COURSE CATALOG

January 1, 2016—December 31, 2016

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
Los Angeles Campus President
PH: (213) 484-8850
TX: (877) 484-8850
FX: (213) 483-3936
John.kolacinski@bryanuniversity.edu
losangeles.bryanuniversity.edu
feedback@bryanuniversity.edu
University Information

History

Bryan University was established in 1940 by Dr. Mildred T. Bryan, a visionary who dedicated her career to advancing the court reporting industry by training qualified stenographers to be the best they could be. Dr. Bryan welcomed her first three students into her living room, which served as the initial classroom for the institution, originally named Bryan Stenotype School. Over time, with a committed focus on student- and employer-driven principles of excellence, Dr. Bryan succeeded in creating a strong brand image in the legal industry, such that the institution became the number-one choice for students and employers alike, receiving the highest certification pass rates and generating the most notable success stories in the field.

In 2005, Bryan extended its reach by opening a campus in Sacramento, furthering its mission to challenge the boundaries of traditional education. With this new campus, Bryan University introduced additional degree programs to support its brand, maintain its legacy, and continue to support its core student- and employer-focused values. These new programs aligned well with Bryan’s mission to provide students with marketable skills that resulted in employment.

Bryan University looks forward to the future and is committed to training students to reach their full potential. In doing so, Bryan University continues its 70-year legacy of helping people achieve their career goals, and, firmly rooted by Dr. Bryan’s principles, the institution plans to remain a leader in higher education for years to come.

Mission and Purpose

Bryan University believes in challenging the boundaries of traditional education and in liberating the innate greatness in people.

Bryan University is tightly focused, selective, and targeted, offering students the opportunity to earn degrees in carefully researched high-growth fields that demand specialized skills. Instead of offering hundreds of programs to attract high volumes of students, the institution is committed to providing students with the best education possible within its selected areas of study.

Bryan’s premier faculty and staff are viewed as pioneers dedicated to taming the new educational frontier. They are valued for their high-level of experience and aptitude, and their passion for providing the most meaningful education to students.

Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to high-demand professional careers. They are preferred by employers because Bryan alumni have earned a reputation for being dedicated, intelligent, and immediately productive in the work place.

In honoring the innate greatness in people, Bryan enjoys a position within the higher education spectrum that is unique, respected, enviable, and worthy of emulation.
Key Objectives

- Trust is at the center of Bryan’s core values, reflected through relationships between faculty, staff, administrators, and students, and measured through superior outcomes.
- Bryan is dedicated to the evolution of education, combining classic curriculum with practical training and applied knowledge to prepare students for real-world success.
- Bryan’s student-centric system focuses on learning styles, continuous feedback, and ways to improve the learning experience.
- Bryan’s committed administrative focus assures students will experience a smooth progression from admissions through classroom learning to graduation and productive employment.
- Bryan’s experienced instructional design team is dedicated to developing curricula that lead directly to high-demand, practical, productive, and highly paid skills.
- Bryan is devoted to producing engaging multimedia, interactive, experiential coaching environments to accelerate student learning and increase retention of knowledge.
- Bryan’s dedicated outreach provides education and skill development to needy children and adults around the world who might otherwise have no access to such enrichment opportunities.

Campus Administration

Campus President ................................................................. John Kolacinski, MA, University of Northern Colorado
Court Reporting Program Director ........................................ John Kolacinski, MA, University of Northern Colorado
Regional Director of Financial Aid ........................................... Roxane Romero
Business Office Manager ............................................ Omar Cupich, B.S. Business Administration/Accounting Cal Poly Pomona
Registrar ................................................................. Omar Cupich, B.S. Business Administration/Accounting Cal Poly Pomona
Director of Student and Alumni Outreach ...................... Betty Navarette, B.S. in Business Management, University of Phoenix

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 President; Mark Evans, CMO; Dave Rogers, CFO; Eric Evans, COO. 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 in the proceeding 5 years under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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. Bryan University can be found online at www.losangeles.bryanuniversity.edu. The school’s bookstore may also be found online: www.bryanuniversitybookstore.com. Bryan University has a branch campus located in Tempe Arizona at 350 West Washington Street, STE 100, Tempe, AZ 85281. All online programs are enrolled via the Tempe campus. Tempe also has residential programs as well – 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 Library is entirely online and accessible through LearnBryan (www.learn.bryanuniversity.edu) or via the student portal. The virtual library includes resources and vocational databases, general reference resources, work papers, along with access to a team of librarians available via phone or chat 24/7. The campus library has computers available for students to access online resources and is staffed by lab monitors. Students may use the Bryan University Library resources for research required by class assignments. In addition to the online library, students have access to a lab facility which provides both computers and internet.

Consumer Information

Up-to-date consumer information related to Bryan University’s programs such as graduation rates, median debt loads, graduate placement information, annual security report, and drug and alcohol prevention programs can be found online at http://losangeles.bryanuniversity.edu/consumer-info. Should a paper copy be required, please contact Student and Alumni Outreach at the toll free number listed below.

Bryan University Hours of Operation

- Monday – Friday 8:00 a.m. to 4:00 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 or submit a summary to security@bryanuniversity.edu. 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. Please also refer to our security report at: http://losangeles.bryanuniversity.edu/consumer-info.

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

**If you are aware of or are the victim of a campus crime, please notify Student Services immediately at 877.484.8850. 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.**

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 from our website at: http://losangeles.bryanuniversity.edu/consumer-info.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institutions may be directed to the Bureau for Private Postsecondary Education at:

- Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
  - P.O. Box 980818, West Sacramento, CA 95798-0818
- Web site Address: www.bppe.ca.gov

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
Admissions Requirements and Procedures

Undergraduate Admissions

As a prospective student, you are encouraged to review this catalog and 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. In addition, please review our program performance disclosures available at http://losangeles.bryanuniversity.edu/consumer-info 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.

Each applicant must also complete an interview with an admissions representative and must meet the technology requirements set forth in this catalog (see below).

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 18 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 through Realtime Coach. 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.

- 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
  - CaseCATalsyt 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 and Alumni Services

Bryan University offers a wide range of educational, motivational, and social programming to support students while in school and post-graduation.

Student Outreach

Student Outreach Advisors are assigned to all active students. These advisors contact students regularly to ensure everything is going as planned. Advisors are a great single point of contact, offering students assistance with resources needed from any department. Student Outreach also facilitates school activities and social events both on campus and online.

Alumni Outreach

Bryan University strives to stay in contact with all university graduates as well as those who may have attended the university for a brief period. Alumni Outreach ensures alumni receive the full array of services provided by the university, including employment assistance and financial aid counseling.

Academic Assistance

Students are encouraged to contact Student Outreach for assistance with any of the following topics:

- Memorization and retention
- Reading comprehension
- Math skills
- Writing skills
- Proofreading of specific assignments (24-hour turnaround time is required)
- Test-taking skills
- Grammar and vocabulary development
- Technology skills (Microsoft Office, Gmail, Google Docs, LearnBryan)
- Research help (e.g., getting started with a paper topic, finding resources)

Career Services

The Student and Alumni Office through its Career Services Department also provides career counseling services that include assisting students with resume-writing, interviewing, and job-search activities. All actively enrolled and former Bryan students (whether they graduated or discontinued coursework) are entitled to full use of the university’s Career Services Department at no charge.

The Career Services Department will make a reasonable effort to find part-time employment for students needing to earn money while attending classes. Career Services also collaborates with the Education Department to facilitate Court
Reporting observation internships. Once the student has met the educational requirements to initiate an internship, the Career Services Department should be contacted for assistance.

As students draw near to graduation, Career Services will schedule an interview to start preparing students for entry into the job market. Students are first required to complete a resume-writing process and may participate in mock interviews.

Although all active and non-active students may access the Career Services Department at any time, Bryan University does not guarantee student or graduate employment under any circumstances. In addition, no employee of the university is authorized to guarantee a graduate will earn a specific amount in wages upon entering a career.

**Refresher Courses**

Graduates of Bryan University may return and audit any previously completed course (assuming the course is still scheduled and space is available) at the discretion of the Program Director. Interested graduates should contact Student and Alumni Outreach. Graduates will not be charged tuition for refresher courses; however, they will have to utilize previously issued courseware or pay for the cost of books, fees, and necessary supplies. Refresher privileges do not include training in software upgrades, or training in computer-based courses, 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.

**Student Health Services**

The university does not provide medical services for students. In the event of an emergency, students should dial 911 for medical attention. All costs incurred for medical services are the sole responsibility of the student.

Bryan University has partnered with WellConnect by Student Resource Services to provide confidential and professional guidance for students at no charge, 24/7/365. To access services, students must register at [www.studentlifetools.com](http://www.studentlifetools.com) and enter a school code. WellConnect by Student Resource Services coaches and counsels students on a wide range of personal issues:

- Stress from school, home, or a job.
- Worries related to finances.
- Relationship issues with a spouse, boyfriend or girlfriend, parents, or children.
- Drug or alcohol problems.
- Worries about children or finding quality childcare.
- Test anxiety.
- Housing or transportation problems.

**Veterans Services**

Bryan University has dedicated Military Benefit Liaisons in the Financial Aid Office to assist veterans with identifying and applying for their benefits. For assistance, veterans are encouraged to contact Financial Aid directly or speak to an admissions representative.

**Academic Information**

**Academic Calendar**

Calendars are available at the Registrar’s Department and via the Student Portal. Current academic calendars have also been included in Appendix B of this catalog.
**Holidays Observed**

Bryan University observes New Year's Day, Presidents' Day, Spring Recess, Memorial Day, Independence Day, Labor Day, Thanksgiving Recess, and Christmas Vacation. Additional holidays may be observed for Veterans Day, Columbus Day, or Martin Luther King, Jr. Day. Actual observance depends upon which day of the week these holidays fall.

**Definition of an Academic Year**

Bryan University offers programs on either a quarter or semester academic calendar. As such, our quarter academic year consists of a minimum of 30 weeks of instruction (three, 10 week quarters) while our semester academic year consists of 32 weeks of instruction (two, 16 week semesters). The maximum enrollment period (maximum time frame) is 1.5 times the program length, identified by the individual undergraduate and graduate programs offered by the university.

**Unit of Credit**

Bryan University offers programs in both quarter-credit hour and semester-credit hour models. To determine how much credit a class is worth, the following approach is taken. 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:

Quarter-Credit Hour Programs:

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; 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 twenty (20) hours of other academic activities such as but not limited activities outlined below in section “Online/Hybrid Courses” “Book of Delivery Methods”.

Semester-Credit Hour Programs:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for 16 weeks for one semester 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 semester credit hour for at least thirty (30) hours of supervised laboratory/shop instruction; or
   b. One semester credit hour for not fewer than forty five (45) hours of externship/internship or work-related experience; or
   c. One semester 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”.

Note: A clock hour represents a minimum of 50 minutes of instruction within a 60-minute period.

**Changes in Programs or Policies**

The university reserves the right, at its discretion, to make changes in program content, materials, schedules, sequences of courses in programs, or locations because of industry changes, academic scheduling, professional requirements, or as required by federal, state, or accrediting agencies.

**Online and Hybrid Class Delivery**

Bryan University courses offer a blend of online classroom experiences, with an emphasis on live, face-to-face online instruction that permits faculty and students to interact directly, multiple times a week. Tests, exams, graded-work turnaround timelines, and expectations are class specific and outlined in each class syllabus. Online courses are not self-study; actual attendance is required throughout the week at regularly scheduled class times. Students access classes and course materials using a variety of technologies.
**Student Portal:** Virtual campus that provides access to online library, technical support, school contacts, school departments, and online classes (see LearnBryan, below); students can also access information regarding financial aid, payment options, academic status, and unofficial transcripts.

**LearnBryan:** Learning management system (LMS) that organizes curriculum deployment for the classes in which a student is enrolled, synchronizing the student with other class members, teachers, weekly outlines, grades, and information necessary for class success. Live, virtual classroom times are scheduled in the LMS and then presented via Blackboard Collaborate or Zoom (see below).

**Zoom:** Synchronous virtual classroom where students receive weekly lectures from the faculty as well as interact with faculty and other students. All students experience this live format during the admissions interview process and orientation.

**Realtime Coach:** Court Reporting simulation lab for students to rapidly increase stenography speed levels. It provides instant feedback and adaptive learning, leading to higher outcomes of 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.

- **Live Lecture.** Defined as synchronous, instructor lead delivery or course material with student interaction. Calculated as lecture hours.
- **Threaded Discussion.** Defined as asynchronous discussion derived from postings on course related electronic forums or bulletin boards. Calculated as lecture hours when the instructor reviews and moderates the discussions. Calculated as lab hours when the instructor is not required to participate in the discussion.
- **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.
- **Multimedia Presentation.** Defined as a presentation 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.
- **Text Presentation.** Defined as a presentation created by the instructor that delivers the course content in a slide format without multimedia added. Calculated externship hours due to the fact that it involves no student interaction or engagement.
- **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.
- **Research.** Defined as independent investigation of a concept covered in class, without instructional supervision or input. Calculated as independent study hours.
- **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.
- **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.
- **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.
- **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.
- **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.

**Request for Transcripts**
Requests for student transcripts must include student name, dates of attendance, and completion status (graduate, withdrawal, termination, etc.). Requests will not be given to any inquirer without student written consent. Request forms are available by emailing registrar@bryanuniversity.edu. Requests must be submitted via email or fax and will be processed within 10 working days of the written request at a cost of $5 per official transcript. Requests for other information to be disclosed must also be submitted in writing, and they must specify the information to be disclosed, the reason for disclosure, and the person(s) to whom disclosure can be made.

**Family Educational Rights and Privacy Act**

All requests for records should be made in writing to: Bryan University Online; 350 W. Washington St., Suite 100; Tempe, AZ 85281.

Student records are maintained for a minimum of five years from the student’s last day of attendance; academic transcripts are maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) gives 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, by appointment, and no sooner than five days after the Education Department receives a written, dated request for access. The university does not permit students to review confidential student guidance notes maintained by the university or financial records of their parents or guardians.

   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 program director in which they are enrolled 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.

   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 law.

**Exemptions:** Items not considered part of the student’s record under FERPA include, but are not limited to, the following:

- Certain confidential letters of recommendation received by the university.
- Records about students or incidents made by and accessible only to instructors or administrators.
- School security records or records maintained by certain professionals providing specific forms of treatment to the student.

**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 to the following:

- 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 emergency personnel, as necessary 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 makes 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 FERPA.

**Voter Registration**

As a participant in Title IV Federal Student Financial Aid programs, Bryan University would like to remind students who are U.S. citizens of the importance of registering to vote.

If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at [www.eac.gov/voter_resources/register_to_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx) to learn how you may register to vote.

To register to vote in Arizona, please go to [https://servicearizona.com/webapp/evoter](https://servicearizona.com/webapp/evoter).

To register to vote in California, please go to [http://www.sos.ca.gov/elections/elections_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

**Transferring From One Program to Another / Continuing with Bryan for Additional Certifications or Degrees**

Students who wish to transfer to a different program of study must first contact the Student Services Department. Tuition fees will be calculated and students will be credited or charged the difference in course costs; no re-registration fees are required. Courses with a GPA of 2.0 or higher are generally applied towards completion of the program and if the course objective and rigor align with those set in the new program of study. Approved transfer credits do affect satisfactory academic progress (SAP) and will be included in the SAP calculation.

If a student is enrolled in the Historical Court Reporting diploma program and would like to enroll in the Court Reporting degree program, transfer credits will be reviewed and processed for substantially similar classes, noting that actual grades may be transferred over instead of receiving transfer credit designations if it’s determined that two classes are equivalents.

If a student is enrolled in a program that is changed significantly for newly enrolled students, and the student would like to transfer to the new version, he or she may do so with approval. Historical grades may be transferred for classes substantially the same, instead of receiving a transfer credit designation, if classes are categorized as equivalents. SAP is assessed per the schedules provided within the program the student pursues.

**Transfer of Credits**

Bryan University offers generous transfer credit policies. An official credit evaluation is completed for students as part of the application process as soon as students submit unofficial or official transcripts, along with the transcript evaluation request form, to their admissions representative. Please note that a final list of approved transfer credits cannot be completed until official transcripts have been received by the university. Courses with a grade of “C” or higher are generally transferable if the cumulative GPA of course work is a 2.0 or higher and if the course objective and rigor align with those set by Bryan University.

Credits can only be approved for college-level courses from an accredited institution and must meet requirements of the degree program in which the student is pursuing. Once transcripts are submitted, preliminary results are communicated within five business days. Official transcripts should be submitted to an admissions representative or to the Office of the Registrar. The university accepts up to 30 credits toward an associate degree.

Requests for transfer credit must be submitted during the enrollment process and may not be considered if submitted after the first 5 weeks of attendance. Transferable credits must have been earned prior to the date of enrollment, including CLEP.

Additional details such as a course catalog or official syllabus may be needed to finalize the evaluation process. All accepted transfer credits are applied toward satisfactory academic progress.

For Court Reporting, only academic and machine courses earned at a school approved by the National Court Reporting Association (NCRA) or from an accredited institution recognized by the Department of Education will be considered. Court Reporting machine classes may be considered based on speed examination of the applicant by Bryan University.
International students should contact an Admissions Representative for information about transferring credits from an institution outside of the United States.

Bryan University does not currently accept prior learning credit.

**Veteran/Military Transfer Credit**

Transfer credits from regionally or nationally accredited post-secondary institutions, as recognized by the Council for Higher Education Accreditation (CHEA), may be accepted as courses for transfer into undergraduate, graduate degree, and certification programs. The approval of transfer credits is at the sole discretion of Bryan University.

Official transcripts must be submitted for evaluation as part of the enrollment process. For Bryan University’s 100 percent online programs, active-duty service members may be required to complete up to 30 percent of the program online to satisfy academic residency requirements (up to 25 percent requirement for residential programs). In addition, Bryan transfer credits may be approved for completion of formal military courses as recommended through official transcripts (Army/ACE Registry Transcript System, Community College of Air Force, Sailor/ Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Credits will be applied as approved by the Office of the Registrar. Credit may also be given for completion of approved examinations, including CLEP, DSST, and ECE as outlined in the ACE guide to Educational Credit by Examination.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS 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 associate degree you earn in court reporting is also at the complete discretion of the institution to which you may seek to transfer. If the associate 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 courses work 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 associate degree will transfer.

**Articulation Agreements**

Bryan University is not a participant in any articulation agreements.

**Financial Aid**

As both an approved and accredited institution, Bryan University participates in various federal and state financial aid programs to make postsecondary education affordable for all students. Because every individual’s financial situation is unique, the university assigns a Financial Aid Advisor to each student. The advisor will provide a financial aid review, discuss the financial aid application, and inform the student of all necessary deadlines. Depending on financial status, students may qualify for federal and state grants, federal loans, and private financing. Whereas grants are considered gift aid and no repayment is necessary, students receiving financial aid in the form of loans are solely responsible for repaying the loan amount plus interest.

All Title IV HEA loans will be reported to the National Student Loan Data System for Students (NSLDS) and will be accessible by authorized agencies, lenders, and institutions. This includes both parent and student loans.

Satisfactory academic progress (SAP) is mandatory to ensure continued financial aid (grants and federal loans made available through Title IV funding) throughout the completion of the curriculum at Bryan University.

Students and applicants may also obtain required Truth in Lending disclosures and Title IV disclosures from the Financial Aid Office.

**Financial Aid Assistance Contact Information**

For more details about the financial aid process, visit the Bryan University website at [http://bryanuniversity.edu/tuition-financial-aid/](http://bryanuniversity.edu/tuition-financial-aid/), or contact a Bryan University Financial Aid Officer at 800.878.5515, or email [financialaid@bryanuniversity.edu](mailto:financialaid@bryanuniversity.edu).
Financial Aid Representatives are available Monday through Thursday, 8:00am PST to 7:00pm PST and Friday 8:00am PST to 5:00pm PST. In addition, the receptionist can also book personal online or face-to-face appointments.

**Entrance and Exit Loan Counseling**

**Mandatory Entrance Loan Counseling:**

First-time borrowers of Federal Direct Stafford and Federal Direct Graduate PLUS Loans at Bryan University are required to complete entrance loan counseling before loan funds can be disbursed. This is required per federal regulation and university policy, even if you previously borrowed loans at another college or university.

To complete the entrance loan counseling online, visit [www.studentloans.gov](http://www.studentloans.gov). Sign in to Manage My Direct Loan using your FAFSA PIN, then select Complete Counseling. The process should take about 30 minutes. Once your session is successfully completed, your information will be transmitted to Bryan University within 2-3 business days.

Timely completion of entrance counseling ensures you receive your funds in time to pay tuition and fees by the settlement deadline.

**Mandatory Exit Loan Counseling:**

If you have borrowed from the Federal Stafford and/or Federal Graduate PLUS Loan programs and you are graduating, on a leave of absence, or enrolled less than half-time, federal regulations and university policy require you to complete two (2) exit loan counseling sessions.

To complete the exit loan counseling online, visit [www.studentloans.gov](http://www.studentloans.gov). Sign in to Manage My Direct Loan using your FAFSA PIN, then select Complete Counseling. The Exit Loan Counseling session should take about 30 minutes to complete. Bryan University will be notified electronically when you complete the process.

To complete the university requirement, borrowers will need to meet with a Financial Aid Advisor for an exit meeting.

**FAFSA Verification**

Verification is a process to confirm the information provided on the FAFSA. A Financial Aid Advisor may ask the applicant to supply copies of documentation, such as income tax returns, W-2 statements and 1099 forms, to verify the data that was submitted on the Free Application for Federal Student Aid (FAFSA).

Some students are selected for verification by the U.S. Department of Education, others are selected by Bryan University. Verification selection can be random or may be required if your FAFSA data was incomplete, estimated, conflicting, or inconsistent.

**Student Rights and Responsibilities**

As a student you have the right to:

2. Know what financial assistance is available to you, including all federal, state, and institutional financial aid programs.
3. Know the deadlines for submitting applications for applicable financial aid programs and the process required.
4. Know how your financial need is determined, including how cost of attendance budgets are developed.
5. Know what resources are considered in the calculation of your financial need, and how much of your need as determined by Bryan University has been met.
6. Know if you are selected for verification in a written communication. If verification changes your student aid eligibility a written notice will be sent to you with such changes. An explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable). Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
7. Know what portion of your aid package is grant or gift aid, and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.
8. Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.
9. Know the method and frequency of financial aid disbursements. To receive a copy of all documents and explanations thereof by contacting our financial aid office at financialaid@bryanuniversity.edu or walking into the office.

As a student you have the responsibility to:

1. Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
2. Review and understand the terms and conditions of your financial aid award.
3. Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
4. Inform us if you intend to enroll less than full time for any given term so that your aid can be properly adjusted and disbursed.
5. Inform us of any outside scholarships, assistantships, or additional resources that you receive.
6. Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code. Failure to complete the verification process within a timely manner may result in your federal aid application to be denied. You will be notified in writing for such event.
7. Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
8. Know and comply with all policies and procedures of the Bryan University.
9. Manage your financial aid experience.

Scholarships and Grants

Bryan University does not offer any scholarships or grants for the Los Angeles campus at this time.

Veterans – Bryan University is proud to offer all new enrollments as of January 2016 a tuition discount of $1500 for associate degree programs. All veterans that enrolled prior to January 2016 will continue to receive the military scholarship of $1500 for an associate degree, which is a general scholarship to all veteran students that may be used for any general purpose.

Refund Policy

An enrollee may cancel the enrollment agreement without penalty or obligation within three business days (excluding Saturday, Sunday, and state and federal holidays) of signing the agreement. Refunds will be processed within 30 calendar days and include all tuition and fees paid. 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 registration fee. Students who cancel during the first seven days of the academic module will not be assessed a tuition charge.

Cancellation requests must be in writing; letters or emails must be received by the Registrar’s Office within the first seven days of the module. Upon termination, the student is charged for actual books and other supplies received. If the student fails to return class materials in their original condition (open kits, courseware, and books that have been written in will not be acceptable for return) within 10 days from the last day of attendance, the university will deduct the costs from the refund, calculated according to the federal, state, and institutional policies. The university does not charge for textbooks or materials the student did not receive. Examples of refund calculations are available in the Financial Aid Office.

A student may withdraw from the school any time after the cancellation period and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program of study through the last day
of attendance. The refund will be less a registration or administration fee, not to exceed $250, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the withdrawal or as of the date of the student’s withdrawal, whichever is later.

The institution terminates the student’s enrollment due to the student’s failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the university.

The student has failed to attend class for 14 days.

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program during the billing period (total institutional charge, minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current “payment period,” if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to 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 10 calendar days of withdrawal or termination.

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**
   
   \[
   \frac{7,525.00 \text{ cost of instruction} - 25.00 \text{ registration fee}}{600 \text{ clock hours in course}} = 12.50 \text{ per clock hour}
   \]

2. **DETERMINATION OF CLOCK HOURS PAID FOR BY STUDENT**
   
   \[
   \frac{2,000.00 \text{ paid by student}}{12.50 \text{ per clock hour}} = 160 \text{ clock hours paid for}
   \]

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**

\[
\text{refund} = \frac{60 \text{ hours paid for, but not received}}{160 \text{ total hours paid for}} \times 2,000.00 \text{ paid} = 750.00 \text{ Refund}
\]

**Return of Title IV Funds:** All unearned Student Financial Aid (SFA) funds must be returned if a student participating in the SFA program withdraws or is terminated. Bryan University will calculate the percentage of the payment period or period of enrollment completed. 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. Bryan University will calculate the percentage of financial aid earned by the student and return the remaining amount, to be distributed in the following order as required by federal law:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loans
- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Other Federal, State, and Private Funding
- Student or Sponsor

**Refund Dates:** Refunds are made within 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 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

**Academic Standards**

**Curriculum**

**Court Reporting.** 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 California Court Reporters Board. Because vocabulary development never ceases for the court reporter, general vocabulary enrichment is presented as part of all machine shorthand classes to ensure students have the practical experience of writing and transcribing material that incorporates their expanding vocabularies.
Course Numbering

Bryan University uses a course-numbering system to differentiate between undergraduate and graduate work. Remedial coursework cannot be counted toward degree completion, but may be eligible for financial aid. Only students who have met the requirements of graduate study may take graduate-level classes.

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

Academic Advising

Academic advisors assist students with difficulties arising from scheduling courses and tutorials, attendance, work-conflicts, program changes, or other difficulties that may impede their studies. Students experiencing other difficulties, personal or otherwise, are encouraged to contact WellConnect by Student Resource Services (see “Student Health Services”).

Student Collaborative Learning

Students are granted opportunities for class collaborative study groups to foster communication, sharing, and dynamic learning. Thus, in addition to individual assignments, students will actively participate in multi-student lab sessions designed to strengthen their team-building and professional communication skills.

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; however, each attempt will be noted on the transcript as an R. 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>Letter Grade</td>
<td>% Range</td>
<td>CGPA Sale</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>C-</td>
<td>Average 70%-73%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average 67%-69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Below Average 60%-66%</td>
<td>1.0</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>Students withdrawing from a class before 25% into the module receives a “W” with no impact on their CGPA</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Students withdrawing from a class beyond 25% into the module with a passing grade receive a “WP” with no impact on CGPA</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Students withdrawing from a class beyond 25% into the module with a failing grade receive a “WF,” which affects 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>

**Course Withdrawals and Incompletes**

Students may drop a class during the first seven days of the academic module 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 to obtain a final grade and credit for the course. If outstanding assignments are not received, the Incomplete will change to the applicable grade in the class based on assignments submitted up to a Fail.

**Leaves of Absence**

Leaves of absence are granted at the sole discretion of the university. Acceptable criteria for a leave of absence (LOA) include: jury duty, military reasons, and Family Medical Leave Act of 1993 (Public Law 103-3). Requests must be accompanied by verification and submitted in writing. Official LOA request forms are available from the Program Director’s office and must be signed by the student.

Students granted an LOA will be classified as being on an “approved LOA” as defined by the Department of Education. An approved LOA must meet the following guidelines:

- Each student will be granted only one LOA in a 12-month period.
- The total length of a student’s LOA may not exceed 180 days in a 12-month period, beginning with the first day of the first LOA.
- A student may be granted one additional LOA, with previous approval from the Campus President, not to exceed 30 days, in limited, well-documented cases due to unforeseen circumstances, such as 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 (Public Law 103-3).
- It is imperative for the student to return to school when the approved LOA 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 LOA to coincide with the nearest class start date, not to exceed 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. An unapproved LOA is considered a withdrawal for purposes of Title IV Student Financial Aid.

Unauthorized Distribution of Copyrighted Materials

Bryan University strives to provide access to varied materials, services and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities as well as possible dismissal from the institution. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney’s fees; and for criminal copyright infringement, fines, and imprisonment.

Bryan University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Bryan University is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Bryan University takes steps to detect and punish users who illegally distribute copyrighted materials.

Bryan University reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Code of Conduct

Bryan University is committed to maintaining high standards for student conduct. Students will be held accountable for, and should report, the following violations occurring on university or internship/externship property:

- All forms of dishonesty, including cheating, plagiarism, forgery, or misuse of university documents.
- Theft, deliberate destruction, or damage of university property or property owned by employees.
- Inappropriate or profane behavior that disrupts teaching, research, administration, disciplinary proceedings, or other university activities.
- Consumption of alcoholic beverages or controlled substances.
- Failure to comply with university officials acting within the scope of their employment responsibilities.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the university.
- Improper use of email and Internet access.
- Inappropriate use of cell phones or other electronic devices, all of which must be turned off while in the classroom.
- All forms of gambling.
- Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological safety of another person.
- A student involved in any of the violations listed above will be sanctioned accordingly. Possible sanctions range from receiving a written letter of reprimand to immediate dismissal from the university.

Children on Campus and in Online Live Class Sessions

Faculty, staff, and students are encouraged not to bring children on campus for extended periods. Children are not permitted in the classroom and Bryan University does not provide childcare services and cannot assume responsibility for the
health and safety of minors. When attending class online, students are encouraged to provide a class environment that will not be interrupted by childcare or children activities so as to allow the student to fully participate in class and to prevent online classroom disruption.

**Personal Appearance and Hygiene**

The university adheres to a student personal appearance policy as a way to encourage professional behavior and conduct, as well as to prepare students for their future career. Safety and comfort are also a consideration in the adopted personal appearance policy. Adherence to the personal appearance policy discussed below is required for all students on the campus and those attending or participating in university events or activities off campus.

Students in violation of the personal appearance policy will be given an opportunity to conform to the policy. Students who do not or cannot conform to policy when asked will be dismissed from campus or the activity until they can appear in proper personal appearance.

**Personal Training Exercise Science Students**

Students in the Advanced Personal Training and Exercise Science associate’s degree program and Professional Training and Exercise Science bachelor’s degree program participate in physical activities. Students must be in gym attire while participating in physical activities in the classroom or gym.

**Tops:**
- Bryan University tee shirt during live class sessions or other classes or activities involving physical movement on or off campus

**Bottoms:**
- For classroom days without physical activities: Khaki shorts or pants that do not restrict movement. Shorts must come to a point slightly above or below the knee.
- For classroom days with physical activities: Athletic shorts or pants in good repair. Shorts must come to a point slightly above or below the knee. Sweat pants are not acceptable attire.
- All pants and shorts must be worn above the hips

**Shoes:**
- Sneakers or other closed-toe, non-cleated athletic shoes in good repair

**Headgear:**
- No hats or other head coverings may be worn by the student at any time while on-campus or at a Bryan University event or activity off-campus

**Personal Hygiene**

Students attending on campus are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:
- Consistent bathing and oral hygiene
- No heavily-scented perfumes, colognes or lotions
- Fingernails neatly manicured and of a length that does not compromise physical activities

**Jewelry, Piercings, and Body Art**

Students will be asked to remove all visible jewelry and piercings prior to participate in hands-on bodywork and fitness activities. Students may continue to wear stud earrings unless it interferes with the techniques being taught or practiced.
Some body piercings, such as belly button rings, may become entangled or damage school property. Students with these piercings take personal responsibility for their health and safety, and may be held responsible for damage to school property.

Students with body art that may be considered personally, professionally, and morally offensive in nature to Bryan University employees and students and inconsistent with the professional standards Bryan University seeks to impart as part of its educational mission (either through words, images, or a combination of both) will be asked to cover it while at Bryan College or engaging in off-campus events and activities. When requested, students must cover their body art in a way that allows them to continue to maintain their program appropriate dress code.

**On-Campus Interviews**

Bryan University brings local employers on site for on-campus interviews. Students will be required to wear appropriate business attire if they participate in an on-campus interview. Business attire conforms to the following guidelines:

**Men:**
- Slacks (solid color - navy or dark grey) and belt
- Long sleeve shirt and tie
- Conservative leather shoes and dark socks
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails

**Women:**
- Suit pants or skirt (navy, black, or dark grey), suit skirt should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Little or no jewelry
- Neat, professional hairstyle
- Light make-up and perfume
- Neatly manicured nails

**Satisfactory Academic Progress**

All Bryan University students must achieve satisfactory academic progress (SAP) to successfully complete their programs of study. Approved transfer credit is considered when evaluating SAP. The university evaluates students’ academic progress once each academic year, based on the following:

**Qualitative Standard:** The student’s cumulative grade point average (CGPA) must be 2.0 or higher at the second academic year review point and every subsequent academic year review point from then on.

**Quantitative Standard:** The student must earn the program required credits within 150% of the stated program length. The table below represents the minimum amount of credit the student must earn to complete the program within 150% of the programs published length.

<table>
<thead>
<tr>
<th>Rate-of-Progression Minimums*</th>
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<tbody>
<tr>
<td>Evaluation Point (Academic Year/30 weeks)</td>
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<tr>
<td>Court Reporting OAD--Max Timeframe 240 weeks</td>
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<td>AY1</td>
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<td>AY2</td>
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<td>AY5</td>
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<tr>
<td>Evaluation Point (Academic Year/30 weeks)</td>
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<td>AY6</td>
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<td>AY7</td>
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<td>AY8</td>
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<td>Advanced Health and Fitness Training OAD–Max Timeframe 90 weeks</td>
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<tr>
<td>AY1</td>
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<tr>
<td>AY2</td>
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<td>AY3</td>
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</tbody>
</table>

* The above minimum rate-of-progression requirements are applicable to the specific programs currently in the enrollment phase. To ensure students meet the standards set by their specific program of study in its correct version, they should refer to the catalog corresponding with their date of enrollment.

**Appeals Process**

Appeals must be submitted in writing (email or letter is acceptable) and need to include the basis for which an appeal should be granted, such as injury, illness, death of a relative or other special circumstances. Appeals must be submitted to appeals@bryanuniversity.edu for review and approval. If the appeal is approved, the student will be placed on probation for one 10-week term, in which the student will remain eligible for financial aid. The student must meet both Qualitative and Quantitative Standards at the end of the 10-week probation.

If the institution determines it will take the student more than one term to meet the standards, the student may be put on probation with a detailed academic plan, which identifies the steps that must be completed to meet satisfactory academic progress. An academic plan may extend up to one academic year (30 weeks). The student must meet and maintain satisfactory academic progress by the end of the academic plan to remain eligible for financial aid. If the student does not meet the standards at that time, he or she will be considered ineligible for financial aid and may elect to continue enrollment on an extended enrollment status as noted above. A copy of the appeal must be placed in the student’s financial aid file.

**Academic Policy Regarding Repeated Course Failures in Introductory Courses**

Bryan University requires entering students to pass their program’s introductory course within two attempts. Students failing an introductory course twice and who also have a CGPA falling below a 2.0 (undergraduate) or 3.0 (graduate) after the two failed attempts may be dismissed from Bryan University in the exercise of the sound discretion of the student’s Program Director if the student has failed to demonstrate academic progress during the second attempt.

Students may appeal to the Provost a dismissal from Bryan University for failure to pass an introductory course after two attempts with a CGPA falling below a 2.0 (undergraduate) or 3.0 (graduate). Appeals must be sent to appeals@bryanuniversity.edu. The Provost may re-enroll the student to Bryan University to permit the student a third and final opportunity to pass an introductory course.

**Repeat Classes**

Students may repeat passing-grade classes multiple times to increase their CGPA, but only one repeat will be eligible for financial aid. Failed classes must be repeated to complete the degree and count within SAP. All attempts must be completed within 150% of the published program length. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for additional financial aid.

**Maximum Timeframe**

As noted above, the maximum timeframe to earn all degree credits is 150% of the published program length. Students reaching 150% of the program length will be withdrawn from the program. Students appealing this decision must submit a written statement (email or letter is acceptable), providing the basis for the appeal, to appeals@bryanuniversity.edu. If approval is granted to a student based on the appeal, the student remains ineligible for financial aid, but may complete the program without incurring additional charges from the university.
Academic Policies

Bryan University is committed to providing students with the knowledge, skills, and attitudes needed to lead successful careers. The university maintains an expectation that students will reflect their own commitment to success through regular attendance and strong study habits.

Attendance and Tardiness Policy

Regular attendance is imperative for students to achieve program objectives and develop practical skills to compete in today’s highly competitive labor market. Students should communicate directly with their instructors anytime they will not be attending class.

Tardiness disrupts the learning environment and is discouraged. Students arriving late for class or leaving early will be considered tardy.

Excessive tardiness or frequent absences in any class could result in disciplinary action and may lead to dismissal from the university.

Non-Attendance Withdrawal Policy

Students who are absent 14 consecutive calendar days will be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student’s satisfactory academic progress (SAP) in the program and the student’s ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must pay a $25 re-entry fee and the current program tuition rate. Students may appeal in writing to appealser@bryanuniversity.edu if they feel an error has been made in their attendance records.

Academic Advisement for Court Reporting Students

The University provides a Notification of Course Failure and information regarding available academic resources and assistance to a student failing any course, including machine courses. A student is placed on Academic Warning when the student’s academic performance falls below a 2.0 (undergraduate) CGPA, or when repeating a machine course for the third time. A student on Academic Warning may be moved to Academic Probation and ultimately dismissed from the University if unacceptable academic performance persists. The steps below describe the escalating impact of poor student performance and the University’s effort to correct unsatisfactory student performance.

10. **Academic Resource Reminder:** A student who has failed a course or is repeating a machine class for a second time will receive an emailed Notification of Course Failure from the University that will also include information regarding available academic resources and assistance.

11. **Academic Warning:** A student will be placed on Academic Warning if the student’s CGPA has fallen below 2.0 (undergraduate) or is attempting a machine course for the third time.
   
   a. The email advising the student of placement on Academic Warning will include information regarding available academic resources and assistance.
   
   b. Students will also receive a call from their academic advisors to discuss whether corrective actions—such as mandatory tutoring and a reduction in workload—are appropriate.
   
   c. A student is removed from Academic Warning when the student attains a 2.0 CGPA and/or passes their repeated machine course. Students on Academic Warning who do not attain a 2.0 CGPA within two terms, fail at least one course, or do not pass the attempted machine course while on warning, are placed on Academic Probation.

12. **Academic Probation:** Students who have not attained a 2.0 CGPA after two consecutive modules on Academic Warning, are attempting a machine course for a fourth time, or fail a course while on Academic Warning, are placed on Academic Probation.
   
   a. Students on Academic probation must meet with their Program Director or a member of the Academic Review Board (ARB) to design and implement a plan for academic improvement to raise the student’s CGPA to 2.0, and pass machine courses, within the time limitations imposed by the University’s requirement of Satisfactory Academic Progress.
b. The ARB will review and approve each student’s plan for academic improvement.

c. If a student fails a machine class, or is unable to improve the student’s CGPA within a 10-week period consistent with the plan for academic improvement, the ARB shall evaluate whether the student should continue on Academic Probation or be dismissed from the program. The ARB presents the recommendation to the Provost.

i. Students who are not allowed to remain on Academic Probation shall be dismissed from the program.

ii. Students allowed to remain on Academic Probation have one academic year to pass the required machine classes and improve their CGPA to 2.0. Students not passing the machine class after the fourth attempt, or are not achieving a 2.0 CGPA within the academic year, may be dismissed from the University if the student has not already been dismissed for failure to attain Satisfactory Academic Progress.

13. Appeal of Dismissal for Unsatisfactory Academic Performance: Students who have been dismissed under the provisions of this section may appeal the dismissal by written petition sent to appeals@bryanuniversity.edu. The University shall respond to the appeal within 10 business days.

Re-Enrollment/Re-Entry. Students may request re-enrollment through their respective Program Directors or Student and Alumni Outreach Advisor. To be considered for re-enrollment, applicants must be interviewed by the Program Director or Dean. If the Dean or Program Director approves, then an Academic Coordinator will facilitate meetings with Financial Aid, Registrar, and Admissions departments. If an applicant is not re-admitted, the applicant can appeal the decision as outlined above.

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
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.

Court Reporting students may also file a complaint with NCRA if the student disagrees with the final decision of the institution. The student must file an NCRA Compliant Form (found here: http://ncra.files.cms-plus.com/ContinuingEd/Complaint%20Procedures%26Form2.pdf) along with the institutions final decision. The NCRA Complaint Form will be submitted to CASE for consideration. If it appears that the General Requirements and Minimum Standards have been violates, CASE will discuss the seriousness of the alleged violation and determine whether any further action is necessary or indicated. Repeated complaint may result in a CASE visitation at the institution’s expense.

Bryan University is committed to maintaining a non-discriminatory educational environment. Bryan University believes that the expression of political, religious, and personal beliefs unrelated to the university’s educational mission are not appropriate online or on campus. Accordingly, out of respect for the university’s educational mission and the beliefs and personal views of all students, Bryan University does not condone intrusive, disruptive, or potentially offensive displays, online or on campus, of political, religious, or personal beliefs.

Bryan University does not discriminate on the basis of age, sex, race, national origin, color, creed, religion, sexual orientation, disability, or handicap in admission to, or participation in, educational programs or activities that it operates. Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Bryan University will work with prospective and existing students to determine whether reasonable accommodations can be effective and/or are available. The university is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

New Student Request for Reasonable Accommodations: Students interested in enrolling and in need of academic adjustment or auxiliary aids are urged to notify the Director of Admissions in writing by completing the “Request for Reasonable Accommodations” form, which documents the nature and extent of the disability, type of accommodation or auxiliary aids needed, and the date the requested support should begin. The request should be made at least four weeks in advance of the date needed. The Director of Admissions will respond within two weeks of receiving the request.*

Enrolled Student Request for Reasonable Accommodations: Currently enrolled students in need of assistance should contact the Director of Student and Alumni Outreach in writing by completing the “Request for Reasonable Accommodations” form (defined above). The request should be made at least four weeks in advance of the date needed. The Director of Student and Alumni Outreach will respond within two weeks of receiving the request. Students who disagree with the decision rendered regarding accommodation requests should follow the “Grievance Procedure” above, submitting a statement of why and how the response should be modified.
Academic Honors and Awards

The university has established several awards to recognize student achievement.

President’s List

Students with a 4.0 GPA are placed on the President’s List. Students who maintain this status in each term of their education receive recognition at graduation.

Dean’s List

Students with a 3.5 GPA in a module are placed on the Dean’s List.

Perfect Attendance

Students with an attendance percentage greater than 95% in the module receive the Perfect Attendance Award. Students who maintain perfect attendance throughout their education receive recognition at graduation.

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):
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**

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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 Keyboading**  
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.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>BRYAN UNIVERSITY</th>
<th>COURT REPORTERS BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Hours:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Shorthand</td>
<td>3000 hours</td>
<td>2300</td>
</tr>
<tr>
<td>Academics:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>260 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>Medical (includes 5 hours of transcription)</td>
<td>125 hours</td>
<td>120 hours</td>
</tr>
<tr>
<td>Legal</td>
<td>175 hours</td>
<td>150 hours</td>
</tr>
<tr>
<td>Transcript Preparation</td>
<td>55 hours</td>
<td>25 hours</td>
</tr>
<tr>
<td>Resource Materials (covered in study skills)</td>
<td>10 hours</td>
<td>5 hours</td>
</tr>
<tr>
<td>Apprenticeship (Internship)</td>
<td>60 hours</td>
<td>60 hours</td>
</tr>
<tr>
<td>Technology</td>
<td>60 hours</td>
<td>60 hours</td>
</tr>
<tr>
<td>Typing</td>
<td>50 words per minute</td>
<td>50 words per minute</td>
</tr>
<tr>
<td>Total Academics</td>
<td>725 hours</td>
<td>660 hours</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.

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

Court Reporting: Traditional 10-week


November 23, 2015……………………………………………………………………………………Term Begins
November 26-27, 2015………………………………………………………………………………..Thanksgiving Recess
December 21 – January 1, 2016………………………………………………………………Holiday Recess
January 18, 2016……………………………………………………………………………….Martin Luther King Day
February 12, 2016……………………………………………………………………………………Term Ends

Spring: February 1, 2016 – April 30, 2016

February 15, 2016………………………………………………………………………………..Term Begins
February 15, 2016………………………………………………………………………………..President’s Day
April 22, 2016……………………………………………………………………………………Term Ends

April 25, 2016……………………………………………………………………………………Term Begins
May 30, 2016……………………………………………………………………………………Memorial Day
July 1, 2016……………………………………………………………………………………Term Ends
July 4 – 8, 2016……………………………………………………………………………………Spring Break

Summer: May 1, 2016 – July 31, 2016

July 11, 2016……………………………………………………………………………………Term Begins
September 5, 2016………………………………………………………………………………Labor Day
September 16, 2016………………………………………………………………………………Term Ends

Fall: August 1, 2016 – October 31, 2016

September 19, 2016……………………………………………………………………………..Term Begins
November 24-25, 2016………………………………………………………………………Thanksgiving Recess
November 25, 2016……………………………………………………………………………..Term Ends

Winter: November 1, 2016 – January 31, 2017

November 28, 2016……………………………………………………………………………….Term Begins
December 19 – 31, 2016………………………………………………………………………Holiday Recess
January 16, 2017……………………………………………………………………………..Martin Luther King Day
February 10, 2017……………………………………………………………………………..Term Ends
Court Reporting: Non-Traditional 10-week


January 11, 2016.................................................................Term Begins
January 18, 2016.................................................................Martin Luther King Day
February 15, 2016..............................................................President’s Day
March 18, 2016.................................................................Term Ends

Spring: February 1, 2016 – April 30, 2016

March 21, 2016.................................................................Term Begins
May 27, 2016.................................................................Term Ends

Summer: May 1, 2016 – July 31, 2016

May 30, 2016.................................................................Term Begins
May 30, 2016.................................................................Memorial Day
July 4 – 8, 2016...............................................................Spring Break
August 12, 2016.................................................................Term Ends

Fall: August 1, 2016 – October 31, 2016

August 15, 2016.................................................................Term Begins
September 5, 2016..............................................................Labor Day
October 21, 2016.................................................................Term Ends

October 24, 2016.................................................................Term Begins
November 24-25, 2016..............................................................Thanksgiving Recess
December 19 – 31, 2016...........................................................Holiday Recess
January 13, 2017.................................................................Term Ends

Winter: November 1, 2016 – January 31, 2017

January 16, 2017.................................................................Term Begins
January 16, 2017.................................................................Martin Luther King Day
February 20, 2017..............................................................President’s Day
March 24, 2017.................................................................Term Ends
Appendix C – Instructional Faculty

Court Reporting Faculty

Michelle Ando, CSR, CRI, AA, Court Reporting, Cerritos College

June Cochrane, NCRA-CRI, CPE; State of California Certified Shorthand Reporter; BS, Public Administration, California State University; MS, Court Reporting, Argonaut University

Barbara Kaye, CRI, AA Liberal Arts, Pierce College

Larry Lara, CRI, CSR, Diploma Court Reporting, Merit College

Katherine McNally, CRI, AA, General Studies, Gateway Community College; BA, Integrative Studies, Arizona State University; MEd, Counseling, Northern Arizona University

Shannon Romero, AAERT, AA Liberal Arts, Rancho Santiago Community College, AA, Court Reporting, Gateway Community College

Lori Beard, RPR, CRI, AA, American Institute of Court Reporting

Carrie Ravenscroft, CRI, Court Reporting Certificate, California School of Court Reporting

Marjory Fuentes, CRI, Court Reporting Certificate, South Coast College

Madelyn Jones, CSR, CRI, San Diego College of Business, AA, Sierra College

Steve Mathews, CRI; BA Psychology, UCLA, MA Adult Education, University of Phoenix

John Hill, CRI, BFA, California Institution of Fine Arts

Matthew Sklar, BS, Psychology, University of Connecticut

Melinda Nelson, CSR, AA, Court Reporting, Cerritos College

Jessica Young, CRI, CSR, Court Reporting Training Center
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.