



**BRYAN UNIVERSITY**  
FOUNDED 1940

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**COURSE CATALOG**

January 1, 2017—December 31, 2017  
Vol. 2017.1, published January 1, 2017

**Bryan University - Additional Location**  
**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, focused on liberating the greatness in people through specific, vocationally orientated education that results in meaningful employment. This vision still rings true today.

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,

A handwritten signature in blue ink that reads "John Kolacinski". The signature is written in a cursive, flowing style.

John Kolacinski

*Los Angeles Campus President*

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# 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 2012, Bryan established a branch campus in Tempe Arizona to focus on online educational programs. In 2015, the Tempe campus became the main campus and the Los Angeles campus became the branch campus, focusing primarily on certification programs and occupational associate degrees.

Bryan University looks forward to the future and its commitment 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
Fitness Undergraduate Certificate Program Director.....	Nicholas Keeling, MA, California University of Pennsylvania
Regional Director of Financial Aid.....	Roxane Romero
Business Office Manager.....	Omar Cupich, B.S. Business Administration/Accounting Cal Poly Pomona
Registrar.....	Hope Bejarano, B.S. Brookline College
Director of Career Services.....	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, John Ledesma, VP. Bryan University has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law 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 / Classroom***

Bryan University is located at 3580 Wilshire Blvd, Suite 400, Los Angeles, CA, 90010, near the corner of Wilshire and Ardmore and is the branch campus of Bryan University Tempe, located at 350 West Washington Street, STE 100, Tempe, AZ 85281. Bryan University can be found online at <http://losangeles.bryanuniversity.edu>. The school's bookstore may also be found online: <http://bryanuniversitybookstore.com>.

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 library and computer resource center, and general administrative and faculty spaces. Maximum on campus enrollment is 200 students. Online students are not required to attend campus; however, residential students are required to attend campus. Classroom equipment consists of desks, whiteboards, overhead projectors and chairs. Equipment used for the Personal Trainer program is accessed at the student's externship site.

The Bryan University Library is entirely online and accessible through LearnBryan <http://bryanuniversity.instructure.com> 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.

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

- **Address:** 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798-0818
- **Website Address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)
- **Telephone and Fax #'s:** (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897

## ***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. The catalog is typically updated once a quarter. This catalog is made available to students online at <http://losangeles.bryanuniversity.edu> and via email in PDF form. Physical copies of the catalog are available upon request.

## ***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. Online course may or may not have online synchronous components.

### ***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](mailto: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***

Housing is not provided by Bryan University Los Angeles. Bryan University does not assist in find or locating housing for students. Students must locate housing on their own. Approximations for rentals are between \$1,000 to \$6,000 per month.

### ***Approvals and Accreditations***

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

**Accredited by:** The Accrediting Council for Independent Colleges and Schools (ACICS) through the end of 2016 to award undergraduate certificates and occupational associate's degrees.

On December 12, 2016, the Department of Education ceased to recognize The Accrediting Council for Independent Colleges and Schools (ACICS). Bryan University has 18 months from the date of this decision to find a new accrediting agency to maintain eligibility to receive funds under Title IV, HEA programs. If Bryan University does not obtain new accreditation within the 18-month period, Bryan would no longer be eligible to receive funds under Title IV, HEA programs.

Bryan University is currently seeking accreditation with ACCSC ([www.accsc.org](http://www.accsc.org)) and is in-process with its application. Should you have any questions regarding this process or its status, please call our accreditation hotline at 866-978-9476.



Should any student at Bryan University have a complaint relating to Title IV eligibility or administration, the quality of education received at the Institution, or otherwise relating to the accreditation standards of its former accrediting agency, they can submit that complaint to Bryan University and/or any of the following:

1. Bryan University - Students are encouraged to submit their complaints as follows, to allow the institution an opportunity to rectify:
  - a. Email: [complaint@bryanuniversity.edu](mailto:complaint@bryanuniversity.edu)
  - b. Phone: 866-978-9476
  - c. Mail: 3580 Wilshire Blvd. STE 400, Los Angeles, CA 90010
2. If Bryan is unable to satisfactorily resolve your complaint, the following additional resources are available:
  - a. California Bureau for Private Postsecondary Education
  - b. File a complaint via the following instructions: <http://www.bppe.ca.gov/students/index.shtml>
  - c. Physical Address: P.O. Box 980818, West Sacramento, CA 95798-0818
3. California Department of Consumer Affairs
  - a. File a complaint via the following site:  
[http://www.dca.ca.gov/online\\_services/complaints/consumer\\_complaint.shtml](http://www.dca.ca.gov/online_services/complaints/consumer_complaint.shtml)
  - b. Physical Address: 1275 West Washington Street, Phoenix, Arizona 85007
4. California Attorney General:
  - a. File a complaint via the following site: <https://oag.ca.gov/contact/consumer-complaint-against-business-or-company>
  - b. Physical address: Public Inquiry Unit, Office of the Attorney General, P.O. Box 944255, Sacramento, CA 94244-2550
5. Department of Education:
  - a. File a complaint via the following site: <https://feedback.studentaid.ed.gov/>
  - b. Physical address: 400 Maryland Avenue, SW. Washington, D.C. 20202

# 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. Additionally, 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:

- Personal Trainer Undergraduate Certificate  $\geq 13$ .

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. Applicants must be at least 18 years of age.

## *Program Admissions Requirements*

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.

## **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](mailto: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.

## **Personal Trainer Program**

Bryan University's Personal Trainer program is offered as both an online Undergraduate Certificate as well as a hybrid residential program (either version requires the same externship requirement). Residential students are required to attend campus one to two days a week between the hours of 10am and 4pm. All students will be required to identify an externship site to complete the practicum portions of this program. Personal training students must have access to a computer and high speed internet.

## *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 the Academic Assistance team 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. 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.

## 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 Los Angeles 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:

6. 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
7. 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:

8. 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
9. 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.

### *Class Sizes*

Bryan University believes students should engage in highly interactive class environments in which they connect in meaningful ways with their instructors and peers. Class sizes are carefully considered to optimize the level of engagement and interaction across all courses. Classes will not exceed the following limits and often average much fewer students:

- Residential Classrooms and Labs: Maximum of 25 Students
- Online Classrooms and Labs: Maximum of 50 students
- Asynchronous Classrooms and Labs: Maximum of 100 students

### ***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. 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. Students access classes and course materials using a variety of technologies:

- **BryanConnect:** Virtual campus that provides access to online classes (see LearnBryan, below), school contacts, student email account, Microsoft Office 365, the University Catalog, and other helpful school resources;
- **Student Portal:** Provides information regarding financial aid, payment options, academic status, and unofficial transcripts;
- **LearnBryan:** A learning management system (LMS) that organizes the curriculum for each class in which a student is enrolled, connecting the student with other class members and teachers. Students are provided with detailed weekly course outlines, grades, and information necessary for succeeding in the course.
- **Zoom:** Synchronous video conferencing tool that allows students to connect face-to-face with their peers and instructors. Some programs require students to attend interactive weekly class lectures from their faculty. Students begin using this powerful video conferencing tool in the admissions process and are encouraged to use the tool to connect live with their classmates and instructors throughout their program;

The modes of class delivery vary, according to instructors and course content, and may include any of the following methods:

- **Didactic:** Led by a qualified faculty member for the intention of teaching and learning, delivered through one of the following types of learning activities:
  - Live-Class Sessions: A synchronous, instructor-led delivery of course material with student interaction.
  - Interactive Online Discussion: An asynchronous online discussion derived from postings on course-related topics.
  - Multimedia Presentation: A presentation that delivers the course content in a lecture format with pre-recorded voice, video, etc., which includes elements to ensure student comprehension of material.
- **Supervised Laboratory:** The practical application of information that was presented in the didactic portion of the program or discovered through out-of-class work and preparation, delivered through one of the following types of learning activities:
  - Case Study: An exercise requiring a practical application of the course content, often featuring multi-day assignments in which the instructor provides input as students work toward completion.
  - Simulation: An assignment requiring students to perform a task similar to those in the proposed implementation environment. Involves instructor feedback, usually after the simulation has been observed by the instructor in both real time and through multimedia capture and playback.

- Collaborative Learning: The synchronous or asynchronous participation of students to complete assigned activities under the direction of an instructor.
  - Problem Solving: Prompts students to think creatively about a scenario to resolve a complication or issue, with or without a specific time limit.
  - Observation: The review of another individual performing a task or tasks, with the student providing feedback or reaction to the observed task.
  - Online Drill / Learn It: Pre-planned set of activities that enhance skills, solve problems, or reinforce the students' understanding of didactic materials or outside reading. Students receive feedback (guidance or suggestions for improvement) in real time from the online platform.
  - In-class activity: Individual activities or group activities, under the supervision of an instructor, designed to apply information that was presented in the didactic portion of the program.
- **Out-of-Class Work/Preparation:** That which students engage in as a means to prepare for or demonstrate an understanding of the didactic learning environment or supervised laboratory setting of instruction.
    - Memorization/Recall: A quiz-like activity designed to assess understanding of a course topic.
    - Topic Research and Explanation: An activity, typically written, in which the student demonstrates their understanding of course topics.
    - Readings: Textbook and article readings that directly support course learning outcomes.
    - Supplemental Materials: Multimedia or PowerPoints intended to review weekly topics.

### ***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](mailto: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:

- 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>.
- To register to vote in California, please go to <http://www.sos.ca.gov/elections/voter-registration/>.

### ***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 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.

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 Undergraduate Certificate you earn in Personal Trainer is also at the complete discretion of the institution to which you may seek to transfer. If the Undergraduate Certificate 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 Undergraduate Certificate will transfer.

### ***Articulation Agreements***

Bryan University is not a participant in any articulation agreements. Courses taken in the Personal Trainer undergraduate certificate program and fully transferable the bachelor's degree offered at Bryan University Tempe, which is an online program.

## ***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.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and then if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

## ***Financial Aid Assistance Contact Information***

For more details about the financial aid process, visit the Bryan University website at <http://losangeles.bryanuniversity.edu/admissions-financial-aid/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:

10. Know what financial assistance is available to you, including all federal, state, and institutional financial aid programs.
11. Know the deadlines for submitting applications for applicable financial aid programs and the process required.
12. Know how your financial need is determined, including how cost of attendance budgets are developed.
13. 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.
14. 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.
15. 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.
16. Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.
17. 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](mailto: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.

Bryan University is proud to offer veterans a tuition discount of \$1500 on any associate degree/master's program and \$3000 on any bachelor degree program.

### ***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:**

$$160 \text{ clock hours paid for} - 100 \text{ clock hours of instruction completed} = 60 \text{ clock hours paid for but not received.}$$

**4. Refund calculation:**

$$\$2,000.00 \text{ paid} \times \frac{60 \text{ clock hours paid for, but not received}}{160 \text{ clock hours paid for}} = \$750.00 \text{ Refund}$$

**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

### Personal Training:

The curriculum is aligned with the American College of Sports Medicine (ACSM). CPT exam fees are included in the cost of tuition.

### 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.

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

### 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. For online courses, grading will occur within 5 days of submission.

### 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.

Letter Grade	% Range	CGPA Sale	
A	Excellent	95% - 100%	4.0
A-	Excellent	90% -94%	3.7

Letter Grade		% Range	CGPA Sale
B+	Good	87%-89%	3.3
B	Good	84%-86%	3.0
B-	Good	80%-83%	2.7
C+	Average	77%-79%	2.3
C	Average	74% - 76%	2.0
C-	Average	70%-73%	1.7
D+	Below Average	67%-69%	1.3
D	Below Average	60%-66%	1.0
F	Fail	Under 59%	0.0
P	Pass		
I	Incomplete		
W	Students withdrawing from a class before 25% into the module receive a "W" with no impact on their CGPA		
WP	Students withdrawing from a class beyond 25% into the module with a passing grade receive a "WP" with no impact on CGPA.		
WF	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."		0.0
T	Test Out		
TC	Transfer Credit		
R	Repeat		
AU	Audit completion (Does not count towards credits attempted or credits earned)		

### ***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 disrupted 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 Students***

Students in the Personal Trainer Undergraduate Certificate 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.

**Rate-of-Progression Minimums\***

Evaluation Point (Academic Year/30 weeks)	Minimum Requirement	CGPA Minimum Requirement
Personal Training Undergraduate Certificate --Max Timeframe 48 weeks		
AY1	68% of program credits earned	0.0
AY2 (16 weeks)	100% of program credits earned	2.0

\* 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.

The Rate of Progression and CGPA calculations are based upon students attending school full time (36 quarter credits or 24 semester credits) in an Academic Year. The Rate-of-Progression minimums will be adjusted accordingly for students who do not attempt full-time credits in an Academic Year.

**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 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.

**Course Withdrawals and Incompletes**

If a student withdraws while failing, a "WF" will be received for the class, which will count in the Satisfactory Academic Progress (SAP) 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 SAP calculation of the CGPA. 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 for the course, which will count in the SAP calculation of the CPGA.

**Transfer Credit**

All accepted transfer credits are applied toward Rate of Progression minimums within Satisfactory Academic Progress, does not count in the calculation of the CGPA.

***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@byranuniversity.edu](mailto:appeals@byranuniversity.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@byranuniversity.edu](mailto:appeals@byranuniversity.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@byranuniversity.edu](mailto:appeals@byranuniversity.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 [appeals@byranuniversity.edu](mailto:appeals@byranuniversity.edu) if they feel an error has been made in their attendance records.

## ***Academic Advisement***

At the end of each module and after final grades post, the education department will review and may take action on undergraduate students with CGPAs less than 2.0 and graduate students with CGPAs less than 3.0 as follows:

1. **Academic Resource Reminder.** Students will receive email notification if their CGPA falls below 2.0 within the first two academic years. This is a preventative measure to support student success. The email will include information regarding resources available to students in need of academic assistance.
2. **Academic Warning.** Students will receive an individual email notification stating that they have been placed on academic warning and must increase their CGPA. Students are returned to normal active status as soon as their CGPAs increase beyond the minimums noted above. Students will receive a call from their academic advisors to determine if corrective actions—such as mandatory tutoring, reduction in workload, or other remedies—should be taken to improve their current status.
3. **Academic Probation.** Students are placed on academic probation if they are unable to correct their CGPAs after two consecutive modules of academic advisement, or if they fail one class while on academic advisement. Students receive an email notifying them that they have been placed on academic probation. Students on academic probation must meet with a member of the Academic Review Board (ARB) to design a plan to correct the current situation. The ARB will discuss each student's academic performance and may ask for input from the student regarding strategies for improvement. The ARB then evaluates whether the student should continue on academic probation or be dropped from the program. The ARB then presents recommendations to the Provost. If it is decided that the best course of action is termination, the student cannot re-enroll in the course of study without appropriate approval (see "Re-Enrollment/Re-Entry," below).
4. **Academic Dismissal.** Students are academically dismissed if they remain on academic probation after one academic year. Student may appeal this decision by written notification to [appeals@bryanuniversity.edu](mailto:appeals@bryanuniversity.edu).

## ***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 or the program director or any faculty member. The institution has also created a dedicated email address, [feedback@bryanuniversity.edu](mailto: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.

Bryan University - Students are encouraged to submit their complaints as follows, to allow the institution an opportunity to rectify:

- Email: [complaint@bryanuniversity.edu](mailto:complaint@bryanuniversity.edu)
- Phone: 866-978-9476
- Mail: 3580 Wilshire Blvd. STE 400, Los Angeles, CA 90010

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.)

Students may also contact additional resources listed below:

1. California Bureau for Private Postsecondary Education
  - a. File a complaint via the following instructions: <http://www.bppe.ca.gov/students/index.shtml>
  - b. Physical Address: P.O. Box 980818, West Sacramento, CA 95798-0818

2. California Department of Consumer Affairs
  - a. File a complaint via the following site:  
[http://www.dca.ca.gov/online\\_services/complaints/consumer\\_complaint.shtml](http://www.dca.ca.gov/online_services/complaints/consumer_complaint.shtml)
  - b. Physical Address: 1275 West Washington Street, Phoenix, Arizona 85007
3. California Attorney General:
  - a. File a complaint via the following site: <https://oag.ca.gov/contact/consumer-complaint-against-business-or-company>
  - b. Physical address: Public Inquiry Unit, Office of the Attorney General, P.O. Box 944255, Sacramento, CA 94244-2550
4. Department of Education:
  - a. File a complaint via the following site: <https://feedback.studentaid.ed.gov/>
  - b. Physical address: 400 Maryland Avenue, SW. Washington, D.C. 20202

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.



# Personal Trainer Undergraduate Certificate

29.5 Credits, 9 Months

Online and Hybrid Residential

## *Program Objectives*

The Personal Trainer Undergraduate Certificate Program prepares students for entry-level employment in the expanding fields of personal training and health and fitness. Graduates of the program will have the knowledge and skills needed to work with clients in a wide variety of health and wellness environments. The online and hybrid residential program versions are identical and both require completion of an externship. The only difference is hybrid residential students complete some didactic hours at the campus, while online students complete the same didactic activities online.

The program is designed to provide educational opportunities for students to gain the following:

- Apply knowledge of anatomy, physiology, and biomechanics to training strategies.
- Explain the impact of nutrition on the human body.
- Perform fitness assessments on clients.
- Create individualized exercise programs based on assessment.
- Perform foundational, advanced, and sport-specific movement patterns and exercises.
- Teach foundational, advanced, sport-specific movement patterns and exercises.
- Use current sales techniques to obtain and retain clients.
- Implement current marketing strategies utilizing new technologies.
- Utilize coaching to identify strategies for client behavior change.
- Influence client behavior through an empathetic, confident, and enthusiastic attitude.
- Demonstrate core values and ethics critical to the field of personal training.
- Recognize the value of lifelong professional development in the field of personal training.
- Test for a national personal trainer certification.

## *Career Opportunities*

The following is a list of example occupations that one could pursue upon graduation:

- Certified Personal Trainer
- Gym or Studio Staff Member
- Nutrition/Supplement Store Associate
- Fitness Instructor
- Independent Trainer/Contractor

Standard Occupational Classification (SOC) codes\* include, but are not limited to, the following:

- 39-9031.00 – Fitness Trainers and Aerobics Instructors

- 39-9032.00 – Recreation Workers
- 11-9039.02 – Fitness and Wellness Coordinators

\* Detailed information regarding classifications can be found at [www.onetonline.org](http://www.onetonline.org).

### ***Program Completion***

In order to graduate and receive a Personal Trainer Undergraduate Certificate, students must earn a minimum of 29.5 credits with a CGPA of 2.0 or better. Students who elect to do so may also sit for a wide variety of fitness certifications, which completion of are not required to graduate. One attempt at certification is included in tuition costs; passing scores are not required for graduation.

### ***Personal Trainer Courses***

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>TOTAL CREDIT HOURS</b>
PTD-100	Personal Training and Sales Fundamentals	3.0
PTD-101	Body Sciences I	3.0
PTD-102	Body Sciences II	2.5
PTD-103	Client Intake and Assessment	3.0
PTD-104	Programming Basics I	3.0
PTD-105	Programming Basics II	3.0
PTD-106	Nutrition Fundamentals	2.5
PTD-107	Behavior Management	2.5
PTD-109	Advanced Nutrition Concepts	2.5
PTD-110	Exam and Career Preparation	3.0
PTD-108A	Practicum A	0.5
PTD-108B	Practicum B	0.5
PTD-108C	Practicum C	0.5
<b>TOTAL</b>		<b>29.5</b>

### ***Course Descriptions***

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the Course Syllabus for up to date textbook information.

#### **PTD-100— Personal Training and Sales Fundamentals—2.5 credits**

This course provides an introduction to the field of personal training along with the fundamentals skills necessary to be an effective salesperson in the field. The history of personal training, professional organizations, certifications, and career tracks in the field are discussed. Additionally, students learn about communication skills, interviewing, steps of the sale, fundamentals of professional conduct and ethics, and money/revenue management skills. Required text/materials: Pire, N. I. (2013). *ACSM's career and business guide for the fitness professional*. Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins. American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

#### **PTD-101—Body Sciences I—3.0 credits**

This course will provide an in-depth look at basics principles of kinesiology, including planes of motion, joints of movement, and joint actions. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

**PTD-102—Body Sciences II—2.5 credits**

This course will provide an in-depth look at how the human body systems interact and function in relation to exercise and movement. Students will learn the various parts and functions of the nervous, muscular, and skeletal systems. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. Prerequisites: PTD-101

**PTD-103—Client Intake and Assessment—3.0 credits**

This course covers the fundamentals of conducting health screenings and risk stratifications, as well as tests such as body fat, cardiovascular condition, and various performance tests. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

**PTD-104— Programming Basics I—3.0 credits**

This course covers the fundamentals of designing resistance training, cardiorespiratory training, and flexibility programs. The course focuses on training session components and appropriate exercise selection, progression, and program design variables for resistance and cardiorespiratory training. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. Prerequisites: PTD-103

**PTD-105—Programming Basics II—3.0 credits**

This course covers the fundamentals of advanced training programs. The course focuses on appropriate exercise selection, progression, and program design variables for advanced programs and special populations. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. National Academy of Sports Medicine. (2012). *Senior Fitness Specialist Manual*. National Academy of Sports Medicine. (2012). *Youth Exercise Specialist Manual*. Prerequisites: PTD-103, PTD-104

**PTD-106— Nutrition Fundamentals—2.5 credits**

This course covers the fundamentals of nutrition and how food is used by the human body. Students will be able to identify healthy food sources for the various nutrients and decipher reliable and unreliable nutritional information. Required text/materials: Grosvenor, M. B. & Smolin, L. A. (2015). *Visualizing nutrition: Everyday choices* (3rd ed.). Hoboken, NJ: Wiley. American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

**PTD-107—Behavior Management—2.5 credits**

This course is an introduction to the motivation behind behavior change as it relates to physical activity behaviors. Topics include goal setting, motivating clients, developing an action plan, and communication strategies needed to inspire and sustain long-term healthy habits. Required text/materials: American College of Sports Medicine (2013). *ACSM's behavioral aspects of physical activity and exercise. (1st ed.)*. Baltimore, MD: (Lippincott Williams & Wilkins. American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins.

**PTD-108A—Practicum A—0.5 credits**

Students practice and demonstrate how the body moves, focusing on basic movement patterns, joint movements, and basic human body musculature. Safety considerations, including spotting and cueing, for basic movement patterns are also discussed. Students explore the exercise tools and techniques available in the typical gym environment and roleplay interviewing clients. Practicum A is structured such that the students model the Trainer/Client relationship and design individualized training regimens for one another under the supervision of the on-site externship advisor. Students will be evaluated on their attendance and participation at their externship site and will receive direct feedback from the on-site externship advisor. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. 22.50 hours.

**PTD-108B—Practicum B—0.5 credits**

Students focus on exercise program creation for the typical client during this practicum. Students use their knowledge of acute variables, body movement, and effective exercises to regress and progress clients through a workout program. Students roleplay important Trainer/Client retention interactions, including re-signing clientele, re-establishing a training goal, and working with challenging clients. Practicum B is structured such that the students model the Trainer/Client relationship and design individualized training regimens for one another under the supervision of the on-site externship advisor. Students will be evaluated on their attendance and participation at their externship site and will receive direct feedback from the on-site externship advisor. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. 22.50 hours. Prerequisites: PTD-108A

**PTD-108C—Practicum C—0.5 credits**

This practicum focuses on practicing and demonstrating the use of advanced programming principles with clients and acute variables for special populations. How to discuss and integrate nutrition into a client's program without breaking Scope of Practice is also practiced through roleplay. Practicum C is structured such that the students model the Trainer/Client relationship and design individualized training regimens for one another under the supervision of the on-site externship advisor. Students will be evaluated on their attendance and participation at their externship site and will receive direct feedback from the on-site externship advisor. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. 22.50 hours. Prerequisites: PTD-108A, PTD-108B

**PTD-109—Advanced Nutrition Concepts—3.0 credits**

This course focuses on digestion, bioenergetics, and the practical application of making dietary recommendations to address common health concerns and meet the unique needs of athletic clients. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. Wardlaw, G. M., Smith, A. M., Collene, A. L. (2015). *Contemporary nutrition: A functional approach (4th ed.)*. New York, NY: McGraw Hill Education. Prerequisites: PTD-106

**PTD-110—Exam and Career Preparation—3.0 credits**

This course prepares students to take the ACSM certification exam, paying particular attention to test-taking skills and improvement of weak areas of knowledge, skill, and ability. Students also prepare for their career through resume building activities and interview roleplays. Required text/materials: American College of Sports Medicine. (2013). *ACSM's resources for the personal trainer* (4th ed). Philadelphia, PA: Lippincott Williams & Wilkins. ACSM PrepU software.

***Program Outline by Term***

Each term is 16 weeks, split into two 8 week modules. The final module is 6 weeks in length. The following term schedule is subject to change.

<b>Term 1</b>	PTD-100 / PTD-101 (First 8 weeks) PTD-102 / PTD-103 / PTD-108A (Second 8 weeks)
<b>Term 2</b>	PTD-104 / PTD-107 / PTD-108B (Third 8 weeks) PTD-105 / PTD-106 / PTD-108C (Fourth 8 weeks)
<b>Term 3</b>	PTD-110 / PTD-109 (6 weeks)

## Appendix A - Tuition and Fee Schedule

### ***Tuition***

Tuition is charged by the academic year. 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. 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.

### **Personal Trainer Undergraduate Certificate Tuition Schedule:**

Academic Year	Tuition Per Academic Year	Tuition Per Semester/Term
Academic Year 1	\$14,450.00	\$7,225.00
Academic Year 2	\$500	\$500
Books and courseware costs are included in the tuition.		

The total tuition cost for students who complete the Personal Trainer Undergraduate Certificate program within the normal timeframe is approximately \$14,975 (included 25 registration fee). Each student is responsible for making payment arrangements with the university. If the university finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. The academic term tuition charge for students repeating classes beyond the original program length is \$3,200. Re-entry fee is \$25. Registration fee is \$25.

### **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
  - a. 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.
2. 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:
  - a. You are not a California resident, or are not enrolled in a residency program, or
  - b. 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: 2017/2018 Bryan University Academic Calendars

### *Semester Hour Programs – 8 Week Modules Track A*

**Winter 2016:**

November 28, 2016 ..... Module Begins  
 December 19 – 31, 2016 ..... Holiday Recess  
 January 16, 2017 ..... Martin Luther King Day  
 February 3, 2017 ..... Module Ends

**Spring 2017:**

February 06, 2017 ..... Module Begins  
 February 20, 2017 ..... President’s Day  
 March 31, 2017 ..... Module Ends

April 03, 2017 ..... Module Begins  
 May 26, 2017..... Module Ends

**Summer 2017:**

May 29, 2017..... Module Begins  
 May 29, 2017..... Memorial Day  
 July 4, 2017 ..... Independence Day  
 July 21, 2017 ..... Module Ends

July 24, 2017 ..... Module Begins  
 September 4, 2017 ..... Labor Day  
 September 15, 2017..... Module Ends

**Fall 2017:**

September 18, 2017..... Module Begins  
 November 10, 2017 ..... Module Ends

**Winter 2017:**

November 13, 2017 ..... Module Begins  
 November 23-24, 2017..... Thanksgiving Recess  
 December 18, 2017 – January 1, 2018 ..... Holiday Recess  
 January 15, 2018 ..... Martin Luther King Day  
 January 19, 2018 ..... Module Ends

### *Semester Hour Programs – 8 Week Modules Track B*

**Winter 2016:**

January 9, 2017 ..... Module Begins  
 January 16, 2017 ..... Martin Luther King Day  
 February 20, 2017 ..... President’s Day  
 March 3, 2017 ..... Module Ends

**Spring 2017:**

March 06, 2017 ..... Module Begins  
 April 28, 2017 ..... Module Ends

**Summer 2017:**

May 01, 2017..... Module Begins  
 May 29, 2017..... Memorial Day  
 June 23, 2017..... Module Ends

June 26, 2017..... Module Begins  
 July 4, 2017 ..... Independence Day  
 August 18, 2017 ..... Module Ends

**Fall 2017:**

August 21, 2017 ..... Module Begins  
September 4, 2017 ..... Labor Day  
October 13, 2017 ..... Module Ends

October 16, 2017 ..... Module Begins  
November 23-24, 2017 ..... Thanksgiving Recess  
December 08, 2017 ..... Module Ends

**Winter 2017:**

December 11, 2017 ..... Module Begins  
December 18, 2017 – January 1, 2018 ..... Holiday Recess  
January 15, 2018 ..... Martin Luther King Day  
February 16, 2018 ..... Module Ends



## Appendix C – Instructional Faculty

### *Personal Trainer Undergraduate Certificate*

**Nicholas Keeling**, NSCA-CSCS, NASM-PES, CES, ACSM-HFI; BS, Exercise Science, California State University—Fresno; MS, Exercise Science, California University of Pennsylvania

**James Ellis**, NASM-CPT, PES, CES, BS, Kinesiology, University of Illinois

## **Appendix D – VA Information**

### ***Bryan University Veterans Addendum***

#### **Credit Evaluation Policy:**

Bryan University 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.