical setting under the supervision of an instructor at a clinical site.
TUITION AND FEES
Effective 1/10/2012

The costs of the programs are for a normally progressing student, and are subject to the policies stated in the Enrollment Agreement and Catalog.

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Application Fee</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>$13,000.00</td>
<td>$25.00</td>
<td>$13,025.00</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$23,256.00</td>
<td>$25.00</td>
<td>$23,281.00</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>$14,500.00</td>
<td>$25.00</td>
<td>$14,525.00</td>
</tr>
<tr>
<td>Polysomnography</td>
<td>$26,963.00</td>
<td>$25.00</td>
<td>$26,988.00</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$16,224.00</td>
<td>$25.00</td>
<td>$16,249.00</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>$39,302.50</td>
<td>$25.00</td>
<td>$39,327.50</td>
</tr>
<tr>
<td>Medical Assistant Specialist</td>
<td>$23,253.00</td>
<td>$25.00</td>
<td>$23,278.00</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>$26,934.00</td>
<td>$25.00</td>
<td>$26,959.00</td>
</tr>
<tr>
<td>Paramedic</td>
<td>$25,590.00</td>
<td>$25.00</td>
<td>$25,615.00</td>
</tr>
</tbody>
</table>
# Academic Calendar

<table>
<thead>
<tr>
<th>Module Start Date</th>
<th>Module End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2013</td>
<td>12/01/2013</td>
</tr>
<tr>
<td>12/02/2013</td>
<td>01/19/2014</td>
</tr>
<tr>
<td>01/21/2014</td>
<td>02/23/2014</td>
</tr>
<tr>
<td>02/24/2014</td>
<td>03/30/2014</td>
</tr>
<tr>
<td>03/31/2014</td>
<td>05/04/2014</td>
</tr>
<tr>
<td>05/05/2014</td>
<td>06/08/2014</td>
</tr>
<tr>
<td>06/09/2014</td>
<td>07/20/2014</td>
</tr>
<tr>
<td>07/21/2014</td>
<td>08/24/2014</td>
</tr>
<tr>
<td>08/25/2014</td>
<td>09/28/2014</td>
</tr>
<tr>
<td>09/29/2014</td>
<td>11/02/2014</td>
</tr>
<tr>
<td>11/03/2014</td>
<td>12/07/2014</td>
</tr>
<tr>
<td>12/08/2014</td>
<td>01/25/2015</td>
</tr>
</tbody>
</table>

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

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

### Observed Holidays – No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
<th>Resume Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>Thursday, 11/28/2013 – Sunday, 12/01/2013 Classes resume on Monday, 12/02/2013</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Monday, 12/23/2013 – Sunday, 01/05/2014 Classes resume on Monday, 01/06/2014</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, 01/20/2014 Classes resume on Tuesday, 01/21/2014</td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, 05/26/2014 Classes resume on Tuesday, 05/27/2014</td>
<td></td>
</tr>
<tr>
<td>Summer Break</td>
<td>Monday, 06/30/2014 – Sunday, 07/6/2014 Classes resume on Monday, 07/07/2014</td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 09/01/2014 Classes resume on Tuesday, 09/02/2014</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, 11/27/2014 – Sunday, 11/30/2014 Classes resume on Monday, 12/01/2014</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Wednesday, 12/24/2014 – Sunday, 01/04/2015 Classes resume on Monday, 01/05/2015</td>
<td></td>
</tr>
</tbody>
</table>
## Staff Members
### As of August 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bouchat-Friedman, Adam</td>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>Contrella, Thomas</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Dumnich, April</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>Marnik, Michelle</td>
<td>Admissions Enrollment Coordinator</td>
<td></td>
</tr>
<tr>
<td>Jones, Diane</td>
<td>Business Operations Manager</td>
<td></td>
</tr>
<tr>
<td>Getsy, Christine</td>
<td>Student Finance Rep.</td>
<td></td>
</tr>
<tr>
<td>Louch, Michelle</td>
<td>Director of Education</td>
<td></td>
</tr>
<tr>
<td>Louch, Michelle</td>
<td>Title IX Coordinator</td>
<td></td>
</tr>
<tr>
<td>Louch, Michelle</td>
<td>ADA/Section 504 Coordinator</td>
<td></td>
</tr>
<tr>
<td>Rocco, Danette</td>
<td>Director of Career Services</td>
<td></td>
</tr>
</tbody>
</table>

## FACULTY MEMBERS
### as of August 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambrose, Mary</td>
<td>Surgical Technology Instructor</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Breakiron, Ronna</td>
<td>Surgical Technology Program Director</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Caplan, Lorraine</td>
<td>General Education Instructor</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Feinstine, Helen</td>
<td>Pharmacy Technician Program Director</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Gatto, Tammy</td>
<td>Medical Assistant Instructor</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Genemore, Brenna</td>
<td>Pharmacy Technician Instructor</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Grubbs, Donna</td>
<td>Surgical Technology Clinical Coordinator</td>
<td>Full-Time</td>
</tr>
</tbody>
</table>
Haley, Kimberly  
B.S., Indiana University of Pennsylvania  
Respiratory Therapy Instructor  
Full-Time

Ivey, Timothy  
M.D., Howard University  
B.A., Lincoln University  
A.S., Community College of Allegheny County  
General Education Instructor  
Full-Time

Keefer Venglish, Amanda  
Diploma, Western School of Health and Business  
Dental Assistant Program Director  
Full-Time

Louch, Michelle  
B.A., Seton Hill University  
M.S., Duquesne University  
D.Sc., Robert Morris University  
Director of Education  
General Education Instructor  
Full-Time

Manchini, Holly  
B.S., Indiana University of Pennsylvania  
Respiratory Therapy Instructor  
Full-Time

Mehall, Michael  
B.S., Wheeling Jesuit University  
M.Ed., American InterContinental University  
Respiratory Therapy Program Director  
Full-Time

Melocchi, Franco  
A.S., Community College of Allegheny County  
M.D., American University of the Caribbean  
General Education Instructor  
Part-Time

Perelstein, Karla  
B.S. University of Pittsburgh  
Medical Billing and Coding Program Director  
Part Time

Stowitzky, Jon  
A.S.T., Western School of Health and Business  
Surgical Technology Clinical Coordinator  
Full-Time

Trimbur, Amber  
B.S. Thiel College  
A.S.T. Western School of Health and Business  
Surgical Technology Instructor

Turner, Jamie  
A.S.B., International Academy of Design & Technology  
Medical Assistant Instructor  
Full-Time  
B.B.A., American InterContinental University  
M.B.A., American InterContinental University
Page 3, effective 6/28/13: The Medical Assistant and Medical Assistant Specialist programs at Sanford-Brown are not programmatically accredited.

Change to Page 6

Selective Admissions Criteria for Respiratory Therapy

<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>Respiratory Therapy</td>
<td>18</td>
<td>115/None</td>
<td>None</td>
</tr>
</tbody>
</table>

Effective 12/5/12, the policy regarding Admissions on Page 5 is replaced with:
Sanford-Brown Institute’s Wilkin’s Township campus is no longer accepting new enrollments.

Effective 11/1/12, the policy regarding re-entry of students on Page 7 is replaced with:

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

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

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

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

Correction to Page 9 (effective 1/1/2013)

Refund Policy
Refunds are made for a student who withdraws or is withdrawn from SBI prior to the completion of his/her program and are based on the tuition billed for the payment period in which the Student withdraws, according to the schedule set forth below. The schedule of adjustments is for tuition only; lab fees are non-refundable. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to payment period beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. Sanford-Brown does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the School’s Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the payment period, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to SBI. If there is a balance due to SBI after all Title IV funds have been returned, this balance will be due immediately, unless a cash
payment agreement for this balance has been approved by SBI. 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.

**Effective 11/1/12, the policy regarding residency requirements on page 12 is replaced with:**

**Residency Requirements**

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

**Change to Page 12**

Replace “Attendance Policy” with the following text effective July 9, 2012:

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

Attendance is determined by class and module.

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

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

3. Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the externship site supervisor. 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. NOTE: Terminated VA students are not re-admitted into their program of study for a minimum of one grading period.

**Effective 11/1/12, the policy regarding incomplete grades on page 14 is replaced with:**
Grades of Incomplete ("I")
To receive an Incomplete ("I") grade, the student must work directly with their instructor to receive an extension to complete the required course work. This request must be approved prior to the end of the class. The student must meet all attendance requirements for the class in order to be eligible for an Incomplete grade. Should a student fail to complete these unfulfilled coursework requirements within two weeks after the beginning of the next term, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of “0” points for the incomplete work. Sanford-Brown reserves the right to extend the time needed to allow the student to fulfill the requirements of the Incomplete grade.

Effective 11/1/12, the Course Repeat policy on page 15 is replaced with:

Repeated Courses
The student must repeat any required course in which a grade of F, W, WP, or NP is received. A student who receives an F, W, WP, or NP grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. Please contact the Financial Aid Office for more information about the impact of repeating courses on Financial Aid. Students will not be allowed to repeat courses they have already passed.

Effective 11/1/12, the policy regarding add/drop period on page 15 is replaced with the following:

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

The policies covering appeals of academic probations and reinstatement after dismissals on page 17 are replaced with:

Appeal
A student who has been placed on FA Probation or Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Education within 7 calendar days of the date of the notification letter informing the student of the FA probation or Probation status. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Director of Education is final and may not be further appealed.

Reinstatement
A student who was academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Director of Education. The appeal must be in writing and must provide detailed the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to
complete the program. Dismissed students who are reinstated are subject to the existing policy for re-entering students. Students who are interested in applying for federal financial aid may do so at this time.

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

The policy covering class audits is an addition to the catalog:

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

Students who are re-entering after a period of absence may wish, or may 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. Because this period of class audit is considered to be a non-active status, there is no Financial Aid eligibility for students auditing classes. Please contact the Director of Education to discuss this opportunity.

The policies regarding Externships on pages 17-18 are replaced with:

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

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

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

Externship Attendance Requirements
Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from appropriate school personnel and the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of their externship assignment, the student may be dismissed from school. Students are required to complete 100% of required externship hours. Scheduled Sanford-Brown holidays do not apply to students on externship. It is the responsibility of a student to provide the School with a time sheet signed by the site supervisor documenting hours completed for a week no later than Monday of the following week. If a student has missed any time, arrangements for makeup time must be made with the site supervisor and appropriate school personnel. Students will not be considered to have completed their externship until the site supervisor and appropriate school official has certified all required attendance hours.

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

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

Effective 11/1/12, the Leave of Absence and SPN Policy on page 18 is replaced with:

Leave of Absence
An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.
Leave of Absence Conditions
The following conditions may be considered:
- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment (applies only if the student is being temporarily relocated for a job assignment as required by a current employer)

The following requirements apply:
A student may be granted a Leave of Absence (LOA) if:
- A LOA request is submitted in writing within 5 calendar days of the student’s last date of attendance, which includes the reason for the request.
- 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 students enrolled in term-based programs due to scheduling requirements.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 10 weeks or two consecutive 5 week modules, depending on the program of study.

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

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

Page 26 Remove ABHES from the list of agencies which will receive student complaints for the Medical Assistant program.

Page 30, effective 6/28/2013
The current Accreditation/Certification Information Disclosure information is replaced by the following:

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.

**Page 32, effective 6/28/2013**

The current **Accreditation/Certification Information Disclosure** information is replaced by the following:

The Medical Assistant Specialist 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.

**Change to Page 47**

Please replace **ALH 107 Health Information Technology: Computer Applications** with the following:

**ALH 107 Health Information Technology: Computer Applications**

1.5 Semester Credits

40 Clock Hours (20 Lecture, 20 Laboratory)

Prerequisite: None

This course is an overview of commonly available software tools used in healthcare, including introduction to encoding tools and computer assisted coding software used in health care data processing today. The electronic health record process and the unique systems environment found in the U.S. healthcare delivery is also discussed.

**Correction to Page 49**

Please replace **DD 15 Chairside Assisting: Preparing Instruments** with the following:

**DD-150 Chairside Assisting: Preparing Instruments**

1.5 Semester Credits

40 Clock Hours (10 Lecture, 30 Laboratory)

Prerequisite: None

This course provides a comprehensive study of sterilization using autoclave, Driclave, cold sterilization and endodontic sterilization with the preparation of instruments and armamentarium.
Please replace **RR 421 EKGs** with the following:

**RR 421 EKGs**  
1.0 Semester Credits  
25 Clock Hours (25 Laboratory)  
Prerequisite: None  

This course is designed to teach the student basic electrophysiology, telemetry and interpretation. Upon completion of the course the student is expected to be able to recognize junctional, atrial, ventricular dysrhythmias and heart blocks. The student will be required to demonstrate competency performing a 12 lead EKG.