CATALOG

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Bryan University
3580 Wilshire Blvd., Suite 400
Los Angeles, CA 90010
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A Message from the President

Welcome to Bryan University.

The Los Angeles campus was founded in 1940 as America’s first Court Reporting institution. Over the years, many of our graduates have gone on to prominent positions in the courts and deposition agencies across the United States. It is considered a badge of honor to have attended and graduated from Bryan.

The last few years have been a very exciting time for all of us. We have seen the addition of new programs on campus and online, including the ability to offer graduate-level courses. The expansion of our online delivery has created more access to Bryan programs for students around the country. In 2010 Bryan was named an Honor Roll Institution with Distinction by our accrediting council, and in 2011 our name was changed from Bryan College to Bryan University. This name more correctly identifies the breadth of our program offerings at the undergraduate and graduate level.

Regardless of our name, Bryan has always been a student-centric institution that focuses on success for students and graduates. New programs go through a rigorous review process that considers not only the scope of the program, but also the graduates’ ability to work successfully in an education-related position. We think one of our keys to success in this area is our use of advisory boards at both the local and national level. Our advisors, who are outstanding leaders in their fields, share their vision of the future with us.

At Bryan we make a commitment to our students, and they, in turn, make a commitment to us. It is that partnership that produces strong students and graduates who can stand tall and take on the challenges of college and career. We understand that the decision one makes about their career preparation is one of the most important decisions of their life. We also understand that we’re all in this together. We invite you to explore Bryan University and discover if what we do is right for you.

Sincerely,

John Kolacinski
University President
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John.kolacinski@bryanuniversity.edu
www.bryanuniversity.edu
feedback@bryanuniversity.edu
University Information

History
Bryan University was established in 1940 by Dr. Mildred T. Bryan. Mildred initially named the institution Bryan Stenotype School, which started as a one-classroom institution with three students. Mildred was a visionary of her time, as her drive to train qualified stenographers pushed the development and advancement of the court reporting industry. Mildred continued to operate and grow Bryan with a strong core focus on student and employer driven principles of excellence, which enabled her to create a strong brand image in the legal industry. Bryan soon became the student and employer choice for quality and rigor, which drove some of the highest certification pass rates and success stories in the field.

In 2005, Bryan extended its reach by opening a campus in Sacramento to further its mission in helping students succeed. With this new campus, Bryan University began the process of introducing new degree programs that would support its brand, maintain its legacy, and continue to support its core student/employer focused values. These new programs aligned well with Bryan’s mission and legacy as they were and continue to be, selected based on the simple focus of allowing students to gain marketable skills that result in employment.

Bryan University looks forward to the future in helping to create more student success. We are proud of our legacy and the people we have helped over the last 70 years.

Mission and Purpose
Bryan University’s Mission is to be the premier provider of innovative, quality career education that enables our graduates to succeed in their profession and to become leaders in their chosen career field.

Our mission and purpose cannot be achieved without total cooperation among students, faculty and staff. Through our association at Bryan University, we will all strive to have more successful, enriched lives as follows:

Students will develop and achieve a personal education and career plan for success by:
- Gaining the skills and attitudes necessary to succeed in their chosen career.
- Enjoying a positive, demanding experience, including service to others.
- Graduating in a reasonable time, according to their plan.
- Obtaining gainful employment.

Faculty and Staff will enjoy meaning and success in their work by:
- Helping every student succeed according to his or her plan.
- Developing and achieving a plan for personal growth and development.
- Building an open atmosphere of support, participation, and enthusiasm.
- Being rewarded for excellent performance.

Owners and Officers will achieve success and contribute to the community by:
- Providing quality, ethical leadership, education, and facilities.
- Supporting efforts to assist students, faculty, and staff to succeed.
- Leading the school to significant, positive growth and recognition.
- Returning meaningful service to the community.

Institutional Objectives and Guiding Principles
In accordance with our mission, the following objectives will guide the ongoing success of Bryan University, our students, and the community:
- To educate, train, and develop students to their maximum potential in programs that combine specialized skills training with well-rounded educational programs.
- To create a learning environment that is both personal and practical in a school that is friendly, efficient, and keeps pace with changing professional needs.
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
- To enable students to establish independence through personal productivity in an appropriate employment opportunity.
- To establish and maintain employer satisfaction within the community by providing professionally trained graduates for business, industry, and government.
To constantly evaluate and appraise every facet of the University’s programs to ensure relevance to the business community, to ensure effective preparation in cultural and personal growth, and to ensure compatibility with the University’s standards of excellence and quality.

To identify and to evaluate students and institutional effectiveness through competency evaluations.

**Campus Administration**

University President ......................................................................................................................... John Kolacinski
Dean of Academic Affairs .............................................................................................................. Jeré Thrasher, Ed.D
Regional Director of Financial Aid ................................................................................................. Roxane Romero
Business Office Manager ............................................................................................................. Omar Cupich
Registrar ......................................................................................................................................... Dean Tran

Bryan University operates as a private postsecondary university, under the ownership of Bryan University LLC, a Utah Limited Liability Company. The corporate directors and officers are Chad Evans, Chairman of the Board/CEO; John Kolacinski, Los Angeles CAO; Mark Evans, CMO; Dave Rogers, CFO; Eric Evans, COO, John Ledesma, VP. Bryan University has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

**Instructional Faculty**

A complete listing of the Instructional Faculty is listed in Appendix C of this catalog.

**Facilities / Library**

Bryan University is located at 3580 Wilshire Blvd, Suite 400, Los Angeles, CA, 90010, near the corner of Wilshire and Ardmore. Visit us online at [www.bryanuniversity.edu](http://www.bryanuniversity.edu). Access to the University is excellent by freeway or public transportation. Students and employees have access to a secure, covered parking structure that is adjacent to the building. Building security officers are available 24 hours a day and monitor building safety. The campus consists of classrooms, labs, mentoring spaces, a student commons area, a student and alumni outreach center, a library and computer resource center, a bookstore, technical support staff, and general administrative and faculty spaces. Maximum on campus enrollment is 600 students.

The Bryan University bookstore is available online at [www.bryanuniversitybookstore.com](http://www.bryanuniversitybookstore.com).

Bryan University has partnered with eJones Global Library to deploy an online library that is accessible anywhere for both on-campus and online students ([www.egloballibrary.com/bryanuniversity](http://www.egloballibrary.com/bryanuniversity)). All applicable resources are found online and are accessed through student portal. The virtual library includes resources and vocational databases, general reference resources, work papers, along with access to a team of Librarians that are available via phone or chat 24 hours a day, 7 days a week. The campus library has computers available to access the online resources and is staffed with a lab monitor to help direct. Students may use the Bryan University library resources to do the research demanded in the preparation of class assignments.

**Bryan University Hours of Operation**

- Monday – Thursday 8:00 a.m. to 9:30 p.m., Friday 8:00 a.m. to 5:00 p.m.

  **CLASS TIMES**

  Please refer to the class schedule for on-campus class times, which can be obtained from the receptionist or registrar.

**Campus Security**

Bryan University strives to provide a safe work and campus environment and encourages personal health for all students and employees. Classrooms and labs comply with requirements of various federal, state, and local building codes. Students are responsible for their own security and safety both on campus and off campus. If you are aware of or are the victim of a campus crime, please notify Student Services immediately. If Student Services is unavailable, notify the instructor in charge or the night supervisor. Building security guards are on site 24/7 and can be reached at the security desk located at the entrance of the building.

The university will not be held responsible for students’ personal property that is lost, stolen, or damaged while on campus grounds.

**CAMPUS CRIME STATISTICS:** Bryan University is strongly committed to crime prevention and the safety of the campus community. A copy of the school’s campus crime statistics may be obtained in the Financial Aid office.

**HOUSING:** Although housing is not provided directly by the university, many affordable apartments are available within a
reasonable distance of the university. Students and their parents (if applicable) are ultimately responsible for housing arrangements.

**Approvals and Accreditations**

**LICENSED BY:** The State of California (BPPE). Bryan University’s approval to operate in the State of California is based on provisions of the California Private Postsecondary Educational Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau of Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888-370-5789. Bryan University received approval to operate as an accredited institution through December 2016.

**RECOGNIZED BY:** The Court Reporters Board of California

**APPROVED BY:** The National Court Reporters Association through January 2016

**ACCREDITED BY:** The Accrediting Council for Independent Colleges and Schools (ACICS) through the end of 2016 to award diplomas, occupational associate’s degrees, post-graduate certificates, and master degrees.

**Admissions Requirements and Procedures**

**Undergraduate Admissions**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A high school diploma or its equivalent is required. In addition, an applicant must score as follows on the Wonderlic entrance exam:

- Court Reporting ≥ 20,
- Advanced Health and Fitness Training ≥ 15; however, if score 15 to 17 must complete a weekend online prep class prior to starting school. If score 18 or higher, do not need to complete the prep class.

Each applicant must also complete an interview with an admissions representative. The Wonderlic exam will be waived if a student has 24 units of college credit submitted on a transcript from an accredited college.

Bryan University may award transfer credit at their sole discretion. Bryan University does not have a process to support international students beyond the policies and procedures outlined in the catalog. Once notified of acceptance, a tuition deposit will be required as outlined within the catalog addendum. Applicants must be at least 17 years of age.

**Programs**

Bryan University’s Court Reporting program is scheduled to meet Monday through Thursday from 8:00 a.m. until 2:00 p.m. This is a hybrid residential program, which means some of the classes as well as the majority of your lab work will be taken online. As such, physical class times might change within the aforementioned schedule and might not occur the entire 6 hours each day. This program is considered full time and requires attendance (online and on-campus). To progress, students are expected to practice additional hours per week in outside study to ensure that they meet their educational and career goals in a timely manner. It is highly recommended to have a broadband internet connection at home.

Bryan University’s Advanced Health and Fitness Training program meets Monday through Thursday from approximately 8:00 a.m. to 2:00 p.m. This residential program is a hybrid program, meaning classes are taken both on campus and online. As such, students are required to set aside the aforementioned times; however, some of that time will be work off-campus or at home. Additional outside of class homework and activities are also required and are outlined within each course syllabus.

- **Computer Knowledge** - to participate in an online class, the student should have knowledge of and be able to:
  - Log onto an Internet Service Provider (ISP) and use the World Wide Web to locate information;
  - Be able to send and receive e-mails and attachments;
  - Set up audio and video capability with their computer using a USB headset and webcam;
  - Know how to use word processing programs such as Microsoft Word; and
  - Know how to download, save, and browse for files on a computer.
Computer, Internet Access, and Email – minimum hardware configurations are continually changing. As such, you will be required to pass a computer assessment as part of your application to the Online University. High-Speed Internet access – You must maintain (while enrolled) minimum internet access at .5Mbps down and .3 Mbps up from your provider. You will not be admitted to school without high-speed Internet access. Cell phone based internet access (hotspots) is not acceptable

Steno Machine and Software (court reporting students):
- Stenograph 200SRT, 400SRT, Protégé steno machine or higher
- CaseCATalsys student version software

Student Technology Requirements/Help Desk
- Students are required to maintain a laptop or desktop that meets minimum requirements, maintain high-speed internet access through the entire program, and maintain their school issued VoIP headset and webcam. Bryan University does offer technical support, which is accessed through the Student Portal, via toll free phone 888-355-1546, or via email at helpdesk@bryanuniversity.edu. Helpdesk operating hours are Monday thru Thursday 8:00am to 9:00pm and Friday 8:00am to 5:00pm. Helpdesk will assist with any issues that prevent you from attending class to the best of their ability.

Student and Alumni Outreach

Student Outreach

Student services are offered through the Student and Alumni Office. The primary goal is to assist students with challenges they might encounter while attending school. Bryan University has collaborated with Student Resource Services® to support students 24/7. Students are issued a user ID and password to access Student Resource Services. Student Resource Services® provides confidential and professional guidance for any concern that may affect students personally or their performance at school.

The following represent some of the common reasons that students call Student Resource Services®:
- Stress from school, home, or a job
- Worries about not having enough money
- Relationship issues with a spouse, boyfriend or girlfriend, parents, or children
- Drug or alcohol problems
- Worries about children or finding good child care
- Test anxiety
- Housing or transportation problems

A specialist can be reached by telephone 24 hours a day, every single day, including holidays and weekends. The services are prepaid by the school, so there is no cost to students.

Student Outreach also facilitates school activities and social events both on campus and online.

Student Outreach Advisors are assigned to all active students. These advisors proactively consult students to ensure everything is going as planned. These advisors are a great single point of contact for Bryan University students to help them with anything they might need from any department.

Career Services

Career Services are offered through the Student and Alumni Office and will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by the University are not an obligation or a guarantee of employment. The University does not guarantee employment for students, while in university or after graduation; however, each student is entitled to full use of the University’s consultation service and may utilize the service of the University Career Services Department during and after graduation at no charge.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the University is authorized to guarantee that a graduate will earn any specific amount. The student’s program of study, employer needs, current economic conditions, and other factors may affect wage levels.

Part-time work: Many students work on a part-time basis while attending school. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make a reasonable effort to assist them in their search.
Internships: Career Services along with the Education Department also facilitates Court Reporting internships. Once the student has met the educational requirements to initiate an internship, Career Services should be contacted for assistance.

As students draw near to graduation, Career Services will schedule an interview to start the preparatory process. Students are first required to complete a resume-writing process, may participate in mock interviews, and are given access to the Bryan University employment portal to start the job search process.

Alumni Outreach
The University stays in contact with our Alumni. Alumni include both graduates of Bryan University, but also students who only attended for a brief period. Alumni outreach ensures Alumni have access to services such as career services and financial aid counseling.

Student Health Services
The University does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student’s responsibility.

Conduct
The University is proud of its academic standards and code of student conduct. In today’s competitive job market, professional conduct is a crucial factor in obtaining and retaining a job. Students will be held accountable for, or should report, the following violations while on University or internship/externship property:

1. All forms of dishonesty, including cheating, plagiarism, forgery, or misuse of university documents.
2. Theft of or deliberate destruction or damage of University or internship/externship property or property of its employees.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other University activities
4. Being under the influence of alcoholic beverages or controlled substances on University or internship/externship property.
5. Failure to comply with the University officials acting within the scope of their employment responsibilities.
6. Bringing animals onto University property.
7. Bringing children into the University academic areas. The University does not provide childcare services and cannot assume responsibility for their health and safety.
8. Violence or threats of violence toward persons or property of students, faculty, staff, or the University.
9. Improper use of email and Internet access.
10. Inappropriate use of cell phones or other electronic devices. All electronic devices must be in the “off” or “silent” position while in the classroom.
11. All forms of gambling.
12. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Possible sanctions may range from a written letter of reprimand up to immediate dismissal from the University.

Personal Appearance
Students are required to dress in an appropriate manner. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Family Educational Rights and Privacy Act
Student records are maintained for a minimum of 5 years from the student’s last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records, including:

1. The right to inspect and review the student’s educational records during normal business hours with an appointment within 5 days of the day the Education Department receives a written, dated request for access. The University does not permit students to inspect or review confidential student guidance notes maintained by the University or financial records of their parents or guardians.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students must submit a written inquiry to the Dean of Academic Affairs specifying what they want changed and why it is
inaccurate. If the University decides not to amend the record, the University will notify the student in writing and/or verbally of the decision and the student’s right to a hearing if desired.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The University may neither release nor disclose personally identifiable information contained in the student’s records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, unless permitted by the Act.

EXEMPTIONS: Certain items are not considered part of the student’s record under the Family Education Rights and Privacy Act of 1974. These include, but are not limited to:

- Certain confidential letters of recommendation received by the University;
- Records about students or incidents made by and accessible only to the instructors or administrators;
- School security records or records maintained by certain professionals acting in their capacity for treatment purposes are available only to persons providing the treatment. All requests for records should be made in writing to:
  
  Bryan University  
  3580 Wilshire Blvd., Suite 400  
  Los Angeles, CA 90010

ACCESS WITHOUT STUDENT CONSENT: The University will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

- When records are required by Bryan University officials in the proper performance of their duties;
- Organizations conducting studies for educational and governmental agencies where personally identifiable information will not be disclosed;
- U.S. Government agencies as listed in Public Law 93-380;
- Accrediting agencies;
- Parents of dependent children as defined in the Internal Revenue Code of 1954;
- Any organizations or persons who sponsor the student by paying any portion of the cost of training directly to the University;
- Appropriate contact persons in an emergency, to protect the health or safety of another student or person;
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution;
- In connection with the award of financial aid;
- To comply with judicial order or subpoena, provided that the University make a reasonable effort to notify the student prior to such compliance;
- Organizations conducting studies involving testing, student aid programs, or instructions;
- To comply with conditions otherwise required by the Family Education Rights and Privacy Act of 1974.

Holidays Observed

New Year's Day, Presidents' Day, Spring Recess, Memorial Day Recess, Independence Day Recess, Thanksgiving Recess, and a Holiday Break. Additional holidays may be observed for Veterans Day, Columbus Day, or Martin Luther King, Jr.'s birthday. Actual observance depends upon which days these holidays fall.

Academic Information

Request for Transcripts

Request forms for student transcripts must be made through the Registrar’s office and will not be given to any inquirer without student written consent. Students who attended from 2006 to present will be charged $5.00 per transcript. Transcripts will be processed within ten (10) business days of the written request. Students who attended in 2005 and prior will be charged $25.00 per transcript (This fee includes records retrieval from archived files). Transcripts will be processed within ten (10) to twenty (20) business days of the written request. Students wishing for other information to be disclosed must also make such requests in writing. Requests must specify the information to be disclosed, the reason for disclosure, and the person(s) to whom disclosure can be made.
**Unit of Credit**
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for 10 weeks for one quarter credit; or
2. At least an equivalent amount of work as required in number 1 above, for other academic activities as established by the institution including:
   a. One quarter credit hour for at least twenty (20) hours of supervised laboratory/shop instruction and one hour of documentable outside work (30 hours total); or
   b. One-quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience; or
   c. One quarter credit hour for at least 30 hours of other academic activities such as but not limited activities outlined below in section “Online/Hybrid Courses” “Book of Delivery Methods”.

A clock hour represents a minimum of fifty (50) minutes of instruction within a sixty (60) minute period.

**Definition of an Academic Year**
The academic year consists of a minimum of thirty weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits for undergraduate work or 18 credits in graduate work. The maximum enrollment period (maximum time frame) is 1.5 times the program length. Program length is outlined in the program description sections of this catalog.

**Academic Calendar**
A detailed calendar can be obtained from the Registrar’s Department and is also posted on the Student Portal. Current academic calendars have also been included as an appendix to this catalog.

**Changes in Programs or Policies**
The University has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student’s education or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The University is required to make changes in programs or policies when ongoing federal, states, or accrediting changes affect students currently in attendance.

**REFRESHER CLASSES:** Graduates of Bryan University may return and audit any previously completed course that is still being taught and has space availability, at the discretion of the Dean of Academic Affairs. Graduates who wish to exercise this option should contact the Dean of Academic Affairs. Graduates will be assigned classes on a space-available basis. Graduates will not be charged tuition for refresher courses; however, graduates will have to utilize previously issued courseware or pay for the cost of books, fees, and/or supplies necessary for this course. Due to continuing changes in the technology field, refresher privileges do not include training in software upgrades, do not include training in computer-based courses, and do not include training in course revisions or curriculum changes. Graduates must be in good financial standing with the University and any other lending institution as it relates to the University to be eligible for refresher privileges.

**ONLINE/HYBRID CLASSES:** Bryan University online courses are based on synchronous delivery so that faculty and students interact multiple times throughout the week. Tests, exams, graded work turnaround timelines and expectations are class specific and are outlined in each class syllabus. Bryan’s online courses are not self study and require actual attendance throughout the week at the regularly scheduled class time. The technological platforms utilized and modes of delivery include:

- **Student Portal:** Student portal is the virtual campus. It organizes and contains items such as access to the online library, access to technical support, key school contact information, access to all departments (career services, student services, education etc.), access to financial aid, access to online payments, and access to academic information such as student progress in the program (degree audit), unofficial transcripts, and access to online classes into Moodle (see below).
- **Moodle:** Moodle is our Learning Management System (LMS). Moodle is simply a system that organizes curriculum deployment for the classes in which a student is enrolled. It synchronizes the student with other class members, teachers, weekly outlines, grades and the information needed to be successful in the classes. Live virtual classroom times are scheduled in Moodle and then managed through Elluminate.
- **Elluminate Live and Elluminate VCS:** Elluminate Live is the synchronous virtual classroom where students receive weekly lectures from the faculty, interact with the faculty and interact with other students. All students experience Elluminate during the interview process in admissions as well as during orientation. Elluminate VCS is a video based
synchronous delivery platform that is used for some live classes where in live demonstration with student feedback and corroboration is needed.

- **Realtime Coach**: Realtime Coach is our court reporting simulation lab that is used to help students increase speed levels rapidly. It provides instant feedback and adaptive learning to help each student find success. It is also utilized for court reporting testing and some live class scheduling.

- **Modes of Delivery**: Online classes are delivered utilizing various methods to help students master the material. The following is a list of current methods utilized, which are class specific. Please refer to your specific syllabus for additional information.
  
  o **Live Lecture**: Defined as synchronous, instructor lead delivery or course material with student interaction. Calculated as lecture hours.
  
  o **Threaded Discussion**: Defined as asynchronous discussion derived from postings on course-related electronic forums or bulletin boards. The instructor reviews and participates in these discussions, but not in real time. Calculated as lecture hours based on instructor review and moderation of the threaded discussion.
  
  o **Collaborative Learning**: Defined as activities requiring the synchronous participation of enrolled students. The instructor may or may not be present during the collaborative learning experience. Calculated as lab hours.
  
  o **Multimedia Presentation**: Defined as a presentation created by the instructor that delivers the course content in a lecture format with pre-recorded voice, video, etc., but without synchronous interaction between students and instructor. Multimedia presentation may contain interactive elements that ensure student comprehension of the material. Calculated as lecture hours due to the content and focus of the presentation.
  
  o **Text Presentation**: Defined as a presentation created by the instructor that delivers the course content in a slide format without multimedia added. Calculated as lecture hours.
  
  o **Online Drill**: Defined as a pre-planned set of activities that reinforce the students’ understanding of lecture, but without instructional presence or synchronous input. The student receives feedback in real time from the online platform, which includes coaching or suggestions for improvement. The instructor later reviews this with the student. Calculated as lab hours.
  
  o **Research**: Defined as independent investigation of a concept covered in class, without instructional supervision or input. Calculated as independent study hours.
  
  o **Case Study**: Defined as an exercise set to students that require a practical application of the course content. Case Studies are often multi-day assignments that receive instructional input while the student is in progress of completing it. Calculated as lab hours.
  
  o **Game**: A simulated situation approached in an engaging or creative way that leads to an educational outcome. Students work cooperatively within the game, with or without synchronous or asynchronous instructor input. Calculated as lab hours.
  
  o **Observation**: An assignment or task involving the review of another individual performing a task or tasks, with the student providing feedback or reaction to the observed task. Calculated as independent study hours.
  
  o **Simulation**: An assignment or task involving the participation of the student or students in a task similar to those in the proposed implementation environment. Simulation involves instructor feedback, usually after the simulation has been observed by the instructor in both real time and through multimedia capture and playback. Calculated as lab hours.
  
  o **Problem Solving**: An assignment that demonstrates the student’s ability to think creatively about a scenario with or without a specific time limit. Problem Solving is not observed by the instructor. Calculated as independent study hours.

### Academic Standards

#### Curriculum

Each subject taught in the Bryan University court reporting program is relevant to the field of court reporting. The subject matter of each course is specifically designed to meet the standards of the National Court Reporters Association and the Court Reporters Board of California. Because vocabulary development never ceases for the court reporter, general vocabulary enrichment is presented as part of all machine shorthand classes so that students have the practical experience of writing and transcribing material incorporating their expanding vocabularies.

The Advanced Health and Fitness Training program curriculum was developed under the guidance of the American University of Sports Medicine (ACSM), the American Council on Exercise (ACE), and the National Academy of Sports Medicine (NASM).
COURSE NUMBERING:
Bryan University uses a course numbering system that differentiates between undergraduate and graduate work.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Remedial coursework</td>
</tr>
<tr>
<td>100-199</td>
<td>First-year, Associate level</td>
</tr>
<tr>
<td>200-299</td>
<td>Second-year, Associate level</td>
</tr>
<tr>
<td>300-399</td>
<td>Third-year, Post Associate/Baccalaureate level</td>
</tr>
<tr>
<td>400-499</td>
<td>Fourth-year, Baccalaureate level</td>
</tr>
<tr>
<td>500-599</td>
<td>Graduate, Masters level</td>
</tr>
<tr>
<td>600-699</td>
<td>Graduate, Doctoral level</td>
</tr>
</tbody>
</table>

Remedial coursework may not be counted towards degree completion, but may be eligible for financial aid. Students who have not met the requirements of graduate study may not take graduate level classes.

ACADEMIC ADVISING: Academic Advising is available to assist students with schedule changes, tutorial schedules, attendance problems, work schedule conflicts, program changes, or other difficulties that may be encountered and alter the focus from educational purposes and goals. Student Services is committed to help each student remain focused on their education by assisting with problems or concerns that they may have.

STUDENT COLLABORATIVE LEARNING: Development of the student is of utmost concern for Bryan University. Students will have the opportunity for class collaborative study groups. This format will allow students to work together and share experience and ideas for dynamic learning. The nature of programs taught at Bryan University will allow students to participate and work together in multi-student lab sessions or individuals.

**Academic Tutoring**
Tutoring is available without fee for students who need additional academic help. Individual and small-group sessions are scheduled as needed. Tutoring is available by appointment. Online tutoring is facilitated through Elluminate. At times, students may be required to attend mandatory tutoring sessions if they are not meeting satisfactory academic progress.

**Attendance/ Tardiness Policy**
The university emphasizes the need for all students to attend classes on a regular and consistent basis in order to progress in their chosen program and develop the skills necessary to compete in the highly-competitive labor market. Students are encouraged to proactively communicate absences directly with their instructor.

Students arriving late for class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including dismissal from the university.

**Non-Attendance Withdrawal Policy**
The specific requirements relating to dismissal from the program due to nonattendance are:

1. Students who are absent 14 consecutive calendar days will be withdrawn from their program of study.
2. Students withdrawn due to lack of attendance may apply for re-entry no sooner than the next grading period. Approval for re-entry is based upon student making satisfactory academic progress in their program and ability to prove that the circumstances that led to being withdrawn have been resolved. Students approved for re-entry must pay a $20.00 re-entry fee and will be re-entered under the current program tuition rate.
3. Students may appeal to the Dean of Academic Affairs if they feel an error has been made in their attendance calculation.
Grading

Students are graded on a 4.0 scale. Classes taken on a pass/fail basis are not counted in the CGPA, indicated by the grade “P.” Only the highest grade will be factored in the CGPA in the event a class is attempted more than once. Grading reflects the student’s progress and proficiency in their particular course of study. Each student’s progress is monitored from points earned in class performance, attendance, assigned work, and tests. Total points are then calculated and a final grade is given according to the following scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Range</th>
<th>CGPA Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>95% - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>90%-94%</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>87%-89%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>84%-86%</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>80%-83%</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>77%-79%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>74% - 76%</td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
<td>70%-73%</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>67%-69%</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60%-66%</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>Under 59%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn- Students receive a W if withdrawn less than 25% into the term with no impact on the CGPA</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing- This indicates that student withdrew more than 25% into the term and was passing the course at time of withdrawal. WP does not affect the student’s CGPA</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn Failing- This indicates that student withdrew more than 25% into the term and was failing the course at the time of withdrawal. The hours attempted are therefore added in the zero quality points earned. A WF affects the student’s CGPA in the same way as an actual grade of F.</td>
<td>0.0</td>
</tr>
<tr>
<td>T</td>
<td>Test Out</td>
<td></td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td></td>
</tr>
</tbody>
</table>

Grading Specific to Court Reporting Program: A student who receives an “F” (Failure) must repeat the course for which that grade was given. Court Reporting students must maintain a 74% or higher in each academic class. A grade of less than 74% or failure of the final exam requires the course to be repeated.

Course Withdrawals and Incompletes

Students may drop a class during the first 7 days of the academic term without penalty. After that time, if a student withdraws while failing, a “WF” will be received for the class, which will count in the calculation of the CGPA. If a student is passing at the point of withdrawal, a “WP” will be received, which does not count in the CGPA. Students experiencing extenuating circumstances may receive an Incomplete. Students receiving an Incomplete in a course must complete the course requirements within 10 days of receiving approval by the program director.
Leaves of Absence

All requests for a bankruptcy (LOA) must be made in writing (or email) and submitted to student services in the Student and Alumni Outreach department. Acceptable criteria for an LOA include: jury duty, military reasons, and Medical Leave Act of 1993 (FMLA) (Public Law 103-3). All requests for Leaves of Absence must be accompanied by verification. Official forms for an LOA request are available from Student Services and must be signed by the student. LOAs are granted at the discretion of the University.

Students who have been placed on an LOA will be classified as being on an approved LOA as defined by the Department of Education. Approved LOAs must meet the following guidelines:

- The maximum length of an LOA is one hundred eighty (180) days, at the University’s discretion, and each student will be granted only one LOA in a twelve (12) month period.
- A student may be granted one additional LOA, with previous approval from the Campus President, not to exceed thirty (30) days, in limited, well-documented cases due to unforeseen circumstances. The total length of a student’s LOA may not exceed 180 days in a twelve (12) month period, beginning with the first day of the first LOA.
- Accepted criteria for a subsequent approval of an additional LOA request includes documented jury duty, military reasons, family and medical emergencies, and other circumstances deemed acceptable by the University under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3).
- It is imperative that the student returns to school when the approved Leave of Absence is over. Any student not returning on the scheduled return date will be withdrawn from the program.
- The University may, at its discretion, extend or shorten the Leave of Absence to coincide with the nearest class start date, not to exceed one hundred eighty (180) days total.
- An unapproved LOA is defined by the Department of Education as a leave that does not meet the conditions for an approved LOA. Any LOA that does not meet the conditions for an approved LOA is considered a withdrawal for Title IV purposes.

Satisfactory Academic Progress

All students are required to make satisfactory academic progress towards completion of his or her program of study.

Satisfactory Academic Progress (SAP) has two components, a qualitative standard and a quantitative standard. The qualitative standard is based on the minimum graduation requirement of a 2.0 Cumulative Grade Point Average (CGPA). The quantitative standard requires progress sufficient to graduate within 150% of the program units (tracking attempted credits versus minimum credits that must be earned each review period) per the table below. This policy applies to all students enrolled in all programs. Transfer credit is not considered when evaluating satisfactory academic progress, as progress is assessed looking forward once the student is enrolled and progressing in a Bryan University program. See “Transferring from One Program to Another” and “Transfer Credits” sections below for additional transfer credit information.

A minimum of a 2.0 is required in order to achieve minimum satisfactory academic progress standards. The University considers a student to be making satisfactory progress when he or she is meeting the following criteria, which are assessed once each academic year.

- The student must complete the training program within a specified number of attempted credits, which may not exceed one and a half (1.5) times the program credits listed in the school catalog – see tables below.
- The student’s cumulative grade point average (CGPA) is 2.0 or higher

A student’s CGPA is allowed to fall between 1.5 and 2.0 during the first two academic years. If the student falls below a 1.5 at the first evaluation point, they will be placed on probation for one academic year until the second review point. Probationary procedures are outlined below. If the student’s CGPA falls below 2.0 at the second academic year review point, or any subsequent review point, the student will become immediately ineligible for Financial Aid and will be dismissed or placed on extended enrollment status as noted below. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.) as noted in the appeal process below.
Probation for not meeting rate of progression minimums is only allowed for Court Reporting students, due to the manual dexterity requirement of building speed in stroking the machine, which results in students progressing faster or slower at times. However, a student at no time is allowed to exceed 150%. Should a court reporting student found to not be on pace with speed building rate of progression requirement above, the education department, at its sole discretion may either dismiss the student or allow them to continue for one academic year on a probationary status to catch up to pacing at the minimum rate of progression. During this probationary status, a student is considered still eligible for Financial Aid. At the end of probation, if the student is not back on pace with the minimum rate of progression table, they become immediately ineligible for Financial Aid. At that point, the student may elect extended enrollment status as outlined below.

Any hours attempted will apply toward the maximum time frame permitted to complete the program. This includes courses with grades of W, WP, WF, R, P, or I. Remedial classes, if offered, will not affect satisfactory academic progress. **PROBATION/DISMISSAL/EXTENDED ENROLLMENT**: Probation will remain in effect for at least one academic year, which is designed to raise the cumulative GPA to 2.0 or higher or for Court Reporting students, is also designed to bring them back on pace with speed building. At the end of the probationary period, if the student meets the CGPA (or back on pace for a court reporting students), they are returned to normal status. If the student remains on probation and fails to meet the CGPA standard (or return to pace for court reporting students), they will be administratively withdrawn from the program unless they elect to be placed on extended enrollment status. At any review period, if the student has attempted 1.5 times the program credits, they are automatically withdrawn. The student is notified in writing whenever probation or withdrawal occurs.

Extended enrollment status only occurs due to CGPA falling below 2.0 or for court reporting students that are not building their speed quick enough at or after the second academic year review point. Students may elect extended enrollment status in place of being withdrawn, but must also receive extended enrollment status approval from the Dean of Academic Affairs. A student is taken off extended enrollment status and returned to making satisfactory academic progress as soon as minimum CGPA (2.0) or speed building pacing requirements are met. A student is not eligible for Federal Financial aid while on extended enrollment status.

In addition, if the University determines that it is ultimately impossible for a student to obtain the required 2.0 CGPA at the end of the maximum time attempted credits (1.5 times the credits outlined in the catalog); the student may be academically dismissed from the program. For students reentering in a different program, only courses that apply to the new program will be calculated in the 1.5 maximum timeframe and the CGPA. Students receiving veterans’ benefits will have a maximum of two grading periods after falling below a 2.0 CGPA to bring the CGPA to a minimum of 2.0. Students failing to meet this requirement will be decertified from the Veterans’ Benefits Program.

**APPEAL**: Appeals of adverse satisfactory academic progress determinations may be requested if students have not reached 150% of the program units. Appeals must be submitted in writing to the Campus President, and documentation to support the mitigating circumstances which have prevented satisfactory academic progress must be included. The decision of the Campus President is final. If an appeal is approved, it will be granted to a specific period of time as documented by the Campus President. An approval for an appeal for mitigating circumstances does not eliminate or

### Rate of Progression Table Minimums*:

<table>
<thead>
<tr>
<th>Evaluation Point (Academic Year)</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Court Reporting AOS – 10 Week Term</strong></td>
<td></td>
</tr>
<tr>
<td>AY1</td>
<td>0% of program credits earned</td>
</tr>
<tr>
<td>AY2</td>
<td>0% of program credits earned</td>
</tr>
<tr>
<td>AY3</td>
<td>10% of program credits earned</td>
</tr>
<tr>
<td>AY4</td>
<td>30% of program credits earned</td>
</tr>
<tr>
<td>AY5</td>
<td>50% of program credits earned</td>
</tr>
<tr>
<td>AY6</td>
<td>70% of program credits earned</td>
</tr>
<tr>
<td>AY7</td>
<td>90% of program credits earned</td>
</tr>
<tr>
<td>AY8</td>
<td>100% of program credits earned</td>
</tr>
<tr>
<td><strong>Advanced Health and Fitness Training</strong></td>
<td></td>
</tr>
<tr>
<td>AY1</td>
<td>0% of program credits earned</td>
</tr>
<tr>
<td>AY2</td>
<td>50% of program credits earned</td>
</tr>
<tr>
<td>AY3</td>
<td>100% of program credits earned</td>
</tr>
</tbody>
</table>
disregard accumulated grades, nor does it in any ways modify the student’s permanent academic record. If an appeal is approved, the student will be eligible for financial aid even though the student may fall below the minimum academic progress requirements. If an appeal is granted, a copy of the appeal must be placed in the student’s Financial Aid file.

**REPEAT CLASSES:** Students will only be allowed to repeat courses as required by the University due to academic problems. Machine speed classes in the Court Reporting program may be repeated as needed according to rate of progress. However, if a student is repeating a machine speed class more than two times, the student might be placed on warning or probation as noted above at the discretion of the Dean of Academic Affairs (warning is not probation and the student is still eligible for financial aid. Warning is simply a notification that the student is behind. If the Dean of Academic Affairs determines that the student should be placed on probation due to repeating machine classes, the time to remedy probation may be shortened to one term and will accompany a written plan of action). The grade received on the last repeat becomes the final grade in the CGPA calculation for court reporting machine classes whereas the highest grade earned is used for all other types of repeat classes. However, all attempts will remain on the student’s record. Students who fail a required non-machine speed course three times may be dismissed from the program. In the Court Reporting program, a failed course is defined as one in which students receive a grade below a “C” or fail to pass the final exam. In the AHFT program, a failed course is defined as one in which students receive a grade of “F” or “WF.”

**Academic Success Policy**

The university has a responsibility to provide its students with the knowledge, skills, and attitudes to be successful. Students are responsible for taking advantage of this through consistent attendance and thorough application in their studies. When a student fails a class, the university will pursue the following actions to assist the student.

**Academic Advisement**

Students receiving an F in a class will be placed on academic advisement. In addition, they will have the following requirements prior to completing the first week of their next class.

- The student will meet with an academic assistant to discuss the reason(s) for their lack of satisfactory academic process.
- Following this discussion, the academic assistant and student will commit to an appropriate course of action. This course of action may include on-going tutoring and support for the academic class or term.
- The student’s current instructor will monitor his or her progress and provide coaching and feedback on progress within the class.

If a student is in danger of failing a class (as assessed at the midway point), the student will meet with his or her Program Coordinator to determine his or her barriers to progress.

At the end of the module, the student will receive a grade from his or her current instructor reflecting the quality of work completed. If the student passes the course, the student will no longer have mandatory tutoring and academic assistance. Students may self-elect to continue receiving academic assistance.

If the student fails his or her current course(s) while on academic advisement, the student will then be placed on academic probation.

**Academic Probation**

When the university places the student on probation, the student will meet with the Academic Review Board (ARB). The ARB consists of the:

- Dean of Academic Affairs/Dean of Academic Affairs;
- Appropriate Program Manager/Director/Dean; and,
- Assistant Director of Student and Alumni Outreach (or his/her designee).

The board will discuss with the student his or her academic performance, and will listen to any input from the student as to how and why his or her academic performance will improve. The board will then discuss the student’s performance and his or her input and determine if the college should place the student on academic probation or recommend that the student be dropped from his or her course of study. The Dean of Academic Affairs will present the board’s recommendations to the Campus President; this recommendation may include termination from the student’s course of study. Termination by request of the ARB will prevent the student from reenrolling in the course of study, unless otherwise specified.
**Transferring from One Program to Another**

Students wishing to change from one program to a different program must be approved by the appropriate school officials and will not be assessed a re-registration fee. Students desiring to change programs should first contact the DAA, who will help direct them to the appropriate person. Tuition fees will be calculated and adjusted accordingly. Students will be credited or charged for the difference in the course cost. Any approved transfer of credits does not affect satisfactory academic progress in any way and will not be included in the SAP calculation.

- If a student is enrolled in a program that is changed for newly enrolling students and would like to transfer over to the new version, they may do so with approval, noting that historical grades may be transferred over for classes that are substantially the same rather than the TC designation due to existing classes being categorized as equivalents. SAP is assessed per the schedules outlined above depending on the program enrolled. SAP is assessed per the schedules outlined above depending on the program currently enrolled.

**Transfer of Credits**

Students transferring into Bryan University may submit an official transcript to the Dean of Academic Affairs as well as information regarding which classes they are asking to be evaluated for transfer credit. The Dean of Academic Affairs must approve all transfer credit. Only credit earned from institutions recognized by the Department of Education will be considered. Official transcripts are required. Additional detail such as course catalogs or additional explanations might also be requested by Bryan University to assist in making a determination. Typically, only general education classes are considered. Court Reporting machine classes may also be considered based on speed examination of the applicant by Bryan University.

**NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Bryan University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bryan University to determine if your credits or degree will transfer. In addition, if you earn a degree, diploma or certification, in most cases it will not serve as a basis for a higher-level degree at another university or university.

**Articulation Agreements**

Bryan University offers two articulation agreements for our Advanced Health and Fitness Training students to continue on and obtain their bachelor’s degree. Graduates of the Advanced Health and Fitness Training AOS Degree may apply at Globe University online to transfer up to 88 credits towards their Health and Fitness Specialist bachelor’s degree. In addition, graduates of the Advanced Health and Fitness Training program may apply to transfer credit to the California University of Pennsylvania’s bachelor’s degree in sports management.

**Financial Aid**

As both an approved and accredited institution, Bryan University participates in various federal and state financial aid programs. These programs are designed to aid students who require this assistance in order to pursue a postsecondary education. These programs have immeasurably aided many students who might not have been able to continue their education beyond high school. Under these programs, both the student and this institution assume various responsibilities. Satisfactory progress is mandatory to ensure continued financial aid throughout the completion of the curriculum at Bryan University. IF YOU ARE A STUDENT AND TAKE OUT LOANS YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS INTEREST LESS THE AMOUNT OF ANY REFUND. Due to recent legislation, Bryan University only offers Financial Aid through Direct Lending from the Department of Education and does not have a preferred lender. Bryan University does offer Private Educational Loans through third-party providers such as Sallie Mae. These loans and application procedures are credit based and are reviewed in Financial Aid and are non-Title IV Loans. Bryan University’s Code of Conduct is published on its website and can be obtained in the Financial Aid office. Students and applicants may also obtain required Truth in Lending disclosures and Title IV disclosures from the Financial Aid Office.

**Scholarships**

The university does not offer scholarships at this time.
Refund Policy

An enrollee may cancel the enrollment agreement without penalty or obligation and receive a full refund within three days of signing the enrollment agreement. After three days, if the enrollee cancels prior to or on the first day of instruction, the university will refund all paid fees except the $25 registration fee. Students who cancel during the first 7 days of the academic term will not be assessed a tuition charge. Cancellation must be in writing or via email received by the Registrar’s office during this 7-day period. Upon termination, the student is charged for actual books received. If the student fails to return the books in their original condition (open kits, courseware, and books that have been written in will not be acceptable for return) within ten (10) days from the last day of attendance, the university may deduct the documented charges from the refund calculated according to the Federal, State, and Institutional Policy. The University does not charge for books the student did not receive. Examples of refund calculations are available in the Financial Aid Office.

If a student commences classes and withdraws prior to attending more than 60 percent of the quarter (Court Reporting) or 60 percent of the academic year (Advanced Health and Fitness Training), the University will refund the tuition for the remainder of that period. After 60 percent of the applicable period has elapsed, no refund will be made. All refunds are made within 45 days of the date of cancellation or the date of determination of the student’s withdrawal.

CALIFORNIA STATE REFUND POLICY: A student who withdraws or is terminated from Bryan University after the prescribed cancellation period is charged in accordance to the following California State Refund Policy (BPPE Reform Act 01/01/1998 Section 94820):

1. Deduct the registration fee not to exceed twenty-five dollars ($25) from the total tuition charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1). (Hours attended are determined by the start date of the program through the last date of attendance.)
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Tests and supplies not used are not charged to the student. Any refund amount will be adjusted for the cost of testing and supplies not returned in good condition within ten (10) calendar days of withdrawal or termination.

DETERMINATION OF CHARGES: Example: A student is enrolled in a program of 600 hours with a cost of instruction of $7,525. Included in this cost is a $25.00 registration fee. The student withdraws after completing 100 clock hours and has paid $2,000 to the school.

1. DETERMINATION OF CHARGES PER CLOCK HOUR
   $7,525.00 cost of instruction (-$25.00 registration fee) = $12.50 per clock hour
   600 clock hours in course

2. DETERMINATION OF CLOCK HOURS PAID FOR BY STUDENT
   $2,000.00 paid by student = 160 clock hours paid for
   $12.50 per clock hour

3. DETERMINATION OF CLOCK HOURS PAID FOR BUT NOT RECEIVED
   160 clock hours paid for - 100 clock hours of instruction completed = 60 clock hours paid for but not received.

4. REFUND CALCULATION
   $2,000.00 paid X 60 clock hours paid for, but not received = $750.00 Refund
   160 clock hours paid for

RETURN OF TITLE IV FUNDS
Once a student who has received Student Financial Aid (SFA) Program funds withdraws or is terminated from Bryan University and a withdrawal date is determined, Bryan University will calculate the percentage of the payment period or period of enrollment completed. The percentage of the payment period or period of enrollment represents the percentage of financial aid earned by the student. Any unearned SFA Program funds must be returned. For a credit hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment as of the day the student withdrew, by the total number of calendar days in the
same period. The total number of calendar days in a payment period or period of enrollment includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. Days in which the student was on an approved leave of absence will also be excluded. The day the student withdrew is counted as a completed day.

**REFUND DISTRIBUTION ORDER**: Any portion of tuition to be refunded will be distributed in the following order as required by federal law:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. PLUS
4. Pell
5. FSEOG
6. Other: Federal, State, Private
7. Student or Sponsor

**PAYMENT OF REFUND**: Refunds are made within forty-five (45) days following the date upon which the student’s withdrawal has been determined or, for a student who fails to return from an authorized Leave of Absence (LOA), within forty-five (45) days of the date the student was scheduled to return. Refunds are distributed to the Title IV Programs in accordance with the distribution order defined by Federal Regulation. All tuition refunds will be calculated in compliance with criteria established at the State, Federal, and Accrediting Body levels. The largest refund amount will be determined by those guidelines and disbursed accordingly.

**Student Tuition Recovery Fund**

You may be entitled to compensation from the Student Tuition Recovery Fund if either, (1) you had prepaid tuition and suffered loss as a result of the school’s closure, the school's breach or anticipatory breach of its agreement with you, or there was a decline of quality within 30 days of the closure or other period determined by the Bureau for Private Postsecondary Education, or (2) you obtained a judgment against the school for violation of Chapter 3 of the Education Code and the judgment was uncollectible.

If you are not a resident of California, you are not eligible for protection under and recovery from the Student Tuition Recovery Fund. For further information, contact

**California Department of Consumer Affairs**
**Bureau for Private Postsecondary Education**
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370.7589

**Grievance Procedure**

The president is the staff member designated as the one responsible for investigation and resolution of complaints. If a student has a complaint that he wishes to bring to the attention of the school’s administration, it may be presented in writing directly to the president. The institution has also created a dedicated email address, feedback@bryanuniversity.edu, which goes directly to the campus president for review. Lastly, students are encouraged to share any feedback during the term-based class evaluations.

The president will investigate and respond to the grievance within ten days. If the student is not satisfied with the response of the president, the student may petition the president to review the grievance and its resolution. Students with questions may contact:

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

(Upon request, approval and accreditation materials are available for review at the president’s office.)

ANY QUESTIONS OR PROBLEMS CONCERNING THE INSTITUTION THAT HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE INSTITUTION SHOULD BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, SACRAMENTO, CA.
Students with questions may also contact:

**California Department of Consumer Affairs**  
**Bureau for Private Postsecondary Education**  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897

**The Court Reporters Board of California**  
2535 Capitol Oaks Dr., Suite 230  
Sacramento, CA 95833  
(916) 263-3660

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7580 or by completing a complaint form, which can be obtained on the Bureau’s Internet Web Site www.bppe.ca.gov.

**NOTICE OF NON-DISCRIMINATION**

As required by Title IX, this institution does not discriminate on the basis of sex, race, creed, religion, or handicap in the educational programs or activities that it operates.
PROGRAMS

COURT REPORTING
OCCUPATIONAL ASSOCIATE DEGREE
227 Credits, 160 Weeks, 3735 Contact Hours

PROGRAM OBJECTIVES
In keeping with the mission and institutional objectives of the University, the following objectives will guide the quality of our court reporting program and the desired outcomes for our future court reporters:

- To develop students’ machine shorthand speed to a level of 200 wpm with four voices so that they are eligible to take the California CSR (Certified Shorthand Reporter) licensing exam (for students living in and/or planning to work in California), and 225 wpm with two voices, 200 wpm on jury charge material, and 180 wpm on literary material so that they can pass the NCRA (National Court Reporters Association) RPR (Registered Professional Reporter) exam.
- To prepare students to lead in their chosen career field, including: court reporting, deposition reporting, closed captioning, realtime writing, CART (Communication Access Realtime Translation), and other.
- To develop students’ typing skill to a speed of 50 wpm while learning to produce and transcribe legal forms and court/deposition documents.
- To give students a strong academic background in English, grammar, spelling, word usage, punctuation, legal terminology and principles, medical terminology, physiology and anatomy, so that they will understand the vocabulary and material with which the working reporter deals and will be able to communicate with other legal professionals.
- To help students develop a wealth of general vocabulary knowledge and confidence in usage.
- To give students competency in those areas in which a reporter is expected to demonstrate expertise: depositions, interrogatories, court proceedings, computer-aided transcription (CAT), realtime writing, and knowledge of other technology that relates to the working reporter.
- To help students develop the professionalism, coping skills, discipline, and ethics that are so essential to success.
- In addition, students who complete this program will graduate with an Associates of Applied Science (AAS) degree in Court Reporting. The courses listed are not necessarily in order. The sequences of courses depend on the start date for the program.

EXAMPLE OCCUPATIONS
The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in industry):

- Court Reporter
- Scopist/Proofreader
- Deposition Reporter
- Captioner
- Webcasting Captioner
- CART Provider
- Medical transcriptionist
- Legal transcriptionist
- Executive assistant – focused on corporate meeting minutes, events etc.
- Court Reporting Instructor

Standard Occupational Classification codes (SOC) include, but are not limited to the following. Detailed information surrounding these classifications can be found at the following website – www.onetonline.org:

- 23-2091.00 – Court Reporters

PROGRAM COMPLETION
In order to graduate and receive a degree, a student must earn a minimum of 227 credits for the courses in the curriculum, complete all academic courses, have a cumulative grade point average of 2.0 or better, complete at least 40 verified hours of actual writing time and 10 hours of court observation during internship, with production of 40 pages of transcript. In addition, a student must meet the NCRA shorthand standard, consisting of three tests at 180 words per minute on literary material, three
tests at 200 words per minute on jury charge material, and three tests at 225 words per minute on testimony material, all at a minimum 95% accuracy. Certification of eligibility for examination by the Court Reporters Board of California will be made upon the successful completion of all academic courses in the curriculum, successfully completing the internship requirement, and successfully completing one ten-minute qualifier examination at 97.5% accuracy for students of the residential program.

Students take the RPR test once in the fast class, which when passed, will qualify students to sit for the California CSR should they desire. You must pass the California CSR to work in the state of California. Requirements for the exam are noted as follows: http://www.courtreportersboard.ca.gov/applicants/eligibility.shtml

IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE CALIFORNIA STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT:

THE COURT REPORTERS BOARD OF CALIFORNIA
2535 CAPITOL OAKS DR., SUITE 230
SACRAMENTO, CA 95833
(916) 263-3660.

COURT REPORTING AOS DEGREE COURSES

<table>
<thead>
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<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>TOTAL CREDIT HOURS</th>
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<td>MS-100</td>
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<td>MS-101</td>
<td>Machine Shorthand Theory II</td>
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<td>MS-102</td>
<td>Machine Shorthand Theory III</td>
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<td>ENG-101</td>
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<tr>
<td>ENG-102*</td>
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<tr>
<td>ENG-103*</td>
<td>Grammar</td>
<td>3.0</td>
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<td>ENG-104*</td>
<td>Word Usage/Spelling</td>
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<td>ENG-105*</td>
<td>Vocabulary Development</td>
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<td>ENG-106*</td>
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<td>ENG-201</td>
<td>Transcript Production</td>
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<td>LAW-201</td>
<td>Deposition Procedures</td>
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<td>LAW-202</td>
<td>Court Procedures</td>
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<td>MED-101</td>
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<td>MS-399</td>
<td>CSR/RPR Test Prep</td>
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</table>

**COURT REPORTING COURSE DESCRIPTIONS**

Classes noted with an asterisk are general education.

**MS-100  Machine Shorthand Theory I**  
12.0 credits  
An introduction to a computer-compatible, conflict-free machine shorthand theory, including an introduction to the basic keyboard letters, vowel sounds, the principles of phonetic writing, writing basic numbers, punctuation, introduction of brief forms, and machine shorthand vocabulary. As part of this course, the student will be introduced to Realtime Coach (RTC).

**MS-101  Machine Shorthand Theory II**  
12.0 credits  
An intermediate class in machine shorthand theory with emphasis on multi-stroke words, including resolution of sound-alike conflicts, high-frequency words, possessives and contractions, word endings and sound combinations that begin a word, advanced number usage, advanced brief forms, and transcribing live dictation  
Prerequisite: MS-100.

**MS-102  Machine Shorthand Theory III**  
12.0 credits  
An intermediate class in machine shorthand theory, including additional word endings and sound combinations that begin a word, advanced conflict resolution, advanced brief forms, and transcribing from live dictation.  
Prerequisite: MS-101.

**MS-103  Machine Shorthand Theory IV**  
12.0 credits  
An advanced class in machine shorthand theory, including prefixes and suffixes, compound words and word boundary resolution, acronyms, capitalization, introduction to Q&A, advanced brief forms, intensive review of theory, and advanced transcribing from live dictation.  
Prerequisite: MS-102.

**MS-104  Machine Shorthand 60-80**  
12.0 credits  
A basic speedbuilding class in machine shorthand, including new briefs and writing concepts, drill work, and practice on 60 to 80 materials. Student will develop proficiency in machine shorthand to write at 80 words per minute on new material.  
Prerequisite: MS-103.

**MS-105  Machine Shorthand 80-100**  
12.0 credits  
A basic speedbuilding class in machine shorthand, including new briefs and writing concepts, and drill work. Student will develop proficiency in machine shorthand to write at 100 words per minute on new material.  
Prerequisite: MS-104.
MS-200  Machine Shorthand 100-120  12.0 credits
An intermediate speedbuilding class in machine shorthand, introducing two-voice dictation and reinforcing drill work. By the end of this course, the student will develop proficiency to write at 120 words per minute on new material.
Prerequisite: MS-105.

MS-201  Machine Shorthand 120-130  12.0 credits
An intermediate speedbuilding class, including endurance work, retention exercises, and accuracy drills. Continued 2-Voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests.
Prerequisite: MS-200, TECH-101, and completion of 5 internship observation hours.

MS-202  Machine Shorthand 130-140  12.0 credits
An intermediate speedbuilding class, including endurance work, retention exercises, and accuracy drills. Continued multiple-voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests at 140 words per minute on new material.
Prerequisite: MS-201.

MS-203  Machine Shorthand 140-150  12.0 credits
An advanced speedbuilding class with emphasis on reporting the language of the courtroom, introduction of multiple-voice dictation, continued two-voice dictation and reinforcing drill work. Students will develop proficiency to write literary and two-voice tests.
Prerequisite: MS-202.

MS-204  Machine Shorthand 150-160  12.0 credits
An advanced speedbuilding class with emphasis on reporting the language of the courtroom, continued multiple-voice dictation and reinforcing drill work. Students will develop proficiency to write literary and two-voice tests at 160 words per minute on new material.
Prerequisite: MS-203.

MS-301  Machine Shorthand 160-170  12.0 credits
An advanced speedbuilding class with emphasis on legal, medical, and technical material and multiple-voice dictation. Students will develop proficiency to write literary and two-voice tests.
Prerequisite: MS-204.

MS-302  Machine Shorthand 170-180  12.0 credits
An advanced speedbuilding class with emphasis on legal, medical, and technical material and multiple-voice dictation. Students will demonstrate proficiency to write literary and two-voice tests at 180 words per minute on new material.
Prerequisite: MS-301.

MS-303  Machine Shorthand 180-200  12.0 credits
An advanced speedbuilding class with emphasis on legal, medical, and technical material and multiple-voice dictation. Students will demonstrate proficiency to write two-voice and four-voice tests at 200 words per minute on new material.
Prerequisite: MS-302 and completion of 5 internship observation hours (10 total).

MS-304  Machine Shorthand 200-225  12.0 credits
A concentrated speedbuilding class in machine shorthand with emphasis on two-, three-, and four-voice dictation from court and deposition transcripts. Students will demonstrate proficiency to write three tests each of the three legs of the RPR.
Prerequisite: MS-303 and completion of ENG-105 Section 3.

ENG-101  Study Skills  1.0 credits
A course in the development of good study skills, research resources and techniques, dictionary skills, and an introduction to the field of court reporting.

ENG-102*  Beginning English  3.0 credits
An introductory course in the basic principles of English grammar.

ENG-103*  Grammar  3.0 credits
An advanced English course in which the student will demonstrate mastery of the principles of English grammar and the rules of correct usage.
Prerequisite: Eng 102.

ENG-104*  Word Usage/Spelling  3.0 credits
A comprehensive course covering spelling rules and commonly misspelled words, and covering word pairs which look and/or sound alike.
Prerequisite: ENG-103
ENG-105* Vocabulary Development 5.0 credits
Basic and advanced vocabulary development. Vocabulary development is arranged into three sections that are taken during the course of the program. Section 1: Words are Important: Orange and Purple Books; Section 2: Words are Important: Brown and Gray books, and Hot Words for the SAT; Section 3: Word Smart and 1100 Words you Need to Know.

ENG-106* Punctuation 3.0 credits
A comprehensive course in Standard English rules for punctuation and capitalization with particular emphasis on punctuating the reporter’s transcript.
Prerequisite: ENG-103.

ENG-201 Transcript Production 3.0 credits
A practical course in all aspects of transcript preparation. Student will demonstrate mastery of punctuation, set-up, and preparation of a professional resume and portfolio. Student will also learn proofreading techniques to produce a high-quality transcript.
Prerequisite: MS-204.

INT-201 Internship 1.0 credits
Provides the students with the opportunity to report and transcribe actual legal proceedings in real-life settings.
Prerequisite: None for observation hours; MS-302 for shadowing requirements.

LAW-101 Legal Terminology 3.0 credits
An intensive course in which the student will be able to develop and demonstrate knowledge of basic legal terms, including the commonly used Latin and Greek expressions in legal proceedings.
Prerequisite: MS-105 and completion of ENG-105 Section 1.

LAW-102 Substantive Law 3.0 credits
An intensive course of the various fields of law with particular emphasis on those areas frequently involved in litigation. Student will comprehend the basic principles of substantive law to be able to understand, report, and transcribe legal proceedings.
Prerequisite: MS-105 and completion of ENG-105 Section 1.

LAW-201 Deposition Procedures 3.0 credits
An intensive course covering the applicable codes of the Discovery Act, NCRA Code of Professional Ethics and California Court Reporters Board Code of Ethics and the reporter’s responsibility in taking a deposition.
Prerequisite: MS-204, LAW-101, LAW-102.

LAW-202 Court Procedures 3.0 credits
A comprehensive course in the American Judicial system, court structure, criminal and civil proceedings, specialty courts, procedures for federal and state courts, trial procedure, NCRA Code of Professional Ethics and California Court Reporters Board Code of Ethics, and the reporter’s role in court.
Prerequisite: MS-204, LAW-101, LAW-102.

MED-101 Medical Terminology 3.0 credits
An intensive course in common medical language with emphasis on prefixes, suffixes, and word roots for building medical vocabulary. Students will demonstrate knowledge of basic medical terms to report and transcribe medical testimony.
Prerequisite: MS-105 and completion of ENG-105 Section 1.

MED-102 Anatomy & Physiology 3.0 credits
A survey course in human anatomy and physiology with particular emphasis on those specialties most frequently encountered in the courtroom. Students will demonstrate mastery of the structure and function of the basic body systems, drugs, and diseases to report and transcribe medical testimony.
Prerequisite: MS-105 and completion of ENG-105 Section 1.

TECH-101 Keyboarding 1.0 credits
A course in the development of speed and accuracy in keyboarding. Course length as required by individual student. Must pass one test (50 w.p.m. gross, 5 errors or fewer).

TECH-201 Reporting Technology 3.0 credits
A practical course in technology applications for court reporting, broadcast captioning, the psychology of writing realtime and computer-aided realtime translation, and litigation support software.
Prerequisite: MS-202 and completion of ENG-105 Section 2.

MS-399 CSR/RPR Test Preparation 3.0 credits
A test prep course to review all the key areas of the CSR or RPR along with sample tests and test taking strategies.
Prerequisite: Completion of all academics and entry into MS-304.

**Academic preparation for the California CSR:** Bryan University courses meet or exceed the minimum standards established by the California Court Reporters Board. A comparison is outlined below. Please note that Bryan University requires additional machine hours beyond the minimums set forth by the Court Reporters Board of California as well as academics based on observations of student feedback and success rates being correlated to additional machine time and academic time in areas such as technology and legal terminology. California residents enrolled in the online program qualify for the CSR by passing the RPR or by passing a qualifier exam administered on campus.

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<th>BRYAN UNIVERSITY</th>
<th>COURT REPORTERS BOARD</th>
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<td>Medical (includes 5 hours of transcription)</td>
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<tr>
<td>Legal</td>
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<td>Transcript Preparation</td>
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<td>Resource Materials (covered in study skills)</td>
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<td>Apprenticeship (Internship)</td>
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<td>Technology</td>
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ADVANCED HEALTH and FITNESS TRAINING
OCCUPATIONAL ASSOCIATE DEGREE
90.5 Credits, 60 weeks, 1280 Contact Hours

PROGRAM OBJECTIVES
The Advanced Health and Fitness Training Program prepares students to find entry-level employment in the expanding field of personal training and health and fitness. Starting with a foundation of the skills needed to be a successful personal trainer, the student will expand their tool set to include industry demanded skills and knowledge. Graduates of the program will be exposed to information and receive training in techniques needed to work with clients of all ability levels and a wide variety of health and wellness environments.

Following the completion of the program, a graduate should have:
- Knowledge of the essential sciences related to health and fitness: anatomy, exercise physiology, motor learning, and aspects of adult learning.
- Knowledge of the elements of exercise prescription for: apparently healthy adolescent, teen, and adult populations; post-rehabilitative clients and clients with known risk factors or symptoms of disease, and athletic fitness.
- Knowledge of the elements of nutrition and its relationship to health and wellness.
- Knowledge of the business skills needed for personal success in the health and wellness field.
- Knowledge of the elements of client motivation and the connection between the mind and body.
- Ability to design an exercise prescription for a wide variety of clients.
- Ability to oversee a client’s performance of exercise including resistance, cardiovascular, and flexibility training.
- Ability to counsel clients on healthy lifestyle choices.
- Ability to conduct a safe and effective group exercise class.

EXAMPLE OCCUPATIONS
The following is a list of example occupations that one could pursue (this is just a sample, as job titles and names continue to change in industry):
- Certified Personal Trainer
- Group X instructor
- Gym Staff Member
- Nutrition/Supplement Store Associate
- Corporate Wellness Staff Member
- Fitness Instructor

Standard Occupational Classification codes (SOC) include, but are not limited to the following. Detailed information surrounding these classifications can be found at the following website – [www.onetonline.org](http://www.onetonline.org):
- 39-9031.00 – Fitness Trainers and Aerobics Instructors
- 39-9032.00 – Recreation Workers
- 11-9039.02 – Fitness and Wellness Coordinators

PROGRAM COMPLETION
In order to graduate and receive an Occupational Associates Degree, a student must earn a minimum of 90.5 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for a wide variety of fitness certifications (a maximum of two attempts are included in tuition costs, passing of which are not required for graduation).

Classes noted with an asterisk are general education.
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<th>COURSE NUMBER</th>
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<td>FIT-100</td>
<td>Introduction to Personal Training</td>
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<tr>
<td>FIT-101</td>
<td>Medical and Clinical Terminology</td>
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<td>FIT-102</td>
<td>Law and Ethics for Business Professionals</td>
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<td>FIT-103</td>
<td>Anatomy and Physiology</td>
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<td>FIT-104</td>
<td>Fitness Screening and Testing</td>
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<td>FIT-105</td>
<td>Introduction to Biomechanics</td>
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<td>FIT-106</td>
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<td>Cardiovascular Training and Programming</td>
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<td>Resistance Training and Programming</td>
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<td>Proprioceptive Training and Programming</td>
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<td>FIT-208</td>
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<td>FIT-296</td>
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<td>ENGL-113*</td>
<td>Business Writing and Communication</td>
<td>2.5</td>
</tr>
<tr>
<td>ENGL-114*</td>
<td>Oral Communication</td>
<td>1.0</td>
</tr>
<tr>
<td>TECH-102*</td>
<td>Business Computing Skills</td>
<td>2.5</td>
</tr>
<tr>
<td>FINC-101*</td>
<td>Introduction to Finance</td>
<td>2.5</td>
</tr>
<tr>
<td>TECH-101*</td>
<td>Keyboarding</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>90.5</strong></td>
</tr>
</tbody>
</table>
FIT-100 Introduction to Personal Training 3.0 credits
This course focuses on the elements related to developing a lifelong approach to personal education and financial success, as well as the basic elements of wellness, including stress management.
Prerequisite: None.

FIT-101 Medical and Clinical Terminology 3.0 credits
A course covering common medical terms, with a focus on those commonly found in allied health.
Prerequisite: None.

FIT-102 Law and Ethics for Business Professionals 2.0 credits
This course covers the fundamentals of professional conduct and the reduction of professional liability for allied health professionals.
Prerequisite: None.

FIT-103 Anatomy and Physiology 3.0 credits
An overview of the human body and its major systems, with a focus on the musculoskeletal system.
Prerequisite: None.

FIT-104 Fitness Screening and Testing 3.0 credits
This course covers the fundamentals of conducting health screenings and risk stratifications, as well as tests such as body fat, cardiovascular condition, and flexibility.
Prerequisite: None.

FIT-105 Introduction to Biomechanics 3.0 credits
This course covers the basic principles of biomechanics, with a significant focus on injury prevention for both the allied health professional and the client.
Prerequisite: None.

FIT-106 Introduction to Group Exercise 3.0 credits
An overview of the field of group exercise and the various modalities taught in most fitness centers.
Prerequisite: None.

FIT-107 College Nutrition 2.5 credits
This course covers the fundamentals of nutrition, including macro and micronutrients, and the fundamentals of how food is used by the human body.
Prerequisite: None.

FIT-108 Weight Management 2.5 credits
A course covering the principles of achieving effective and permanent changes in weight, depending upon client goals.
Prerequisite: None.

FIT-109 Sales Management 2.5 credits
An overview of the fundamentals of selling allied health services, with a focus on the components of an effective sale and how to overcome reluctance toward selling.
Prerequisite: None.

FIT-200 Cardiovascular Training and Programming 3.5 credits
A course focusing on the guidelines and implementation of programs intended to improve cardiovascular health. Attention will be given to the effective communication of form and technique during cardiovascular training.
Prerequisite: FIT-103.

FIT-201 Resistance Training and Programming 3.5 credits
A course covering the fundamentals of designing basic programs for hypertrophy, strength, and endurance, with a focus on appropriate exercise selection and progression.
Prerequisite: FIT-103.

FIT-202 Proprioceptive Training and Programming 3.5 credits
This course covers the principles of training clients for increased flexibility, balance, and coordination.
Prerequisite: FIT-103.

FIT-203 Cardiovascular Training for Performance 3.5 credits
This course covers the fundamentals of performance oriented training, and the role of cardiovascular training in reaching...
performance oriented goals.
Pre-requisite: FIT-103.

FIT-204  Resistance Training for Performance  3.5 credits
This course covers the fundamentals of performance-oriented training and the role of resistance training in reaching performance-oriented goals.
Pre-requisite: FIT-103.

FIT-205  Training for Special Needs  3.5 credits
This course covers modifications to standard training programs for people with existing chronic or acute disease, as well as the fundamentals of training special populations.
Pre-requisite: None.

FIT-206  Nutrition for Performance and Special Needs  2.5 credits
This course covers the nutritional needs of those seeking to improve physical performance, as well as the nutrition needs of special populations, such as children, seniors, and pre-natal clients.
Pre-requisite: FIT-107.

FIT-207  Business Management  3.0 credits
This course covers the fundamentals of running and maintaining an allied health business.
Pre-requisite: None.

FIT-208  Coaching Psychology  2.5 credits
This course covers the fundamentals of client motivation and coaching, with a focus on practical techniques for helping clients reach their stated goals.
Pre-requisite: None.

FIT-296  Fitness Practicum  12.0 credits
This course provides the student an avenue to practice and refine the knowledge, skills, and abilities learned in class and to receive direct feedback from the instructors. Prerequisite: FIT-100, FIT-103. 160 hours.

FIT-299  National Testing Preparation  2.0 credits
A course intended to prepare the student to take national certification exams, with a focus on test taking skills and self-directed review and improvement of weak areas of knowledge, skill, and ability.

ENGL-110*  College Grammar  3.0 credits
A course providing students with grammar-specific skills needed for success in the modern business environment; including but not limited to sentence structure, relationships, sentence construction, and punctuation.
Pre-requisite: None.

MATH-101*  College Algebra  3.0 credits
A course covering the foundations of university algebra with a focus on its practical application in real life.
Pre-requisite: None.

ENGL-111*  Personal Success and Wellness  2.5 credits
This course focuses on the elements related to developing a lifelong approach to personal education and financial success, as well as the basic elements of wellness, including stress management.
Pre-requisite: None.

ENGL-112*  Word Power  1.0 credits
A course dedicated to the tools and techniques of acquiring a university level, advanced vocabulary.
Pre-requisite: None.

ENGL-113*  Business Writing and Communication  2.5 credits
This course covers the important types of communication in business, including resumes, cover letters, business letters, and formal business reports.
Pre-requisite: None.

ENGL-114*  Oral Communication  1.0 credits
A course focusing on improving the student’s ability to communicate via the spoken word. Focus will be given to persuasion and conflict resolution communication techniques.
Pre-requisite: None.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH-101*</td>
<td><strong>Keyboarding</strong>              2.0 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A course designed to improve the student’s typing skills. Students must complete an online typing test at 40 WPM with 90% accuracy to successfully complete the course. Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td>TECH-102*</td>
<td><strong>Business Computing Skills</strong> 3.0 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A course in the use of computers within a business environment, including the use of common office productivity packages to develop documents, spreadsheets, and presentations. Prerequisite: None.</td>
<td></td>
</tr>
<tr>
<td>FINC-101*</td>
<td><strong>Introduction to Finance</strong> 2.5 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A course covering the basics of financial management including the ideas of banking, consumer credit, retirement, and investing. Prerequisite: None.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A - Tuition and Fee Schedule

Tuition

Tuition is charged by the term/quarter for the court reporting program and by the academic year for all other programs. All students are required to pay a tuition deposit of $50.00 prior to starting class. This includes a $25.00 registration fee for undergraduate students and $150.00 for graduate students. This fee is not refundable if the applicant is accepted for admission to the University. The beginning and ending dates for each term are listed in the school academic calendars. Late Payments are subject to a $10.00 late fee. Tuition is refundable in accordance with the REFUND POLICY NOTED below. Payment plans (school deferral plans) are available and are reviewed during the financial aid process and are open to all students. Bryan University does not offer scholarships or grants. Discounts are not provided for payments in advance of the normal payment schedule.

COURT REPORTING TUITION SCHEDULE: Court reporting tuition rates are based on the academic years attended as set forth in the schedule below.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Tuition Per Academic Year</th>
<th>Tuition Per Quarter/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year 1</td>
<td>$11,920.00</td>
<td>$3,973.33</td>
</tr>
<tr>
<td>Academic Year 2</td>
<td>$11,920.00</td>
<td>$3,973.33</td>
</tr>
<tr>
<td>Academic Year 3</td>
<td>$11,547.50</td>
<td>$3,849.17</td>
</tr>
<tr>
<td>Academic Year 4</td>
<td>$8,940.00</td>
<td>$2,980.00</td>
</tr>
<tr>
<td>Academic Year 5</td>
<td>$7,450.00</td>
<td>$2,483.33</td>
</tr>
</tbody>
</table>

Books and courseware costs are out of pocket. It is required that students have a laptop computer. Costs may vary for lab fees, books, software, and equipment as changes in technology, course requirements, and software versions change.

The total tuition costs for students who complete the Court Reporting program in accordance with the normal time to complete the program will be approximately $51,777.50. Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney’s fees, and any costs of collection. Re-entry fee is $25.00.

ADVANCED HEALTH and FITNESS TRAINING TUITION SCHEDULE:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Tuition Per Academic Year</th>
<th>Tuition Per Quarter/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year 1</td>
<td>$12,450.00</td>
<td>$4,150.00</td>
</tr>
<tr>
<td>Academic Year 2</td>
<td>$12,450.00</td>
<td>$4,150.00</td>
</tr>
</tbody>
</table>

1. Books and courseware costs are included in the tuition.
2. Gym membership costs are out of pocket

The total tuition costs for students who complete the AHFT program in accordance with the normal time to complete the program will be approximately $24,900.00. Each student is responsible for making payment arrangements with the University. If the University finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney’s fees, and any costs of collection. The quarterly tuition charge for students attending classes beyond the second academic year is $2,000.00. Re-entry fee is $25.00

California Student Tuition Recovery Fund (STRF)
The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. This fee is calculated at 0.0005% of every thousand paid in tuition rounded up. Exact STRF amounts are found on the front page of your program enrollment agreement.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay
all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
Appendix B - Calendars

Bryan University Court Reporting Traditional 10 wk 2013 Calendar

Fall Term 2012
- November 5th ................................................. Fall Term Begins
- November 22nd & 23rd ................................. Thanksgiving Recess
- December 24th – January 4th .............................. Holiday Break
- January 21st ................................................ Martin Luther King Day
- January 25, 2013 .............................................. Fall Term Ends

Winter Term 2013
- January 28th ...................................................... Winter Term Begins
- February 18th .................................................. President’s Day
- April 5th ......................................................... Winter Term Ends

Spring Term 2013
- April 8th ............................................................. Spring Term Begins
- May 27th ........................................................... Memorial Day
- June 14th .......................................................... Spring Term Ends
- June 17th – June 21st .......................................... Spring Break

Summer Term 2013
- June 24th .......................................................... Summer Term Begins
- July 4th ............................................................. Independence Day
- August 30th ...................................................... Summer Term Ends

Summer II Term 2013
- September 2nd .................................................... Labor Day
- September 3rd .................................................. Summer II Term Begins
- November 8th ..................................................... Summer II Term Ends

Fall Term 2013
- November 11th .................................................. Fall Term Begins
- November 28th & 29th ......................................... Thanksgiving Recess
- December 23rd – January 3rd ............................... Holiday Break
- January 31, 2014 ................................................. Fall Term Ends
Bryan University Advanced Health & Fitness Training 2013 Calendar

Fall III Module 2012
- November 26th ........................................ Fall III Module Begins
- Dec 24th – Jan 4th ........................................ Holiday Break
- January 11th ........................................ Fall III Module Ends

Winter Module 2013
- January 14th ........................................ Winter Module Begins
- January 21st ........................................ Martin Luther King Day
- February 15th ........................................ Winter Module Ends

Winter II Module 2013
- February 18th ........................................ President’s Day
- February 19th ........................................ Winter II Module Begins
- March 22nd ........................................ Winter II Module Ends

Spring Module 2013
- March 25th ........................................ Spring Module Begins
- April 26th ........................................ Spring Module Ends

Spring II Module 2013
- April 29th ........................................ Spring II Module Begins
- May 27th ........................................ Memorial Day
- May 31st ........................................ Spring II Module Ends

Summer Module 2013
- June 3rd ........................................ Summer Module Begins
- July 4th ........................................ Independence Day
- July 5th ........................................ Summer Module Ends

Summer II Module 2013
- July 8th ........................................ Summer II Module Begins
- August 9th ........................................ Summer II Module Ends

Summer III Module 2013
- August 12th ........................................ Sum III Module Begins
- September 2nd ........................................ Labor Day
- September 13th ........................................ Sum III Module Ends

Fall Module 2013
- September 16th ........................................ Fall Module Begins
- October 18th ........................................ Fall Module Ends

Fall II Module 2013
- October 21st ........................................ Fall II Module Begins
- November 22nd ........................................ Fall II Module Ends

Fall III Module 2013
- November 25th ........................................ Fall III Module Begins
- November 28th & 29th ........................................ Thanksgiving Recess
- Dec 23rd – Jan 3rd ........................................ Holiday Break
- January 10, 2014 ........................................ Fall III Module Ends
Appendix C – Instructional Faculty

Advanced Health and Fitness Training

Todd Seyler – CSCS ...........................................B.S. Exercise Physiology – Ohio University
Justin Spanko - ACE CPT ....................................B.S. Health & Physical Education - Slippery Rock University
Walter Cortez – NSCA CSCS, ACSM CPT…..M.S. Exercise & Sport Science – University of Utah

Court Reporting

Joanne Beall – CRI
Sharon Dahl - CRI, CSR ..................Certificate of Completion, Court Reporting – Merit College
Linda Edelman - CRI, CSR, RPR
Tom Felicetta
John Hill - CRI ............................................B.F.A. - California Institute of Fine Arts
Steve Matthews - CRI ..............................B.A. Psychology - UC Los Angeles
Ximena McCormack – CRI .........B.A. Broadcasting/Communication – CSU Los Angeles
Christine Merry - CSR ...............................Diploma Court Reporting - Bryan College
Iris Newman - CRI, CSR
Karen Quick - CRI, CSR .................Diploma Court Reporting – Bryan College
Antoinette Russell ................................. B.A. Broadcast Communications – Washington State University
Leslie Schwartz – CCR..................Certificate Court Reporting – Macomb Community College, MI
Gina Sommo - CRI, CSR ..................Diploma Court Reporting – SOCAL College of Court Reporting

General Education

Andy Benis ..............................................B.A. Psychology - UC Irvine
                                                     M.A. Psychology - U.S. International University
Matthew Sklar ...........................................B.A. Psychology - University of Connecticut
Brian Cunningham................................. B.A. Literature – University of California, Santa Cruz
                                                     M.A. Library & Information Studies, University of California, LA
Appendix D – VA Information

BRYAN UNIVERSITY
VETERANS ADDENDUM

Credit Evaluation Policy:
Advanced College will inquire about each veteran or eligible person’s previous education and training, and request transcripts from all prior institutions, including military, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted if appropriate. The veteran or eligible person will be notified via formal letter regarding the evaluation. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

Attendance Policy:
A student will be placed on probation if attendance is below 80% of scheduled classes of any term. The student must bring his attendance above 80% by the end of the following term to be removed from probation. If at the end of the probation period, the student’s attendance is not raised to 80% of scheduled classes, the Department of Veterans Affairs will be notified and benefits will be interrupted.

A student can be placed on a maximum of two terms for attendance probations prior to academic dismissal.
Military Service Appreciation Grant

Bryan University is honored to support active duty personnel and veterans of the U.S. Armed Services and their families in achieving their education and career goals. The Military Service Appreciation Grant was instituted to help make educational opportunities more affordable for dedicated and capable students who have served or are serving in the U.S. Military, Guard, and Reserve.

To qualify for the Military Service Appreciation Grant, you must be a new full-time student who is enrolled on or after July 1, 2011 at Bryan University and currently serving on Active Duty or be a veteran of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, and Reserves. Additionally, we are pleased to offer this opportunity to Military spouses.

Grant Amount

If you meet the eligibility requirements within the application, you will receive a $500 tuition grant per Academic Year of successful enrollment, plus your registration fee will be waived. This grant is in line with any financial assistance you are entitled to under Veterans Education Benefits, Federal Funding, or other state and local aid.

Eligibility

To be eligible each Academic Year, you must maintain a 2.5 CGPA or higher, maintain a full-time enrollment status and be continuously enrolled throughout your program of study.

Degrees Available

Bryan University is proud to offer this grant opportunity in our following programs:

Undergraduate Degree Program

- Associate Degree in Advanced Health & Fitness Training
- Associate Degree in Court Reporting

Thank you for your service,

John Kolacinski, Campus President