Bryant & Stratton College

ONLINE EDUCATION

OFFICIAL CATALOG

January 2014

Sterling Park   180 Redtail Road  Orchard Park, NY 14127
Telephone  800/836-5627   Telephone  716/677-8800   Fax  716/677-8899
www.bryantstratton.edu

This catalog is an official publication of Bryant & Stratton College. As such it is subject to revision at any time. Bryant & Stratton College reserves the right to make changes in connection with any subject described in this catalog including curricula, class schedules, course content, training equipment, faculty, staff, tuition & fees, provisions or requirements, as it, in its sole discretion deems appropriate. Bryant & Stratton College reserves the right to make such changes without notice at any time, even after a program of study or course affected by a change has begun. It is advised that all students read and fully understand the rules, regulations and College-based policies stated in this catalog and its future updates. For the most current version of the catalog, visit www.bryantstratton.edu. Students should retain an electronic copy of this catalog for their records.

Bryant & Stratton College is an equal opportunity educator and employer.

The official catalog is updated each semester and posted to www.bryantstratton.edu. Within 10 business days of the start of classes, students receive an email with the link to the electronic catalog in effect for that semester.
Table of Contents

History, Mission Statement, Accreditations and Approvals, ........ 3
Admissions ................................................. 4
Academic Information ...................................... 6
Servicemembers and Veterans .............................. 20
Tuition and Fees ............................................ 20
Financing Your Education ................................. 24
Academic Calendar: Distance Learners ..................... 28
Programs of Study and Degree Plans ....................... 29
Course Descriptions ....................................... 52
Board of Directors & Officers of Bryant & Stratton College .... 73
Fraud Prevention ........................................... 73
Grievance Contact Directory ............................... 74
Student Complaint Contact Information .................... 76

Publication Date: January 2014

This publication is an excerpt of the Bryant & Stratton College’s Official Catalog and is intended as an initial reference for online learners. The content of the primary and Official Catalog supersedes the requirements outlined herein.
History of Bryant & Stratton College

Bryant & Stratton College's rich history is rooted in 160 years of outcomes-based education. Its founding can be traced back to 1852, when H. B. and J. C. Bryant and their brother-in-law, H.D. Stratton, organized Bryant & Stratton Mercantile College in Cleveland, Ohio. In 1854, J.C. Bryant, a noted physician and businessman, established Bryant & Stratton College in Buffalo, New York. Throughout the next century, the College developed career-based degrees and training programs to meet the needs of young and working adults seeking jobs and career advancement in business and industry due to both employer and student demands. From the 1980s through the current period, the College expanded its program offerings to healthcare, technology, justice, financial and service sectors. In 2000, the College offered distance learning through an Online Education division. Today the institution has many locations; however it is one college with several branches and additional locations, referred to as campuses. The College confers over thirty associate and baccalaureate degrees, and offers diploma and certificate programs for select occupations. In June of 2002, the College earned regional accreditation status from the Middle States Association of Colleges and Schools (MSA), now known as Middle States Commission on Higher Education (MSCHE). This history continues to build as the next generation of higher education evolves and the College continues to fulfill its mission.

Mission Statement

Bryant & Stratton College is a career college delivering outcomes-based education and training through a flexible, contemporary curriculum in a personalized environment.

Student Consumer Information Disclosure

The Higher Education Opportunity Act (HEOA) of 2008 requires institutions make available important information concerning academic programs, retention rates, graduation rates, crime reports, financial aid procedures and more in an effort to ensure fairness and transparency for all higher education consumers. Current and prospective students of Bryant & Stratton College have access to Student Consumer Information by visiting the address below:

http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx

Questions regarding this information should be directed to the Campus Director.

Accreditations and Approvals

The academic programs at Bryant & Stratton College are approved and registered by their respective State Education Departments:

- New York State Board of Regents
- Ohio Board of Regents
- State Council of Higher Education for Virginia (SCHEV)
- State of Wisconsin Educational Approval Board (EAB)

In New York State, Bryant & Stratton College is authorized by the New York State Board of Regents to confer Associate of Occupational Studies, Associate of Applied Science and Bachelor of Business Administration degrees. The Amherst, Buffalo, Greece, and Southtowns campuses are authorized by the New York State Board of Regents to confer the Bachelor of Science degree.

In the State of Virginia, Bryant & Stratton College is approved by the State Council of Higher Education for Virginia (SCHEV) to confer the Associate of Applied Science (AAS) degree and Baccalaureate degrees.

In the State of Wisconsin, the Wisconsin Educational Approval Board (EAB) has approved the programs, which Bryant & Stratton College offers, and the EAB has authorized the College to confer the Associate of Applied Science (AAS) degree and Baccalaureate degrees.

Bryant & Stratton College is approved by the Virginia State Approving Agency for the training of veterans and other eligible persons and by the United States Department of Education for various federally funded programs. The College is approved for administering educational programs sponsored by state agencies such as the state rehabilitative services.

All four Ohio campuses are authorized by the state of Ohio to confer associate and baccalaureate degrees. These degrees are also approved by the Ohio Board of Regents.

Bryant & Stratton College is accredited by the Middle States Commission on Higher Education 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.
Admissions

Bryant & Stratton College seeks students who desire practical career preparation in selected fields of study and have the ability to achieve academic success. It is recommended that prospective students apply as early as possible to ensure full consideration and proper placement. Applications are accepted throughout the year multiple starts within an academic year for fall, winter and spring term starts. Refer to the Academic Calendar for exact starting dates.

Students who receive a degree online will be awarded a degree that reflects the campus location where the degree has been approved to be conferred.

Information about Bryant & Stratton College may be obtained from any admissions representative or at the College website, www.bryantstratton.edu.

Admissions Interview

An important step in the admission process is a personalized phone interview with an admissions representative to discuss the College programs.

Admissions representatives are available for day, evening and Saturday morning appointments.

An interview can be completed in approximately one hour.

Placement Evaluation

All students accepted for enrollment at Bryant & Stratton College will be subject to course and/or program evaluations. Students may be scheduled in pre-college courses based upon their placement evaluation scores and past academic history.

Admission – Online Students

For consideration into an Associate Degree Online Program, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.
2. All applicants, including those who wish to take credit-bearing courses while maintaining non-matriculated status (900s), must provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. General Equivalency Diploma (GED), the GED grade report indicating scores which meet or exceed the state’s minimum for passage, or proof of completion of secondary level homeschooling as defined by the law of the State in which the homeschooling was provided. These documents should be part of the applicant’s official student file no later than 60 days after the commencement of the first term of enrollment.
3. Complete an Admissions Representative Interview. Each applicant will be interviewed by an admissions associate. The purpose of the interview is to assess the educational and professional goals of the applicant and determine if Bryant & Stratton College is a good match. During the interview, an admissions associate will provide information regarding the College’s educational mission; a content overview of the degree; admission criteria application, tuition costs, and will refer students to financial aid representatives who can discuss financial aid options.

For consideration into the Baccalaureate Degree Online Programs, the candidate must:

1. Submit a completed Application or eApplication using the feature located on the Internet at www.bryantstratton.edu for admission to the college.
2. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State in which the homeschooling was provided. High school graduates must have a minimum GPA of 75% or 2.5 out of 4.0 and those possessing GEDs must have a minimum average standard score of 500 (taken after 2002) or an average standard score of 50 (taken before 2002).
3. Remit transcripts of post-secondary educational experience. If transcripts are necessary to evaluate credit, applicants must provide the transcripts confirming earned credit from a regionally or nationally accredited college. These documents must be part of the applicant’s application packet before consideration of a candidate’s application is made. Official transcript(s) must be received by the end of the first semester.
4. Personal Essay. Applicants must submit a non-graded informational essay that is 1 - 2 double-spaced, typewritten pages.
5. Complete a Bachelor Program Administration Interview. An interview with a bachelor program administrator may be scheduled as part of acceptance and prior to acceptance.
6. Students who test into pre-college courses will not be considered for candidacy into a bachelor’s degree program until they complete an associate’s degree.

Associate Degree Graduates (online students)

a. Associate degree graduates from Bryant & Stratton College in selected programs gain automatic acceptance to the corresponding bachelor degree program. See the dean for details.
b. Associate degree graduates from Bryant & Stratton College in non-related programs must possess a 2.0 GPA and must submit an application to the program to be considered a candidate.
c. Associate degree graduates from peer institutions must possess a 2.5 GPA and a “C” grade in English and Math to be considered for acceptance into the College’s baccalaureate programs. If the candidate has a GPA below a 2.5, he or she may enroll in the corresponding AAS program until the transcript reveals that the standard has been met.

International Applicants

Entry and Program Requirements

For consideration into any Bryant & Stratton College program, International applicants must submit the documentation and information as stated above for the particular program to which they are applying. In addition, they must submit the following documentation with their application materials:

1. An original, official transcript from a secondary school or university which has been authenticated and evaluated by an authorized, independent third party chosen by Bryant & Stratton College, together with a notarized and certified translation if the document is recorded in a language other than English. Such translation is to be supplied by the applicant at the applicant’s expense. Employees of Bryant & Stratton College shall not be utilized to provide the required translations.
2. Documentation of either a score of 500 or better on the traditional paper version of the Test of English as a Foreign Language (TOEFL), or a score of 173 on the computerized TOEFL, or a passing score on Level 6 of the ASPECT English Language Proficiency. If required, International applicants will need to complete this evaluation before acceptance at Bryant & Stratton College. It is the applicant’s responsibility to set up all details of the TOEFL evaluation. (Web link: TOEFL Information at www.ets.org).
Exceptions:

a. Nonnative speakers who hold degrees or diplomas from postsecondary institutions in English-speaking countries (e.g., the United States, Canada, England, Ireland, Australia, New Zealand).
b. Nonnative speakers who have successfully completed at least a two-year course of study in which English was the language of instruction.
c. Transfer students from institutions in the United States or Canada whose academic course work was favorably evaluated in relation to its demands and duration.
d. Nonnative speakers who have taken the TOEFL test within the past two years.
e. Nonnative speakers who have successfully pursued academic work at schools where English was the language of instruction in an English-speaking country for two years.

A statement signed by the secondary school principal or other qualified person indicating sufficient proficiency in English to cope with college-level studies. Such statement must be written in English.

3. An original proof of finance letter issued by a U.S. or foreign banking institution certifying that the sponsor or student has adequate funds to meet financial obligations to Bryant & Stratton College and living expenses while enrolled.

4. The first semester’s tuition is paid in advance of acceptance.

5. International students will not be issued an I-20 as a dedicated online learner and takes all classes via Online Education.

Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bryant & Stratton College recognizes and accepts its responsibility to provide a broad range of services to qualified students with disabilities in an effort to ensure them equal opportunity and full participation in their educational efforts. To that end, Bryant & Stratton College maintains institutional policies and procedures that govern the provision of accommodations to students with disabilities.

Reasonable accommodations are available to students with disabilities who provide documentation by a qualified professional and are ‘otherwise qualified’ for admission to the college. The student must demonstrate that they possess the ability to meet the academic standards of the curriculum. Each student’s eligibility for accommodations is considered and determined on a case-by-case basis dependent on the supporting medical and/or psychological documentation provided. It is both the right and responsibility of students to determine their need for services.

Notification of Admissions Decision

- Bryant & Stratton College Online Education’s admission policy to Online Education makes it possible, in most cases, for applicants to be notified of the admission decision as soon as the application process is complete.
- Conditional acceptance is granted for applicants pending verification of entrance requirements for Online Education and baccalaureate degree programs.
- Applicants to Online Education may not be admitted as ability to benefit students. For this reason, Online applicants must provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED.

Application for Readmission

Former Bryant & Stratton College students who wish to apply for readmission should contact the Admissions Office for an Application of Readmission. Returning students are not required to resubmit copies of records already on file. Any prior tuition balances and student loan status must be cleared before re-entry application forms are processed.

Students dismissed for failure to meet Standards of Academic Progress and who were not granted immediate readmission based on a mitigating circumstances appeal may be considered for readmission after an absence of not less than one semester provided that it is mathematically possible for them to restore their satisfactory academic progress by the time they have attempted 12 additional credits after readmission. FSRs [former student returning] who are not able to mathematically attain Satisfactory Progress by the time they have attempted 12 additional credits after readmission MAY NOT be considered for readmission. Students who do not achieve satisfactory academic standing at the end of the probationary period will be dismissed.

Students who were dismissed for any reason must consult with an academic manager or a designated advisor to review the circumstances which led to the dismissal and to discuss the commitment required for the student to become successful. Following the meeting, the academic associate will make a recommendation regarding the student’s potential for academic success. A negative recommendation to the admissions department may disqualify the student for readmission.

Students dismissed for issues relative to conduct and deportment, as defined in the Code of Student Conduct published in this Official Catalog, will be eligible for readmission only if they are able to present reasonable proof that they have overcome the situation that lead to their inappropriate behavior. The decision to readmit will be made by the academic dean or campus director after a thorough review of the situation. Students seeking readmission after an administrative dismissal may be required to meet with the dean and/or a designated representative of the dean or campus director to discuss their situation. The decision of the dean or campus director will be final in all matters of readmission of students dismissed for reasons of conduct and deportment.

Students dismissed based on failure to complete their pre-college course requirements after two attempts may be considered for readmission after an absence of not less than one calendar year (3 academic semesters). In either case, readmission will be granted solely at the discretion of the academic dean or designee.

Returning students are required to meet all curriculum requirements in effect at the time of their return. If the curriculum and/or learning methodologies have been updated since a student last attended Bryant & Stratton College, that student may be required to attend an orientation program prior to returning to classes.

All credits earned during prior enrollment will be assessed for validity to current programs. Some credits earned in the past may not be applicable to the contemporary curriculum particularly technology.

Application for Individual Subjects

Application may be made for individual subjects in person or by mail or facsimile by completing an individual subject application.

When the application has been received and processed, the student will be sent an acceptance letter and instructions for completing registration.

Students taking individual subjects are classified as non-matriculated, and federal financial aid is not available to them. If at some point non-matriculating students decide to matriculate, they will be required to adhere to the complete admissions process.
Transfer of External Credits

Bryant & Stratton College accepts transfer of college credit, high school articulation, and/or evaluation of knowledge and skills by selected course proficiency examination. Although Bryant & Stratton College does not grant credit for life experience, the College offers students the opportunity to attempt Credit by Examination for selected courses. Up to 75 percent of the total credit hours required for graduation, may be earned through a combination of transfer credits, high school articulation, national evaluation, and proficiency examinations.

Students who wish to take courses at other colleges while pursuing a program at Bryant & Stratton College may have their credits transferred into their program providing they obtain written approval from the Dean or designee prior to enrolling in the outside courses and providing they have an official transcript sent to the Dean or designee upon successful completion. Before beginning this process, a student should consult with a Financial Services staff member to discuss how transfer credit may impact federal, state, and building-based financial aid and scholarship funds.

Students who wish to transfer from other regionally accredited postsecondary institutions will be given appropriate credit for courses where they have earned a grade of C (2.0) out of a possible (4.0) or better. Transfer courses must be comparable in level and content to subjects in their program at Bryant & Stratton College. Applicants requesting transfer credit must arrange for their official college transcript(s) to be sent to Bryant & Stratton College for evaluation. Transfer credits are assessed on a course-by-course basis. Transferability of credits to Bryant & Stratton College may be affected by the age of the credits and by the degree to which related technology has changed since the credits were earned.

All requests for transfer credit to an associate degree must be completed prior to the start of the student's first semester of enrollment at Bryant & Stratton College. Requests for the transfer credit to the bachelor degree program must be completed prior to registration. Official transcripts must be received prior to the end of the first semester for credit to be applied to the degree plan.

Transfer of Bryant & Stratton College Credits

The receiving institution will determine the transferability of college credit. It may be accomplished only after an individual evaluation of the student's educational record by the receiving institution. Students who are considering transferring to another college after graduation from Bryant & Stratton College are advised to consult with that college to determine its transfer policies. Bryant & Stratton College students who would like further information should consult with the Academic Office early in their program.

Students who intend to take state business or professional licensing examinations should determine the state's prerequisites prior to selecting programs of study.

Credit by Examination

Bryant & Stratton College offers students the opportunity to take examinations to validate their competency of selected courses and subject areas. The student may earn college credit for achieved scores of 70% or better on the College's electronic Prior Learning Assessments (PLA). Additionally, the College will also grant college credit for applicable passing grades on specific PLA examinations available through College level Examination Programs (CLEP), American Council of Education (ACE), and Defense Activity for Non-Traditional Educational Support (DSST). A directory of eligible PLA assessments and corresponding BSC courses is posted on the website. Students are responsible for testing fees plus administrative charges to have PLA credit applied to their degree program. Financial aid funds may not be utilized for examination or processing charges. Students interested in attempting Credit by Examination and PLA should consult with their admissions representative or academic advisor for more details. Distance learners must take PLA examinations at approved testing sites.

All requests for credit for national evaluations must be completed by the end of the student's first semester of enrollment at Bryant & Stratton College.

Academic Information

Class Schedule – Online Education

Online courses are available 24 hours a day, 7 days a week at a computer located anywhere in the world with an internet connection. Online classes have multiple weekly deadlines and are identified in Eastern Time. Students can budget their time to attend class (read lecture material, read announcements, complete tests, and participate in discussion) and to complete homework (assignments, projects, reading the text book, etc...) to meet weekly deadlines. Online courses are offered in two 7.5 week sessions within the traditional 15 week semester.

Online Course Expectations

Online courses are structured to replicate the campus classroom. In the Online virtual classroom, faculty members present lectures, course materials, evaluations/tests, and interact with students through personal computers. The student interacts with other students and the instructor through messaging and discussion groups.

Students enrolled in an Online course are expected to participate in “classroom” activities including reading, lectures, participating in discussion groups, completing evaluations/test and processing information through reflective activities. In addition, students are required to complete homework, projects, assigned reading, research and preparation of weekly reflections “outside of the classroom.”

Levels of participation include active participation within groups or teams, interaction with the instructor, and the completion of course work by specified deadlines. Faculty members are available for additional course-related assistance and support.
Attendance

Attendance at an academically related activity will be monitored for each student attending Bryant & Stratton College. Students who are absent from all of their courses for more than 14 consecutive calendar days, will be automatically withdrawn from the College unless the student contacts the college and is approved for an extension of this 14th day absence period and returns to school within 21 days of their last date of attendance. Students taking online courses, who are withdrawn from their session-one courses, must provide the College with written notification of their intent to attend session-two course(s) at the time of their withdrawal from session-one, or they will be withdrawn from their session-two courses. At the start of the tenth week of classes the grade WF is assigned to class withdrawals and is factored into Standards of Academic Progress calculations, thereby impacting academic success and eligibility for financial aid.

Any student, who is withdrawing whether officially or administratively, must have their financial aid reviewed to determine what portion of aid was earned by the student at this last date of attendance at the College. Please see the section in the Catalog, Treatment of Federal Financial Aid, When a Student Withdraws, for additional information. Students are encouraged to discuss the consequences of their withdrawal from the College with both their Academic and Financial Aid Advisors.

Graduation Requirements

Candidates for graduation must complete the following:

• Successfully complete the required courses prescribed by their curriculum.
• Maintain a minimum 2.0 (C) cumulative grade point average.
• Earn a minimum of 40 percent of the total credit hours required for their program, including 40 percent of the total credit hours required in their major area of study while attending as matriculated Bryant & Stratton College students.
• Complete the petition exit requirements set by the Academic, Career Services, and Business Offices.
• Fulfill all financial obligations, including tuition, fees, and other expenses, before their degrees or diplomas are granted. Grade transcripts and grade reports are issued when all financial obligations have been met.
• Students officially graduate from Bryant & Stratton College at the end of the semester in which they met all graduation requirements; however, formal commencement exercises are held annually.

Standards of Satisfactory Academic Progress

I. Introduction

Students must maintain satisfactory academic progress (SAP) toward completion of their program in order to remain in good academic standing, to remain enrolled at Bryant & Stratton College, and to receive financial aid. To ensure compliance with this policy, all students enrolled in degree programs will be measured by both quantitative and qualitative criteria at specific measurement points. On the quantitative side, students must maintain an adequate pace of progression toward completion of their degree in order to remain in good academic standing. On the qualitative side, students must maintain an adequate cumulative grade point average (CGPA) in order to remain in good academic standing.

II. Changes to Satisfactory Academic Progress Standards

Bryant & Stratton reserves the right to change its SAP standards at any time.

III. Minimum Requirements

A. Quantitative Measurement

The quantitative measurement factor requires students to complete their programs within a maximum time frame (MTF). To be in compliance with this standard, students must complete their program within 150% of the standard program length. The standard program length is the number of credit hours required for graduation from a program of study. For example, if an associate degree program requires 60 credits for graduation, then the standard program length is 60 and the MTF by which a student must successfully complete his or her program is 150% of the standard program length which is 90 (1.5 x 60) attempted credit hours. Students must meet the minimum completion percentages set forth in the following Satisfactory Academic Progress Charts for each measurement point. The completion percentage is based on a ratio of the cumulative number of attempted credit hours to the cumulative number of successfully completed credit hours expressed as the minimum percentage of credits a student must successfully complete to maintain SAP.

Students who do not successfully complete the minimum completion percentages for the given measurement point will be subject to dismissal with an opportunity to appeal.

B. Qualitative Measurement

The qualitative measurement requires students to maintain a minimum CGPA in relationship to the credits attempted and graded as indicated on the Satisfactory Academic Progress Charts provided.

The CGPA is determined by dividing the cumulative number of quality points awarded by the cumulative number of credits graded (credits for which the student has received grades of A, B+, B, C+, C, D+, WF or F).

The grade point average (GPA) is distinguished from the CGPA. The GPA is determined by dividing the number of quality points awarded for a given semester by the number of credits graded in the same semester (credits for which the student has received grades of A, B+, B, C+, C, D+, WF or F).

If a student's CGPA does not meet the minimum requirement for a given measurement point, the student will be dismissed with an opportunity to appeal.
Incompletes

I grades are given only when students are making satisfactory progress, but for valid reasons are unable to complete the semester's work. Students must initiate arrangements with instructors and a Dean to make up required work by the end of the first week of the following semester or the I grade will be replaced by the grade of F. Permission for additional time to complete the course requirements may only be granted in the discretion of the Dean of Instruction/Dean of Student Services.

Withdrawals

The grade of W is assigned to course withdrawals made after the drop/add period and through the academic week nine (9). The grade of WF is assigned to course withdrawals after the end of academic week nine (9). Students are cautioned to meet with an academic advisor prior to course withdrawal, since an accumulation of W or WF grades may impact the quantitative component of SAP and eligibility for financial aid.

Grading System

This grading system went into effect for the May 2013 semester.

<table>
<thead>
<tr>
<th>Point Value per semester grade credit</th>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>90-100%</td>
<td>A</td>
<td>Excellent - Performance of the student has been of the highest level, showing sustained excellence in meeting course requirements.</td>
</tr>
<tr>
<td>3.5</td>
<td>85-89%</td>
<td>B+</td>
<td>Very Good - Performance of the student has been very good, though not at the highest level.</td>
</tr>
<tr>
<td>3.0</td>
<td>80-84%</td>
<td>B</td>
<td>Good - Performance of the student has been good, though not of the highest level.</td>
</tr>
<tr>
<td>2.5</td>
<td>75-79%</td>
<td>C+</td>
<td>Satisfactory - Performance of the student has been more than adequate, satisfactorily meeting the course requirements.</td>
</tr>
<tr>
<td>2.0</td>
<td>70-74%</td>
<td>C</td>
<td>Fair - Performance of the student has been acceptable, adequately meeting the course requirements.</td>
</tr>
<tr>
<td>1.5</td>
<td>65-69%</td>
<td>D+</td>
<td>Poor - Performance of the student has been poor, however, is passing and worthy of credit. (Does not apply to AHLT, NURS, BIOL, and CHEM courses)</td>
</tr>
<tr>
<td>0</td>
<td>64% or less</td>
<td>F</td>
<td>Failure - Performance of the student failed to meet course requirements therefore no credit is earned.</td>
</tr>
<tr>
<td>-</td>
<td>W</td>
<td>Withdrawals through Academic Week Nine (9)</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>WF</td>
<td>Withdrawals After the End of Academic Week Nine (9)</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>M</td>
<td>Withdrawal with written notice (unless exempt from advance notice requirement under this policy) by reason of service in uniformed military service.</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>T</td>
<td>Transfer (non-graded transfer credit or credit transferred prior to 9/2009</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>X</td>
<td>Credit by Examination</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>NP</td>
<td>No pass</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Z</td>
<td>Grade not submitted</td>
<td></td>
</tr>
</tbody>
</table>

Transfer Credits

For those credits Bryant & Stratton College accepts from another educational institution after September 2009, the grades the student earned for those credits transfer with the credits and are used in computation of the student's CGPA and pace at Bryant & Stratton College. In this way, transfer credits will be taken into account for purposes of measuring both the qualitative and quantitative components of SAP.

A student who proceeds from one academic program at Bryant & Stratton College to another at Bryant & Stratton College will not be considered a transfer student and will have any and all credits applicable to the new program counted as credit toward receiving a degree in the new program. Credits inapplicable to the new program will not be factored into the student's SAP.

M Credits

M credits are assigned to students who withdraw due to service in the uniformed services. M credits are not calculated into the CGPA or pace.
Credits Earned by Examination
Credits earned by examination are assigned the X grade and are not calculated into the CGPA, but are considered attempted credits for purposes of the quantitative component of SAP (pace).

Pre-College Credits
Pre-college courses are assigned the grades of P and NP. These grades are not calculated in the CGPA of students and they are not considered in the quantitative component (pace) of SAP. However, students will be allowed only two (2) attempts to pass each required pre-college course. Any effort that ends in an NP grade constitutes an attempt. The two attempts must be made in consecutive terms of enrollment. Students who do not pass a pre-college course after a second attempt will be dismissed from Bryant & Stratton College regardless of the grades they earn in their core courses.

Students taking pre-college courses must be scheduled for these courses within the first 24 credits of study. Full-time students who fail to complete their pre-college requirements by the end of their second semester of enrollment will be dismissed from Bryant & Stratton College. Part-time students may have until the end of their third semester of enrollment to complete their pre-college requirements. However, some state aid is jeopardized when students do not complete their pre-college requirement by the end of the second semester.

Repeted Courses:
Students may retake courses under certain circumstances. Each time the student takes the course is considered an attempt for purposes of calculating the quantitative component (pace) of SAP. The passing grades earned for the repeated courses will be recorded in the terms in which the courses were repeated and passed. Similarly, if a student chooses to retake a course for which he or she has already earned a passing grade, the higher grade earned will be used in the calculation of the CGPA; however, each of the two grades earned for the course will be part of the calculation of the GPA for the term in which each grade was earned.

Bryant & Stratton College will not award credit or Title IV funds for a student to retake a course if:
1) The student previously passed the course, retook the course once, and is taking the course for a third or subsequent time;
2) The student previously passed the course and is retaking the course to rectify his or her failure in another course or courses;
3) The student is retaking a pre-college course that would place him or her in excess of the one academic year's worth of pre-college credits limitation;
4) Retaking the course would place the student in violation of any of Bryant & Stratton College's academic policies.

ACADEMIC PERFORMANCE MEASUREMENT CRITERIA

ASSOCIATE DEGREE PROGRAMS
60 – 67 CREDITS

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum CGPA</th>
<th>Percentage of Successfully Completed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-47</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>48-71</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>72-89</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>90-101*</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

BAChELOR DEGREE PROGRAMS
120 CREDITS

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum CGPA</th>
<th>Percentage of Successfully Completed Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-47</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>48-71</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>72-95</td>
<td>2.00</td>
<td>63%</td>
</tr>
<tr>
<td>96-119</td>
<td>2.00</td>
<td>63%</td>
</tr>
<tr>
<td>120-143</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>144-167</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>168-180*</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

Note that at any measuring point where a student’s CGPA and/or minimum number of credits successfully completed are so low that it is mathematically impossible for the student to meet SAP requirements by the next measurement interval, the student will be dismissed.

*Students must successfully complete their program within the MTF. For this reason, students will have SAP measured for the last time when attempting 150% of credits in the program (e.g. 90 credits for a 60 credit program, 101 credits for a 67-credit program, 108 credits for a 72 credit program, 180 credits for a 120 credit program). A degree cannot be awarded to a student who does not meet SAP at this final measurement point.

Standards of Satisfactory Academic Progress are subject to change. Students will be informed of all changes prior to implementation. The charts are to be used in conjunction with any applicable additional criteria outlined in the policy.

D. Grades That Are Included in CGPA and Completion Pace Calculation
- Credits earned from the grades of A, B+, B, C+, C, D+, F, and WF are considered attempted, graded credit hours that affect both the CGPA and completion pace.
- If Bryant & Stratton College accepts credits from another educational institution, the grades the student earned for those credits (other than “Pass” or “Satisfactory” grades) transfer with the credits and are used in computation of the student’s CGPA at Bryant & Stratton College.

E. Grades That Are Included in Completion (Pace) Calculation Only
- The grades of X, T, and W are not considered in calculating CGPA. However, X, T, and W credits are considered attempted credits for purpose of assessing whether the student is progressing at a pace to graduate within the MTF. Credits earned from W grades are considered credits attempted but not completed. Credits earned from the X and T grades are considered credits attempted and successfully completed.
F. Grades That Are Not Included in Either CGPA or Completion Pace Calculation

P and NP are not considered in calculating either CGPA or completion pace because they are applied only to courses whose credits do not count toward completion of course credit requirements for any Bryant & Stratton College degree. Grades of P and NP are assigned to courses that do not fulfill graduation requirements. M and I are not considered in calculating CGPA or pace because they are temporary grades that will convert to other grades once the course is completed or the student withdraws from the course.

G. Satisfactory Academic Progress Charts

**SAP Measurement Points**

Measurement of SAP will occur at the end of semesters either at intervals of 12 months or at intervals of 24 attempted credits, whichever comes first. **In no case will a measurement point exceed 12 months.** Also, there may be cases where the measurement point will occur at shorter intervals for specific students such as students whose Academic Plan require more frequent measurement points.

Finally, students’ CGPA will be measured when the student has been at Bryant & Stratton College for four semesters regardless of his or her enrollment status. In other words, even if the student has not been continuously enrolled in his program for all of his or her first four semesters at the College, the student’s CGPA will be measured at the end of the fourth semester.

All students who fail to successfully complete the required percentage of attempted credits or the required grade point averages at the scheduled measurement points will be dismissed subject to any right to appeal. The Standards of Academic Progress Charts provided apply to all students.

**H. Consequences of Failure to Meet Satisfactory Academic Progress Standards**

Failure to maintain quantitative and/or qualitative SAP standards at any measurement point or in accordance with the terms of a student’s Academic Plan will result in dismissal subject to any right to appeal.

**Probation:** When SAP is not achieved either by failing at a measurement point to successfully complete the minimum percentage of credit hours attempted, by failing at a measurement point or at the end of the fourth semester to maintain the minimum CGPA, students are dismissed unless they successfully appeal. If the student successfully appeals, he or she is placed on probation for one semester. Probationary students are eligible for Title IV financial aid. However, if at the end of the probationary semester, the student’s CGPA or MTF completion pace fails to meet the requirements of an approved Academic Plan, the student will be dismissed. Dismissed students may petition for readmission on a probationary status after sitting out at least one term under the procedures and requirements set forth by Bryant & Stratton College.

In addition, a student on an approved Academic Plan who meets the requirements for the probationary semester will be dismissed without the opportunity to appeal if the student at the next scheduled measurement point fails to meet SAP requirements set forth in the Academic Plan. However, such a dismissed student may petition for readmission in a probationary status after sitting out at least one semester under the procedures and requirements set forth by Bryant & Stratton College.

Removal of probation may be achieved by meeting the requirements of the Academic Plan approved for the student by the end of the probationary semester.

**Dismissal:** Students will be dismissed when:

- They have successfully appealed a determination that they did not meet SAP requirements and have been placed on probation but failed at any scheduled measurement point to meet the requirements of their Academic Plan; or
- At a measurement point (including the fourth semester point-CGPA only), they have failed to achieve the required CGPA and/or completion rate (pace) of these SAP standards and the students failed to appeal the determination that they are not meeting SAP or they appealed and were not successful.

**Appeal:** Students may appeal a determination that they do not meet SAP standards and that they are therefore subject to dismissal. A student who does not prevail in such an appeal will be dismissed. However, such a dismissed student may petition for readmission after at least one semester not enrolled at Bryant & Stratton College. Such petition will be granted only if the student can establish “mitigating circumstances” as defined in this policy and changes in the student’s situation since his or her dismissal that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Likewise, a student who fails to submit a timely appeal will be dismissed without the right to appeal but with the right to petition for readmission under the “mitigating circumstances” standard after sitting out one semester. Students who do prevail in such an appeal and subsequently fail to meet the requirements of their Academic Plan at either the end of the probationary semester or the next scheduled measurement point following the probationary semester will also be dismissed without the right to appeal, but with the right to petition for readmission under the “mitigating circumstances” standard after sitting out one semester.

**Mitigating circumstances** are those that are beyond the student’s control, such as: 1) serious illness or injury to the student; 2) death or serious illness of an immediate family member; or 3) other special circumstances that could not have been foreseen.

**Multiple SAP appeals are permitted only when:**

1. The student fails to meet these SAP requirements, successfully appeals, meets the requirements of the Academic Plan for the probationary semester and for the next scheduled measurement point, but then fails to meet SAP/Academic Plan requirements thereafter; or
2. The student successfully seeks a multiple appeal through pursuant to Bryant & Stratton College’s disability accommodation policy and procedures.

Students must submit such appeals to the Designated Campus Academic Administrator (DCAA) within seven (7) calendar days of the date of notification of the decision to dismiss for failure to meet SAP standards.

Students submitting such appeals must establish with documented proof that mitigating circumstances prevented them from achieving the required SAP standing.

In addition, such appeal must be accompanied with documented proof of what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next scheduled measurement point. In addition, all appealing students should provide an appeal statement explaining why the student believes the appeal should be granted. Documented proof of mitigating circumstances should include signed letters or statements from relevant third parties, signed letters or statements from a medical doctor, copies of death certificates or obituaries, or other documentation establishing or corroborating the mitigating circumstances.

**After receipt of the appeal, the DCAA will forward the appeal to the Academic Review Committee, which evaluates the appeal and will attempt to render a decision within seven (7) calendar days of the Committee’s receipt of the appeal.**

If an appeal is granted, the student will be permitted to enroll in a matriculated status.
Appeals granted due to mitigating circumstances are, in effect, a modification of Bryant & Stratton College's published SAP standards for that student. However, the Academic Review Committee, in decisions granting mitigating circumstances appeals, will set out in an Academic Plan the particular academic requirements the student must meet at the end of the probationary semester and thereafter. In no case will an Academic Plan's measurement points be less frequent than required of other students as set forth in this policy. The Academic Review Committee may permit a student who cannot meet the SAP standards in the charts in the probationary semester to meet alternative quantitative and qualitative thresholds by the end of the probationary semester pursuant to an Academic Plan, as defined above. All students who prevail in a mitigating circumstance appeal will be on probation for the first semester following the semester in which the student failed to meet SAP standards (the probationary semester).

- A student who prevails in an appeal may be paid Title IV funds for the probationary semester if the student is otherwise eligible for such funds.
- A student who is not successful in an appeal will be dismissed from Bryant & Stratton College.
- Decisions of the Academic Review Committee, Dean or Campus Director are final.

A dismissed student may petition for re-admission under the procedures of Bryant & Stratton College after at least one semester not enrolled at Bryant & Stratton College. Readmission will be permitted only if the student can establish "mitigating circumstances" as defined in this policy and changes in the student's situation since his or her dismissal that would allow the student to demonstrate SAP by the end of the student's probationary semester after readmission. Such a student would be admitted in a probationary status with an Academic Plan.

Because these standards are based upon the federal minimum academic progress requirements for a student to be able to maintain eligibility for Title IV aid, a student subject to dismissal is also a student subject to the loss of Title IV eligibility. Likewise, a student who successfully appeals a determination that he or she is not meeting SAP requirements will also be eligible for Title IV aid while the student is on probation and subsequent to successful completion of the probationary period if he or she is otherwise eligible.

I. Multi-Degree Status Students

Students petitioning for multi-degree status, who have not yet graduated from their primary-degree program, will be subject to the Satisfactory Academic Progress Chart that applies to their primary degree program. Once such students have graduated from their primary-degree program and have been re-classified to their secondary degree program, they will be subject to the Satisfactory Academic Progress Chart that applies to their secondary-degree program. The credits already attempted in the student's primary-degree program that will be credited toward the secondary-degree program will be considered in assessing SAP in the secondary-degree program. Thus, the first measurement point for students entering a secondary-degree program will be that which applies after taking into account the number of months that have passed and the attempted credits since the last measurement point during the primary-degree program.

J. Students Who Apply for Readmission After Withdrawal Due to Service in Uniformed Services

A student who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, "service in the uniformed services" who must withdraw from Bryant & Stratton College by reason of service in the uniformed services will be entitled to readmission to Bryant & Stratton College if: 1) the student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the DCAA; 2) the cumulative length of the absence and of all previous absences from Bryant & Stratton College by reason of service in the uniformed services does not exceed five years; and 3) the student submits a notification of intent to reenroll in Bryant & Stratton College no later than three years after the completion of the period of service, except as stated.

The term "service in the uniformed services" means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

In calculating the cumulative length of the absence and all previous absences, the following time in service will be included: 1) service that is required, beyond five years, to complete an initial period of obligated service during which the student was unable to obtain orders releasing such student from a period of service in the uniformed services before the expiration of such five-year period and such inability was through no fault of such student; 2) service performed by a member of the Armed Forces (including the National Guard and Reserves) who is (a) ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of title 10, United States Code, or under section 331, 332, 359, 360, 367, or 712 of title 14, United States Code, (b) ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress, as determined by the Secretary concerned, (c) ordered to active duty (other than for training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of title 10, United States Code, (d) ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve), or (e) called into Federal service as a member of the National Guard under chapter 15 of title 10, United States Code, or section 12406 of title 10, United States Code.

In addition, if the student is hospitalized for or convalescing from an illness or injury incurred or aggravated during the performance of service in the uniformed services, notice of intent to reenroll must be submitted no later than two years after the end of the period that is necessary for recovery from such illness or injury.

No advance written or verbal notice will be required if the giving of such notice is precluded by military necessity, such as 1) a mission, operation, exercise, or requirement that is classified; or 2) a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. Also, a student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or verbal notice of service to the appropriate official at Bryant & Stratton College as set forth above, may meet the notice requirement by submitting, at the time the student seeks readmission, a written attestation to Bryant & Stratton College that the student performed service in the uniformed services that necessitated the student's absence from Bryant & Stratton College.

A student who submits an application for readmission shall provide to Bryant & Stratton College documentation to establish that: 1) the student was required to withdraw from Bryant & Stratton College because of service in the uniformed services (written orders may meet this requirement); 2) the student has not exceeded the service limitations established under this section; and 3) the student's eligibility for readmission has not been terminated due to separation from the Armed Services due to a dishonorable or bad conduct discharge; a dismissal of such person permitted under section 1161(a) of title 10, United States Code; or a dropping of such person from the rolls pursuant to section 1161(b) of title 10, United States Code.

Bryant & Stratton College will not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.
A student’s eligibility for readmission to an institution of higher education under this section by reason of such student’s service in the uniformed services terminates upon the occurrence of any of the following events: 1) a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge; 2) a dismissal of such person permitted under section 1161(a) of title 10, United States Code; or 3) a dropping of such person from the rolls pursuant to section 1161(b) of title 10, United States Code.

A student who is readmitted to Bryant & Stratton College under this section will be readmitted with the same academic status as such student had when such student last attended the College.

Students who provide to Bryant & Stratton College advance written notice with documentation, such as written orders, establishing that they must withdraw from Bryant & Stratton College by reason of service in the uniformed services will receive the grade of M for courses they were unable to finish as a result of the service in the uniformed services. Students who are exempt from the advance notice requirement under the terms of this section may receive the grade of M for these courses upon request if they are eligible and granted readmission under this section.

L. Grade Challenges
The Academic Office, upon completion of each semester, issues final grade reports. Transcripts are maintained in a permanent academic database indefinitely. Students with questions or challenges about any grade should first contact the instructor no later than two (2) weeks after the issuance of grades.

Students challenging grades must complete written Grade Challenge documentation and submit it to a Dean or their Academic Advisor within two (2) weeks after the issuance of grades. The grade challenge will be investigated, and the decision of the instructor and the Dean or designee to whom the challenge was submitted will be final. In cases of disagreement between the instructor and the Dean or designee, the Campus Director will make the final decision. A grade challenge is distinct from and different than an SAP appeal, as previously covered.

M. Grade Determination/Unit of Credit
Class participation, homework, assessments and evaluations, projects, and examinations are factored into final grades. All subjects are evaluated in terms of semester credit hours. A semester credit hour is based upon the semester calendar which is divided into terms of 15 weeks including final assessment/examination periods. One semester unit of credit is equivalent to 15 fifty-minute hours of classroom lecture/discussion and outside preparation, 30 fifty-minute hours of laboratory/study, or 45 fifty-minute hours of internship or a combination of all three.

First Year Experience
The First Year Experience (FYE) is a group advising seminar focusing on the academic, career and lifetime success for students. Modules are delivered throughout the semester to support the academic progress and social transition that is vital to the college experience.

Technology Requirements
In addition to the admissions requirements, applicants to Online Education must meet certain technology requirements in order to be successful. Applicants must read and accept the technology agreement which outlines the necessary requirements. Students attending Bryant & Stratton College’s Online division must have their own personal computer with the minimal requirements listed: Students possessing technology with alternative operating systems or software packages may experience challenges with the learning management system or software packages integral to the coursework.

Technical support is available by phone and online. Students may need accessories, patches, or software to experience the complete functionality associated with online education.

Hardware:
- 1 GHz processor or higher (Intel core 2 Duo or higher for MAC)
- 2 GB of RAM
- DVD drive
- 40 GB HDD
- PC: Windows XP SP2 or higher operating system
- Mac: OS/X 10.4 or higher operating system
- Webcam, microphone, and speakers
- Printer
- Scanner (only for Interactive Media Design AAS)
- Other computer accessories may be required in the future
- Netbooks & Tablets do not meet the computer requirement

Software:
- Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher (Safari Not supported by Angel)
- Microsoft Office 2010 (2011 for MAC) Professional to include: Word, Excel, Access, PowerPoint, Publisher
- All students must have updated anti-virus software
- Bootcamp running Windows 7 or VMware Virtual PC for MAC (Highly recommended for some degree fields and classes but not necessary for all students).
- Adobe Creative Suite (only for Interactive Media Design AAS)
- Adobe Flash 9 or higher (Free download at: http://get.adobe.com/flashplayer/)
- Acrobat 7 or higher (Free download at: http://get.adobe.com/reader/)
- iTunes 7 or higher (Free download at: http://www.apple.com/itunes/download/)
- Quicktime 7 or higher (Free download at: http://www.apple.com/quicktime/download/)
- Other software, including upgrades, may be required in the future

Connectivity:
- Broadband Internet service (strongly recommended)
- Personal email address

Virtual Library
Bryant & Stratton College’s Virtual Library supports the educational programs of the College by meeting the critical information needs of students, faculty, staff, and alumni. The Virtual Library is a gateway to reference materials and program resources including a broad array of full-text and academic online databases to support programs of study. Academic reference librarians are available to assist students either in person or online 24 hours a day, 7 days a week. Bryant & Stratton College’s Virtual Library also provides access to electronic books, select web resources, tutorials, and course reserve materials.

Online Tutoring (SMARTTHINKING™)
Bryant & Stratton College offers students real-time, 24/7 online tutorial support through SMARTTHINKING. Students may access free tutoring in math, accounting, economics, statistics and biology. Attached to SMARTTHINKING is the Online Writing Lab (OWL) where students can submit writing assignments returned in 24 hours with critique. For more information regarding online tutorial services, consult an advisor, or dean.
ACADEMIC HONORS

Dean’s List
At the end of each semester, Bryant & Stratton College recognizes the academic achievement of students who have earned grade point averages of 3.30 to 4.0. To be eligible for Dean’s List status, students must have successfully completed at least 12 semester credit hours in the semester just ended and have earned grades of C or better. Grades of D+, F, I, NP, or academic dismissal or probation status makes a student ineligible for the Dean’s List for the semester in which those grades were earned.

Graduation Honors
At commencement exercises, eligible degree candidates receive recognition for academic excellence as follows:

- Summa Cum Laude (Highest Distinction) - Cumulative grade point average from 3.77 to 4.0
- Magna Cum Laude (High Distinction) - Cumulative grade point average from 3.54 to 3.76
- Cum Laude (Distinction) - Cumulative grade point average from 3.30 to 3.53

STUDENT’S CIVIL RIGHTS & OTHER NON-ACADEMIC GRIEVANCE PROCEDURES

Non-Discrimination Policy
Consistent with its obligations under governing law, Bryant & Stratton College prohibits discrimination on the basis of race, color, national origin, age, sex, disability, religion, or any other characteristic protected by governing law in the administration of its educational policies, admission policies, scholarship and loan programs, and other College-administered programs.

It is the policy of Bryant & Stratton College to comply with Section 504 of the Rehabilitation Act of 1973 (Section 504) and its regulations, which prohibit discrimination on the basis of disability. It is also the policy of Bryant & Stratton College to comply with the Americans with Disabilities Act of 1990 (ADA). Accordingly, Bryant & Stratton College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, educational programs and activities. In addition, Bryant & Stratton College abides by its obligation to provide academic adjustments and auxiliary aids and services as are necessary for qualified students with disabilities as required by Section 504 and/or the ADA.

It is also the policy of Bryant & Stratton College to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. This requirement not to discriminate extends not only to students but to applicants to Bryant & Stratton College. Moreover, this policy of non-discrimination includes a prohibition on sexual harassment and sexual violence.

Further, it is the policy of Bryant & Stratton College to comply with the Age Discrimination Act of 1975 and its regulations, which prohibit certain discrimination on the basis of age. Accordingly, Bryant & Stratton College does not illegally discriminate on the basis of age.

If any individual has a question or concern regarding compliance with this policy, that individual may contact either the Americans with Disabilities Act (ADA)/ 504 Coordinator or the Grievance Coordinator with matters related to compliance with disabilities laws and the Grievance Coordinator with matters related to compliance with other anti-discrimination provisions. See the Grievance Contact information in the staff section of this catalog. If the individual has a complaint regarding a matter related to discrimination on the basis of race, color, national origin, age, sex, disability, or religion, students may elect to use these grievance procedures.

Who these Procedures Cover
Students (and other individuals in the case of age and disability-related discrimination and harassment) who have concerns or claims related to:

- Discrimination or harassment based on sex, race, color, national origin, age, religion, or disability.
- Denial in whole or in part of a requested service, accommodation, or modification of a Bryant & Stratton College practice or requirement that was requested due to a disability.
- Inability to access a Bryant & Stratton program or activity due to a disability; or
- Other non-academic matters, e.g., refund dispute, etc...

Sex discrimination claims may be made by students against other students, employees, or third parties.

The purpose of these procedures is to provide a process for students (and other individuals in the case of age and disability-related discrimination and harassment) on behalf of themselves individually to seek resolution of claims of discrimination including those that may arise where a student is also an employee of the College.

Grievance Coordinator
Each Bryant & Stratton College campus has a Grievance Coordinator whose responsibility is to administer these procedures. See the Grievance Contact information for your campus listed in the staff section of this Catalog. The Dean of Student Services at each campus serves as the Grievance Coordinator. Some grievances may be referred to other Bryant & Stratton grievance procedures as appropriate. In addition, some grievances may implicate more than one grievance procedure. For example, a claim of sexual harassment brought by a student under these procedures may also prompt a disciplinary investigation regarding a violation of the Bryant & Stratton College’s Student Code of Conduct.

Each campus of Bryant & Stratton College also has an ADA/504 Coordinator who is responsible for ensuring the College’s compliance with laws related to individuals with disabilities. However, it is the Grievance Coordinator, and not the ADA/504 Coordinator, who administers these procedures when a complaint regarding disability discrimination is brought.

Informal Resolution
With the exception of grievances who allege sexual assault, a grievant who believes that he/she has been discriminated against based on sex, race, color, national origin, age, religion, or disability by Bryant & Stratton College, is encouraged, but is not required, to discuss the matter informally with the Grievance Coordinator. [NOTE: If the Grievance Coordinator is the subject of the complaint, the grievant may, instead, contact the Campus Director who will designate a substitute to serve as the Grievance Coordinator.] The Grievance Coordinator shall verbally convey his/her findings to both the grievant and the person who is the subject of the complaint within 10 business days. The Grievance Coordinator will document his verbal findings and the date they were conveyed.

In addition, any grievant who has initiated the informal resolution process may stop it at any time and initiate the formal resolution process. Except for students alleging sex discrimination, engagement in the informal resolution process does not extend the deadline (below) to file a formal grievance unless, upon the student’s request, the Grievance Coordinator extends the deadline in writing.

The informal resolution process will not be used to resolve sexual assault complaints.
Formal Grievance

In cases where an attempt at informal resolution is not successful, informal resolution is not practicable or appropriate, or the grievant prefers to skip the informal resolution process, the grievant may initiate a formal grievance.

A formal grievance is initiated by submitting a written complaint within 30 calendar days of the event complained of to the Grievance Coordinator who will then investigate the complaint. [NOTE: If the Grievance Coordinator is the subject of the complaint, the complaint should be submitted to the Campus Director who will designate a substitute to conduct the investigation and serves as the Grievance Coordinator]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; 5) efforts taken to resolve the complaint, if any; 6) the specific relief sought; and 7) the names of any witnesses and other evidence. The grievant should state in his or her complaint whether he or she will be assisted by a representative and, if so, the name of the representative. For purposes of these procedures, an attorney is not an appropriate representative for any party.

Upon receipt of the complaint, the Grievance Coordinator will notify the person who is the subject of the complaint and provide him or her with the opportunity to respond in writing and identify any witnesses and other evidence within five (5) business days.

An investigation of the complaint will be conducted within 30 business days following the submission of the written complaint. The investigation shall include an interview of the parties and any known witnesses, a review of relevant evidence, including any evidence submitted by the parties, and any other steps necessary to ensure a prompt, equitable and thorough investigation of the complaint. Interviews of parties and witnesses will be carried out in a manner that is conducive to fair resolution of the matter, minimization of conflict, and prevention of intimidation. In cases of allegations of harassment, the Grievance Coordinator will not interview the grievant and the person who is the subject of the complaint together.

The grievant and the person against whom the complaint has been brought may present to the Grievance Coordinator relevant witnesses and other relevant evidence throughout the conduct of the investigation. Each party will have an equal opportunity to present such witnesses and evidence consistent with the requirements and restrictions of the Family Educational Rights and Privacy Act (FERPA).

Both parties will be given periodic updates of the status of the investigation as warranted.

If a grievant alleges sexual harassment or sexual assault but insists that his or her name or other identifiable information not be disclosed to the accused, Bryant & Stratton College's ability to respond may be limited. Grievants with sexual harassment/assault grievances are reminded that Title IX prohibits retaliation and school officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

If the grievant alleging sexual harassment/assault continues to ask that his or her name or other identifiable information not be revealed, the Grievance Coordinator will evaluate that request in the context of his or her responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the Grievance Coordinator may weigh the request for confidentiality against factors related to ensuring the safety of the College community and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

The Grievance Coordinator will inform the grievant if he or she cannot ensure confidentiality. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless the parties are notified in writing that this timeframe has been extended... The disposition will be determined using a preponderance of the evidence standard (i.e., it is more likely than not that the claimed conduct did or did not occur). If a preponderance of the evidence supports the claim of the grievant, the Grievance Coordinator will issue a disposition in support of the grievant.

Copies of the disposition will be given to the grievant and the person who is the subject of the complaint. Both parties will be sent the decision at the same time. The disposition will be carried out promptly.

Appeal

If either the grievant or the person who is the subject of the complaint is not satisfied with the decision of the Grievance Coordinator, he or she may file a written appeal to the Campus Director within 10 business days from receipt of the written disposition. The appeal must contain a complete explanation of the grounds for appeal. The Campus Director or his/her designee shall respond to the appeal, in writing, within 20 business days of the date of the appeal. Except in exceptional circumstances, as decided by the Campus Director or his or her designee, an appeal that is not timely submitted will be rejected as untimely. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The decision of the Campus Director is final.

Students in Virginia dissatisfied with the decision of the Campus Director may contact staff at the State Council on Higher Education for Virginia as a last resort.

Other Guidelines

Definition of Sexual Harassment

Sexual Harassment is conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. While the following list is not exhaustive, the following is a list of examples of conduct that in certain circumstances and contexts may constitute sexual harassment:

- Threatening to fail a student unless the student agrees to date the teacher.
- Offering employment or educational benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Graphic verbal comments about an individual's body or appearance.
- Unwelcome sexual flirtations or propositions for sexual activity.
- Unwelcome demands for or suggestions of sexual favors, including but not limited to repeated unwelcome requests for dates.
- Spreading sexual rumors.
- Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
- Cornering or blocking of normal movements.
- Displaying or sending sexually suggestive drawings, images, pictures, written materials, cartoons, letters, notes and objects in the work/educational environment, regardless of the medium.

Note that the more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For instance, a single instance of rape is sufficiently severe to create a hostile environment.
Retaliation
Bryant & Stratton College hereby provides assurance that it strictly prohibits any form of retaliation against persons based on their good faith participation in this Grievance Procedure.

Student Records/FERPA
There may be times where a grievance results in a decision by Bryant & Stratton College also to proceed with disciplinary action against the student. Information regarding the sanction, if any, issued as a result of a disciplinary proceeding against the accused student may be revealed to the complaining student only consistent with FERPA.

A school is permitted to disclose to a student who has been sexually harassed information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. Disclosure of other information in the student’s “education record,” including information about sanctions that do not relate to the harassed student, is not permitted.

Further, when the conduct complained of involves a crime of violence or a non-forcible sex offense, FERPA permits Bryant & Stratton College to disclose to the alleged victim the final results of any disciplinary proceeding against the alleged perpetrator, regardless of whether Bryant & Stratton College concluded that a violation was committed.

Additionally, Bryant & Stratton College may disclose to anyone-not just the alleged victim-the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution’s rules or policies.

Other Types of Grievances Not Related to The Non-Discrimination Policy and Grievance Procedures
Students with other non-academic grievances that do not relate to discrimination matters, such as disputes regarding refunds, may utilize these procedures to resolve such grievances.

With respect to academically-related grievances, a student of Bryant & Stratton College who believes that he or she has been subject to an improper decision on a grade may file a grievance pursuant to the procedures set forth in the College’s “Grade Appeal Procedures,” which is found in this Catalog. Students who wish to appeal a determination that they are not meeting satisfactory academic progress standards may appeal pursuant to the procedures set forth in the Catalog within the “Standards of Satisfactory Academic Progress,” section of this publication.

Family Educational Rights and Privacy Act of 1974
All Bryant & Stratton College students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment. Specifically, students have the right to:

(1) inspect and review their education records within 45 days of the day the College receives a written request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the education record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Under no circumstances will students be permitted to review their education records off campus or in a public campus setting. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;

(2) request the amendment of their education records that s/he believes are inaccurate, misleading, or in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the academic manager who will consult with the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. An informal conference will be scheduled to attempt to resolve the matter. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision, the right of the student to place a statement in the record explaining his or her point of view, and the student’s right to a formal hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;

(3) provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. For example, the College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another College in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. There are also other circumstances in which FERPA permits disclosure without consent of the student and such circumstances are available to the student upon his or her request.

(4) file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Bryant & Stratton College will generally release certain student directory information to the public. Such information could include some or all of the following data: student’s name, address(es), phone listing, date and place of birth, program, dates of attendance, photograph, post-graduation employer and job title, participation in activities and recognition received, and the most recent previous secondary and postsecondary institution attended by the student. Students who do not wish to have any part or all of this information released should inform the College of their wishes in writing.

Additionally, Bryant & Stratton College reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime.

Student Right-to-Know
In compliance with the Department of Education’s Student Right to Know Act, Bryant & Stratton College offers an electronic SRK Directory with the required performance results, policies and information. Prospective students, enrolled students and staff will find the SRK Directory on the College’s web site at http://bryantstratton.edu.
Campus Security
In compliance with the Crime Awareness and Campus Security Act of 1990, information about Bryant & Stratton College’s campus security policies and procedures and crime statistics is made available to students and to employees on an annual basis, and upon request, to any applicant for employment or enrollment. Campus crime statistics can be obtained by visiting the website of the United States Department of Education at http://ope.ed.gov/security/search.asp.

Student Conduct

Prohibited Conduct
Students may be subject to discipline up to suspension or dismissal from Bryant & Stratton College for poor conduct including but not limited to:

1. Acts of dishonesty, including but not limited to the following:
   - Cheating. The term “cheating” includes, but is not limited to: (1) inappropriate collaboration; (2) sabotage; (3) falsification; bribery; (4) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (5) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (6) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (7) theft of another student or person’s academic work; and (8) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
   - Plagiarism. The term “plagiarism” includes, but is not limited to: (1) multiple submission; (2) the use of purchased reports or other material represented as the student’s work; (3) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear attribution; (4) the unattributed use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (5) self-plagiarism, such as the submission of a whole work prepared in another class or prepared for a purpose other than the class in which it is submitted.

Other forms of student misconduct.
- Theft, damage or misuse of library or computer resources.
- Illegal downloading or unauthorized distribution of copyrighted materials using the College’s information technology system. The College’s procedures for addressing students unauthorized distribution of copyrighted materials and an explanation of the sanctions to be imposed for copyright infringement are set forth in the Bryant & Stratton College Catalog.
- Furnishing false information to any College official.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activity, (including an on or off campus service function or authorized non-college event held on the college premises).
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes any violation of the College’s Non-Discrimination, Non-Harassment and Non-Retaliation policies.
- Attempted or actual theft of or damage to College property or property of a member of the College community, or other personal or public property either on or off College premises. The term “College premises” includes the Bryant & Stratton College online environment, all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- Hazing that endangers the mental or physical health or safety of a student or other member of the College community, or the destruction or removal of public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership in, group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- Violation of any federal, state or local law.
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
- Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- Drunken or disorderly behavior on College property or at functions sponsored or supervised by the College.
- Illegal or unauthorized possession of firearms, explosives or other weapons, or dangerous chemicals on College premises. In the event a student is licensed or otherwise permitted to carry a firearm and is required to carry a firearm even while off duty as a condition of his or her employment or service, prior to coming to campus with the firearm, the individual should present evidence of the licensure and evidence of the requirement to carry the firearm even while off-duty, so that the College can validate such a request. For Ohio students only, students who are licensed to carry a concealed firearm and is required to carry a concealed firearm may maintain them only in a locked motor vehicle or be in the immediate process of placing the firearm in a locked motor vehicle.
- Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
- Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises, or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
Offense

- Unauthorized entry into a file.
- Unauthorized transfer of a file.
- Use of another individual’s identification and/or password.
- Use of electronic or computing facilities and resources to interfere with the work of another student, faculty member or College Official.
- Use of electronic or computing facilities and resources to send obscene or abusive messages.
- Use of electronic or computing facilities and resources to interfere with normal operation of the College computing system.
- Use of electronic or computing facilities and resources in violation of copyright laws.
- Any violation of the College Computer Use Policy.
- Use of electronic or computing facilities and resources for purposes other than education, academic, administrative, or research purposes of the College.
- Conduct that threatens or endangers the health or safety of any person including oneself, on College property or at functions sponsored or supervised by the College. This includes, but is not limited to:
  - Causing or creating fire;
  - Tampering with safety measures or devices, including, but not limited to alarm systems, fire exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, doors, etc.
  - Failing to conform to safety regulations, including, but not limited to falsely reporting or circulating a false report of an incident (e.g. bomb, fire, or other emergency), falsely reporting the use or possession of a firearm or explosive, or failing to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms.
  - Unauthorized use or misuse of College property, including, but not limited to attempting to leave the library with library materials which have not been properly borrowed, unauthorized use of computer equipment, or misuse of College telephones.
  - Failure to report to the Campus Director, Dean or local law enforcement agencies any knowledge of criminal activity on campus, including but not limited to murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.
  - Violation of College policies, procedures, or regulations.
  - The illegal use, possession of, or tampering with safety equipment on College property.
  - Giving false testimony or evidence at any official College hearing.
  - Violations of the conditions of a sanction imposed through College disciplinary procedures.
  - Smoking in any indoor College buildings except in private suites and rooms in the residence halls that are duly designated as “smoking.” Smoking is also prohibited within thirty feet (30’) of exterior ventilation intake, within ten feet (10’) of building entrances and open windows, and in all exterior stairwells.
  - Failing to comply with any College policy, procedure, guideline, or regulation regarding the registration of student organizations in the use of College facilities or regulation regarding the possession of motor vehicles on campus.
  - Failure to abide by residence hall policies, procedures, guidelines, and regulations.

Any abuse of the College student judicial system, including, but not limited to:

- Failure to obey the directive of a judicial body or College official;
- Falsification, distortion, or misrepresentation of information before a judicial body;
- Disruption or interference with the orderly conduct of a judicial proceeding;
- Knowingly instituting a judicial referral without cause;
- Attempting to discourage an individual’s proper participation in, or use of the judicial system;
- Attempting to influence the impartiality of a member of a judicial body prior to and/or during a judicial proceeding;
- Verbal or physical harassment or intimidation of a member of a judicial body prior to, during, or after a judicial proceeding;
- Failure to comply with the sanction(s) imposed under the Bryant & Stratton College Code of Student Conduct/Dismissal Policy;
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Engaging in social conduct that reflects poorly upon the College.

Student Disciplinary Procedure

This section describes the procedures that are followed when it is alleged that a student has violated the Code of Conduct or another applicable student conduct policy. These procedures apply year-round to all on-campus and school-related activities, and to any conduct that threatens the safety or well-being of the Bryant & Stratton community regardless of the location of the conduct. “On-campus activities” in this context includes the activities of students enrolled in courses at Bryant & Stratton College.

These procedures are not intended to provide constitutional due process to students as would be required to be provided by a public institution. In addition, these procedures do not apply to student grievances alleging:

- Discrimination or harassment based on sex, race, color, national origin, age, disability, or religion;
- Dissatisfaction with a grade;
- Failure to provide an accommodation for a disability.

Although it is a violation of the Student Code of Conduct to engage in prohibited discrimination or harassment, concerns regarding discrimination or harassment based on sex, race, color, national origin, age, or religion must be brought under the Non-Academic Grievance Procedures. Concerns regarding grades may be brought under the Grade Appeal Procedures and allegations regarding the failure to provide disability accommodations may be brought under the Americans with Disabilities-Section 504 Grievance Procedures.
Reporting Violations
Any member of the College community may report a concern against a student for violation(s) of the Student Code of Conduct. Any report should be submitted as soon as possible after the event takes place, preferably within fourteen (14) days. The report should be prepared in writing and directed to the dean who will serve as the Judicial Officer in the matter.

The Judicial Officer will then conduct a preliminary review of the allegations. If the Judicial Officer determines that the allegations can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Officer, the Judicial Officer will dismiss the matter with proper record of the parties’ consent. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted or cannot be disposed of by mutual consent and the Judicial Officer concludes that the allegations, if proven true, would justify disciplinary action, the Judicial Officer then prepares a Charging Letter. The Charging Letter informs the charged student of the allegations against him or her and the nature of the evidence of the allegations. The Charging Letter also must contain the provision(s) of the Code of Conduct alleged to be violated and the date by which the charged student should respond in writing to the charges against him or her. Such Charging Letter must be sent via certified mail, return receipt requested and via e-mail. The Charging Letter will give the charged student 10 (ten) calendar days to submit a written response to the allegations in the Letter. A charged student who fails to respond to the Charging Letter, subject to the discretion of the Campus Director, will be subject to immediate suspension or suspension upon completion of the courses which the charged student is attending at the time the response to the Charging Letter was due.

Upon issuance by the Judicial Officer of a Charging Letter, the Campus Director will immediately appoint three individuals to a Code of Conduct Committee to investigate the validity of the allegations. The Code of Conduct Committee will include three (3) impartial individuals who have no prior involvement with the subject matter of the charge(s) or persons involved in the Charge. The Code of Conduct Committee must be comprised of a campus administrator, a faculty member, and a student advisor employed by the College who is not advising the person who filed the Charge or the charged student. The campus administrator appointed to the Committee will serve as the Chair.

Code of Conduct Committee Process
The Code of Conduct Committee’s first order of business is to identify factual disputes between and among the parties (the Judicial Officer and the charged student) and witnesses. Committee members should remain neutral as the evidence is gathered and presented. In carrying out this duty, the Code of Conduct Committee will review the Charge, the Charging Letter, and gather additional evidence, including but not limited to, germane documents and written statements of witnesses. In addition, the Committee may, in its discretion, interview the charging party, the accused student, and any witnesses it believes may have relevant information. The Committee may collect statements from any or all of these parties.

While the Committee conducts its review, the Campus Director has the discretion to impose an interim suspension on the charged student. An interim suspension is the removal of a charged student from class, the campus, or school-related activities. The Campus Director should consult with legal counsel before removing such student.

Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; 2) to ensure the student’s own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. During the interim suspension, a student shall be denied access to the residence halls and/or campus (including campus-based and online classes) and/or all other College activities or privileges the Campus Director determines to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Code of Conduct Committee hearing, if required. The charged student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the time, date, and place of a meeting with the Campus Director at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

Regardless of whether the charged student is given an interim suspension, the Committee will continue its review and when it has completed such review, the Code of Committee will schedule a hearing date. The Committee should attempt to schedule a hearing date no later than fourteen (14) calendar days after receipt of the Charging Letter from the Judicial Officer.

No later than fourteen (14) calendar days before the hearing, each party will deliver to the Committee and to each other a copy of all documents, other evidence, and the name and addresses of the witnesses it wishes to present at the hearing. The witness list must also contain a summary of the testimony the witness is expected to present and indicate whether the party presenting the list wishes to cross examine the witnesses of the other party. Depending on the severity of the charges and the existence of a factual dispute, the Committee will decide at least five (5) calendar days before the hearing whether it will permit the parties to cross examine the witnesses of the opposing party. The Committee’s decision will be final.

Both the Charged Student and the Judicial Officer may present witnesses with information relevant to the charges. In addition, the Code of Conduct Committee may call additional witnesses who would aid in the resolution of the matter. If it decides to call additional witnesses, it will notify the parties no later than five (5) calendar days before the hearing of the names of those witnesses. The Code of Conduct Committee will ensure the orderly presentation of witnesses and evidence and will have the authority to determine the admissibility of testimony and other evidence. In addition, Committee members may ask questions of any of the witnesses.

The hearing will be closed to the public. The hearing may be held by teleconference. At the hearing both the Charged Student and Judicial Officer will each have an opportunity to make a brief opening statement. The entire hearing will be audio recorded. In cases involving more than one charged student, the Code of Conduct Committee will decide whether the hearing is to be conducted separately or jointly. If a charged student, with notice, does not appear before a Code of Conduct hearing, the information in support of the charges shall be presented and considered in the absence of the charged student. If the Code of Conduct Committee has decided to permit cross examination, each party will be given an opportunity to cross examine the witnesses of the other party and of any witnesses presented by the Committee. Each party will be entitled to present a brief opening statement. The Judicial Officer has the burden of production and of persuading the Committee that there exists substantial evidence that the Charges in his or her Charging Letter constitute a violation of the Code of Conduct and that they did in fact take place. Formal rules of process, procedure, and technical rules of evidence, are not used in Code of Conduct hearings.

The Code of Conduct Committee may accommodate concerns for the personal safety, well-being, or fears of confrontation of any witness or the charged student during the hearing by providing separate facilities, using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Committee.

Upon conclusion of the hearing, the Code of Conduct Committee will meet in a closed session to deliberate based solely on the evidence presented at the hearing and charges contained in the Charging Letter. The closed session will not be recorded. A decision will be reached on a majority vote.

Upon reaching its decision, the Code of Conduct Committee will, no later than twenty (20) calendar days after conclusion of the hearing, notify both parties in writing of its determination. The decision will be sent to the Charged Student by Certified Mail, Return Receipt Requested. The Committee may 1) dismiss the case for insufficient evidence, 2) find that no violation of the Code of Conduct occurred, or 3) find that a violation did occur. If the Code of Conduct Committee concludes that no violation occurred, so state in its written decision together with its Findings of Fact with the evidence upon which it relied. The charged student’s permanent record will be expunged of reference to the matter of the Committee finds no violation.
If the Committee decides that substantial evidence exists to support a conclusion that the student violated the Code of Conduct, its decision will so state and will include an identification of the provision(s) violated by the Charged Student. Findings of Fact with the evidence upon which it relied, a Conclusion, and the sanction it will impose for the violation. In determining the appropriate sanction, the Committee will consider the nature and seriousness of the offense, extenuating circumstances, and prior violations. Sanctions may include, but are not limited to:

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.
- **Loss of Privileges** - Denial of specified privileges for a designated period of time.
- **Fines** - Previously established and published fines may be imposed.
- **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments.
- **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
- **College Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College Expulsion** - Permanent separation of the student from the College.
- **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

**Appeals**

In those instances where a charged student is found to be in violation of the Student Code of Conduct, they may appeal the decision to the Campus Director by submitting a written Appeal Letter within ten (10) days of receiving the Code of Conduct Committee’s decision. The Appeal Letter must provide a complete explanation of the basis for the appeal with reference to the evidence presented to the Code of Conduct Committee. The charged student may not rely on evidence not presented at the hearing in the appeal.

Except as stated below, the Campus Director will base his or decision solely on the evidence presented to the Code of Conduct Committee. In considering the appeal, the Campus Director will consider whether the Code of Conduct Committee hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

In ruling on the appeal, the Campus Director should consider the following:

- Whether the decision reached regarding the charged student was based on substantial evidence, that is, whether the evidence presented at the hearing was evidence that a reasonable mind could accept as adequate to support the conclusion that a violation of the Student Code of Conduct occurred.
- Whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

The Campus Director may consider new information not presented at the hearing only when such information is of sufficient significance to alter a decision and where such information was not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the Code of Conduct Committee hearing.

If an appeal is upheld by the Campus Director, the matter shall be returned to the original Code of Conduct Hearing and Judicial Officer for re-opening of the Code of Conduct hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved. Students dismissed under these procedures will be eligible for readmission only if they are able to present reasonable proof that they have overcome the situation that led to their inappropriate behavior.

The decision to re-admit will be made by the Campus Director after a thorough review of the situation. Students may be required to meet with the Dean of Student Services and/or a designated representative of the dean to discuss their situation.

**Education Records**

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record. They shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Code of Conduct Committee. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record six years after final disposition of the case.

In general, disciplinary records are considered “education records” under the Family Educational Rights and Privacy Act (FERPA) and thus may be protected from disclosure. For this reason such records should not be disclosed without consulting the College’s legal counsel.
Servicemembers and Veterans

Facts for Veterans

Bryant & Stratton College programs are approved for the training of veterans, veterans’ children and veterans’ spouses in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Applicants may be referred to representatives of the Department of Veterans Affairs who are available to counsel them on their eligibility and entitlement for veteran’s educational benefits.

SOCNAV/SOCAD

Servicemembers Opportunity Colleges (SOC) Programs

The SOC program was designed to provide educational opportunities to servicemembers, who, because they frequently moved from place to place, had trouble completing college degrees. SOC member Colleges make it easier to obtain college degrees rather than just accumulate course credits.

The Bryant & Stratton College, administered through the Virginia Beach campus, is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at http://www.soc.aascu.org/.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific Associate and Bachelor’s degree programs to service members and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (Soccoast). Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor’s degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, http://www.soc.aascu.org, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Yellow Ribbon Program

Bryant & Stratton College is participating in the Yellow Ribbon Program under the Post 9/11 G I Bill (Chapter 33).

Tuition and Fees

All tuition is due and payable in full at registration. Arrangements may be made for full-time students (and/or parents of full-time students) to sign a promissory note to pay the portion of tuition not met by scholarship, financial aid, or other sources. The terms of this promissory note include monthly payments as stated on the signed promissory note. No interest or fees are charged if payments are made as agreed. All arrangements for financial aid should be made prior to the start of the semester.

The base tuition rate is $8,265 per semester for associate degree programs. The per credit hour rate is $557 for all associate degree programs. The base tuition rate for all bachelor’s degree programs is $8,415 and the per credit amount is $561. Additional fees vary by program and are explained below. Should economic conditions require a tuition adjustment, students will be advised before the start of each semester. All tuition and fees are quoted in US dollars.

A student classified as a dedicated online student who takes between 13 and 18 credit hours per semester will be assessed the base tuition per semester rate. If the online student takes fewer than 13 credits or more than 18 credits, this student will be assessed tuition at the per credit hour rate.

Registration Fee

A $35 registration fee will be charged. This fee will not be charged in subsequent semesters unless there is a break in enrollment or it may be charged in event of change in program.

Books and Supplies

Books and supplies are available for purchase at the Online Bookstore. Student costs will vary each semester depending upon subjects scheduled and publishers'/suppliers' prices in effect at the date of purchase. Costs are estimated at $400 to $800 per semester and are posted each semester for those students ordering through the Online Bookstore. Textbooks and supplies are purchased by the student and become the property of the student. Students are not required to purchase their books or supplies from the College.

For more information about the Online Bookstore go to http://www.bryantstratton.edu on the Internet or ask your campus advisor.

Interactive Media Design - Online only

Students need to purchase Adobe Creative Suite software for approximately $500.

Financial Services

Students need a financial calculator for their program. Students should purchase an HPC or HP BI Financial Calculator for approximately $100.

Laptop Computer Required for Networking Technology and Security Technology Degree Programs

Students enrolled in the Networking Technology and Security Technology degree programs must have access to a laptop computer. Should a student need to purchase the laptop computer the estimated cost is $1,100. The minimum system requirements for the laptop are: Core2Duo processor; 2GB RAM; Wireless G or N card; 100Mbps Ethernet Connection (wired LAN); minimum 160GB disk drive; Optical media CDRW/DVD (Able to record CDROM, play DVD, read DVD data); Webcam; 4 hour battery capacity; Audio capability/sound enabled/line-in/line-out;

Windows 7; Microsoft Office Professional 2010; Working Antivirus Subscription; Lojack for laptops (or other antitheft mechanism, such as a laptop leash/security cable). High-speed internet access via FIOS, DSL, satellite, or cable is recommended for online courses.
Graduation Fee

Students who successfully complete any degree or diploma program will be assessed a $100 administrative graduation fee.

Official Transcript Fee

Official transcripts are issued only on written request and are mailed directly to the receiver from the College. There is a $5 fee for each official transcript requested. Official transcripts are issued when all financial obligations to the College have been fulfilled and any delinquent loans have been cleared.

Credit by Examination Fee

A $100 non-refundable administrative fee is charged for each optional proficiency examination attempted.

Company-Sponsored Tuition Reimbursement

Many companies provide tuition reimbursement as part of their employee benefits package. If you are employed full-time, you should contact the personnel office of your employer for information concerning your company’s tuition reimbursement program. Such programs commonly require that the employee initially pay the tuition for a subject or program and that the tuition will be reimbursed by the company upon successful completion by the student.

If you are attending College through a company-sponsored tuition reimbursement program, you must notify your Financial Aid office of this additional aid and make arrangements to provide your employer with the information required for its tuition reimbursement program. Your Financial Aid office may require proof of this reimbursement from your employer.

Cancellation and Refund Policy

Bryant & Stratton College believes a fair adjustment policy recognizes situations occur where the student has no control and the College has incurred a continuing cost in faculty, space, and equipment for each student enrolled.

Students intending to withdraw from any number of classes are encouraged, but not required to give written notice of their withdrawal to the Academic Office to ensure the withdrawals are officially recorded and the students’ records are updated. Official withdrawal, however, will be accepted only once the necessary paperwork is completed and approved by the Academic Office. Unless a student drops a course or courses during the drop/add period, no refund of tuition will be granted to a full- or part-time student who does not officially withdraw from the College. This also applies to students taking online classes in the second session of the 15 week semester. Non-attendance in a course does not constitute an official withdrawal. Refunds for official withdrawals will be based on the Refund Policy listed in this catalog. In circumstances necessitating a student’s actual change from full- to part-time status, authorization may be granted only with the approval of the Academic Office. Students who register as full-time students who do not officially withdraw from a course(s) will continue to be charged full-time tuition.

Unless students drop a course or courses during the drop/add period, students who register as part-time students who do not officially withdraw from a course or courses or are administratively withdrawn in full for lack of attendance during the corresponding refund period, will continue to be charged the tuition based upon the number of courses they registered for.

However, their lack of attendance in a course during the drop/add or census periods may cause their enrollment status to change to part-time for financial aid purposes, leaving a tuition balance not covered through financial aid. Tuition is based on the assumption that a student will remain in college for the full semester. All refunds will be computed based upon the last date of attendance, whether the student officially notifies the College of their intention to withdraw or is administratively withdrawn after 14 consecutive calendar days of non-attendance in all courses. This refund policy will apply to all tuition, and other charges incurred by the student, with the exception of purchases made at the Online Bookstore. The refund policy applies to all matriculating part-time and full-time students including those part-time matriculating students who take a single credit-bearing course and Online students. Withdrawal from a course or courses but not from a program will not result in a refund unless the withdrawal from the course or courses takes place during the drop/add period.

All tuition paid by new students who cancel their application or registration for any reason prior to the start of classes will be refunded in full. The refund will not apply to the cost of purchases made at the Online Bookstore. Students who officially withdraw or are withdrawn for lack of attendance from all classes during the refund period will receive a refund per the following chart.

For a student residing in Virginia who officially withdraws from Bryant & Stratton College, a refund will be computed according to the following guidelines:

(a) A student who enters College but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.

(b) A student who enters College but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.

(c) A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.

A Wisconsin student who withdraws or is dismissed after attending at least one class or submitting at least one lesson, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

2. Refunds shall be paid within 40 days after the effective date of termination.

3. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control.
A Maryland student who withdraws or is dismissed after attending at least one class or submitting at least one lesson, but before completing 60% of the current enrollment period, shall be entitled to a refund, less any amounts owed by the student for the current enrollment period, within 60 days from the date of withdrawal or dismissal, according to the following guidelines:

(a) A student who enters College but withdraws or is dismissed before completing 10% of the period is entitled to receive as a refund a minimum of 90% of the stated costs of the course or program for the period.

(b) A student who enters College but withdraws or is dismissed and completes at least 10% but less than 20% of the period is entitled to receive as a refund a minimum of 80% of the stated costs of the course or program for the period.

(c) A student who enters College but withdraws or is dismissed and completes at least 20% but less than 30% of the period is entitled to receive as a refund a minimum of 60% of the stated costs of the course or program for the period.

(d) A student who enters College but withdraws or is dismissed and completes at least 30% but less than 40% of the period is entitled to receive as a refund a minimum of 40% of the stated costs of the course or program for the period.

(e) A student who enters College but withdraws or is dismissed and completes at least 40% but less than 60% of the period is entitled to receive as a refund a minimum of 20% of the stated costs of the course or program for the period.

(f) A student who enters College but withdraws or is dismissed and completes at least 60% of the period is not entitled to a refund.

Refunds for students residing in New York, Ohio, and all other states will be computed according to the following guidelines:

<table>
<thead>
<tr>
<th>Refund</th>
<th>Date of Official Communication</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior to start of classes</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Through the first week of classes</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>During the second week of classes</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>During the third week of classes</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>After the fourth week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

The references to weeks on the above charts refer to a calendar week that runs from Wednesday to Tuesday.

The refund policies apply to all students enrolled in credit-bearing single subjects as well as in a program, regardless of their form of payment. Refunds are not offered for special non-credit courses that are not part of a degree or diploma program. No amount of tuition will be retained for any terms beyond the current semester. Refunds will be made within forty-five (45) calendar days of the student’s official date of withdrawal unless federal or state guidelines require refunds be made in a shorter period of time.

Treatment of Federal Student Aid When a Student Withdraws

The law specifies how schools must determine the amount of Title IV program assistance that you earn if you withdraw from school. This applies to students who officially withdraw from school as well as those who are administratively withdrawn for non-attendance as outlined in the attendance section of this Catalog. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). When you withdraw during your payment period or period of enrollment (Bryant & Stratton College can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Bryant & Stratton College and/or you. The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your permission must be given before Bryant & Stratton College can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Bryant & Stratton College uses all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the College). For all other College charges, Bryant & Stratton College needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the College to keep the funds to reduce your debt at Bryant & Stratton College. Title IV aid will be recalculated for online students who do not begin attendance in their second session courses. Please see a financial aid representative for further information.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Federal Direct Student loan funds that you would have received had you remained enrolled past the 30th day.
If you receive (or Bryant & Stratton College or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: 1. your institutional charges multiplied by the unearned percentage of your funds, or 2. the entire amount of excess funds. Bryant & Stratton College must return this amount even if it didn’t keep this amount of your Title IV program funds. If Bryant & Stratton College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Bryant & Stratton College or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Bryant & Stratton College may also charge you for any Title IV program funds that Bryant & Stratton College was required to return. If you don’t already know what Bryant & Stratton’s College refund policy is, you can ask Bryant & Stratton College for a copy. Bryant & Stratton College can also provide you with the requirements and procedures for officially withdrawing from school as set forth in this catalog. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

If a withdrawing student has received financial aid funds, Bryant & Stratton College will return such unearned funds to the federal program as required under federal regulation in the following order:

1. Unsubsidized Direct Stafford Loan (other than PLUS loans)
2. Subsidized Direct Stafford Loan
3. Perkins Loans
4. Federal PLUS Loans (DIRECT)
5. Federal Pell Grants for which a return of funds is required
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other assistance under this Title (for example LEAP)
8. The student

Federal regulations require that financial aid recipients use refunds to repay financial aid received for that semester’s attendance. This policy applies to institutional aid as well.

Repayments
Students who completely withdraw from classes after having received an overage disbursement (check) caused by excess financial aid may be required to return all or part of that disbursement check to the College. Failure to return the funds (if required) will result in a loss of eligibility for further Title IV student aid.

Further Details on Refund/Repayment
Additional details on refunds and repayments can be found in The Student Guide, published annually by the U.S. Department of Education, which is available from the Financial Aid Office at each campus.
Financing Your Education

A student’s decision to attend Bryant & Stratton College should be based on interest in our programs and not on the ability to meet all college costs. Bryant & Stratton College believes students should not be denied the opportunity to pursue their career interests because of a lack of financial resources.

Bryant & Stratton College participates in several types of financial assistance programs—gift aid (scholarships and grants), federal student loans, and employment opportunities. In many cases, our Financial Aid Office awards qualified students a financial aid “package” which includes all three types of financial aid.

Assistance with financial planning is available for families on an individual basis to help them determine how they can best utilize their own resources and other funds to meet college costs. The Financial Services Office will gladly discuss the various types of financial assistance available and will provide students with assistance in completing financial forms.

How to Apply

Students are encouraged to work with a financial aid advisor in order to determine financial aid qualifications. A member of the financial aid staff will help students to complete the following application forms:

1. Financial Aid Forms - The “Free Application for Federal Student Aid” (FAFSA) is available online at www.FAFSA.ed.gov. The application must be completed by the student and forwarded to the Department of Education, where it is then processed. New York students receive an Express TAP Application (ETA) from NYSHESC. Eligibility for financial assistance is determined by federal and state agencies, which will produce and send an output document directly to the student.

2. Federal Income Tax Transcripts - Students may be required to provide the Financial Aid Office a signed copy of their own and/or their spouse’s and/or their parent’s federal income tax transcript and state income tax returns, including schedules, as well as any additional income and asset information requested by the school.

Upon evaluation of the above forms, the Financial Services Office will notify students of their eligibility for financial aid or of any other steps they may take to receive further consideration for assistance.

Students are required to apply on an annual basis for financial aid consideration. Applications are generally available online beginning approximately January 1. Assistance with the application is available through the Financial Aid Office for the next financial aid year which begins on July 1.

Rights and Responsibilities of Students Receiving Financial Aid

Students are eligible to receive financial aid as long as they remain in good academic standing and continue to meet all eligibility standards. If students fail to maintain satisfactory academic progress, the Dean will notify them (see Standards of Satisfactory Academic Progress section). Financial aid will not be disbursed to students who fail to meet the academic progress standards. Students on probation are deemed to be in good academic standing.

Student Eligibility Requirements

Financial aid is distributed to students based on their computed financial need as determined by the financial aid application(s) filed. “Financial need” is the difference between the cost of the student’s education (tuition and fees, books and supplies, room and board, travel, and personal expenses) and the total contribution expected from his/her family. The family’s contribution is based on an analysis of the financial aid application. Among the items considered are family income, assets, liabilities, the number of people in the household, the number of family members in college, and the student’s own resources, such as savings.

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study (FWS) program, may be administered through Bryant & Stratton College. Students may apply for these programs directly at the Financial Aid Office. Students may be eligible for a combination of these programs, and a Pell Grant, and/or a state grant, or for just a single program. Aid from these programs is awarded on the basis of need; however, each program has different requirements. Consult with the Financial Aid Office for further information on these programs.

The general eligibility requirements for the federal assistance programs are:

- Enrollment or acceptance for enrollment into a program;
- U.S. citizenship, nationalization or permanent residency;
- Have a high school diploma or recognized equivalent;
- Maintaining satisfactory academic progress;
- Not being in default on any federally insured student loans (i.e., Perkins Loan (NDSL), Stafford Loan (GSL), Supplemental Loan (SL)), etc.) at any college;
- Not owe a repayment on federal or state grants at any institution;
- No Conviction or possession or sale of drugs during the enrollment period;
- Sign a Statement of Educational Purpose;
- If required, register with the Selective Service;
- Provide evidence of financial need.

Transfer Students

Students who attended any other postsecondary institution must request a financial aid transcript from each school or college attended. Financial assistance awards will not be disbursed until all financial aid transcript(s) have been received.

Distribution of Financial Aid

All student aid grants (Federal Pell, FSEOG, Federal Direct Student loans, TAP and Ohio College Opportunity Grants) are credited to the student’s account each semester the student enrolls as a matriculating student in an eligible program. All Federal Direct Loans are deposited to the student’s account when the check is negotiable or within three (3) days of the College’s receipt of an electronic fund transfer (EFT) disbursement. Federal Direct Student loans are normally disbursed in two payments. Federal Work-Study payroll is disbursed directly to the student in accordance with the employer’s routine payroll cycle.

Financial Aid Programs

The following federally-funded programs are the major financial aid resources available to students. Students may receive assistance from any one of these programs or from a combination of these programs. Eligibility for these programs is based on the completion of the Federal Application for Federal Student Aid (FAFSA).
Federal Programs

PELL GRANT - The Pell Grant Program provides grants of up to $5,550 for each undergraduate year. Eligibility for these grants is determined by the federal government, based on the information provided on the “Free Application for Federal Student Aid.” As of the 2013-2014 federal award year, all students are limited to the equivalent of 12 semester payment in their lifetime. The student should receive and bring their Student Aid Report to the Financial Aid Office of the College to determine the amount of the student’s award.

Due to the passage of the Consolidated Appropriations Act of 2012 (C.A.A) a student may receive a total of six (6) Pell Grant scheduled awards, measured by percentage of scheduled award(s) disbursed (Lifetime Eligibility used, or “LEU” up to 600%).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) The Federal Supplemental Educational Opportunity Grants Program provides financial assistance to students who demonstrate financial need. Grants range from $100 to $4,000 per academic year. Eligibility for these grants is determined by the Financial Aid Office of the College.

FEDERAL WORK-STUDY PROGRAM (FWS) This is a federal program of student employment for students with financial need. Students may work part-time at the college while attending classes full-time. On-campus jobs include work in offices, library, computer labs, etc. Off-campus employment with qualifying agencies may also be available.

The Direct Loan Program includes two distinct loan programs. Eligibility for the “Subsidized” Stafford Loan is based upon financial need.

Beginning July 1, 2013, first-time borrowers (those who have no principal or interest balance on any Direct or FFEL Loan on the date they receive a Direct Loan on or, after July 1, 2013) may not receive Direct Subsidized Loans for more than 150% of the published length of the academic program in which they are currently enrolled. Your financial aid advisor can help you determine your specific eligibility status.

WILLIAM D. FORD FEDERAL DIRECT LOAN (DIRECT LOAN) PROGRAM Federal Direct Loans enable you to borrow money directly from the U.S. Department of Education for the purpose of paying for your education. Unlike grants and work study, loans must be repaid with interest once you leave school. You must be enrolled at least half-time to be eligible for a Direct Student Loan.

The “Unsubsidized” Direct Loan is not based on financial need. Almost all students who meet the “general eligibility requirements for federal financial aid” are eligible for a Direct Loan.

The eligibility for unsubsidized loans is larger for independent students because they do not have access to PLUS loans.

Students applying for federal student loans must use the Direct Loan Program beginning with the 2010/2011 federal aid year, and are required to sign an electronic master promissory note and complete entrance counseling online at www.studentloans.gov.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) The Federal PLUS Program enables parents to borrow directly from the US Department of Education lending institutions to pay for a dependent child’s cost of education. Repayment begins on the date of the last disbursement of the loan, and payment is made over a ten or twenty year period. Payments may be deferred upon request. The interest is a variable rate as determined annually by the federal government.

Other Financial Sources

GOVERNMENTAL AGENCIES Various governmental agencies administer programs that assist with educational costs. These agencies may include the Department of Veterans Affairs (VA), Bureau of Indian Affairs (BIA), New York Vocational Educational Services for Individuals with Disabilities (VESID), Trade Readjustment Act (TRA), Workforce Investment Act (WIA), and others. For further information regarding eligibility, contact your high school guidance counselor, other social services agencies, or Bryant & Stratton College.

---

**Annual Loan Limits for Undergraduate and Graduate/Professional Students**

**Effective for loans first disbursed on or after July 1, 2008**

<table>
<thead>
<tr>
<th>Dependent Students (excluding students whose parents cannot borrow PLUS)</th>
<th>Base Amount Sub/Unsub</th>
<th>Additional Unsubsidized Loan Amount Loans first disbursed on or after July 1, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year undergraduate</td>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Second-year undergraduate</td>
<td>$4,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Third-year and beyond undergraduate</td>
<td>$5,500</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Students (and depending students whose parents cannot borrow PLUS)</th>
<th>Base Amount Sub/Unsub</th>
<th>Additional Unsubsidized Loan Amount Loans first disbursed on or after July 1, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year undergraduate</td>
<td>$3,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Second-year undergraduate</td>
<td>$4,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Third-year and beyond undergraduate</td>
<td>$5,500</td>
<td>$7,000</td>
</tr>
</tbody>
</table>
NEW YORK STATE RESIDENTS
FINANCIAL AID PROGRAMS —

In order to meet the general eligibility requirements for the state financial assistance program in New York, a student must:

• Be a New York State (NYS) resident (for one year) and a U.S. citizen or legal resident eligible non-citizen.
• Be enrolled full time and matriculated in a program of study at Bryant & Stratton College.
• Not be in default on any NYS or federally insured student loans.
• Maintain satisfactory academic progress according to New York State standards.
• Meet the requirements of accelerated TAP as outlined on this page.
• Students must attempt 12 credits to receive TAP. Therefore online learners who do not attend their second session classes forfeit their eligibility for these grants.
• Have graduated from high school in the United States, earned a GED or passed a federally approved “Ability to Benefit” test as defined by the Commissioner of the State Education Department.

Tuition Assistance Program (TAP)

TAP is a New York State grant program which is available to New York State residents for full-time study at approved institutions. TAP grants are based on your family’s New York State taxable income, federal, state or local pension income and private and annuity income if applicable for the prior year. Your financial status (independent or dependent) and the number of family members in college may also impact your award. Your TAP award, depending upon your status, can range from $500 to $5,000 per academic year.

By law, undergraduate students’ TAP awards are subject to a $100 annual reduction after students have received the equivalent of two full years of TAP Assistance the reduction is taken. The state will take these reductions in $50 intervals each term.

TAP Program Requirements

The New York State TAP program has additional requirements for satisfactory academic progress standards that must be met for continued eligibility:

Successful Program Pursuit requires completion of a percentage of the minimum full-time course load according to the following schedule:

<table>
<thead>
<tr>
<th>Year of Eligibility</th>
<th>Percent Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st (0-12 points)</td>
<td>50% (6 credit hours)</td>
</tr>
<tr>
<td>2nd (13-24 points)</td>
<td>75% (9 credit hours)</td>
</tr>
<tr>
<td>3rd (25-36 points)</td>
<td>100% (12 credit hours)</td>
</tr>
<tr>
<td>4th (37-48 points)</td>
<td>100% (12 credit hours)</td>
</tr>
</tbody>
</table>

Standards of Satisfactory Academic Progress for the Purpose of Determining Eligibility for State Student Aid

Students should contact their financial aid advisor to determine which version of the NYS SAP charts will be applied.

Program: Baccalaureate Semester Based Program Chart (2006 Standards) -- applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.1</td>
<td>1.2</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Baccalaureate Semester Based Program Chart (New Standards in Proposed Budget) -- applies to non-remedial students first receiving aid in 2010-11 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Associate Degrees Semester Based Program Chart (2006 Standards) -- applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>0.5</td>
<td>0.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Associate Degrees Semester Based Program Chart (New Standards in Proposed Budget) -- applies to non-remedial students first receiving aid in 2010-11 and thereafter.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must have accrued at least this many credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>With at least this grade point average</td>
<td>0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If students transfer from other postsecondary institutions or if they change their major program at Bryant & Stratton College, they will be positioned in the Standards of Academic Progress Chart to their best advantage as indicated by the number of credit hours approved for transfer into the program.

Specific criteria which explains in detail the level of performance required for good academic standing as approved by the New York State Education Department are available to all students.
RESIDENTS OF NEW YORK –
The following information applies:

Satisfactory TAP Academic Progress
Program Pursuit and Pursuit Level
Students who have lost TAP eligibility may have this standing restored in one of the following ways:
• Make up past academic deficiencies by completing one semester of study without any state aid or scholarships
• Be readmitted to College after an absence of at least one calendar year
• Transfer to another institution
• Use a one-time TAP waiver

TAP Waiver
Regulations of the New York State Commissioner of Education permits students to receive a one-time waiver of TAP academic progress and pursuit level requirements as an undergraduate. Waivers to these requirements may be granted upon specific application and must be completed in accordance with the institution’s criteria. The institution may grant a waiver only in extreme situations where extenuating circumstances warrant its use. The chief academic official in conjunction with the financial aid official approves or declines waiver requests.

Aid for Part-Time Study (APTS)
The Aid for Part-Time Study Program is a New York State grant program which provides up to $2,000 per year not to exceed actual tuition cost to help part-time students meet their educational expenses, and has limited availability of funds.

Accelerated TAP
Effective January 2007, any student enrolled in his or her third consecutive semester must have earned 24 credit hours, or their equivalent, during the preceding two semesters to be eligible for TAP during that semester.

NYS – GI Bill Educational Benefits
Bryant & Stratton College programs are approved for the training of eligible veterans, eligible selected reservists, and eligible dependents by the New York State Bureau of Veterans Education.

New York State Veteran’s Tuition Awards are awarded to eligible full-time and part-time veterans matriculated in an undergraduate degree program. 2010-2011 awards are set at 98% of tuition or $4,895.10; whichever is less and prorated based on enrollment level. Eligibility requirements apply and can be found at www.hesc.com or the military corner tab.

RESIDENTS OF WISCONSIN –
The following practices and policies apply:

Leaves of Absence
Bryant & Stratton College does not recognize leaves of absence except for active military duty.

Continuous Placement Advisement
All graduates who have successfully completed a degree program at Bryant & Stratton College are eligible for placement advice. Graduates of Bryant & Stratton may receive placement advice at any Bryant & Stratton location.

Employment Results
Bryant & Stratton College evaluates program success in utilizing a variety of data, some of which includes meeting course outcomes as evidenced in student graded assessments, graduation rates, placement rates, salaries secured and retention at the worksite after placement. In addition the college secures feedback from alumni and employers about programs and services to continually improve the curriculum and support services.

Records Retention
The College retains student financial and academic records for a period of six years. Academic transcripts are permanently retained.
Online learners are scheduled for two sessions and participate for a total of 15 weeks to fulfill course requirements each semester.

**SEMESTERS: WINTER 2014 - FALL 2016**

**Online Academic Semester Calendar - Track A**

<table>
<thead>
<tr>
<th>Semester</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter I Semester (Track A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session I begins</td>
<td>Jan 15</td>
<td>Jan 14</td>
<td>Jan 14</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Jan 21</td>
<td>Jan 20</td>
<td>Jan 19</td>
</tr>
<tr>
<td>Session I ends</td>
<td>Mar 3</td>
<td>Mar 2</td>
<td>Feb 29</td>
</tr>
<tr>
<td>Session II begins</td>
<td>Mar 12</td>
<td>Mar 11</td>
<td>Mar 9</td>
</tr>
<tr>
<td>Session II ends</td>
<td>Apr 28</td>
<td>Apr 27</td>
<td>Apr 25</td>
</tr>
<tr>
<td>Spring I Semester (Track A)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Session I begins</td>
<td>May 7</td>
<td>May 6</td>
<td>May 4</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>May 13</td>
<td>May 12</td>
<td>May 10</td>
</tr>
<tr>
<td>Session I ends</td>
<td>June 23</td>
<td>June 22</td>
<td>June 20</td>
</tr>
<tr>
<td>Session II begins</td>
<td>June 25</td>
<td>June 24</td>
<td>June 22</td>
</tr>
<tr>
<td>Session II ends</td>
<td>Aug 11</td>
<td>Aug 10</td>
<td>Aug 8</td>
</tr>
<tr>
<td>Fall I Semester (Track A)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Session I begins</td>
<td>Sept 10</td>
<td>Sept 9</td>
<td>Sept 7</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Sept 16</td>
<td>Sept 15</td>
<td>Sept 13</td>
</tr>
<tr>
<td>Session I ends</td>
<td>Oct 27</td>
<td>Oct 26</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Session II begins</td>
<td>Nov 5</td>
<td>Nov 4</td>
<td>Nov 2</td>
</tr>
<tr>
<td>Session II ends</td>
<td>Dec 22</td>
<td>Dec 21</td>
<td>Dec 19</td>
</tr>
</tbody>
</table>

**Online Academic Semester Calendar - Track B**

<table>
<thead>
<tr>
<th>Semester</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter II Semester (Track B)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Session I begins</td>
<td>Mar 12</td>
<td>Mar 11</td>
<td>Mar 9</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Mar 18</td>
<td>Mar 17</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Session I ends</td>
<td>Apr 28</td>
<td>Apr 27</td>
<td>Apr 27</td>
</tr>
<tr>
<td>Session II begins</td>
<td>May 7</td>
<td>May 6</td>
<td>May 4</td>
</tr>
<tr>
<td>Session II ends</td>
<td>June 23</td>
<td>June 22</td>
<td>June 20</td>
</tr>
<tr>
<td>Spring II Semester (Track B)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Session I begins</td>
<td>June 25</td>
<td>June 24</td>
<td>June 22</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>July 1</td>
<td>June 30</td>
<td>June 28</td>
</tr>
<tr>
<td>Session I ends</td>
<td>Aug 11</td>
<td>Aug 10</td>
<td>Aug 8</td>
</tr>
<tr>
<td>Session II begins</td>
<td>Sept 10</td>
<td>Sept 9</td>
<td>Sept 7</td>
</tr>
<tr>
<td>Session II ends</td>
<td>Oct 27</td>
<td>Oct 26</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Fall II Semester (Track B)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Session I begins</td>
<td>Nov 5</td>
<td>Nov 4</td>
<td>Nov 2</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>Nov 11</td>
<td>Nov 10</td>
<td>Nov 8</td>
</tr>
<tr>
<td>Session I ends</td>
<td>Dec 22</td>
<td>Dec 21</td>
<td>Dec 19</td>
</tr>
<tr>
<td>Session II begins</td>
<td>Jan 14</td>
<td>Jan 13</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Session II ends</td>
<td>Mar 2</td>
<td>Feb 29</td>
<td>Feb 27</td>
</tr>
</tbody>
</table>

Adding or Dropping Courses

Students who wish to add or drop courses after registration may do so during the drop/add period at the beginning of the semester. No charge is incurred when the student drops a course before the first class meets. Dropping one class and adding another class results in no change in tuition during the drop/add period. If a student only adds an additional course or only drops a course during the drop/add period, the student’s tuition rate will be adjusted accordingly. Students should contact the academic office for drop/add dates each semester.

Note: Bryant & Stratton College reserves the right to change dates without notice.
# PROGRAMS OF STUDY – ONLINE EDUCATION

## PROGRAMS OF STUDY

### Bachelor and Associate Degree Programs

<table>
<thead>
<tr>
<th>Programs of Study</th>
<th>B&amp;SC Code</th>
<th>CIP Code</th>
<th>New York</th>
<th>Ohio</th>
<th>Virginia</th>
<th>Wisconsin</th>
<th>Arkansas</th>
<th>Maryland</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allied Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Services Administration Online Bachelor of Science Degree BS (3)</td>
<td>HSAD-O</td>
<td>51.2211</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Online Associate Degree AAS (1)</td>
<td>MAAT-O</td>
<td>51.0716</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Reimbursement &amp; Coding Online AAS (1)</td>
<td>MRCO-O</td>
<td>51.0713</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Applied Design</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Design Online Associate Degree AAS (1)</td>
<td>GRAD-O</td>
<td>50.0409</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interactive Media Design Online Associate Degree AAS (1)</td>
<td>INMD-O</td>
<td>10.0301</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Online Bachelor of Business Administration BBA (2)</td>
<td>BACC-O</td>
<td>52.0305</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Management Online Bachelor of Business Administration BBA (2)</td>
<td>GMGT-O</td>
<td>52.0201</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Management - Financial Services BBA (2)</td>
<td>GMFI-O</td>
<td>52.0201</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Management - Office Information Technology BBA (2)</td>
<td>GMOL-O</td>
<td>52.0201</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Online Associate Degree AAS (1)</td>
<td>ACCT-O</td>
<td>52.0301</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Business Online Associate Degree AAS (1)</td>
<td>BUSS-O</td>
<td>52.0101</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hospitality Management - Restaurant Hotel Services</td>
<td>HOS-O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Specialist Online Associate Degree AAS (1)</td>
<td>HURS-O</td>
<td>52.1001</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Financial Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services Online Bachelor of Science BS (3)</td>
<td>FLS-O</td>
<td>52.0801</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Financial Support Services Online Associate Degree AAS (1)</td>
<td>FISS-O</td>
<td>52.0803</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Applications Development AAS</td>
<td>MADD-O</td>
<td>11.0101</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Management Online</td>
<td>OITM-O</td>
<td>52.0499</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bachelor of Science Degree BS (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT - Mobile Applications Development AOS (4)</td>
<td>INMO-O</td>
<td>11.0101</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking Technology Online Associate Degree AAS (1)</td>
<td>NETW-O</td>
<td>11.1002</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Office Management Online Associate Degree AAS (1)</td>
<td>OITM-O</td>
<td>52.0401</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Technology Online Associate Degree AAS (1)</td>
<td>SCER-O</td>
<td>11.1003</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Online Bachelor of Science BS (3)</td>
<td>CRJU-D-BS</td>
<td>43.0103</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Online Associate Degree AAS (1)</td>
<td>CRJU-O</td>
<td>43.0103</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paralegal Studies Online Associate Degree AAS (1)</td>
<td>PLEG-O</td>
<td>22.0302</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

All programs may not be offered every semester.

(1) Associate of Applied Science  
(2) Bachelor of Business Administration  
(3) Bachelor of Science  
(4) Associate Occupational Studies  
* Depending on State
Health Services Administration
Bachelor of Science Degree
Online Program: HSAD-NYO-BS, HSAD-VAO-BS, HSAD-WIO-BS, HSAD-OHO-BS, HSAD-MDO-BS

The Bachelor of Science in Health Services Administration program is designed to prepare graduates for entry-level and assistant management positions in medical settings such as hospitals, clinics, nursing care facilities, doctors’ offices, and insurance companies. Health services administrators are often responsible for creating and implementing policy and procedures, hiring and supervising staff, controlling finances, ordering supplies, and coordinating plans and activities with those of other health care managers.

The central focus of the program is to provide a comprehensive base in health-related knowledge and concepts and as well as the management of health services and facilities, with emphases on finance, legal aspects in healthcare, disaster planning and management, and information systems. The Bachelor of Science in Health Services Administration program prepares students to excel in decision-making skills, critical thinking, and small group communications.

Research opportunities and field experiences offer students insight into real-world applications of the information and skills they learn in class and help students prepare to successfully transition into a health care administration or management career.

Grads of this degree plan will achieve the following program and institutional outcomes:
• Analyze and apply contemporary knowledge and skill sets to work effectively in a managerial capacity in a health services setting.
• Utilize effective skills in financial planning, long-term care management, human resource development, public safety, and emergency disaster planning in health service administration.
• Evaluate and apply leadership skills.
• Use legal and ethical principles to analyze and apply management practices of health care organizations and delivery of patient care.
• Research information systems to evaluate and select technologies appropriate to a particular healthcare setting.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Graduates of this degree plan will achieve the following program and institutional outcomes:

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Medical Administrative Assistant
Associate of Applied Science Degree
Online Program: MAAT-NYO, MAAT-DHO, MAAT-VAO, MAAT-WIO, MAAT-ARO, MAAT-MDO

The Medical Administrative Assistant program is designed to prepare individuals for careers as entry level medical administrative assistants for diverse health care delivery systems including private medical practices, clinics, public health departments, insurance agencies, government agencies, or out-patient departments of hospitals. The program offers a foundation in document processing, medical records, and modern medical office procedures. Additionally the program has an emphasis on patient billing. Graduates of the Medical Administrative Assistant associate degree program are prepared for entry-level employment in private medical practices, outpatient departments, clinics, or governmental institutions. Graduates of the Medical Administrative Program are encouraged to take the CMRS certification examination.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Apply coding, billing, records management and scheduling skills to administrative health care industry standards.
• Practice professional interpersonal relations with diverse patient/client customers, using knowledge of medical/legal and ethical issues.
• Perform diverse administrative responsibilities including the management and processing of information and the organization and design of communication procedures.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAAT100</td>
<td>3</td>
</tr>
<tr>
<td>MAAT111</td>
<td>3</td>
</tr>
<tr>
<td>MAAT120</td>
<td>3</td>
</tr>
<tr>
<td>MAAT125</td>
<td>3</td>
</tr>
<tr>
<td>MAAT235</td>
<td>3</td>
</tr>
<tr>
<td>MAAT245</td>
<td>3</td>
</tr>
<tr>
<td>MIBC236</td>
<td>3</td>
</tr>
<tr>
<td>MIBC250</td>
<td>3</td>
</tr>
<tr>
<td>MIBC255</td>
<td>3</td>
</tr>
<tr>
<td>MAAT265</td>
<td>3</td>
</tr>
<tr>
<td>VOIM110</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research 3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion 3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics 3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I 3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II 3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics 3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking 3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology 3</td>
</tr>
<tr>
<td>SOSC102 Principles of Sociology 3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 60
Medical Reimbursement & Coding
Associate of Applied Science Degree
Online Program: MRCD-ARO, MRCD-VAO, MRCD-WIO,
MRCD-NYO, MRCD-MDO

The Medical Reimbursement and Coding (MRC) Program prepares students for
entry level medical coding careers, working in every type of healthcare facility
including doctor’s offices, surgery centers, hospitals and healthcare systems.
Coding involves extraordinarily detailed-oriented work. The coder must carefully
review the patient’s chart to understand the diagnosis and itemize each service
provided with an accurate code as part of the reimbursement process.

This unique program allows students to select a track with course work for
physician coding or hospital/inpatient coding depending on the area they wish
to specialize. Students will study and practice coding based on current coding
systems and new rules and regulations associated with healthcare reform.

The courses in the Medical Reimbursement and Coding AAS degree fulfill the
criteria assessed in the AHIMA (American Health Information Management
Association) or AAPC (American Academy of Professional Coders) certification
exams. Students are encouraged to select a certification path, and prepare to
take the rigorous exams associated with the various certification designations.
Most employers recognize the designation as an indication of the coder’s skill
and accuracy levels; therefore it offers medical coders an employment
advantage to those without the designation.

Graduates of this degree plan will achieve the following program
and institutional outcomes:
• Demonstrate a professional-level understanding of medical terminology,
anatomy and physiology, pathophysiology and pharmacology.
• Create a medical practice compliance plan based on national standards,
and have a thorough understanding of coding, documentation, and
reimbursement ethics.
• Assign CPT codes to medical documentation for medical services,
procedures, and diagnostics.
• Correctly assign CPT E/M codes to services, utilizing the CPT metrics,
• Correctly assign HCPCS codes to durable medical equipment, drugs,
supplies, and Medicare screening services, according to CMS guidelines.
• Assign current diagnosis codes, according to the American Hospital
Association’s standards and sequencing rules, for inpatient and
outpatient medical services.
• Assign current procedure codes, according to the American Hospital
Association’s standards and sequencing rules, for inpatient services.
• Utilize appropriate current technology and resources to locate and
evaluate information needed to accomplish a goal, and then
communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and
informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order
   to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to
   form conclusions and make decisions.
• Participate in social, learning, and professional communities for
   personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRC100</td>
<td>Medical Terminology for Coders 3</td>
</tr>
<tr>
<td>MRC105</td>
<td>Anatomy &amp; Physiology for Coders 3</td>
</tr>
<tr>
<td>MRC115</td>
<td>Introduction to Coding 3</td>
</tr>
<tr>
<td>MRC135</td>
<td>Diagnostic Coding: ICD-9-CM 3</td>
</tr>
<tr>
<td>MRC145</td>
<td>Coding Compliance &amp; Ethics 3</td>
</tr>
</tbody>
</table>

Select One
Specialties (must choose either Physician or Hospital)

**Physician**
- MRCP200 Diagnostic Coding for Physician Services 3
- MRCP220 Healthcare Common Procedure Coding 3
- System Level I and Level II
- MRCP240 Evaluation and Management Services 3
- MRCP280 Coding Practicum: Physician Coder 3
- MRCP289 Virtual Career: Physician Coder 3
- MRCP265 Medical Reimbursement & Coding Capstone 3

**OR**

**Hospital**
- MRCH210 Inpatient Diagnostic Coding 3
- MRCH230 Introduction to Inpatient Procedural Coding 3
- MRCH250 Advanced Inpatient Procedural Coding 3
- MRCH290 Coding Practicum: Hospital Coder 3
- MRCH299 Virtual Career: Hospital Coder 3
- MRCH265 Medical Reimbursement & Coding Capstone 3

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research 3</td>
<td></td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion 3</td>
<td></td>
</tr>
<tr>
<td>ECON220 Macroeconomics 3</td>
<td></td>
</tr>
<tr>
<td>ENGL101 Research and Writing I 3</td>
<td></td>
</tr>
<tr>
<td>ENGL250 Research and Writing II 3</td>
<td></td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics 3</td>
<td></td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking 3</td>
<td></td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology 3</td>
<td></td>
</tr>
<tr>
<td>SOCS102 Principles of Sociology 3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
The Interactive Media Design program prepares students for careers involving electronic media products and focusing on marketing and design. Interactive Media Design is a field of study that integrates the elements of audio, video, still images, animation, text, and data for the delivery of interactive content either through multimedia devices or the Internet. The Interactive Media Design program will produce graduates who are prepared for entry-level positions with service bureaus, multimedia design and production companies, advertising design firms, corporate training developers, and companies specializing in electronic publication and Web design. Graduates of this program will have a solid background in interactive media design and imaging hardware and software. Through design projects and hands-on experience, they will develop a working knowledge of interactive media design and multimedia project authoring.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply knowledge of color, layout and typography to maximize visual communications.
- Interpret the principles of human-computer interaction (HCI) to design effective user-centered interactive media.
- Evaluate appropriate technologies to deliver interactive applications based on project requirements.
- Assess open source and proprietary technologies for implementing interactive designs.
- Analyze the entire interactive design and development process.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

### Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>INMD100</td>
<td>Introduction to Interactive Media</td>
<td>3</td>
</tr>
<tr>
<td>INMD105</td>
<td>Elements of Design for Interactive Media</td>
<td>3</td>
</tr>
<tr>
<td>INMD1110</td>
<td>Web Development I</td>
<td>3</td>
</tr>
<tr>
<td>INMD1115</td>
<td>Usability I</td>
<td>3</td>
</tr>
<tr>
<td>INMD120</td>
<td>Raster Graphics</td>
<td>3</td>
</tr>
<tr>
<td>INMD130</td>
<td>Vector Graphics</td>
<td>3</td>
</tr>
<tr>
<td>INMD215</td>
<td>Interactive Design I</td>
<td>3</td>
</tr>
<tr>
<td>INMD220</td>
<td>Web Development II</td>
<td>3</td>
</tr>
<tr>
<td>INMD230</td>
<td>Interactive Design II</td>
<td>3</td>
</tr>
<tr>
<td>INMD265</td>
<td>Interactive Media Design Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required for Graduation** 60

### Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required for Graduation** 30

Student Consumer Information is available on Bryant & Stratton College’s website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)
The Bachelor of Business Administration in Accounting program prepares graduates to begin a variety of accounting and financial related careers in business, industry, government and nonprofit organizations. Employment opportunities include financial accountant, staff accountant, internal auditor, tax accountant, management accountant, financial analyst, financial manager, revenue analyst, budget analyst and business manager.

Graduates will gain an understanding of the accounting industry and will develop the interpersonal, decision making and analytical skills required to manage workplace problems and situations. The well-balanced curriculum coupled with the diversified educational training will prepare graduates to be successful in today’s accounting industry.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Recognize the commonalities between financial theory and tax law and the economic and social policy issues of taxation.
- Record and report financial information using Generally Accepted Accounting Principles (GAAP).
- Solve technology challenges, maintain systems, analyze data, and communicate results using business related computer applications.
- Judge appropriate ethical behaviors that follow the laws and regulations applicable to accounting practice.
- Integrate theory, knowledge and technology to interpret financial and non-financial information to aid decision makers within an organization.
- Justify the contributions of the increasingly internationally diverse society and defend its global and economic impact.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

### Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT130</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT210</td>
<td>Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT215</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Financial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ACCT230</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT240</td>
<td>Accounting Cases and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT265</td>
<td>Accounting Capstone</td>
<td>3</td>
</tr>
<tr>
<td>ACCT315</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT420</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT430</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT465</td>
<td>Accounting Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS213</td>
<td>Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS215</td>
<td>Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS330</td>
<td>Advanced Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSS340</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS450</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>FINA190</td>
<td>Finance Principles</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Major Elective</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON325</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305</td>
<td>Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning &amp; Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310</td>
<td>Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310</td>
<td>Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS301</td>
<td>Interpersonal Relations &amp; Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Liberal Arts Elective</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

**Total Credit Hours Required for Graduation** 120
General Management
Bachelor of Business Administration
Online Program: GMGT-NY0, GMGT-OH0, GMGT-VA0, GMGT-WI0, GMGT-MDO

Graduates of the Bachelor of Business Administration program are prepared for professional careers in business, government, and nonprofit organizations. Courses in this unique program provide students with the skill sets required of knowledgeable workers in this Information Age. Graduates will have the problem solving, strategic planning, communication, interpersonal, and technology application skills needed to meet operational demands and resolve contemporary business problems. Through exposure to active learning techniques, practical application of research methods, team projects, presentations, and internships, students will be prepared not only for the challenges of management positions, but also for a life of continued learning - both at work and in their private lives.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Apply contemporary knowledge and skill sets to work effectively in the business community.

• Display a working knowledge of strategic business applications, evaluative techniques, and management processes as well as the role business plays in a global economy.

• Demonstrate sensitivity to and appreciation for ethical issues and deport themselves in an ethical manner at all times.

• Display an appreciation for and understanding of humankind’s accomplishments in world affairs, arts & humanities, and the social sciences.

• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.

• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.

• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.

• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.

• Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120 Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220 Financial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100 Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS213 Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS215 Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS265 Business Capstone</td>
<td>3</td>
</tr>
<tr>
<td>BUSS320 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS325 Global Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS340 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS410 Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS420 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS450 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS465 Business Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON325 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220 Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>Major Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305 Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning &amp; Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310 Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310 Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC301 Interpersonal Relations &amp; Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

| Open Elective Requirements | 15 |
| Total Credit Hours Required for Graduation | 120 |
The Bachelor of Business Administration with a Concentration in Financial Services degree program prepares learners for an exciting degree in the financial industry in accounting, financial planning and financial service management. The curriculum was developed to meet the Certified Financial Planner Board of Standards, Inc. and the Academy of Financial Services standards. The program outcomes were created in association with input from major banks, brokerage firms, accounting firms, credit counseling organizations and insurance agencies. The emphasis of the program is personal financial planning, as students are eligible to sit for the CFP® Certification Exam.

Personal Financial Planning is one of the most lucrative and rapidly expanding professions. Much of the growth is attributable to the maturation of the 'Baby Boomers' population; those entering their peak earning years and needing assistance to effectively manage and protect wealth. To prepare students for this profession, the program requires students to take business, accounting, and finance courses in addition to the essential liberal arts course series required for career success and mobility. The students will also develop knowledge, skills and competency in estate planning, investments, insurance, tax, retirement planning, and employee benefits planning as part of this specialized degree program.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Analyze and apply contemporary knowledge and skills in the financial services sector.
- Demonstrate strategic and tactical financial planning abilities.
- Analyze and evaluate client cases to prepare solutions that meet immediate need and long term goals.
- Use legal and ethical principles to analyze and apply practices to preserve wealth.
- Meet eligibility requirements for the rigorous multi-part CFP® Exam.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

The Certified Financial Planner Board of Standards, Inc. requires 3 years full-time work experience as outlined on their website at www.cfp.net

*This course will only be offered online.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120 Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220 Financial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100 Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS213 Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS120 Sales and Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS320 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS340 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS410 Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS420 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS450 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>FINA190 Finance Principles</td>
<td>3</td>
</tr>
<tr>
<td>FINA201 Financial Concepts and Calculations</td>
<td>3</td>
</tr>
<tr>
<td>FINA265 Financial Services Capstone</td>
<td>3</td>
</tr>
<tr>
<td>FINA371 Personal Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINA372 Insurance Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINA373 Investment Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINA374 Income Tax Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINA375 Retirement Planning</td>
<td>3</td>
</tr>
<tr>
<td>FINA465 Financial Planning Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>FINA476 Estate Planning</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220 Office Technology Software III</td>
<td>3</td>
</tr>
</tbody>
</table>

**69**

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON325 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305 Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning &amp; Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310 Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310 Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS301 Interpersonal Relations &amp; Group Dynamics</td>
<td>3</td>
</tr>
</tbody>
</table>

**48**

| Open Elective Requirements                              | 3                    |

**Total Credit Hours Required for Graduation**

**120**

*Student Consumer Information is available on Bryant & Stratton College’s website at [http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx](http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx)*
General Management – Concentration in Office Management
Bachelor of Business Administration Degree
Online Program: GMIOI-NYO-BBA

Information technology and management careers are transforming at an astounding pace. Mobile computing, virtual workplaces, electronic correspondence, and global markets have revolutionized all businesses and industries, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for administrative, support, and supervisory positions in business or industrial settings, professional offices, public institutions, and government agencies. Students will become proficient in state of the art technology and equipment, workplace procedures and management, document processing and design, communication skills and decision making. Students will gain an understanding of the impact of technology on office routines and procedures and the skills necessary to utilize technology to become efficient employees that assume leadership roles within the chosen career field. In addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of responsibility and importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Demonstrate and assess the utilization of current technologies in the management of the virtual workplace and/or business environment.
- Demonstrate a comprehensive understanding of key business processes including financial, managerial, marketing and human resource functions as it relates to the global economy.
- Demonstrate higher-level office administration, managerial, organizational, interpersonal and technical skills required to successfully create, and assess the implementation of required office procedures.
- Demonstrate an advanced level of competence in computer-technology applications, hand-held devices, and the use of the internet to access, evaluate and recommend efficient means to complete high-level managerial administrative and organizational tasks.
- Demonstrate ability to utilize current business related technologies and internet resources to identify creative solutions and alternatives to improve professional managerial productivity.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT220</td>
<td>Financial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS215</td>
<td>Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS320</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS340</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS410</td>
<td>Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS420</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON325</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>VOIM110</td>
<td>Office Technology Software I</td>
<td>3</td>
</tr>
<tr>
<td>VOIM120</td>
<td>21st Century Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>VOIM210</td>
<td>Office Technology Software II</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>VOIM230</td>
<td>Mobile Communication Management I</td>
<td>3</td>
</tr>
<tr>
<td>VOIM265</td>
<td>Office Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>VOIM320</td>
<td>Office Technology Software IV</td>
<td>3</td>
</tr>
<tr>
<td>VOIM330</td>
<td>Mobile Communication Management II</td>
<td>3</td>
</tr>
<tr>
<td>VOIM410</td>
<td>Web Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM420</td>
<td>Virtual Office Technology Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM430</td>
<td>Social Networking Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM440</td>
<td>Managing the Internet Business</td>
<td>3</td>
</tr>
<tr>
<td>VOIM465</td>
<td>Office Information Technology Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 120

Semester Credit Hour

75

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON325</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305</td>
<td>Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310</td>
<td>Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310</td>
<td>Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS301</td>
<td>Interpersonal Relations and Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS318</td>
<td>Topics in Ethics: Technology and Media</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 75

45

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Accounting
Associate of Applied Science Degree
Online Program: ACCT-ARO, ACCT-NYO, ACCT-OHO,
ACCT-VAO, ACCT-WIO, ACCT-MDO

Bryant & Stratton College’s Accounting program provides the technical
and critical skills needed to perform accounting functions and
processes, including the acquisition, analysis and effective
communication of financial information utilized in management
decision making. Following graduation from this program, students will
be prepared to enter such fields as general ledger accounting,
managerial accounting and tax preparation. Entry-level positions may
be found in the manufacturing, retail and service industries as well as
the government sector.

Graduates of this degree plan will achieve the following
program and institutional outcomes:

• Interpret and apply generally accepted accounting principles (GAAP)
to analyze, record, and report financial information in a variety of
accounting systems.
• Prepare accounting reports for internal and external users.
• Analyze and interpret financial reports to assist users in the
management decision-making process.
• Select and utilize appropriate information technology to complete
accounting functions.
• Utilize appropriate current technology and resources to locate and
evaluate information needed to accomplish a goal, and then
communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and
informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order
to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning
to form conclusions and make decisions.
• Participate in social, learning, and professional communities for
personal and career growth.

Major Requirements
Semester
Credit Hour
ACCT110 Accounting Principles I 3
ACCT120 Accounting Principles II 3
ACCT130 Tax Accounting 3
ACCT210 Accounting Systems 3
ACCT220 Financial Analysis 3
ACCT230 Cost Accounting 3
ACCT265 Accounting Capstone 3
BUSS100 Business Principles 3
VOIM220 Office Technology Software III 3
Major Electives 3

Liberal Art Requirements
Semester
Credit Hour
COMM150 Introduction to Information 3
COMM201 Public Speaking and Rhetorical Persuasion 3
ECON220 Macroeconomics 2
ENGL101 Research and Writing I 3
ENGL250 Research and Writing II 3
MATH103 Survey of Mathematics 3
NSCI280 Ecology 3
PHIL250 Practices in Analytic Reasoning 3
and Critical Thinking
PSYC101 Principles of Psychology 3
SCSC102 Principles of Sociology 3

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Business

Associate of Applied Science Degree

Online Program: BUSS-ARO, BUSS-NYO, BUSS-OHO, BUSS-VAO, BUSS-WIO, BUSS-MDO

In this program, students develop the business skills, critical thinking skills, human relations skills and information technology skills that are required of employees in the 21st Century. Courses in this degree program provide students with a broad background in business communications, sales and marketing, accounting, business law, management principles and information technology.

Graduates of the program may apply their training to any one of several career opportunities including management trainee, service or sales representative, supervisor or department manager in a variety of business fields. Individuals desiring general business or self-employment in small business enterprises will find that this well-rounded program meets their needs.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Explain the role of business in global environment
• Recognize management and leadership skills.
• Demonstrate knowledge of numeric measurements within the business environment to make informed decisions.
• Select and apply current technology skills to specific business applications such as social media and cloud technology.
• Identify and apply the basic functions of management such as staffing, planning, organizing, controlling, and leading to the decision-making process.
• Formulate ethical decision making skills that can be applied in the workplace.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS120</td>
<td>Sales and Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS213</td>
<td>Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS215</td>
<td>Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS265</td>
<td>Business Capstone</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>Major Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Human Resources Specialist
Associate of Applied Science Degree
Online Program: HURS-ARO, HURS-NYO, HURS-OHO, HURS-VAO, HURS-WIO, HURS-MDO

The Human Resources Specialist program contains the same key components that underpin the College’s other strong business programs: a foundation in basic and career success skills, strong program knowledge and skills, and a capstone internship providing practical, real-world experience. Graduates will be prepared for entry-level positions that include staff recruitment, compensation and benefits, payroll, evaluation, and training. Graduates of this program will also have a solid business foundation with a focus on business administration techniques, critical thinking, decision making, communication skills, and information technology skills. Students can select specialization areas in compensation and benefits or payroll administration or choose to become generalists in Human Resources. As part of this program, students study local, state, and federal employment laws and regulations and learn ethical practices and perform to these standards.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Comprehend the primary functions of human resources in organizations, and apply those functions in the decision-making process.
- Develop and begin to apply leadership skills in various settings.
- Understand and apply the principles of ethical behaviors to the workplace.
- Demonstrate knowledge of economic and quantitative issues in the business environment.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written, and/or oral formats.
- Transfer knowledge, skills, and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Semester Credit Hour</th>
<th>Major Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCT110 Accounting Principles I 3</td>
</tr>
<tr>
<td></td>
<td>BUSS100 Business Principles 3</td>
</tr>
<tr>
<td></td>
<td>BUSS213 Business Law and Ethics 3</td>
</tr>
<tr>
<td></td>
<td>HURS103 Introduction to Human Resource Functions 3</td>
</tr>
<tr>
<td></td>
<td>HURS104 Employee/Labor Relations 3</td>
</tr>
<tr>
<td></td>
<td>HURS107 Introduction to Compensation &amp; Benefits 3</td>
</tr>
<tr>
<td></td>
<td>HURS133 Employment Law 3</td>
</tr>
<tr>
<td></td>
<td>HURS204 Employee Relations 3</td>
</tr>
<tr>
<td></td>
<td>HURS265 Human Resources Capstone 3</td>
</tr>
<tr>
<td></td>
<td>Major Electives 3</td>
</tr>
<tr>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research 3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion 3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics 3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I 3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II 3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics 3</td>
</tr>
<tr>
<td>NSCI280 Ecology 3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking 3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology 3</td>
</tr>
<tr>
<td>SOCS102 Principles of Sociology 3</td>
</tr>
<tr>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

| Total Credit Hours Required for Graduation | 60 |

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
The Bachelor of Science in Financial Services degree program prepares learners for an exciting career in the financial industry. The curriculum was developed to meet the Certified Financial Planner Board of Standards, Inc. and the Academy of Financial Services standards. The program outcomes were created in association with input from major banks, brokerage firms, accounting firms, credit counseling organizations and insurance agencies. The emphasis of the program is personal financial planning, as students are eligible to sit for the CFP® Certification Exam.

Personal Financial Planning is one of the most lucrative and rapidly expanding professions. Much of the growth is attributable to the maturation of the 'Baby Boomers' population; those entering their peak earning years and needing assistance to effectively manage and protect wealth. To prepare students for this profession, the program requires students to take business, accounting, and finance courses in addition to the essential liberal arts course series required for career success and mobility. The students will also develop knowledge, skills and competency in estate planning, investments, insurance, tax, retirement planning, and employee benefits planning as part of this specialized degree program.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Analyze and apply contemporary knowledge and skills in the financial services sector.
- Demonstrate strategic and tactical financial planning abilities.
- Analyze and evaluate client cases to prepare solutions that meet immediate need and long term goals.
- Use legal and ethical principles to analyze and apply practices to preserve wealth.
- Meet eligibility requirements for the rigorous multi-part CFP® Exam.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

The Certified Financial Planner Board of Standards, Inc. requires 3 years full-time work experience as outlined on their website at www.cfp.net.

*This course will only be offered online.

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantsstratton.edu/Degrees/StudentConsumerInfo.aspx
Financial Support Services
Associate of Applied Science Degree
Online Program: FISS-VAO, FISS-WIO, FISS-NYO

The Financial Support Services degree program prepares graduates to perform a variety of customer services in banks, insurance agencies and saving and loan companies processing financial transactions and generating reports. This program is designed to teach our students these essential workplace skills through a combination of financial services and liberal arts courses.

Students will learn how to calculate complex mathematical equations, complete fundamental accounting transactions, conduct themselves in an appropriately ethical manner and adhere to current legal regulations that are necessary to succeed in the financial services industry. The liberal arts courses will focus on verbal, quantitative and lifelong learning competencies that will prepare graduates to develop strategies to meet both their personal and professional goals.

Students will have an opportunity to enhance their knowledge and apply their skills through a combination of coursework, internship and reflection. Career job titles may include finance service representative, customer service representative, billing and posting clerk, brokerage clerk, loan processor, and banking specialist.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Process financial transactions and generate reports that support client needs.
• Judge appropriate ethical behaviors that follow the laws and regulations applicable to the financial services industry.
• Solve complex mathematical equations including time value of money.
• Select and support client relationship that will sustain business and sustain long term remuneration.
• Formulate useful solutions to clients’ financial and business related needs.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS120</td>
<td>Sales &amp; Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUSS213</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FINA190</td>
<td>Finance Principles</td>
<td>3</td>
</tr>
<tr>
<td>FINA201</td>
<td>Financial Concepts &amp; Calculations</td>
<td>3</td>
</tr>
<tr>
<td>FINA270</td>
<td>Financial Services Internship</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>Major Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Credit Hour

Liberal Arts Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required for Graduation: 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Hospitality Management – Restaurant & Hotel Services
Associate of Applied Science Degree / Associate of Occupational Studies*
Online Program: HOSS-NYo, HOSS-WIO, HOSS-VAo, HOSS-MDo, HOSS-OHo

Hospitality Management is a diverse, exciting and evolving global industry. Whether your current or future responsibilities involve assuming leadership roles in settings such as hotels, the food and beverage industry, travel and tourism, entertainment and sports venues, resorts and spa services, travel services, gaming and entertainment or special events planning, our Hospitality Management degree offers foundational knowledge and relevant skills to help students meet their professional development goals.

Hospitality management includes responsibility for strategic decision making across several areas of the business including human resources, marketing, sales, and finance. Students are prepared to be leaders in a service industry with a program emphasis on leading teams in providing guests’ value, service, comfort, and effective communication. The Hospitality Management degree program will provide the foundational skills and experiences necessary for students to enter the workforce or pursue further educational opportunities in the hospitality and management fields.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Define the foundational leadership, service and business principles that comprise hospitality-related planning, sales, service, human resources, marketing and operations management.
• Classify the entities, facets and professions that comprise the hospitality industry.
• Employ foundational management principles and skills to define and manage career-related decisions.
• Analyze and apply leadership and service principles and skills to hospitality management strategic decision-making scenarios.
• Utilize technology tools and resources to support industry standards for compliance and service level expectations.
• Analyze and apply leadership and service principles to social, interpersonal, legal and ethical issues in the hospitality industry.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

*Depending on State

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUSS110 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>HOSS110 Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSS120 Fundamental Hospitality Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>HOSS210 Technology in the Hospitality Management Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSS220 Ethical Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HOSS230 Leading Hospitality Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HOSS240 Convention and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HOSS265 Hospitality Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HURS133 Employment Law</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102 Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Office Management
Bachelor of Science Degree
Online Program: OITM-VAO, OITM-WIO, OITM-OHO, OIM-MDO

Information technology and management careers are transforming at an astounding pace. Mobile computing, virtual workplaces, electronic correspondence, and global markets have revolutionized all businesses and industries, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for administrative, support, and supervisory positions in business or industrial settings, professional offices, public institutions, and government agencies. Students will become proficient in state of the art technology and equipment, workplace procedures and management, document processing and informal communication skills and decision making. Students will gain an understanding of the impact of technology on office routines and procedures and the skills necessary to utilize technology to become efficient employees that assume leadership roles within the chosen career field. In addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of responsibility and importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

• Demonstrate and assess the utilization of current technologies in the management of the virtual workplace and/or business environment.
• Demonstrate a comprehensive understanding of key business processes including financial, managerial, marketing and human resource functions as it relates to the global economy.
• Demonstrate higher-level office administration, managerial, organizational, interpersonal and technical skills required to successfully create, and assess the implementation of required office procedures.
• Demonstrate an advanced level of competence in computer-technology applications, hand-held devices, and the use of the internet to access, evaluate and recommend efficient means to complete high-level managerial administrative and organizational tasks.
• Demonstrate ability to utilize current business related technologies and internet resources to identify creative solutions and alternatives to improve professional managerial productivity.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUS100</td>
<td>Business Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUS110</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS215</td>
<td>Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS410</td>
<td>Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS420</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM110</td>
<td>Office Technology Software I</td>
<td>3</td>
</tr>
<tr>
<td>VOIM120</td>
<td>21st Century Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>VOIM210</td>
<td>Office Technology Software II</td>
<td>3</td>
</tr>
<tr>
<td>VOIM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>VOIM230</td>
<td>Mobile Communication Management I</td>
<td>3</td>
</tr>
<tr>
<td>VOIM265</td>
<td>Office Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>VOIM320</td>
<td>Office Technology Software IV</td>
<td>3</td>
</tr>
<tr>
<td>VOIM330</td>
<td>Mobile Communication Management II</td>
<td>3</td>
</tr>
<tr>
<td>VOIM410</td>
<td>Web Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM420</td>
<td>Virtual Office Technology Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM430</td>
<td>Social Networking Management</td>
<td>3</td>
</tr>
<tr>
<td>VOIM440</td>
<td>Managing the Internet Business</td>
<td>3</td>
</tr>
<tr>
<td>VOIM465</td>
<td>Office Information Technology Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation: 120

Semester Credit Hour

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305</td>
<td>Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310</td>
<td>Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310</td>
<td>Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS301</td>
<td>Interpersonal Relations and Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SOC318</td>
<td>Topics in Ethics: Technology and Media</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation: 120

Open Elective Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation: 120
Mobile Applications Development (OH, WI, VA)
Associate of Applied Science
Online Program: MADD-OH, MADD-VA0, MADD-WI0

Information Technology with a Focus on Mobile Applications Development: Associate of Occupational Studies
Online Program: INMO-NYO, INMO-WI0, INMO-MDO

The Information Technology associate degree program with a focus on mobile applications development will provide instruction in Android programming, Java programming, and database fundamentals. Students will learn how to develop, write and test mobile applications, collect and track information about application usage, optimize application performance, manage external devices, work with cloud-based storage, and learn how to submit a mobile application to Google Play (the Android Market.) Graduates of the program will be able to write and develop software programs for mobile applications using languages related to contemporary Smartphones and tablets on the market and produce training programs through applications in simulation. The Information Technology with a focus on mobile applications development associate degree program will produce graduates who are prepared for entry-level positions with software development companies, business environments and corporate training development organizations.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Develop, write and test mobile applications for Smartphones, tablets and wireless systems.
• Write, compile and debug programs using object-orientated programming techniques.
• Design and create relational databases for business, Internet and wireless environments.
• Optimize and manage application performance and use mobile advertising networks.
• Use computer technology and networks to communicate globally for a variety of information and business purposes.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFT120 Programming I</td>
<td>3</td>
</tr>
<tr>
<td>INFT220 Programming II</td>
<td>3</td>
</tr>
<tr>
<td>INFT224 Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>INFT240 Introduction to Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>INFT247 Intermediate Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>INFT250 Advanced Android Development</td>
<td>3</td>
</tr>
<tr>
<td>INFT265 Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>TECH100 Business Information Systems Principles</td>
<td>3</td>
</tr>
<tr>
<td>TECH130 Hardware and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>TECH140 Networking Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102 Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

30

Total Credits Required for Graduation: 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Networking Technology
Associate of Applied Science Degree
Online Program: NETW-NY0, NETW-OH0, NETW-VA0, NETW-WI0, NEWT-AR0, NEWT-MD0

The associate degree in Network Technology offers students a foundation of classwork and hands-on experiences with Network Systems commonly found in business environments. Students will discover how information systems support organizational success. Networking students will then move on to discover the technologies that make up the network infrastructures that allow for successful transfer and use of mission-critical business information. Those in the Network Technology program will learn how to install, configure, secure, administer, and troubleshoot network systems. Students will also address managing users, shared resources, and various other network components like routers and switches in LANs, WANs, and wireless network environments.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Effectively communicate with end users, managers, and peers of a technical and non-technical nature.
- Design and administer networks through installing, configuring, troubleshooting and securing network hardware and software components.
- Use information technology to apply logical, legal, and ethical principles in performing industry related tasks or projects in a global systems environment.
- Demonstrate the ability to translate technical information into business language to meet organizational needs.
- Research, identify, evaluate, recommend and specify components complete systems relative to hardware/software needs of an enterprise.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>NETW150</td>
<td>Routing and Switching in Networked Environments</td>
<td>3</td>
</tr>
<tr>
<td>NETW200</td>
<td>Networking with Windows Operating System</td>
<td>3</td>
</tr>
<tr>
<td>NETW210</td>
<td>Networking with UNIX/LINUX Network Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>NETW220</td>
<td>Wireless Networks and WAN's in the Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>NETW240</td>
<td>Network Security and Forensic Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NETW250</td>
<td>Network Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>NETW265</td>
<td>Networking Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>TECH100</td>
<td>Business Information Systems Principles</td>
<td>3</td>
</tr>
<tr>
<td>TECH130</td>
<td>Hardware and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>TECH140</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required for Graduation: 60

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required for Graduation: 30

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Office Management  
Associate of Applied Science Degree

Online Program: OITT-VAO, OITT-WIO, OITT-OHO, OITT-NYO, OITT-MDO

Information technology has revolutionized the office environment. Electronic correspondence, the internet, mobile devices and virtual/wireless technology has revolutionized all businesses and industry, at home and abroad. As advances in technology continue, business minded individuals need to be prepared to use technology to advance within their chosen career field. This program of study is designed to prepare students for clerical, support and administrative assistant positions in all areas of business, from professional offices to public institutions, and government agencies. Students will become proficient in state of the art office technology and equipment, workplace procedures, document processing and design, and communication skills. Students will be able to utilize innovative technology to enhance and improve office procedures. In addition, students will develop the interpersonal, decision making and analytical skills required in dealing with workplace problems and situations. This program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold positions of importance in many areas of the business world.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Utilize current and innovative office technology in the operation of the virtual workplace and/or office environment.
- Employ key financial, managerial, marketing, relational and ethical business principles as it relates to the office environment and the global economy.
- Utilize higher level organizational, interpersonal and technical skills to successfully implement required office practices and procedures.
- Utilize advanced computer technology applications in the office environment to improve work-place efficiency.
- Assess current business related technologies and resources to enhance professional administrative productivity.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Graduates of this degree plan will achieve the following program and institutional outcomes:

**Major Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT110</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUSS100</td>
<td>Business Principles I</td>
<td>3</td>
</tr>
<tr>
<td>V0IM110</td>
<td>Office Technology Software I</td>
<td>3</td>
</tr>
<tr>
<td>V0IM120</td>
<td>21st Century Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>V0IM210</td>
<td>Office Technology Software II</td>
<td>3</td>
</tr>
<tr>
<td>V0IM220</td>
<td>Office Technology Software III</td>
<td>3</td>
</tr>
<tr>
<td>V0IM230</td>
<td>Mobile Communication Management I</td>
<td>3</td>
</tr>
<tr>
<td>V0IM265</td>
<td>Office Information Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Major Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Liberal Arts Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytical Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required for Graduation**

- 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
The associate degree in Security Technology offers students a foundation of classwork and hands-on experiences with business technology systems, and the security procedures and technologies used to secure those systems. Students will discover how information systems are integral to organizational success. Security students will then move on to discover the technologies that comprise network infrastructures that allow for the successful transfer and use of mission critical business information. After discovering the makeup of Technology systems, Security students will move on to experience the technologies and procedures TECH professionals use to secure business systems and assets. Students will learn how to assess businesses for risk, develop effective policies and procedures to secure systems and respond to incidents and disasters. Students will also interact with the technologies used to secure and harden servers, network operating systems, and systems in general.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Explain business fundamentals found in typical global businesses.
- Distinguish among the different components that make up typical computer networks in business environments.
- Describe information security, common attacks, and technologies used to secure typical business networks and data.
- Identify major features of commonly used network operating systems.
- Analyze business situations to identify potential risks to the business and its assets.
- Assemble effective security policies, audits, logging procedures, incident response steps, business continuation procedures, and disaster recovery plans based on business security analysis.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC R180</td>
<td>3</td>
</tr>
<tr>
<td>SEC R210</td>
<td>3</td>
</tr>
<tr>
<td>SEC R220</td>
<td>3</td>
</tr>
<tr>
<td>SEC R240</td>
<td>3</td>
</tr>
<tr>
<td>SEC R242</td>
<td>3</td>
</tr>
<tr>
<td>SEC R250</td>
<td>3</td>
</tr>
<tr>
<td>SEC R265</td>
<td>3</td>
</tr>
<tr>
<td>TECH100</td>
<td>3</td>
</tr>
<tr>
<td>TECH130</td>
<td>3</td>
</tr>
<tr>
<td>TECH140</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO SC102 Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required for Graduation: 60

Student Consumer Information is available on Bryant & Stratton College's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Criminology
Bachelor of Science Degree
Online Program: CRJU-OHO-BS, CRJU-VAO-BS, CRJU-WIO-BS, CRJU-MDO-BS

The design of the Criminal Justice baccalaureate degree program enhances learning through a rigorous study of Criminal Justice. This includes the study of ethics, as well as the variety of deviant and/or criminal behavior that contribute to crime. Students study the Criminal Justice administrative structure, which includes analysis of international, federal, state, and local agencies involved directly and indirectly in Criminal Justice. Students also examine the concept of crime through the study of the varied criminal activity that occurs in today's society. Reading, writing, and critical thinking skills are rigorously applied and developed throughout the program of study. The program is designed to provide graduates with a balance of theory and practice that will enhance their preparation for the criminal justice field.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply a comprehensive understanding and knowledge of the criminal justice system, criminology and victimology, juvenile justice system, public administration/policy, criminal and deviant behavior, criminal law and procedure through the evaluation of a variety of contemporary criminal justice issues.
- Display proficiencies in policing philosophies through the assessment of various investigation and surveillance techniques.
- Examine correctional practices in the United States to criticize the various philosophies of punishment, sentencing practices, victim's rights and community-based corrections.
- Evaluate the major criminological theories of crime causation including classical and contemporary theories.
- Distinguish the roles and challenges faced by the police, courts, and corrections and appraise their interrelationship within our justice system and justice systems internationally.
- Propose the characteristics of a sound ethical framework necessary to criminal justice professionalism through the review of various ethical theories and challenges.
- Appraise the value of leadership among various criminal justice related agencies.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

Semester Credit Hours

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU100 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU101 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU102 Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJU105 Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU110 Criminal Courts</td>
<td>3</td>
</tr>
<tr>
<td>CRJU150 Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU200 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJU210 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU222 Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJU265 Criminal Justice Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CRJU300 Ethical Dilemmas and Challenges in CRJU</td>
<td>3</td>
</tr>
<tr>
<td>CRJU303 Research Methods for the Criminal Justice Profession</td>
<td>3</td>
</tr>
<tr>
<td>CRJU320 Criminal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CRJU330 Victimology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU343 Criminal Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CRJU400 Comparative Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU423 Terrorism and Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CRJU485 Criminal Justice Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>Major Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150 Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201 Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250 Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL305 Research and Writing III</td>
<td>3</td>
</tr>
<tr>
<td>MATH103 Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH309 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250 Practices in Analytic Reasoning &amp; Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL310 Logic and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC310 Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC102 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC301 Interpersonal Relations &amp; Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Elective Requirements</th>
<th>Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credit Hours Required for Graduation | 120 |

Student Consumer Information is available on Bryant & Stratton's website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Criminology

The Criminal Justice associate degree program provides a broad understanding of the criminal justice system. The program includes the study of the United States court systems, correctional organizations, and law enforcement agencies. Students study the nature and extent of crime and delinquency, and the cause and explanation of criminal behavior. Reading, writing, and critical thinking skills are rigorously applied and developed throughout the program of study. Graduates are prepared for entry-level employment in a variety of Criminal Justice fields. The program is designed to provide graduates with a balance of theory and practice that will enhance their preparation for the criminal justice field.

Graduates of this degree plan will achieve the following program and institutional outcomes:

- Apply basic theories of criminal justice operations and management.
- Communicate effectively within the criminal justice system.
- Understand the laws regulating public conduct.
- Understand and apply concepts of community-oriented policing.
- Identify and resolve ethical issues in criminal justice.
- Follow criminal law and procedures.
- Use information technology skills in criminal justice applications.
- Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
- Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
- Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
- Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
- Participate in social, learning, and professional communities for personal and career growth.

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU100</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU101</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJU102</td>
<td>Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJU105</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU110</td>
<td>Criminal Courts</td>
<td>3</td>
</tr>
<tr>
<td>CRJU150</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU200</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJU210</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJU222</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJU265</td>
<td>Criminal Justice Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

**Liberal Arts Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOSCI20</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required for Graduation** 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
Paralegal Studies
Associate of Applied Science Degree
Online Program: PLEG-NYO, PLEG-OHO, PLEG-VAO, PLEG-WIO, PLEG-ARO, PLEG-MDO

The Paralegal Studies program emphasizes practical hands-on applications and prepares students to analyze cases and to prepare legal forms and documents required in litigating law suits, prosecuting crimes, closing real estate transactions, and drafting documents used in custody, separation, and divorce proceedings.

The program also emphasizes the ethical considerations for legal professionals as prescribed by the American Bar Association and the National Federation of Paralegal Associates.

Graduates are prepared to obtain entry-level positions working under the supervision of an attorney in private law firms or in other related occupations in government, legal departments of banks, corporations, insurance companies, accounting firms, and real estate development or property management firms.

Graduates of this degree plan will achieve the following program and institutional outcomes:
• Describe and discuss the basic responsibilities, legal and procedural theories, and limitations of a paralegal.
• Define, apply, and defend principles of legal ethics within a variety of settings.
• Distinguish appropriate legal terminology and utilize terms correctly in legal documents.
• Design and compose legal documents, including but not limited to correspondence, pleadings, briefs, and memoranda, that are relevant to different substantive areas of law.
• Utilize electronic and print resources to locate primary and secondary law related legal documents to research, summarize, and evaluate legal issues.
• Identify and utilize information technology tools and skills in both general and law related office practices.
• Apply appropriate paralegal specific knowledge, skills and behaviors to analyze and interpret primary and secondary law sources and related legal documents.
• Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats.
• Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations.
• Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement.
• Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions.
• Participate in social, learning, and professional communities for personal and career growth.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEG100</td>
<td>Introduction to Legal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PLEG110</td>
<td>Contract Law</td>
<td>3</td>
</tr>
<tr>
<td>PLEG120</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PLEG135</td>
<td>Legal Research &amp; Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PLEG140</td>
<td>Law Office Management &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>PLEG220</td>
<td>Torts and Remedies</td>
<td>3</td>
</tr>
<tr>
<td>PLEG230</td>
<td>Criminal Law &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PLEG235</td>
<td>Legal Research &amp; Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLEG265</td>
<td>Paralegal Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Major Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Liberal Arts Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM150</td>
<td>Introduction to Information Literacy and Research</td>
<td>3</td>
</tr>
<tr>
<td>COMM201</td>
<td>Public Speaking and Rhetorical Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECON220</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MATH103</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI280</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL250</td>
<td>Practices in Analytic Reasoning and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS102</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation 60

Student Consumer Information is available on Bryant & Stratton College’s website at http://www.bryantstratton.edu/Degrees/StudentConsumerInfo.aspx
COURSE DESCRIPTIONS

The course numbering system consists of four letters and three numbers for each course. The letters indicate the following subject areas:

Accounting .................. ACCT
Business ..................... BUSS
College Success .......... MISC PREFIXES
Communication .......... COMM
Criminal Justice .......... CRJU
Economics ................ ECON
English ..................... ENGL
Financial Services .... FINA
Health Services .......... HTHS
Human Resources ......... HU RS
History ..................... HIST
Hospitality ................. HOSS
Humanities ................. HUMA
Information Technology .. INF T
Interactive Media Design . INMD
Literature ................. LITR
Mathematics .......... MATH
Medical Administrative Assistant . MAAT
Medical Insurance Billing & Coding .......... MIBC
Medical Reimbursement & Coding .......... MRC
Natural Science .......... NSCI
Network Technology ........ NETW
Paralegal Studies ........ PLEG
Philosophy ................. PHIL
Psychology ................. PSYC
Security Technology .......... SECR
Social Science ............ SOSC
Technology ................ TECH
Virtual Office Information .... VOIM
Management

Note: All major required courses are offered during each calendar year; however, not every course is offered every semester.

Accounting (ACCT)

ACCT110
ACCOUNTING PRINCIPLES I
3 Semester Credit Hours

An introduction to accounting concepts, principles, and practices is provided. The focus is upon the accounting cycle, the recording process, financial statement preparation, payroll and cash control.

ACCT120
ACCOUNTING PRINCIPLES II
3 Semester Credit Hours

Accounting concepts, principles and practices are continued. This course includes specific inventory methods, receivables and payables, bad debt, and valuation of plant and equipment. An overview of basic partnership and corporate transactions, cash flows, and cost principles is provided.

Prerequisite: ACCT110

ACCT130
TAX ACCOUNTING
3 Semester Credit Hours

The theory and practice of federal income taxes for preparation of individual returns and basic business returns are covered. IRS structure, federal tax forms and schedules, and computerized tax packages are also included.

Prerequisite: ACCT110

ACCT210
ACCOUNTING SYSTEMS
3 Semester Credit Hours

Students will explore concepts and applications of accounting through the use of integrated technology.

Prerequisite: ACCT120

ACCT215
INTERMEDIATE ACCOUNTING
3 Semester Credit Hours

This course is an advanced study of financial statements, cash, temporary investments, and inventory valuations. Emphasis is placed on calculations and analysis of information to prepare journal entries, financial statements and bank reconciliations.

Prerequisite: ACCT120

ACCT220
FINANCIAL ANALYSIS
3 Semester Credit Hours

Fundamental concepts of financial analysis and planning are covered. Students will apply ratio analysis and techniques to determine strengths and weaknesses of an organization. Capital budgeting, debt and equity fund raising, and forecasting based on budgets and cash projections are included with more advanced focus upon financial statements, cash, and temporary investments. Preparation and interpretation of the cash flow statement relative to the decision making process is also addressed.

Prerequisite: ACCT120

ACCT230
COST ACCOUNTING
3 Semester Credit Hours

A study of job order and process cost accounting systems is provided. Cost applications for manufacturing, materials, labor, factory overhead, departmental costs, direct and absorption costing methods, and a more in-depth study of break-even and cost-volume-profit analysis are covered. An overview of activity based costing (ABC) is also included.

Prerequisite: ACCT120

ACCT240
ACCOUNTING CASES AND ETHICS
3 Semester Credit Hours

Students will review topics covered on the ACAT exam. In addition, a real world application case will require adjustments, corrections, and reclassifications of records in order to demonstrate competencies in the overall accounting process. A discussion of ethics will be integrated into topic areas.

Prerequisites: ACCT210 & ACCT220

ACCT265
ACCOUNTING CAPSTONE
3 Semester Credit Hours

Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.

Prerequisite: CMSM001
Business (BUSS)

BUSS100 BUSINESS PRINCIPLES
3 Semester Credit Hours
Business Principles provides an introduction to fundamental business operations. The course provides insight into the global economy as well as explores management, marketing, economics, human resources, ethics and financial principles.

BUSS110 MARKETING PRINCIPLES
3 Semester Credit Hours
Marketing Principles is designed to teach students the fundamental marketing terms and concepts used in contemporary marketing. The marketing approach includes defining the market environment, market research, and the marketing mix (4 P’s: product, price, promotion and place). At the conclusion of the course, students will develop and present their marketing plan.

BUSS120 SALES AND SERVICE PRINCIPLES
3 Semester Credit Hours
Students will learn fundamental sales techniques to increase performance by applying effective sales strategies and customer service support. Learning foundational skills of the sales and service process, creating sales proposals, and the delivery of effective sales presentations to increase market share and customer satisfaction are the goals of this course. Practical sales and service experience will be gained through the use in sales presentation, role playing and problem resolution. Exploration of ethics, behavior patterns, product analysis, and sales promotion will enhance the application of concepts.

BUSS213 BUSINESS LAW AND ETHICS
3 Semester Credit Hours
Describe how the law provides standards and a compliance system specifically tailored to the business environment. Students will examine emerging law topics including: copyright and trademark infringement, contracts, ethics, sales, criminal law, and cyber-law. Through discussion and the practice of cases students will evaluate current legal and ethical challenges.

BUSS215 MANAGEMENT PRINCIPLES
3 Semester Credit Hours
Students will study the functions of managerial and leadership theory and accountability. Special attention will be given to social responsibility and managerial ethics, and strategic planning through the analysis of case studies and class discussion. At the conclusion of this course, students will develop their own philosophical approach to organizational structure along with management and leadership.

BUSS220 INTRODUCTION TO PROJECT MANAGEMENT
3 Semester Credit Hours
Students will be introduced to the field of project management by combining theoretical and practical approaches that examine project manager responsibilities associated with initiating, selecting, planning, executing, controlling, and closing a business project. Subsequent project management course will expand upon the concepts learned in this course and provide an advanced strategic approach to mastering project management.

Prerequisite: BUSS100

BUSS250 THEORIES of eCOMMERCE
3 Semester Credit Hours
An introduction to the theories of creating retail stores on the Internet including identifying a product to sell, finding customers, advertising, setting up the Internet-based store, constructing a warehouse, and establishing a credit payment and delivery system.

BUSS265 BUSINESS CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.

Prerequisite: CMSM001

BUSS300 BUSINESS MANAGEMENT
3 Semester Credit Hours
An overview of business planning, operations, and law with an emphasis on organizational management, behavior, and ethics.

BUSS305 ENTREPRENEURSHIP
3 Semester Credit Hours
The course focuses on how to start a business. It examines the personal traits of an entrepreneur, the advantages and disadvantages of owning a business, new start-ups, and franchising.

BUSS310 MARKETING AND SALES
3 Semester Credit Hours
The principles of marketing and selling are discussed. Students study the consumer decision-making process, targeting, segmentation, positioning, prospecting, and follow-up techniques.
BUSS320
MARKETING MANAGEMENT
3 Semester Credit Hours
Development and implementation of a marketing program that addresses the issues of target markets, sales, advertising, channels, pricing and forecasting.
Prerequisite: BUSS110

BUSS325
GLOBAL MANAGEMENT
3 Semester Credit Hours
Utilizing globalization as a focus, this course provides the opportunity for students to explore and examine the cross-cultural and international environmental influences on an organization's marketing, financial and managerial operations. Special emphasis is placed upon a global mindset including adapting organizational structures to a constantly changing marketplace and transcending language and behavior barriers.
Prerequisite: BUSS100

BUSS330
ADVANCED BUSINESS LAW
3 Semester Credit Hours
Students will learn how businesses operate within a legal and regulatory framework from several perspectives. Special emphasis is given to the following substantive areas of law: banking and bankruptcy, agency and employment law, business organizations, corporations and property and estates.
Prerequisite: BUSS213

BUSS335
GLOBAL MARKETING
3 Semester Credit Hours
This course examines the issues involved with developing strategies and supporting marketing operations on a global scale. Students will evaluate opportunities, create plans and adapt marketing tactics to facilitate select target market needs in coordination with a firms global market strategy. This course will only be offered online only.

BUSS340
OPERATIONS MANAGEMENT
3 Semester Credit Hours
A survey of operations management techniques and procedures, this course topic includes TQM, aggregate planning and budgeting, projecting operational time lines and continuous improvement. Emphasis is placed upon strategic considerations and profit maximization.
Prerequisite: MATH309

BUSS360
PROJECT PROCUREMENT MANAGEMENT
3 Semester Credit Hours
This course covers subjects regarding the processes required to acquire product or services needed from outside the project team. Students will learn about the processes required to plan, conduct, administer, and close procurements. Students will also study the purpose of each element and how to manage the process from either the buyer or seller perspective.
Prerequisite: BUSS230

BUSS370
PROJECT RISK MANAGEMENT
3 Semester Credit Hours
This course covers subjects regarding the processes required to increase the probability and impact of positive events and decrease the probability and impact of negative events. Students will learn about the processes required to plan, identify, analyze, respond, monitor and control risks. Students will learn a variety of qualitative and quantitative tools to support all the risk processes.
Prerequisite: BUSS230

BUSS380
PROJECT SCHEDULING AND COST MANAGEMENT
3 Semester Credit Hours
This course expands upon project planning and cost management. Students will develop the skills necessary to manage the timely completion of a project by defining, sequencing, and estimating activities to create and control a project schedule. Students will also learn about the processes to estimate costs, determine and control budgets. Students will learn a variety of qualitative and quantitative tools to support both schedule and cost management through the development of a project plan. This course will only be offered online only.
Prerequisite: BUSS30

BUSS405
SMALL BUSINESS FINANCE
3 Semester Credit Hours
The course examines the various financial issues that a small business owner/manager encounter. Topics to be covered are financial resources, owner liabilities, financial systems, tax issues, risk management and pension planning.
Prerequisite: ACCT220

BUSS410
PERFORMANCE MANAGEMENT
3 Semester Credit Hours
Students learn basic principles supporting the creation of a Strategic Performance Based Management system. They will then develop specific behavioral skills associated with the high performance workplace. Utilizing the methodology of interactive small group problem solving sessions, coaching, performance appraisal, evaluation and termination skills will be modeled. Organizational culture topics in diversity, discrimination, labor relations that impact individual performance will be discussed and simulated through case studies and group discussion.
Prerequisite: BUSS215 or HTHS301

BUSS420
PROJECT MANAGEMENT
3 Semester Credit Hours
This course is designed to guide students through a complete project, from initial planning, obtaining resources, establishing priorities, meeting deadlines, and conducting project-related meetings, to evaluating progress, revising plans, and bringing the project to a successful conclusion.

BUSS430
MARKETING COMMUNICATIONS
3 Semester Credit Hours
An examination of marketing and advertising approaches and how they influence decision-makers. The course examines different media approaches and the development of marketing brochures, displays and web pages.

BUSS440
RELATIONSHIP MANAGEMENT
3 Semester Credit Hours
This course covers the business paradigm shift that focuses on the systematic development and cultivation of business relationships through marketing. The rules for business success have changed along with globalization, advances in technology, and the dimensions of relationship management. The course will explore both theory and application, demonstrating measurable benefits for organizations that move from short-term or volume transactions to a focus that develops long term customer value.

BUSS450
STRATEGIC MANAGEMENT
3 Semester Credit Hours
As a senior capstone course, students integrate and apply Business curriculum concepts. A detailed strategic plan is developed consisting of the goals, action steps and budget which are aligned with an organization's mission. Students test various aspects of the plan and evaluate results.
Prerequisite: Final Semester or Dean’s Permission
BUS465
BUSINESS CAPSTONE PROJECT
3 Semester Credit Hours
Students will design, execute and present the outcomes of a research-related, industry-specific capstone project. They will use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline.

College Success
(Misc. Prefixes)
CMSM001/CMSM0215
CAPSTONE PREP SEMINAR
This required seminar is a prerequisite to the Capstone course within all degree plans (except Nursing). Students prepare professional employment tools, in addition to a networking report as part of their portfolio. Students develop and practice effective interviewing techniques while articulating their skills and abilities in mock interviews. Students also participate in the final PDD event to prepare for career placement upon graduation.

ENGL099
PRE-COLLEGE ENGLISH
3 Semester Credit Hour Equivalents
Students review and practice the rules of grammar, punctuation, and essay development and develop their writing strategies through individual and group involvement. Students demonstrate a need for this course through a diagnostic evaluation. Satisfactory completion of this course qualifies students for enrollment in ENGL101 Research and Writing I.

FYEX098
FIRST YEAR EXPERIENCE
The First Year Experience (FYE) is a required and graded group advising seminar focusing on the academic, career and lifelong success for students. Modules are delivered over the 15 week period to support the academic progress and social transition that is vital to the college experience.

MATH097
PRE-COLLEGE MATHEMATICS
3 Semester Credit Hour Equivalents
Students refresh their knowledge of the basic principles of arithmetic and algebra. Fundamental operations and problem solving are developed through exercises and drills. Students demonstrate a need for this course through a diagnostic evaluation. Satisfactory completion of this course qualifies the student for enrollment in more advanced mathematics courses.

Communication (COMM)
COMM 150
INTRODUCTION TO INFORMATION LITERACY AND RESEARCH
3 Semester Credit Hours
Students study the evolution of information and the impact of technology on research, and learn how to access, evaluate, and communicate research findings. The research process and papers required, of each student include inquiry into the field history of each student’s chosen career along with the assignments on how changes in technology have impacted the communication process in the career field.

COMM 201
PUBLIC SPEAKING & RHETORICAL PERSUASION
3 Semester Credit Hours
This course is a multi-disciplinary course with the infusion of communication theory along with critical analyses of written and presented speech to include a composition/rhetoric/textual element from the English discipline. Prerequisite: COMM150

Criminal Justice (CRJU)
CRJU100
INTRODUCTION TO CRIMINAL JUSTICE
3 Semester Credit Hours
This course lays the foundation for a solid understanding of the components, processes, and functions of the criminal justice system in the United States. Topics include: history, structure, functions, and philosophy of the criminal justice system; relationship of the criminal justice system to the three branches of government; trials; sentencing; victims; the corrections system; the impact of substance abuse on crime; the use of technology to solve crimes; and the impact of multicultural and international crime.

CRJU105
CORRECTIONS
3 Semester Credit Hours
Providing a survey on the contemporary American Corrections system, this course focuses on crime, courts, corrections, and law enforcement. Structure for the content presents three specific challenges facing the criminal justice community today: 1) the need for public order and safety contrasted with the constitutional and procedural rights of the individual; 2) diversity at all levels; and 3) the double-down of technology in promoting faster detection and apprehension, while offering additional opportunities to criminals. Specific topics include: patterns of crime, crime causation, definition and description of Corrections; the rule and types of law; history and structure of policing history; management of policing organizations, and legal aspects of policing.

CRJU110
CRIMINAL COURTS
3 Semester Credit Hours
By illustrating the important work of judges, juries, prosecutors, and defense attorneys, this course offers a practical overview of the United States criminal court system. Topics include: processing of offenders, arrest, charging, and booking, the trial process, sentencing, the appeal process, and other important issues. Prerequisite: CRJU100

CRJU120
COMMUNITY CORRECTIONS
3 Semester Credit Hours
This course will review probation, parole, and community corrections. Students will learn about their histories and organizational structures, the nature and effects of the process by which offenders are handled, and the dynamics and trends toward change in the fields of probation, parole, and community-based corrections. Prerequisite: CRJU100
Prerequisite: CRJU 100

Students are introduced to the history, standard criminal investigation, and effective methods of interviewing, the basic skills model for interviewing, communication of empathy, use of speed and pacing, and immediacy, concreteness, confrontation and assertion skills.

Prerequisite: CRJU 100

This course provides an overview of the management and administration of correctional agencies. Included topics are the management and leadership, strategic management, implementing correctional goals, managing offender risk, staff organization and functions, controlling violent inmates, creating a safe and secure prison environment, supervising employees, human resource management, and controlling correctional costs. Students will have the opportunity to compare general public management challenges to the growing correctional populations.

Prerequisite: CRJU 100

This course provides a practical interviewing guide for persons who work in the Criminal Justice system. Specific topics include: Interview preparation, nonverbal communication, types of interviewees, multicultural interviewing, the basic skills model for interviewing, communication of empathy, use of speed and pacing, and immediacy, concreteness, confrontation and assertion skills.

Prerequisite: CRJU 100

This course focuses on the history of policing, police culture, basic organizational concepts of law enforcement agencies, operational considerations and managing of the police organization. Specific topics include: management styles and principles, characteristics of police culture, the purposes of police organizations, operating principles, the art of proactive police leadership, communication management, police technology, patrol operations and community policing, non-management functions, administrative functions, fiscal policies, collective bargaining, and training.

Prerequisite: CRJU 100

This course focuses on the history of criminal investigation, basic concepts, methods of investigation, collecting evidence, interrogating witnesses and suspects, laboratory and technical services, ethical considerations, conducting the search of a crime scene, reporting, and effective methods of surveillance.

Prerequisite: CRJU 100

This course explores current critical issues concerning the efficient and effective delivery of security services. In particular, it focuses on three key areas: the administration of security by the public and private sectors and the need for greater cooperation between the two; the policies for the administration of security as set forth in the myriad of new and revised domestic security laws, especially the USA Patriot Act; and the need for security administrators to use technology to protect critical assets.

Capstone courses are culminating, comprehensive academic experiences. Students apply the theoretical and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.

This course looks at the ethical dilemmas and professional problems faced by criminal justice personnel. Students will discuss the practical applicability of ethical ideals and organizational codes and standards. Students will study key concepts related to ethics and the impact of ethical decisions. This will include investigation of the relationship between values, morals, ethics, and critical thinking. Different philosophies related to ethics will be examined, and students will apply these theories through an analysis of the various processes associated with making ethical decisions. Finally, students will examine the specific nature of ethics in the criminal justice system and will evaluate methods used to address ethical misconduct in society.
CRJU303
RESEARCH METHODS FOR THE CRIMINAL JUSTICE PROFESSION
3 Semester Credit Hours
This course provides students with an overview of research processes that are commonly used in most areas of the Criminal Justice profession. This will include discussion of topics that range from the relationship between theory and research, the notion of causation, specific forms of research designs and associated techniques, the process of conceptualization and measurement; operationalization, factors to consider in sampling, fundamental descriptive statistics, and information literacy skills tied specifically to the location, evaluation, analysis, and synthesis of research and data culled from the internet, electronic resources, and other data mining sources. Students also will discuss particular ethical issues that are associated with Criminal Justice-centered research. Students will study both the basics of research methods as well as their applicability within the larger Criminal Justice field.
Prerequisite: COMM150

CRJU310
JUVENILE DELINQUENCY
3 Semester Credit Hours
A theoretical look at juvenile delinquency will be covered in detail during this course. The causes of juvenile delinquency will be examined at length. There will be a strong sociological focus on the root causes of delinquency and the theme followed across the life course. The information gathered helps learners understand how delinquent behavior originates. The course follows if it either continues and evolves into adult criminality or terminates. There will be an emphasis on the important roles that gender, race, social class and place of residence play in the formative adolescent years.
Prerequisite: CRJU105

CRJU320
CRIMINAL BEHAVIOR
3 Semester Credit Hours
This course will examine knowledge gained regarding the “crime problem” and delve into the many levels of events that influence a person’s life course—from the individual to the individual’s family, peers, schools, neighborhoods, community, culture and society as a whole. Reviews of contemporary research, theory and practice concerning the psychology of crime will be presented. Descriptions of the behavioral, emotional, and cognitive aspects of crime are examined from the perspectives of the victim and offender. The causes, classification, prediction, prevention, intervention and treatment of delinquency and criminal behavior are also examined.
Prerequisite: CRJU101

CRJU330
VICTIMOLOGY
3 Semester Credit Hours
This course examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization. Students will study the terminology related to violence and victimization, as well as the concept of victimization. This will include tracing the development of theories of victimization and differentiation between types of violence. Students will examine offender-victim relationships and analyze injustices in the criminal justice system. Motives for terrorism will be examined, as well as an assessment of laws to combat terrorism. Finally, students will appraise ways to respond to criminal victimization.
Prerequisite: CRJU101

CRJU331
CYBER CRIME
3 Semester Credit Hours
This course addresses society and the criminal justice system to the expanding high-tech crime primarily though the use of computers. Explored are the high-tech crimes and techniques used by criminals. The tools and methods used by both criminals and investigators are explored. High tech crime has opened a new career field in various levels of the justice system.

CRJU333
WHITE COLLAR CRIME
3 Semester Credit Hours
This course provides an expanded definition of white collar crime and the victims impacted by deceptive acts. The list of this type of crime has expanded to include conspiracy, fraud, and insider training. Corporation, not-for-profit and educational leaders are now being held accountable for actions which result in a loss of money or present false results to all stakeholders. This course will delineate environmental crimes, hazardous workplaces, medical malpractice, and unsafe products as items to add to the criminal list. In addition, there will be discussions of many other categories of white-collar crime are covered such as: embezzlement, securities fraud, political corruption and computer scams.

CRJU335
DRUGS AND CRIMINAL JUSTICE
3 Semester Credit Hours
Determining who is impacted by drug use, misuse and abuse and how it has expanded in our society. This course emphasizes the sociological aspects of drug-taking behavior and the relationship between drugs and crime. The criminal justice system’s impact on the growth of drug use in America is discussed. How legal and illegal drugs affect the mind and the body is examined. The basic facts and major issues concerning drug taking behavior is presented in a straightforward comprehensive way.

CRJU343
CRIMINAL JUSTICE ADMINISTRATION
3 Semester Credit Hours
This course will describe justice administration in a dynamic and changing world where society is adapting for future challenges. Criminal justice administration and career opportunities are addressed. A review of the “Ten Commandments” for police executives and discussions of courtroom civility and violence. Additional aspects of the justice systems such as inappropriate prison staff-inmate relationships, administering the death penalty, probation-police partnerships, computer crime and probation, workplace loyalty, drug courts and new technologies. Ethical considerations will be explored regarding the criminal justice system.
Prerequisite: CRJU100

CRJU400
COMPARATIVE CRIMINAL JUSTICE
3 Semester Credit Hours
This course provides a global view of criminal justice by using different countries to demonstrate their legal systems. Comparative criminology and comparative criminal justice are distinguished. Four contemporary legal traditions are identified and their basic features are presented.
Prerequisite: CRJU100

CRJU422
FAMILY VIOLENCE
3 Semester Credit Hours
This course covers research from a sociolegal perspective with a leaning toward the criminal justice perspective. Legislation enacted is cited and the impact on improving the consequences explained. The definition of victims and offenders are expanded to include the elderly, disabled, children, males and females, heterosexuals and homosexuals, and all forms of family violence is discussed. The crimes of domestic violence are identified and the consequences understood through research.

CRJU423
TERRORISM AND HOMELAND SECURITY
3 Semester Credit Hours
This course reviews the history of terrorism and its origins, its rapid evolution in the present and future. Terrorist events – left and right wing – are examined in various countries and regions. Discussions are presented about efforts of nations around the world to deter or discover terrorism and to find other ways to deal with the threats.
Prerequisite: CRJU100

CRJU465
CRIMINAL JUSTICE CAPSTONE
3 Semester Credit Hours
Students will design, execute and present the outcomes of a research-related, industry-specific capstone project. They will use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline.
Economics (ECON)

**ECON220**
**MACROECONOMICS**
3 Semester Credit Hours
This course will introduce the students to issues in macro theory through the use of models, principles and econometric analysis. Topics will include: opportunity costs, supply and demand, market equilibrium, and the assessment of GNP/GDP. Discussions will focus on the impact of business cycles, the role of government in the economy, the financial system, the role of monetary policy and the major issues facing the U.S. economy.

**ECON325**
**MICROECONOMICS**
3 Semester Credit Hours
This social science course, based upon the “allocation of scarce resources,” examines basic economic assumptions and models. Though the economic functions of government and aggregate concepts are addressed, the course primarily has a microeconomic focus. Opportunity costs, supply and demand, market equilibrium and the GNP/GDP are covered. The impact of business cycles, economic policies, deregulation, environmental protection and labor on both the market and the individual organization is also highlighted.

English (ENGL)

**ENGL101**
**RESEARCH AND WRITING I**
3 Semester Credit Hours
Students develop their expository and persuasive writing skills through varied writing experiences. Information literacy skills and research techniques are introduced and reinforced. Students apply their information literacy and writing skills to produce a paper which incorporates research in appropriate APA citation style.
Prerequisite: Placement Evaluation or ENGL099

**ENGL250**
**RESEARCH AND WRITING II**
3 Semester Credit Hours
This course builds on the research and writing skills developed in the previous English course. Students make critical decisions about the research necessary to produce diverse writings appropriate in content, format, and documentation. Using their research, students produce documents that will positively affect varied audiences.
Prerequisite: ENGL101

**ENGL295**
**INTERPERSONAL AND SMALL GROUP COMMUNICATION**
3 Semester Credit Hours
A study of the principles and theories of human communication with emphasis on interpersonal and small group communication. Students apply the essentials of communication transactions in a variety of settings and explore problem-solving techniques within small group scenarios.
Prerequisite: ENGL101

**ENGL305**
**RESEARCH AND WRITING III**
3 Semester Credit Hours
This course provides a background in advanced composition strategies and advanced research methodologies through the study of qualitative research methodologies to develop and enhance professional and academic writing skills.
Prerequisite: ENGL250

Financial Services (FINA)

**FINA190**
**FINANCE PRINCIPLES**
3 Semester Credit Hours
This survey course provides a general overview of financial management with a focus on the tools and techniques used in financial decision making. Students are introduced to the fundamentals of business finance and will learn the basic concepts of time value of money, asset valuation and risk and return.

**FINA201**
**FINANCIAL CONCEPTS AND CALCULATIONS**
3 Semester Credit Hours
The time value of money (TVM) serves as the foundation for all other concepts in finance. This course provides the foundation necessary to compute advanced financial calculations including TVM. Students develop competencies through the practical application of quantitative investment concepts, measures of investment returns, bonds and stock valuation concepts and depreciation. Students are also introduced to the mathematical treatment of risk-neutral valuation, arbitrage, options, futures, and derivatives. In subsequent courses, students will apply the fundamental skills learned in this course to continue to solve a variety of financial equations.
Prerequisite: MATH103

**FINA265**
**FINANCIAL SERVICES CAPSTONE**
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisite: CMSM001

**FINA371**
**PERSONAL FINANCIAL PLANNING**
3 Semester Credit Hours
Financial planning process; client/planner interactions; time value of money applications; personal financial statements development and assessment; cash flow and debt management; asset acquisition; education planning; planning elements of risk management; investment planning; and retirement planning; special needs planning review; integrating planning recommendations; financial planning ethics review; overview of practice management concepts. *Note: This course will only be offered online.*
Prerequisite: FINA190, ECON220
FINA372 INSURANCE PLANNING
3 Semester Credit Hours
This course introduces students to risk management and insurance decisions in personal financial planning. Topics include insurance for life, health, disability, property and liability risks, as well as annuities, group insurance, and long term care. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213

FINA373 INVESTMENT PLANNING
3 Semester Credit Hours
This course provides the student with an understanding of the various types of securities traded in financial markets, investment theory and practice, portfolio construction and management, and investment strategies and tactics. Note: This course will only be offered online.
Prerequisite: FINA371, ECON220

FINA374 INCOME TAX PLANNING
3 Semester Credit Hours
The course focuses on principles and current law and practice of income taxation and its impact on financial planning for individuals, couples and families in their roles as investors, employees and business owners. Note: This course will only be offered online.
Prerequisite: FINA371, ACCT213

FINA375 RETIREMENT PLANNING
3 Semester Credit Hours
Retirement planning focuses on preparation for retirement. The course will include the importance of retirement planning, an evaluation of the client's needs, and an understanding of Social Security and Medicare, and qualified and non-qualified retirement plans. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213

FINA465 FINANCIAL PLANNING CAPSTONE PROJECT
3 Semester Credit Hours
This course requires the student to demonstrate the ability to integrate and apply his or her knowledge of financial planning topics through the design, execution, oral presentation and defense of an authentic financial plan. The student will also refine his or her skills to identify and meet the financial needs and objectives of individuals, families, and business owners. At the conclusion of this course, the student will have demonstrated the ability to apply the financial planning process to real-life situations, as well as the ability to communicate his or her planning recommendations to a client. This course will be offered online only.

FINA476 ESTATE PLANNING
3 Semester Credit Hours
Estate Planning focuses on the efficient conservation and transfer of wealth, consistent with the client's goals. It is a study of the legal, tax, financial and non-financial aspects of this process, covering topics such as trusts, wills, probate, advanced directives, charitable giving, wealth transfers and related taxes. Note: This course will only be offered online.
Prerequisite: FINA371, BUSS213

History (HIST)

HIST300 TWENTIETH CENTURY WORLD HISTORY
3 Semester Credit Hours
A survey of key developments and prevalent themes in world history. Students study how select world-wide events affected the social and cultural fabric of a cross section of Western and Non-Western nations.
Prerequisite: FINA371, BUSS213

HIST315 CONTEMPORARY ISSUES IN AMERICAN HISTORY
3 Semester Credit Hours
In this course students will develop historical thinking skills required of learners, citizens and members of the workforce so they may make informed political decisions about contemporary issues. Students will be exposed to both conservative and liberal perspectives in an effort to assess the impact ideologies, time periods, and events had upon the nation's development as a capitalist democratic state and its' role in world affairs. This course provides a contemporary analytical review and understanding of the political, social, cultural, economic, and intellectual history of the United States since 1945 in an effort to guide students in their understanding of the values and traditions which unite Americans in spite of persistent divisions and tensions.
Prerequisite: FINA371, BUSS213

Health Services (HTHS)

HTHS265 HEALTH SERVICES CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisite: CMSM001

HTHS301 HEALTH SERVICES MANAGEMENT I
3 Semester Credit Hours
This course provides an overview of global health care systems and a review of the theoretical, conceptual foundations, and practices of health services management. The manager's role in planning, organizing, staffing, directing, and monitoring are introduced and discussed. Approaches to managing major functional areas of the health care organization are reviewed including communication, human resources, financing and budgeting, and legal/regulatory. Students will understand governance in an organization and learn about best practices for quality and ethical management and the importance of monitoring influences in the external environment.

HTHS302 HEALTH SERVICES MANAGEMENT II
3 Semester Credit Hours
This course provides the student with advanced concepts and applications of the management process in health care. Perspectives from organizational theory and management provide a conceptual basis for understanding and analyzing the practice of management in health care organizations. An overview of the strategic management process is provided. Advanced principles of management in health service organizations, focusing on legal and ethical concepts, corporate compliance, long-range planning, growth through alliances and affiliations, and future trends are discussed.
Prerequisite: HTHS301
Prerequisite: ACC110

**MAKING**

financial techniques in health care decision

This course provides foundational instruction in the
financial management principles, practices, and techniques used in health care organizations. Students learn to examine and understand statements of operation, balance sheets, and cash flow statements in order to make administrative decisions. This course is designed to build upon the concepts introduced in basic accounting courses and develop proficiency in applying administrative financial techniques in health care decision making.

**Prerequisite:** ACCT110

---

**HTHS305**

**LEGAL ASPECTS OF HEALTHCARE MANAGEMENT**

3 Semester Credit Hours

This course explores in part the essential legal aspects of health care facilities. Students consider the various types of disasters that must be planned for and learn the six primary phases of disaster response. This course then builds upon that basic understanding and leads students to consider how health care facilities can best plan for disasters. In addition to the broad considerations of both internal and external planning, the specifics of developing a documented disaster plan are demonstrated.

**Prerequisite:** MAAT111

---

**HTHS310**

**HEALTHCARE INFORMATION SYSTEMS MANAGEMENT**

3 Semester Credit Hours

This course provides an overview of the information systems used in the health care industry and establishes a framework for understanding the administration and delivery of health services using information systems. This course examines the use of technology in warehousing and mining health care data, communicating health care data, and safeguarding health care data, including discussion of electronic health records. This course explores the issues, benefits, and challenges of health care information systems as well as the future of health information management systems.

**Prerequisite:** COMM150

---

**HTHS315**

**HEALTHCARE FINANCE & ACCOUNTING MANAGEMENT**

3 Semester Credit Hours

This course provides foundational instruction in the financial management principles, practices, and techniques used in health care organizations. Students learn to examine and understand statements of operation, balance sheets, and cash flow statements in order to make administrative decisions. This course is designed to build upon the concepts introduced in basic accounting courses and develop proficiency in applying administrative financial techniques in health care decision making.

**Prerequisite:** ACCT110

---

**HTHS400**

**DISASTER PLANNING & MANAGEMENT**

3 Semester Credit Hours

This course explores the principles of disaster planning for hospitals and other health care facilities. Students consider the various types of disasters that must be planned for and learn the six primary phases of disaster response. This course then builds upon that basic understanding and leads students to consider how health care facilities can best plan for disasters. In addition to the broad considerations of both internal and external planning, the specifics of developing a documented disaster plan are demonstrated.

**Prerequisite:** MAAT111

---

**HTHS405**

**LONG TERM CARE MANAGEMENT**

3 Semester Credit Hours

This course is an introduction to management in the long-term care system. Students develop knowledge of the various segments of the system, how the system developed to its current state, compares it to an ideal system, and projects future trends. This course covers the full continuum of long-term care. The increasingly important topics of the aging of American society, the impact of the “baby-boomers”, consumer choice, and the growing diversity in long-term care are covered extensively and from a variety of perspectives.

**Prerequisite:** MAAT111

---

**HTHS410**

**HEALTH RESEARCH METHODS**

3 Semester Credit Hours

This course provides a foundation in the essential components of health care research. Included is background information regarding the evolution of health care research, the current status of research in health care, and the challenges health care research will face in the future. Students learn about the various methods of research, how to develop a research question and review current literature on their chosen topic, as well as how to evaluate existing case studies and write a research proposal. The various methods of data collection and data management are discussed and students learn to design and conduct a study. This course then discusses data analysis and interpretation, generating reports for various venues, and the impact of health-related research. Students will also consider the challenges of health services research.

**Prerequisite:** COMM150 & MATH309

---

**HTHS465**

**HEALTH SERVICES CAPSTONE PROJECT**

3 Semester Credit Hours

Students will design, execute and present the outcomes of a research-related, industry-specific capstone project. They will use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline.

---

**Hospitality (HOSS)**

**HOSS110**

**INTRODUCTION TO HOSPITALITY MANAGEMENT**

3 Semester Credit Hours

This introductory course acquaints the student with the scope and complexity of the hospitality industry by exploring the national and global relationships of hotel and restaurant operations. The course provides an overview of the history, career opportunities, and organizational structures of this field. Management styles, skills and functions with an emphasis on teamwork will be considered as part of the decision-making process. Students will examine the effect trends and technologies have on customer and guest services.

**HOSS120**

**FUNDAMENTAL HOSPITALITY MANAGEMENT PRINCIPLES**

3 Semester Credit Hours

This course introduces students to fundamental management principles essential to the hospitality profession. Students will learn how organizations work as well as the essential skills needed to effectively manage customers and employees. Students will explore management within a service industry exploring fundamental organizational concepts such as communication, teaming, leadership, power and politics in the workplace as well as focus on management tasks such as organization, stress, conflict resolution and employees. Students will be provided with industry-related, detailed, hands-on exercises to sharpen their management talents.
HOSS210
TECHNOLOGY IN THE HOSPITALITY MANAGEMENT INDUSTRY
3 Semester Credit Hours
This course explores the way in which technology and technological resources are utilized in the Hospitality Industry. As with all industries, technology has significantly changed how the industry operates. Almost all departments within the hospitality industry have department-specific software and information systems to guide daily operations. It is a Manager's role to understand the uses of technology, advantages and disadvantages of technology, how to use technology to its fullest extent, and guide all departments with an emphasis upon the historical role of how the Hospitality Industry has changed due to technology.

HOSS220
ETHICAL HOSPITALITY MANAGEMENT
3 Semester Credit Hours
This course offers students a strong foundation for making sound ethical decisions in the hospitality industry as managers. Students are provided with an interactive, hands-on learning experience with which to recognize and analyze ethical dilemmas within a variety of industry-related departments such as sales and marketing, housekeeping, front office, food services including dining and room service, as well as technology. Students will explore the impact a strong ethical framework has for a manager.

HOSS230
LEADING HOSPITALITY SERVICES MANAGEMENT
3 Semester Credit Hours
This course addresses the hospitality industry from a services management perspective. Students will explore their role as managers by examining fundamental human resource concepts from a customer/employee perspective. Students will gain an understanding of how outstanding service in all aspects of an organization will impact all segments of a company including their global competitive edge.

HOSS240
CONVENTION AND EVENT MANAGEMENT
3 Semester Credit Hours
This course explores the aspect of the hospitality industry focused upon meeting, event, convention, and exposition planning and the manager's role within this department. Students will acquire an in-depth knowledge and understanding about the specialized field of "event management" and become familiar with the management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events. Students will utilize knowledge and skills necessary for successfully planning and management of conventions, meetings, and expositions in a commercial recreation setting.

HOSS265
HOSPITALITY CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisite: CMSM001

Human Resources (HURS)

HURS103
INTRODUCTION TO HUMAN RESOURCE FUNCTIONS
3 Semester Credit Hours
In this course students will be introduced to the tasks and duties performed in both large and small organizations’ human resource functional areas. The seven major human resource functions that will be considered are: human resource planning, recruitment, and selection, human resource development, compensation and benefits, safety and health, employee and labor relations, and human resource research.
Prerequisite: HURS133 or BUSS133

HURS104
EMPLOYEE/LABOR RELATIONS
3 Semester Credit Hours
Development, structure, and processes of labor relations are discussed in this course. The history and development of labor relations, the structure of union organizations, union organizing and union avoidance, bargaining issues, and the process of negotiations and contract administration are defined and discussed in this course. This course will also address employee relations in nonunion organizations including examples of both cooperative and adversarial relationships. Discussions will also discuss the effects of globalization on employment and labor relations.
Prerequisite: ACCT110

HURS107
INTRODUCTION TO COMPENSATION AND BENEFITS
3 Semester Credit Hours
This course offers an introduction to the systems, methods, and procedures involved in the administration and oversight of compensation and benefits within organizations.

HURS133
EMPLOYMENT LAW
3 Semester Credit Hours
This course uses a “life cycle” approach in order to introduce the student to the legal issues that exist in the context of human resources management. Students will trace the employment cycle and address issues related to hiring, recruitment, and background checks. The course will also explore issues that arise during the tenure of employment including harassment, discrimination, background checks, benefits and compensation, performance appraisal and termination, and workplace safety. Current events and legal cases are used to illustrate important concepts with questions designed to prompt the student to think critically about the issues involved from an employer’s viewpoint.

HURS204
EMPLOYEE RELATIONS
3 Semester Credit Hours
In this course, students will enhance their understanding of employment law through examination of the basic elements of successful employee relations programs within the broad field of human resources management.
Prerequisite: HURS133 or BUSS133

HURS207
PAYROLL RECORDS & PROCEDURES
3 Semester Credit Hours
This is a study of payroll and personnel records, procedures and regulations. The course will include a study of the various state and federal laws pertaining to the computation of earnings and withholdings. Payroll tax payment requirements and preparation of the employer’s state and federal payroll tax reports will be included.
Prerequisite: ACCT110

HURS208
EMPLOYEE TRAINING & DEVELOPMENT
3 Semester Credit Hours
In this course students will be exposed to current issues, concepts and processes for employee development and training facing today’s dynamic organization. Students will use a hands-on approach to assess organizational needs for employee development and then design and evaluate a plan for employee development and training.
HURS217
RECRUITING, SELECTION, AND STAFFING
3 Semester Credit Hours
In this course, students will be introduced to the processes of recruiting, selecting, and staffing of human resources for organizations. Students will learn about the theories, practices, and research and legal foundations that inform staffing and personnel decisions within an organization.
Prerequisite: HURS103 or BUSS103

HURS225
HUMAN RESOURCES MANAGEMENT
3 Semester Credit Hours
A study of personnel administration including coverage of recruitment, selection, training, evaluation, disciplinary action, compensation and benefits. Employment laws and regulations are also discussed.

HURS227
PAYROLL ADMINISTRATION
3 Semester Credit Hours
A study of payroll administration including payroll accounting, reporting requirements, recordkeeping and other payroll department issues.

HURS265
HUMAN RESOURCES CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisite: CMSM001

HURS350
TRAINING AND DEVELOPMENT
3 Semester Credit Hours
This course provides students with a solid foundation in training and development as well as the essentials to manage career management from the employee and employers perspective. Students will examine the role of training from a strategic perspective including planning and assessment, design and delivery, evaluation, and transfer of learning. The concepts, methods, and issues discussed in the course are applicable to all types of organizations and jobs.
Prerequisite: HURS225

HURS 440
LABOR RELATIONS AND COLLECTIVE BARGAINING
3 Semester Credit Hours
Students will analyze the union organization, contract administration and the framework for collective bargaining from the historical, economical and legal perspectives. Students will also assess the notable changes stemming from new regulations, altering employee needs and complexities associated with a diverse global market. This course will only be offered online only.

HURS 450
EMPLOYMENT LAW
3 Semester Credit Hours
In this course, students will evaluate how current legal issues affect the human resource function including discrimination, harassment, and drug testing from both the employer and employee perspectives. Students will also compare and discriminate between laws and policies designed to protect equal employment opportunities and to compensate employees for occupational injuries and illnesses. This course will only be offered online only.

HURS 360
COMPENSATION AND BENEFITS
3 Semester Credit Hours
In this course, students will examine the strategic use of compensation and benefit systems to attract, motivate, retain, and reward employee performance. Through the exploration of the job analysis, job description, and job evaluation attributes, students will develop competencies to make equitable compensation decisions.
Prerequisite: HURS225, HURS440, HURS450

Humanities (HUMA)

HUMA315
TOPICS IN WORLD CIVILIZATION: EARLY COMPARATIVE CULTURES
3 Semester Credit Hours
The course will focus primarily on literature, architecture, cultural history, art, music and philosophy within a framework, which explores the roots and continuity of cultures.

HUMA316
TOPICS IN WORLD CIVILIZATION: WESTERN CULTURE FROM THE RENAISSANCE TO THE LATE 20TH CENTURY
3 Semester Credit Hours
This course presents an interdisciplinary approach to western culture from the Renaissance through the late twentieth century. The course will focus primarily on literature, architecture, cultural history, art, music and philosophy within a framework that explores the roots and continuity of cultures.

Information Technology (INFT)

INFT120
PROGRAMMING I
3 Semester Credit Hours
The INFT120 course is an introduction to the basic features of Object-Oriented Programming (OOP) and the Java programming language. Upon completion of this course, students are able to write, compile, and debug simple Java programs. Students also understand the basic features of the most commonly used Java class libraries.

INFT220
PROGRAMMING II
3 Semester Credit Hours
The INFT220 course is an exploration of some of the more powerful features of the Java programming language. Upon completion of this course, students have a functional understanding of key OOP concepts including Inheritance and Polymorphism. Students also explore exception handling, simple GUI creation, and event handling.
Prerequisite: INFT120

INFT222
SUPPORT & TROUBLESHOOTING OS (Operating Systems)
3 Semester Credit Hours
This course offers an in-depth study of all the functions and features of installing, configuring, and maintaining the Windows XP operating system. Students learn troubleshooting solutions to common problems while supporting users of Windows XP OS. By successfully completing this course students will be prepared to take Microsoft Certified Desktop Support Technician Exam #70-271.
Prerequisite: TECH130

INFT223
SUPPORT & TROUBLESHOOTING DESKTOP APPLICATIONS
3 Semester Credit Hours
This course offers an in-depth study of all the functions and features of installing, configuring, and maintaining Microsoft Office on the Windows XP operating system. Students learn trouble-shooting solutions to common problems while supporting users of Microsoft Office applications while running the Microsoft Windows XP operating system in either a home or corporate setting. By successfully completing this course students will be prepared to take Microsoft Certified Desktop Support Technician Exam #70-272.
Prerequisite: TECH130
INFT224 DATABASE PROGRAMMING
3 Semester Credit Hours
SQL (Structured Query Language) is introduced in order to develop students’ skills in designing and creating relational databases. Students explore the uses of databases in a business, Internet, and wireless programming environment.
Prerequisite: TEC H 140

INFT225 DATABASE DEVELOPMENT
3 Semester Credit Hours
Students will apply advanced SQL (Structured Query Language) programming techniques to database problems. The focus of the course will be on database development techniques that solve business problems from design through testing.
Prerequisite: INFT224

INFT238 WINDOWS SERVER ADMINISTRATION
3 Semester Credit Hours
This course provides for an in-depth study of installation, configuration, maintenance, and troubleshooting the services available within a network infrastructure. Students will concentrate their learning on the Windows Server 2003 configuration and management.
Prerequisite: TECH130

INFT240 INTRODUCTION TO ANDROID PROGRAMMING
3 Semester Credit Hours
The INFT240 course is an introduction to the basic features of the Android platform. Upon completion of this course, students understand the basic structure of an Android app and how to use Android’s Eclipse-based toolset to compile and run apps. Students learn about core Android programming concepts including Context, Activities, Intents, Resources and simple UI design.
Prerequisite: TECH140

INFT242 NETWORK & PC SECURITY FUNDAMENTALS
3 Semester Credit Hours
Students learn the elements of practical network and computer security. Applied security techniques are learned and demonstrated through the use of case studies. This course assists the students in preparing for the CompTIA’s security + examination.
Prerequisite: TECH130

INFT245 INTERNET NETWORK ADMINISTRATION
3 Semester Credit Hours
An overview of the use of networks, TCP/IP, DNS, address translation and security issues as they pertain to Internet usage.
Prerequisite: TECH140

INFT247 INTERMEDIATE ANDROID PROGRAMMING
3 Semester Credit Hours
The INFT247 course is an exploration of some of the key features of the Android platform. Upon completion of this course, students are able to write programs that perform asynchronous processing, work with Services, Fragments, Notifications, Menus, event-handlers, Gestures, the camera, a database, and Content Providers. Students also learn simple debugging techniques.
Prerequisites: INFT224, INFT240
Corequisite: INFT250

INFT250 ADVANCED ANDROID PROGRAMMING
3 Semester Credit Hours
The INFT250 course is an exploration of special topics crucial to success as an Android developer. Upon completion of this course, students understand how to use source code control and bug tracking systems. Students learn to program location services and web services. They learn how to test their apps, collect and track information about app usage, optimize app performance, manage external devices, work with cloud-based storage, implement different strategies for monetizing an app, and the details of how to submit an app to Google Play (the Android Market).
Prerequisites: INFT224, INFT240
Corequisite: INFT250 or Dean’s permission

INFT255 INFORMATION TECHNOLOGY CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisites: CMSM001

Interactive Media Design
(INMD)

INMD100 INTRODUCTION TO INTERACTIVE DESIGN
3 Semester Credit Hours
This course will provide an introduction to the interactive design field as well as familiarity with both Macintosh and PC platforms. Some topics covered will be basic digital imaging and programming, including basic HTML, XHTML, JavaScript, and styles.

INMD105 ELEMENTS OF DESIGN FOR INTERACTIVE MEDIA
3 Semester Credit Hours
Elements of Design for Interactive Media will provide an introduction to principles of visual communication as it relates to the interactive media design process and introduce the role of the conceptual designer as visual communicator. Some topics covered will be design elements, color theory, and the concept-based development process.

INMD110 WEB DEVELOPMENT I
3 Semester Credit Hours
This course builds on the basic Web design skills obtained in INMD100 and moves toward more in-depth sites, focusing on multiple issues including maintenance, organization and client designer relationships. Some topics covered will be XHTML, CSS, XML and Javascript.
Prerequisite: INMD100

INMD115 USABILITY I
3 Semester Credit Hours
This course focuses on Human-Computer Interaction (HCI) which will enable the designer to obtain knowledge from the user’s standpoint, such as basic user interface design principles and the methods of usability development.
Prerequisite: INMD100

INMD120 RASTER GRAPHICS
3 Semester Credit Hours
Students taking this course will develop a thorough understanding of Adobe Photoshop and ImageReady and its image editing and manipulating abilities that are necessary for the web design industry. Some topics covered will be creating images to view on the web, saving images as jpegs or gifs, creating navigational icons, and using Photoshop to assist in designing web pages.
Prerequisite or Corequisite: INMD100
INMD130
VECTOR GRAPHICS
3 Semester Credit Hours
This course will develop the student’s knowledge of vector graphics and illustration techniques as well as converting bitmaps to vector artwork. These skills will assist in the integration process with other programs based on data driven and interactive web sites.
Prerequisite: INMD100

INMD215
INTERACTIVE DESIGN I
3 Semester Credit Hours
This course will offer an introduction to Adobe Flash. Some topics covered will be motion and shape tweening, movie clips, interactivity, buttons, text edits and navigation systems.
Prerequisite: INMD130

INMD220
WEB DEVELOPMENT II
3 Semester Credit Hours
This course builds on the skills obtained in INMD110 and contains an in-depth overview of UNIX, JavaScript, SQL and CGI script. Students will incorporate both client-side and server-side programming.
Prerequisite: INMD110

INMD230
INTERACTIVE DESIGN II
3 Semester Credit Hours
This course will take an advanced approach to Adobe Flash. Some topics covered will be using audio and video in Flash, Flash plug-in detection, and a full understanding of ActionScript.
Prerequisite: INMD215

INMD265
INTERACTIVE MEDIA & DESIGN CAPSTONE
3 Semester Credit Hours
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.
Prerequisite: CMSM001

IN M A T H 1 0 3
SURVEY OF MATHEMATICS
3 Semester Credit Hours
Students employ a wide range of problem solving strategies. This course introduces measurement, consumer math, quantitative reasoning, statistics, different numeration systems, and optional topics according to student needs.
Prerequisite: Placement Evaluation or MATH097

MATH309
STATISTICS
3 Semester Credit Hours
This course is designed to provide a basis for business decisions through an introduction to the fundamental concepts of statistics and to the important methods of statistical inference.
Prerequisite: MATH103

LITR120
INTRODUCTION TO LITERATURE
3 Semester Credit Hours
A study of literature in a variety of genres, to provide an aesthetic appreciation of the selected works, an understanding of the basic methods of literary analysis, and an understanding of various approaches to writing about literature.
Prerequisite: ENGL101

LITR320
WORLD LITERATURE
3 Semester Credit Hours
In this comprehensive survey course, students explore and analyze select themes in modern literature by comparing and contrasting approaches from Western and Non-Western novels, short stories, and essays. Major literary figures will be covered as well as connections between literature and culture.
Prerequisite: ENGL101

Medical Administrative Assisant (MAAT)

MAAT100
MEDICAL TERMINOLOGY
3 Semester Credit Hours
An introduction to constructing, spelling, and correctly using medical terminology is provided. The language of medicine is studied through an investigation of the structure and formation of medical terms. Focus is on an overview of anatomy utilizing the systems approach. Resource material, such as a medical dictionary and PDR are used.

MAAT111
INTRODUCTION TO HEALTH CARE
3 Semester Credit Hours
Principles governing the release of information and confidentiality of patient information are discussed. Topics to be covered include: laws, regulations, ethics, standards affecting the management of health information, and principles of liability. An overview of health care delivery systems and the roles of health care professionals are also discussed.

MAAT120
ANATOMY AND PHYSIOLOGY I
3 Semester Credit Hours
A study of basic molecular and cellular functions, as well as the structure, functions and basic disease processes of the integumentary, skeletal, muscular, respiratory, immune, cardiovascular and lymphatic systems.
Prerequisite: MAAT100

MAAT125
ANATOMY AND PHYSIOLOGY II
3 Semester Credit Hours
A study of basic molecular and cellular functions, as well as the structure, functions and basic disease processes of the nervous, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: MAAT100

MAAT235
HEALTHCARE REIMBURSEMENT/ BILLING EMPHASIS
3 Semester Credit Hours
Reimbursement methods and proper coding procedures for various insurance and managed care plans are covered. Eligibility requirements, processing, collection, and computerized patient accounting procedures are emphasized.
Prerequisites: MAAT100, COMM150
MAAT245  
**MEDICAL OFFICE SYSTEMS/ ELECTRONIC RECORDS**  
3 Semester Credit Hours  
Administrative and management skills are developed for the medical office including daily operations, managing medical records, practice finances, quality improvement, risk management, and human resource management.  
Prerequisites: MAAT100, COMM150

MAAT265  
**MEDICAL ADMINISTRATIVE ASSISTANT CAPSTONE**  
3 Semester Credit Hours  
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.  
Prerequisite: CMSM001

**Medical Insurance Billing & Coding (MIBC)**

*MIBC236  
**ADVANCED BILLING**  
3 Semester Credit Hours  
Evaluation of documentation and abstract records to assign diagnostic and procedural codes for in-patient and out-patient billing are covered in depth.  
Prerequisite: AHLT/MAAT100, AHLT/MAAT235  
Corequisite: MIBC235 (MAA Only)

*MIBC250  
**CODING I**  
3 Semester Credit Hours  
A study of the purpose and use of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient). Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records. Use of the ICD-9-CM coding manual and a computerized encoder is incorporated; inpatient, outpatient, and physician office reimbursement systems are discussed.  
Prerequisite: AHLT/MAAT100  
Corequisite: AHLT/MAAT235

*MIBC255  
**ADVANCED CODING II**  
3 Semester Credit Hours  
Study and practice of the principles of Current Procedure Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) classification systems.  
Prerequisite: AHLT/MAAT100, MIBC250  
Corequisite: MIBC236

**Medical Reimbursement & Coding (MRC)**

*MRC100  
**MEDICAL TERMINOLOGY FOR CODERS**  
3 Semester Credit Hours  
Medical Terminology is the foundation that starts the learning process in this program for non-clinical students entering the coding and billing field. Students will read, write, and pronounce the components of the language of medicine that are imperative to medical coding, and communication with medical professionals. They will analyze the prefix, root, and suffix of medical terms, enabling them to analyze the basic meaning. The pronunciation rules will be introduced, as well as singular and plural words. Students will be able to identify the most common medical terms associated with all the body systems identified in the American Medical Association’s Current Procedural Terminology (CPT).

*MRC105  
**ANATOMY & PHYSIOLOGY FOR CODERS**  
3 Semester Credit Hours  
Anatomy and Physiology is foundational to the Medical Reimbursement and Coding program. It focuses on the structure and function of the human body to prepare coders to abstract clinical information from medical records. Students will explore the structure and function of body systems and emphasize the proper use of anatomical terms. The course addresses the importance of understanding human anatomy and physiology in a medical coding environment.

*MRC115  
**INTRODUCTION TO CODING**  
3 Semester Credit Hours  
Introduction to Coding introduces students to the concept and theory of diagnostic and procedural coding in physician and hospital environments. It presents all three major code sets: ICD-9, CPT, and HCPCS. In this course, students will explore the purpose and application of each code set on a high level, focusing on protocols, hierarchies, and other high-level concepts to help navigate through the code sets.

*MRC135  
**DIAGNOSTIC CODING: ICD-9-CM**  
3 Semester Credit Hours  
Diagnostic Coding explores diagnostic coding for physician services, according to the World Health Organization and the American Health Association’s guidelines and conventions. Students will learn the protocol specific to diagnostically coding illness, injury, and medical services for patients receiving healthcare services in hospitals and physician practices. The students delve into the standard of medical necessity in detail. Idiosyncratic protocols are introduced to raise the student’s awareness of specific “correct coding” standards.  
MRC/MRCP/MRCH must be taken in numeric sequence.

*MRC145  
**CODING COMPLIANCE & ETHICS**  
3 Semester Credit Hours  
This course, like the others in the program, contains important information that will help students pass certifying examinations, and prepare them for the professionalism required of participants in the coding and reimbursement field. In this course, students will be introduced to compliance programs, including the components of these programs. They will explore the legal considerations involved in compliance. The students will review applicable industry and oversight agency standards, as well as enforcement activities. They will explore Medicare program and patient protection activities specific to Medical Fraud and Abuse, with specific attention to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

*MRC200  
**DIAGNOSTIC CODING FOR PHYSICIAN SERVICES**  
3 Semester Credit Hours  
Diagnostic Coding for Physician Services builds on Diagnostic Coding: ICD-9-CM by presenting more complex sequencing and protocol for diagnostic coding specific to physician services. Students will demonstrate medical necessity by code assignment, and will be able to translate physician documentation to code. Students will gain invaluable experience by hands-on coding of physician services performed in both inpatient and outpatient settings.
MRCP220  
**HEALTHCARE COMMON PROCEDURE CODING SYSTEM LEVEL I AND LEVEL II**  
3 Semester Credit Hours  
Healthcare Common Procedure Coding System Level I and II further explores the components of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding manuals that students were introduced to in Introduction to Coding. The Level I code set is comprised of the CPT which covers coding of procedures. The Level II code set covers products, supplies, and services. Students will also practice reporting anesthesia services, surgical procedures, diagnostic testing, and modifiers by code assignment. Students will become familiar with the format of the book sections, specific language, and interpretation of chapter and category guidelines. The National Correct Coding Initiative (NCCI) bundling and unbundling rules will also be explored. 

MRC/MRCP/MRCH must be taken in numeric sequence.

MRCP240  
**EVALUATION AND MANAGEMENT SERVICES**  
3 Semester Credit Hours  
Evaluation and Management Services takes students through the process of analyzing the components of evaluation and management services to enable them to correctly assign and measure a patient’s category of service and assign appropriate codes and modifiers based on that category. Students will access the CMS guidelines for E/M Services and distinguish between the 1995 and 1997 guidelines in order to assign appropriate E/M codes to documentation.

MRCP265  
**MEDICAL REIMBURSEMENT & CODING PHYSICIAN CAPSTONE**  
3 Semester Credit Hours  
Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development. 

Prerequisite: CMSM001

MRCP280  
**CODING PRACTICUM: PHYSICIAN CODER**  
3 Semester Credit Hours  
The Coding Practicum is the realization of the efforts in the previous courses. Students are provided real-life documentation scenarios that are coded from all three code sets, according to the coding concentration respective to their specialty, Physician or Hospital. The student will be challenged with complex coding and documentation issues, compliance issues, and the reimbursement methodologies specific to each. 

Prerequisite: Final semester

MRCP289  
**VIRTUAL CAREER: PHYSICIAN CODER**  
3 Semester Credit Hours  
This course puts students into to real-world situations in a physician’s practice. Students perform coding using real data and documentation to complete job-related tasks respective to their concentration of study. This is an opportunity for students to practice professional standards of accuracy, productivity, and reporting in this realistic virtual environment. Students will provide researched and documented support of their findings for a medical record audit, and will create a reporting tool to communicate with physicians. 

Prerequisite: Final Semester

MRCH210  
**INPATIENT DIAGNOSTIC CODING**  
3 Semester Credit Hours  
In this course students will practice identifying and coding diagnoses for inpatient hospital services. They will explore the important role of various governing principles such as proper code sequencing and ICD-10-CM guidelines, with specific focus on abstracting principal and secondary diagnoses, as well as identifying comorbidities, complications, comparative and contrasting diagnoses, and uncertain (and definitive) diagnoses. The course is organized to allow students to explore diagnostic coding for different types of disease processes in detail. 

MRC/MRCP/MRCH must be taken in numeric sequence.

MRCH 230  
**INTRODUCTION TO INPATIENT PROCEDURAL CODING**  
3 Semester Credit Hours  
Inpatient Diagnostic Code Sequencing addresses the important role of code sequence principles applicable to inpatient services. Specific disease processes methodology, and their respective sets of rules are explored in detail. Specific attention is paid to common infectious diseases that are typically seen in a hospital setting. These activities build upon the skills learned in Coding for Hospital Services.
Natural Science (NSCI)

NSCI280
ECOLOGY
3 Semester Credit Hours

This course introduces students to environmental science, and examines the human/environmental relationship, fundamental ecological principles, energy resources, human impact on ecosystems, and industry’s impact on ecosystems, natural disasters, and cutting-edge environmental issues.

Network Technology Courses (NETW)

NETW150
ROUTING & SWITCHING IN NETWORKED ENVIRONMENTS
3 Semester Credit Hours

Builds on router configuration and switching technologies learned in TECH140. Students will use the TCP/IP protocol suite, command line interfaces (CLI), access control lists (ACLs), switching configurations, Quality of Service principles, and various maintenance tools on real networks as part of this course’s lab requirement. Students will also build on their skills by building and troubleshooting various networks with their routing and switching knowledge.
Prerequisite: TECH140

NETW200
NETWORKING WITH THE WINDOWS NETWORK OPERATING SYSTEM
3 Semester Credit Hours

Covers network administration using the Windows network operating system (NOS). Students will learn how to install and configure server and client-based software, establish domain controllers, manage users, design and manage the active directory, subnetting, security, and domain policies. Students will also encounter topics on network security and establishing Internet access gateways on a Windows-based network. Monitoring network performance, troubleshooting, and interoperability with other NOSs will also be covered. Those taking NETW 200 will practice with these concepts and technologies in the lab portion of the course, and students will also discover how to install patches and upgrades to the Windows NOS as part of the lab process.
Prerequisite: TECH140

NETW210
NETWORKING WITH THE UNIX/LINUX NETWORKING OPERATING SYSTEMS
3 Semester Credit Hours

Explores administering LAN and WAN networks using the UNIX/Linux network operating systems (NOS). In this course students will discover how to install UNIX/Linux software on both servers and client workstations. The course will also allow students to learn about adding and configuring directories and users, shell commands, performance monitoring, network security, policy creation, interoperability with other NOSs and clients, and how to add upgrades to a UNIX/Linux-based network. Students will work hands-on with these technologies in a lab portion for the course. Hands-on experience with UNIX/Linux commands and troubleshooting techniques will also be emphasized.
Prerequisite: TECH140

NETW220
WIRELESS NETWORKS AND WAN’S IN THE ENTERPRISE
3 Semester Credit Hours

Covers wireless networks and the technologies that make them operate. Students will discover the typical components of wireless networks and types of clients that work with wireless networks. Attention will be given to the design and implementation of wireless LANs and WANs as well as how to properly secure the wireless network. Topics on troubleshooting wireless networks and wireless devices will also be covered.
Prerequisite: TECH140

NETW240
NETWORK SECURITY AND FORENSIC FUNDAMENTALS
3 Semester Credit Hours

Students learn the elements of practical network and computer security. Applied security techniques are learned and demonstrated through the use of case studies. Students will also discover the fundamentals of computer forensics. Students will learn how to properly aid the investigation of network security breaches and relevant laws related to computer forensics.
Prerequisite: TECH140

NETW250
NETWORK DESIGN AND IMPLEMENTATION
3 Semester Credit Hours

In this course students apply concepts and techniques learned throughout the entire program. A business scenario will be given to student groups, and the groups will plan, design, install, configure, secure, and troubleshoot a network system from scratch. The networks will require interoperability between two different network operating systems.
Prerequisite: Final Semester

Paralegal (PLEG)

PLEG100
INTRODUCTION TO LEGAL STUDIES
3 Semester Credit Hours

This course includes an introduction to the American legal system with emphasis on the organization of the federal and state government and court systems, and the procedural steps involved in litigating a dispute. Students will be introduced to legal ethics, legal research, critical thinking, and legal reasoning skills. The role of paralegals will be examined. The course also surveys substantive areas of law including torts, contract law, property & estate law, business law, family law, and criminal law and procedure.
Prerequisite: PLEG100

PLEG110
CONTRACT LAW
3 Semester Credit Hours

This course is designed to provide students with basic knowledge regarding contract law, from the formation of a contract to the remedies available when a breach of contract occurs. This is a survey course that will introduce students to the required elements of a contract and afford students the opportunity to draft an enforceable contract. In addition to common law principles governing contract law, students will study the statutory laws affecting contract law, such as the Statute of Frauds and Uniform Commercial Code. The effects of e-commerce on contract law will also be examined.
Prerequisite: PLEG100
PLEG120 CIVIL LITIGATION
3 Semester Credit Hours
Civil litigation is a process by which private disputes of opposing parties are adjudicated by a neutral third party who has the power to render a decision of resolution. In this class, students will learn the unique characteristics of the civil litigation process, including investigating claims and case evaluation, preparing and filing pleadings, gathering evidence during the discovery phase, and engaging in all phases of trial, including pre- and post-phases. Students will be exposed to modern challenges in the civil litigation practice including ethical violations, the effect of entertainment on the industry, and the use of social media tools to gather evidence. Finally, students will be exposed to the process of e-discovery and e-filing.

Prerequisite: PLEG100

PLEG135 LEGAL RESEARCH AND WRITING I
3 Semester Credit Hours
This course is designed to provide students with the basic legal research and writing skills essential for entry level success in the legal profession. Students are introduced to the basic techniques of legal research, writing, and analysis—essential tools of the legal profession. Since learning legal research & writing requires a guided hands-on approach, students are provided opportunities to research legal issues, synthesize cases, frame legal arguments, analyze legal problems, and draft appropriate legal writings to communicate their findings. In addition to learning traditional research methods, students are also trained to use computer-assisted legal research.

Prerequisite: PLEG100

PLEG140 LAW OFFICE MANAGEMENT AND TECHNOLOGY
3 Semester Credit Hours
This course focuses on approaches to the organization and efficient operation of the law office from a legal management perspective, with concentration on the technical and administrative skills required in the legal profession. Students will develop an understanding of the fundamentals of management to comprehend the processes of decision-making, problem solving, and interpersonal communication within the legal profession. The functionality of a law office will be discussed regarding legal fees, timekeeping, billing, financial management, managing the client funds trust account, file and records management and docket control systems. Utilization of technology and the essential improvement of technical skills in the law office are emphasized.

Prerequisite: COMM150

PLEG210 DOMESTIC LAW RELATIONS
3 Semester Credit Hours
This course is designed to provide students an overview of the laws involving domestic relationships, with emphasis on marriage, separation, divorce, marital dissolutions, property division and distribution, custody, child support, paternity and other legal issues affecting domestic partners and children. Through in-depth study of this material, students will gain an understanding of the responsibilities of the legal professional in this area of law. Through multiple hands-on drafting projects, students will develop the professional skills necessary to support attorneys practicing in this field. Finally, students will evaluate the many ethical issues that arise in this practice area.

Prerequisite or Corequisite: PLEG110

PLEG220 TORTS AND REMEDIES
3 Semester Credit Hours
Tort law is the area of civil law that governs private injuries and harms. The study of tort law examines negligence (unintentional torts), intentional torts (such as battery), and strict liability. In this course, students will study the remedies available to redress these civil wrongs, the liability of principals and agents, corporate tort liability, governmental liability and immunity and other tort related subjects. Building on PLEG 120, students will recall and utilize civil procedural rules how they apply in a civil litigation case. Students will develop a civil litigation trial notebook for a tort case. Students will gain understanding of the relevance of tort law to everyday life.

Prerequisite: PLEG100

PLEG230 CRIMINAL LAW AND PROCEDURES
3 Semester Credit Hours
Criminal Law and Procedure a course in which both substantive law and the procedural rules are studied and examined. In the process of the study of criminal law students will examine the differences in definitions, classifications, elements and defenses of crime. In the study of criminal procedure students will examine the constitutional rights of the accused. This will be a hands-on class where students will prepare pleadings, engage in the discovery process and prepare for all phases of the trial and appellate process.

Prerequisite: PLEG100

PLEG255 BUSINESS ORGANIZATIONS LAW
3 Semester Credit Hours
This course is designed to provide students an overview of business organizations, with an emphasis on sole proprietorships, corporations, partnerships, professional corporations, and limited liability entities. Through in-depth study of this material, students will learn how the law of estate planning interrelates with other areas of law and will gain an understanding of the responsibilities of the paralegal in this area of law. Through multiple hands-on drafting projects, students will develop the professional skills necessary to support attorneys practicing in this field. Finally, students will evaluate the many ethical issues that arise in this practice area, with focus on an internal business-entity law department as well as a private practice setting representing business entities and governmental law departments that deal with business entities.

Prerequisite or Corequisite PLEG110
Law when dealing with the day-to-day operations of a legal practice setting. Support attorneys practicing in this field.

Ethical issues that arise in this practice area.

Finally, students will evaluate the many concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, student portfolio and the creation of a professional marketing plan (PMP).

Prerequisite: CMSM001

**PLEG290 REAL PROPERTY LAW**

3 Semester Credit Hours

This course will provide students with a comprehensive understanding of the concepts and working terminology of real property law, including but not limited to disclosure obligations and regulations affecting brokers, salespeople, and owners. Students will analyze and apply the real property law to buying, selling, leasing, and financing real estate. This course includes an overview of the general laws of land such as ownership and transactions, including rights and interests in land; forms of ownership and methods of title transfer; title examinations and insurance; parties to a real estate transaction; the sales agreement and contract; estate finance including appraisals and mortgages; the owner-broker relationship; deeds and indentures; real property descriptions; the closing and settlement process; and post-settlement activities. This course will equip students with the tools needed to provide support with the process of a real estate transaction and the documentation involved.

Prerequisite or Corequisite: PLEG110

**PLEG295 BANKRUPTCY LAW**

3 Semester Credit Hours

This course is designed to provide students an overview of bankruptcy law with particular emphasis on how bankruptcy stands as a remedy for both debtors and creditors. Through in-depth study of this material, students will learn about the sources of current bankruptcy law, the persons involved in the bankruptcy process, and the forms of bankruptcy filings and how to select the best option for client. This course will place an emphasis on understanding the paralegal’s role throughout the bankruptcy process and will provide the student with an opportunity to engage in multiple hands-on drafting projects to develop the professional skills necessary to support attorneys practicing in this field.

Finally, students will evaluate the many ethical issues that arise in this practice area and learn strategies to avoid the appearance of impropriety and unauthorized practice of law when dealing with the day-to-day operations of a legal practice setting.

**Philosophy (PHIL)**

**PHIL250 PRACTICES IN ANALYTIC REASONING & CRITICAL THINKING**

3 Semester Credit Hours

Explore and analyze contemporary topics using analytic methods and metacognitive strategies. Emphasis is on the application of these strategies within the dynamic communities of college, career and life. Students complete a career based ethical controversy research paper which contributes to the student learning portfolio.

**PHIL310 LOGIC AND REASONING**

3 Semester Credit Hours

In this course students study the rules of argument, inductive and deductive reasoning, the recognition of formal and informal fallacies, and the application of logical thinking in work and social settings.

Prerequisite: PHIL250

**PHIL317 TOPICS IN ETHICS: PHILOSOPHY AND RELIGION**

3 Semester Credit Hours

This course introduces students to the fundamental issues of philosophy, religion, and ethics, with special attention focused on how the contemporary professional can effectively apply philosophical principles in the business arena.

**Psychology (PSYC)**

**PSYC101 PRINCIPLES OF PSYCHOLOGY**

3 Semester Credit Hours

This course provides students with an introduction to psychology and the science of human behavior. Students are exposed to concepts, terminology, principles, and theories foundational to the discipline. Featured topics include research methods, reasoning and thinking practices, developmental and social psychology as they relate to the workplace.

**PSYC310 ORGANIZATIONAL PSYCHOLOGY**

3 Semester Credit Hours

This course applies general psychological principles and research to study the individual in organizational, workplace settings. Research-based principals and methods are utilized to study a variety of topics important to the understanding of human behavior in career settings. Emphasis is upon the interactive effects of situational and individual variables as they influence organizational behavior. Students will learn how principal theories and empirical findings from research in organizational psychology are used to improve employee performance and satisfaction.

Prerequisite: PSYC101

**Security Technology Courses (SECR)**

**SECR180 INTRODUCTION TO NETWORK SECURITY**

3 Semester Credit Hours

Students are introduced to the importance of information security systems to protect networks and the integrity of data. Learners will study the concepts, ethics and legal implications associated with risk control and policies. In addition they will design and infrastructure and physical security plan. The concept of cryptography is introduced along with standards of protocol.

Prerequisite: TECH140

**SECR210 MICROSOFT SERVERS**

3 Semester Credit Hours

Students will learn how to plan the server environment and how to configure and manage a Windows Server System. Students will demonstrate a solid understanding of basic networking and networking infrastructure, including the use of the OSI model, TCP/IP, and subnets to create logical networks. Students will also learn IP configurations, Automatic Private IP Addressing (APIPA), Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Windows Internet Naming Service (WINS), IP Security (IPSec), and remote access.

Prerequisite: TECH140

**SECR220 FIREWALLS AND VPNS**

3 Semester Credit Hours

Students will gain in-depth knowledge of designing, setting up, managing, and troubleshooting firewalls and virtual private networks (VPNs) from both a managerial and technical perspective. Students will learn to identify and harden network vulnerabilities, and gain an understanding and ability to manage packet filtering, authentication, proxy servers, encryption, bastion hosts, VPNs, log file maintenance, and intrusion detection systems.

Prerequisite: TECH140
Social Science (SOSC)

SOSC102
PRINCIPLES OF SOCIOLOGY
3 Semester Credit Hours
Students are introduced to sociological principles through exploring the relationship between the individual, attitudes, behavior and the community. This includes the contemplation of issues like race, gender, class, sex, and age, as well as organizational infrastructures and their tendencies towards power, authority, and status.

SOSC301
INTERPERSONAL RELATIONS AND GROUP DYNAMICS
3 Semester Credit Hours
This course focuses on the dynamics of groups and interpersonal relationships within the work setting. Small group theory and research form the basis for the study of professional communication and group decision-making skills. Students develop a clearer understanding of their own behavior and how it affects others in the workplace.

Prerequisite: SOSC102

SOSC318
TOPICS IN ETHICS: TECHNOLOGY AND MEDIA
3 Semester Credit Hours
This course provides an examination of the nature of technology and the media. Particular emphasis is placed on present-day ethical problems raised by the ever increasing prevalence of technology and the media in all aspects of life.

Prerequisite: TECH100

Technology (TECH)

TECH100
BUSINESS INFORMATION SYSTEM PRINCIPLES
3 Semester Credit Hours
A foundational course that introduces information systems and its role in business. Students will learn fundamental topics on information system technologies, business applications, systems development, and IT ethics commonly used in business.

TECH130
HARDWARE AND OPERATING SYSTEMS
3 Semester Credit Hours
Students learn the purpose of and demonstrate the use of common operating systems utilized in computer hardware. Hands-on experience with a contemporary operating system is emphasized throughout the course. Students also learn to troubleshoot, repair, and replace common hardware and software components.

TECH140
NETWORKING FUNDAMENTALS
3 Semester Credit Hours
Introduces students to common networks and network technologies found in business. Students will uncover the technologies, protocols, media, and topologies used to build and maintain local area networks (LANs), wide area networks (WANs), and wireless networks. Hands-on experience with the technologies, protocols, media, and concepts covered in the class will be emphasized through the lab portion of TECH 140.

Prerequisite: TECH100
Virtual Office Information Management (VOIM)

**VOIM110**  
**OFFICE TECHNOLOGY SOFTWARE I**  
3 Semester Credit Hours

Students perform advanced information processing tasks utilizing Microsoft Word. Students will be required to demonstrate mastery level keyboarding skills in an effort to complete a variety of office related tasks utilizing Microsoft Word. Students will learn to create, customize, format, edit and organize a document and data within; insert and format visual content, merge content, review, share and secure documents. Students will be introduced to the use of transcription media and learn basic skills required for transcription. Students will learn the core knowledge and skills assessed in the MOS (Microsoft Office Specialist) Certification Exam for Word.

Prerequisite or Corequisite: COMM150

**VOIM120**  
**21ST CENTURY OFFICE PROCEDURES**  
3 Semester Credit Hours

This course is an introduction to administrative office management skills utilizing current technology. Emphasis is on providing an historical overview of the roles and responsibilities of executive administration in both a real and virtual environment. Students will utilize information processing simulation and production assignments to demonstrate workplace competencies in the areas of equipment operation, file management, mail systems, phone/telephony telecommunication skills, event planning, travel and conferencing, finance, correspondence, and interpersonal relations.

**VOIM210**  
**OFFICE TECHNOLOGY SOFTWARE II**  
3 Semester Credit Hours

Students develop proficiency in using desktop publishing and Power Point software to create a variety of business applications. Students will work collaboratively to develop, create, edit and present projects that incorporate the use to technology in developing business solutions. Students will learn how to develop documents incorporating graphics and documents from other software applications for use in designing business applications such as presentations, flyers, brochures, and newsletters. Students will learn the core knowledge and skills assessed in the MOS (Microsoft Office Specialist) Certification Exam for PowerPoint.

Prerequisite: COMM150

**VOIM220**  
**OFFICE TECHNOLOGY SOFTWARE III**  
3 Semester Credit Hours

Students explore the more advanced concepts utilized in spreadsheet and database technology. A continuation of the students' proficiency development using the integrated office suite is accomplished through the application of advanced skills. Students will learn the core knowledge and skills assessed in the MOS (Microsoft Office Specialist) Certification Exam for Excel and Access.

Prerequisite: COMM150

**VOIM230**  
**MOBILE COMMUNICATION MANAGEMENT I**  
3 Semester Credit Hours

In this course students will be introduced to the fundamentals of virtual communication in the business world including an historical overview. Students will be exposed to the role and function of business network systems, home networks and wireless systems, with an emphasis upon the basic technical skills needed in designing, managing and securing home/small business networks. Students will learn essential business communication and management tools including mobile devices, software applications and personal information managers. Students will learn how individuals use technology to organize their day to day information needs in order to acquire, organize, maintain, retrieve and use information items to fulfill professional responsibilities, specifically with the goal of making the best use of limited resources.

Prerequisite: COMM150

**VOIM265**  
**OFFICE INFORMATION TECHNOLOGY CAPSTONE**  
3 Semester Credit Hours

Capstone courses are culminating, comprehensive academic experiences. Students apply the theory and critical concepts that define their major areas of concentration in an authentic assessment dedicating approximately 90 hours in which students synthesize knowledge of their discipline area. Students will also dedicate approximately 45 hours to lectures, seminars, assessments, and portfolio development.

Prerequisite: CMSM001

**VOIM320**  
**OFFICE TECHNOLOGY SOFTWARE IV**  
3 Semester Credit Hours

The purpose of this course is to provide students with a comprehensive overview of the use and benefits of the personal computer, its components, operating system and office suite technology in the business and virtual office environments. Students will utilize Microsoft office suite technology including Microsoft word, excel, access, power point, desktop publishing and photo editing to design, edit, and produce integrated reports and projects. Students will utilize information processing simulation and production assignments to demonstrate workplace competencies and employment standards. Focus is on decision-making, teamwork, communication, time management, and efficient use of office technology in completion of projects.

Prerequisite: COMM150

**VOIM330**  
**MOBILE COMMUNICATION MANAGEMENT II**  
3 Semester Credit Hours

This course will build upon Mobile Communication Management I. Students will expand their understanding of what it means to operate in real-time, and assess the implications this will have upon the future of business practices. Students will be trained in the use of software applications to assist with real-time personal and professional management, including telecommunication and video tools as well as be exposed to the future of business communication tools. Students will utilize information processing simulation and production assignments to demonstrate workplace competencies and employment standards. Focus is on decision-making, teamwork, communication, time management, and efficient use of office technology in completion of projects.

Prerequisite: VOIM230

**VOIM410**  
**WEB DESIGN AND MANAGEMENT**  
3 Semester Credit Hours

This course is designed to provide students with the managerial knowledge and skills required to build, maintain and market a functional web site. It will provide students with the knowledge to search and utilize free ware available in the development and creation of the e-business.
VOIM420
VIRTUAL OFFICE TECHNOLOGY MANAGEMENT
3 Semester Credit Hours
This course will provide students with an in depth analysis of the managerial techniques and theories guiding the development of a quality office environment, with emphasis upon mobile and remote work teams and the virtual office environment. Students will assess, implement, and utilize best practices for supporting personnel working in remote locations, from a managerial perspective. This analysis will require students to effectively manage mobile employees, electronic documents and utilize troubleshooting solutions to support a technical environment to enhance individual performance.
Prerequisite: VOIM230

VOIM430
SOCIAL NETWORKING MANAGEMENT
3 Semester Credit Hours
The course will explore the new social media landscape in terms of online expression, social networking, identity management, community building, and citizen journalism. How is social media changing the way you work and live? What are the implications for you and for the organizations you will work with? What opportunities and challenges do individuals, news organizations, and businesses face regarding communication. Those who complete this course will know how to use blogs, tags, wikis, social networks productively, and have a framework for understanding and evaluating new social media tools and platforms.

VOIM440
MANAGING AN INTERNET BUSINESS
3 Semester Credit Hours
It is impossible to ignore the importance of electronic commerce in the contemporary managerial environment. Electronic commerce lies at the forefront of modern marketing and strategic management, altering the competitive landscape for large and small corporations alike. The Internet and new media are reshaping industries, creating new opportunities, and challenging existing commercial models and relationships. In this course students will gain an understanding of electronic commerce, theories behind e-commerce and marketing. Using a managerial perspective, this course focuses on key issues related to e-commerce including strategy development, competitive advantage, current and emerging technologies, pricing, distribution channels, promotion, and advertising. As a culminating project students will develop an internet-business plan and construct an internet based store by identifying a product to sell, finding customers, advertising, setting up the Internet-based store, constructing a warehouse, and establishing a credit payment and delivery system.
Prerequisite or Corequisite: VOIM410

VOIM465
OFFICE INFORMATION TECHNOLOGY MANAGEMENT CAPSTONE PROJECT
3 Semester Credit Hours
Students will design, execute and present the outcomes of a research-related, industry-specific capstone project. They will use their knowledge, skills and behaviors developed over the course of their program studies to solve real-world problems in their career discipline.
**Fraud Prevention**

The College has established a fraud prevention communication approach similar to aspects of Sarbanes – Oxley Legislation. As part of our effort to ensure fraud prevention, a member of our Board of Directors, Mr. Gary Brost, will serve as the College’s operationally independent point of contact for the reporting of fraudulent acts. Mr. Brost may be contacted via email at gbrost@sihi.net.

**Organization**

Bryant & Stratton College is an independent coeducational postsecondary education institution. The campuses in New York and Ohio are incorporated under the laws of the state of New York. The College also operates campuses in the State of Virginia under the subsidiary of Bryant & Stratton College Corporation and campuses in the state of Wisconsin under the subsidiary of Stratton Educational Corporation. The System Office is located in Getzville, New York. The following serve as the Directors and Officers of Bryant & Stratton College, Inc. and its subsidiaries:

**The Board of Directors of Bryant & Stratton College, Inc. and its subsidiaries:**

**BRYANT H. PRENTICE, III**
Jacksonville, FL / Chairman of the Board, Bryant & Stratton College, Inc.

**DAVID J. AMENT**
Boston, MA / Managing Partner, Parthenon Capital Partners

**ALEX G. BRNIOLOVICH, JR.**
Naperville, IL / President, Xcligent

**GARY M. BROST**
Buffalo, NY / Chairman, Strategic Investments & Holdings, Inc.

**DR. KENNETH C. GRAY**
Hereford, AZ / Professor Emeritus, Pennsylvania State University

**JOHN C. RUTHERFORD**
Boston, MA / Founder and Special Limited Partner, Parthenon Capital Partners

**The Officers of Bryant & Stratton College, Inc. and its subsidiaries:**

**CINDY HASENZAHL SUSIENKA, M.S., B.S., CCC-SLP**
President and Chief Executive Officer

Executive Vice President / Chief Administrative Officer / Secretary

**DOREEN A. JUSTINGER, M.B.A., B.S.**
Vice President / Online Education

**TRACY B. NANNERY, M.B.A., B.S.**
Vice President / Chief Operating Officer

**BETH A. TARQUINO, M.S. Ed, B.A.**
Vice President / Chief Academic Officer

**DAVID VADEN, CPA, M.B.A., B.S.**
Vice President / Chief Financial Officer / Treasurer
# Grievance Contact Directory

<table>
<thead>
<tr>
<th>Campus</th>
<th>ADA/504 Coordinator – Email</th>
<th>Grievance Coordinator’s Email</th>
<th>Campus Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New York</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albany</td>
<td><a href="mailto:AlbanyADACoord@bryantstratton.edu">AlbanyADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:AlbanyGrievanceCoord@bryantstratton.edu">AlbanyGrievanceCoord@bryantstratton.edu</a></td>
<td>Michael Gutierrez</td>
</tr>
<tr>
<td></td>
<td>1259 Central Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12205</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>518-437-1802</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amherst</td>
<td><a href="mailto:AmherstADACoord@bryantstratton.edu">AmherstADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:AmherstGrievanceCoord@bryantstratton.edu">AmherstGrievanceCoord@bryantstratton.edu</a></td>
<td>Michael Mariani</td>
</tr>
<tr>
<td></td>
<td>3650 Millersport Highway</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Getzville, NY 14068</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>716-625-6300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buffalo</td>
<td><a href="mailto:BuffaloADACoord@bryantstratton.edu">BuffaloADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:BuffaloGrievanceCoord@bryantstratton.edu">BuffaloGrievanceCoord@bryantstratton.edu</a></td>
<td>Marvel Ross-Jones</td>
</tr>
<tr>
<td></td>
<td>465 Main Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4th Floor</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Buffalo, NY 14203</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>716-884-9120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greece</td>
<td><a href="mailto:GreeceADACoord@bryantstratton.edu">GreeceADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:GreeceGrievanceCoord@bryantstratton.edu">GreeceGrievanceCoord@bryantstratton.edu</a></td>
<td>Marc Ambrosi</td>
</tr>
<tr>
<td></td>
<td>854 Long Pond Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rochester, NY 14612</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>589-720-0680</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henrietta</td>
<td><a href="mailto:HenriettaADACoord@bryantstratton.edu">HenriettaADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:HenriettaGrievanceCoord@bryantstratton.edu">HenriettaGrievanceCoord@bryantstratton.edu</a></td>
<td>Jeff Tredo</td>
</tr>
<tr>
<td></td>
<td>1225 Jefferson Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rochester, NY 14606</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>589-292-6627</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southtowns</td>
<td><a href="mailto:SouthtownsADACoord@bryantstratton.edu">SouthtownsADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:SouthtownsGrievanceCoord@bryantstratton.edu">SouthtownsGrievanceCoord@bryantstratton.edu</a></td>
<td>Paul Bahr</td>
</tr>
<tr>
<td></td>
<td>Sterling Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 Redtail Road</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orchard Park, NY 14127</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>716-677-9500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syracuse</td>
<td><a href="mailto:SyracuseADACoord@bryantstratton.edu">SyracuseADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:SyracuseGrievanceCoord@bryantstratton.edu">SyracuseGrievanceCoord@bryantstratton.edu</a></td>
<td>Michael Sattler</td>
</tr>
<tr>
<td></td>
<td>953 James Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Syracuse, NY 13203</td>
<td>Title: Dean of Student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>315-472-6603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syracuse North</td>
<td><a href="mailto:SyrNorthADACoord@bryantstratton.edu">SyrNorthADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:SyrNorthGrievanceCoord@bryantstratton.edu">SyrNorthGrievanceCoord@bryantstratton.edu</a></td>
<td>Sue Cumoletti</td>
</tr>
<tr>
<td></td>
<td>8687 Carling Road</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liverpool, NY 13090</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>315-652-6500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ohio</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleveland</td>
<td><a href="mailto:ClevelandADACoord@bryantstratton.edu">ClevelandADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:ClevelandGrievanceCoord@bryantstratton.edu">ClevelandGrievanceCoord@bryantstratton.edu</a></td>
<td>Jason Smolka</td>
</tr>
<tr>
<td>Downtown</td>
<td>3121 Euclid Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleveland, OH 44115</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>216-771-1700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastlake</td>
<td><a href="mailto:EastlakeADACoord@bryantstratton.edu">EastlakeADACoord@bryantstratton.edu</a></td>
<td><a href="mailto:EastlakeGrievanceCoord@bryantstratton.edu">EastlakeGrievanceCoord@bryantstratton.edu</a></td>
<td>James Ploskonka</td>
</tr>
<tr>
<td></td>
<td>35350 Curtis Blvd</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eastlake, OH 44095</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>440-510-1112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPUS</td>
<td>ADA/504 COORDINATOR – EMAIL</td>
<td>GRIEVANCE COORDINATOR’S EMAIL</td>
<td>CAMPUS DIRECTOR</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Parma</td>
<td><a href="mailto:ParmaADACoord@bryantstratton.edu">ParmaADACoord@bryantstratton.edu</a></td>
<td>ParmaGrievanceCoord @bryantstratton.edu</td>
<td>Lisa Mason</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12955 Snow Road</td>
<td>Parma, OH 44130</td>
<td></td>
</tr>
<tr>
<td></td>
<td>216-265-3151</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Akron</td>
<td><a href="mailto:AkronADACoord@bryantstratton.edu">AkronADACoord@bryantstratton.edu</a></td>
<td>Florentine Hoelker</td>
</tr>
<tr>
<td></td>
<td>190 Montrose W. Ave</td>
<td>AkronGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Akron, OH 44321</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>330-598-2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virginia</td>
<td><a href="mailto:HamptonADACoord@bryantstratton.edu">HamptonADACoord@bryantstratton.edu</a></td>
<td>Christopher Sawyer</td>
</tr>
<tr>
<td></td>
<td>Hampton</td>
<td>HamptonGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4410 Clairborne Square; Suite 233</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hampton, VA 23666</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>757-896-6001</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Richmond</td>
<td><a href="mailto:RichmondADACoord@bryantstratton.edu">RichmondADACoord@bryantstratton.edu</a></td>
<td>Joette Lehberger</td>
</tr>
<tr>
<td></td>
<td>8141 Hull Street Road</td>
<td>RichmondGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Richmond, VA 23235</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>804-745-2444</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virginia Beach</td>
<td><a href="mailto:VirginiaBeachADACoord@bryantstratton.edu">VirginiaBeachADACoord@bryantstratton.edu</a></td>
<td>Rod Rumlor</td>
</tr>
<tr>
<td></td>
<td>301 Centre Pointe Drive</td>
<td>VirginiaBeachGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virginia Beach, VA 23462</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>757-499-7900</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wisconsin</td>
<td><a href="mailto:BayshoreADACoord@bryantstratton.edu">BayshoreADACoord@bryantstratton.edu</a></td>
<td>Lennor Johnson</td>
</tr>
<tr>
<td></td>
<td>Bayshore Town Center</td>
<td>BayshoreGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500 Silver Spring Rd.; Suite K340</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glendale, WI 53217</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>414-961-9600</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milwaukee</td>
<td><a href="mailto:MilwaukeeADACoord@bryantstratton.edu">MilwaukeeADACoord@bryantstratton.edu</a></td>
<td>Stephen McEvoy</td>
</tr>
<tr>
<td></td>
<td>310 W. Wisconsin Avenue; Suite 500 East</td>
<td>MilwaukeeGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milwaukee, WI 53203</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>414-276-5200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wauwatosa</td>
<td><a href="mailto:WauwatosaADACoord@bryantstratton.edu">WauwatosaADACoord@bryantstratton.edu</a></td>
<td>Gregory Brandner</td>
</tr>
<tr>
<td></td>
<td>10950 W. Potter Road</td>
<td>WauwatosaGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wauwatosa, WI 53226</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>414-302-7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online Education</td>
<td><a href="mailto:OnlineADACoord@bryantstratton.edu">OnlineADACoord@bryantstratton.edu</a></td>
<td>Scott Traylor</td>
</tr>
<tr>
<td></td>
<td>Sterling Park</td>
<td>OnlineGrievanceCoord @bryantstratton.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>180 Redtail Road</td>
<td>Title: Dean of Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orchard Park, NY 14127</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>716-677-8800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTACT INFORMATION FOR STUDENT COMPLAINT PROCESSES’

ALABAMA
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000
http://www.accs.cc/complaintform.aspx

ALASKA
Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov
Alaska Office of Attorney General
Consumer Protection Unit
1031 W. Fourth Avenue, Suite 200
Anchorage, AK 99501
attorney.genal@alaska.gov
http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

ARIZONA
Arizona State Board for Private Postsecondary Education
1400 W. Washington Street
Room 260
Phoenix, AZ 85007
http://azppse.state.az.us/student_about/email_consumers.jsp

ARKANSAS
Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
ADHE_Info@adhe.edu
http://www.adhe.edu/SiteCollection/Documents/AcademicAffairs/Division/ICAC%20Rules%20A.pdf
Arkansas State Board of Private Career Education
501 Woodland, Suite 312S
Little Rock, AR 72201
sbpec@arkansas.gov
http://www.sbpec.org/complaint_process.html

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
bppe@dc.ca.gov
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80222
http://www.ed Colorado.gov/Regulations/APPENDIXJ.pdf

CONNECTICUT
Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@cthe.org

Connecticut Department of Consumer Protection
165 Capitol Avenue
Room 110
Hartford CT 06106
trade.practices@ct.gov
Consumer Complaint Hotline: (800) 842-2649

DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General
Consumer Protection Wilmington:
820 N. French Street 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street, NE
9th Floor
Washington, DC 20002

FLORIDA
Florida Commission on Independent Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Commissioner@fldoe.org
http://www.fldoe.org/cie/complaint.asp

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Pl. #220
Tucker, GA 30084-5334
http://rules.sos.state.ga.us/docs/392/5/06.pdf

HAWAII
Hawaii State Board of Education
P.O. Box 2360
Honolulu Hawaii 96804
cpc@dc.ca.hawaii.gov
http://hawaii.gov/dcca/cpc/complaint_consumer

IDAHO
Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037

ILLINOIS
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404
info@ibhe.org

Institutional Complaint Hotline: (217) 557-7399
Illinois State Board of Education
100 N. 1st Street
Springfield, Illinois 62777
http://webprod1.isbe.net/contactinfo/email
Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706
http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp
Consumer Fraud Hotline: (800) 243-0618

INDIANA
Indiana Commission on Proprietary Education
Attn: Director of Regulatory Compliance
302 W Washington Street, Room E201
Indianapolis IN 46204
http://www.in.gov/cpe/files/fs39280-complaint.pdf

IOWA
Iowa Student Aid Commission
603 E. 12th Street
5th Floor
Des Moines, IA 50319
info@iowacollegeaid.gov

KANSAS
Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368
http://www.kansassregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Dr #320
Frankfort, KY 40601-7512
Kentucky Board of Proprietary Education
911 Leawood Drive
Frankfort, KY 40601-3319
http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01D8B85389/0/ComplaintForm.doc

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, Kentucky 40601-3449
consumer.protection@ag.ky.gov

LOUISIANA
Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf

MAINE
Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, ME 04333-0023
jonathan.braff@maine.gov

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333
MARYLAND
Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013
http://www.mhec.state.md.us/mission/office_of_proprietary_schools/

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us
https://web.oag.state.md.us/contact/customer/
onlineformhelpers/formview.aspx?filename=MUGeneral.htm
Consumer Protection Hotline: (410) 585-6852

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
http://www.mass.edu/forstudents/complaint/complaintprocess.asp

MICHIGAN
Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 N. Washington Sq.
Lansing, MI 48913
http://www.michiganps.net/complaint.aspx

MINNESOTA
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
http://www.ohe.state.mn.us/oheContactForm.cfm (email)

Minnesota Attorney General’s Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101
http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 23947
Jackson, Mississippi 39225-2947
http://wwwAGO.state.ms.us/index.php/contact (email)
http://wwwago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf

MISSOURI
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1489
Jefferson City, MO 65102-1489
info@dhe.mo.gov

MONTANA
Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Department of Education Investigations Office
301 Centennial Mall South
P.O. Box 98987
Lincoln, NE 68509-4987

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68508
http://wwwago.state.ne.us/consumer/emailforms/consumer_complaint.htm
Consumer Protection Hotline: (800) 727-6432

NEVADA
Nevada Commission on Postsecondary Education
3663 East Sunset Road
Suite 202
Las Vegas, Nevada 89120
http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm

NEW HAMPSHIRE
New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
http://www.nh.gov/postsecondary/complaints

NEW JERSEY
New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us
http://lwd.dol.state.nj.us/labor/forms_pdf/edtraining/Conflict%20Resolution%20Questionnaire.pdf

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, New Jersey 07102

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
http://wwwhed.state.nm.us/uploads/FileLinks/b23f3959f37c44bb8e3caae612e0db7/PPS%20Coplaint%20Form.pdf

NEW YORK
New York City Office and University Evaluation
New York State Education Department
North Meadow Lane
Albany, NY 12234
ocueinfo@mail.nyed.gov
http://www.highered.nyed.gov/ocue/spr/COMPLAINTFORM.jpg.html

New York Bureau of Proprietary School Supervision
New York State Department of State
399 Washington Avenue, Room 1613 OCP
Albany, NY 12234

New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza - Suite 2101
Albany, NY 12223-1558
https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html

NORTH CAROLINA
North Carolina Community College System Office of Proprietary Schools
200 West Jones St.
Raleigh, North Carolina 27603
http://www.nccommunitycolleges.edu/ProprietarySchools/docs/PDFFiles/StdtComplaintForm.pdf

North Carolina Consumer Protection
Attorney General’s Office
Mail Service Center 9001
Raleigh, NC 27699-9001

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH Dakota
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwAGO.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf

NORTH DAKOTA
North Dakota Department of Career and Technical Education
State Capitol - 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
crer@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574
http://wwwago.state.nd.us/ocp/PDFFiles/SFN7418.pdf
OHIO
Ohio State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215-3138
http://sra.ohio.gov/LinkClick.aspxfiTicket=2bwaKhXRPAH%3d&tabid=68
Ohio Board of Regents
30 East Broad Street, 3rd floor
Columbus, OH 43215-3414
Ohio Attorney General
Consumer Protection Section
30 E. Broad St., 14th floor
Columbus, OH 43215-3400
http://www.ohioattorneygeneral.gov/consumercomplaint

OKLAHOMA
Oklahoma State Regents for Higher Education
555 Research Parkway
Suite 200
Oklahoma City, OK 73104
Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard
Suite 250
Oklahoma City, OK 73118-2264
Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
http://www.oag.state.ok.us/oagweb.nsf/ccomphp.html

OREGON
Oregon Office of Degree Authorization
1500 Valley River Drive
Suite 100
Eugene, OR 97401
Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc
Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court St. NE
Salem, OR 97301-4096
http://www.doj.state.or.us/finfraud/pdf/concomphpform.pdf

PENNSYLVANIA
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333
Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

 PUERTO RICO
Puerto Rico Council on Higher Education
PO Box 1900
San Juan, PR 00910-1900
http://www.pre.edu/Complaints/ComplaintForm.pdf
Puerto Rico Department of Justice
PO 920192
San Juan, Puerto Rico
00902-0192 00902-0192

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Sheppard Building
80 Washington Street
Providence, RI 02903
Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
http://www.riaig.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf

SOUTH CAROLINA
South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
http://www.cshe.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SOUTH DAKOTA
South Dakota Board of Regents
306 E. Capitol Ave, Suite 200
Pierre, SD 57501-2545
South Dakota Office of Attorney General
Division of Consumer Protection
1302 E. Hwy 14 Suite 3
Pierre, SD 57501-8053
http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx

TENNESSEE
Tennessee Higher Education Commission
404 James Robertson Parkway
Suite 1900
Nashville, TN 37243
http://www.tn.gov/thee/divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf

TEXAS
Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, Texas 78778-0801
http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf
Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, Texas 78752
Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548

UTAH
Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, Utah 84111
consumerprotection@utah.gov
http://consumerprotection.utah.gov/complaints/index.html

VERMONT
Vermont Department of Education
State Board of Education
Vermont Department of Education
120 State Street
Montpelier, VT 05602-2501
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA
State Council of Higher Education for Virginia
101 N. 14TH St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
http://www.schev.edu/forms/StudentComplaintInformation.pdf

WASHINGTON
Washington Higher Education Coordinating Board
917 Lake Ridge Way
P.O. Box 43430
Olympia, WA 98504-3430
daninfo@wcb.wa.gov
http://www.wcb.wa.gov/atheon/CM/ConsumerInformation.asp
Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wcb.wa.gov
http://www.wcb.wa.gov/PCS_Complaints.asp (instructions)
Washington State Office of the Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?Subject=Consumer%20Protection
email
https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx (complaint form)

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E., Ste 700
Charleston, WV 25301-2800
Community and Technical College System of West Virginia
1018 Kanawha Blvd. E., Ste. 700
Charleston, WV 25301
West Virginia Office of the Attorney General
Consumer Protection Division
PO Box 1789
Charleston, WV 25326-1789

WISCONSIN
Wisconsin Educational Approval Board
30 W. Mifflin St., 9th Floor
P.O. Box 8696
Madison, WI 53708
eabmail@eab.state.wi.us
http://eab.state.wi.us/resources/complaint.asp

WYOMING
Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Attorney General’s Office
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002