



BRYAN COLLEGE  
CONSUMER INFORMATION

SEPTEMBER 2011

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## INTRODUCTION

Since 1982 Bryan College has maintained a safe and conducive learning environment. Even though Bryan College has maintained an exceptional safety record, all institutions are required to provide certain information to prospective and current students, employees, and parents. This handbook provides in greater detail important information that is communicated during various phases of the educational process. As mentioned, much of the information contained herewith concerns the safety of the students and employees.

This handbook also includes Institutional and Financial Assistance information for students as cited in the following United States Department of Education regulations C.F.R. Sections 668.41-668.48 and 2010-2011 Federal Student Aid Handbook, Volume 2, Chapter 6. It is the intention of Bryan College to assist you, the student, in becoming very familiar with the intricacies and options that exist when managing the financial element of your education. The college staffs a financial aid department available to all students.

During the educational journey, communication is key. When questions arise, which occasionally they do, please feel free to visit with us so we can better understand and assist with the needs of you, the student.

Cordially,

Brian Stewart  
President/CEO  
Bryan College

# SECTION I. FINANCIAL AID

## **FINANCIAL ASSISTANCE**

The Bryan College Financial Assistance Office is available to provide financial access to all students. Abiding by federal and institutional guidelines, we seek to meet our student's financial need and help students make responsible financial decisions. We are committed to providing our students with information they need to make college as affordable as possible.

Bryan College's Financial Assistance Office is available to help make educational goals obtainable. Students must file a Free Application for Federal Student Aid <http://www.fafsa.ed.gov/> to determine financial need. All applicants for their programs must be United States Citizens or eligible non-citizens. Satisfactory academic progress must be maintained while attending the College in order to continue to receive federal or private financial funds.

Prospective students and their parents/spouses are encouraged to visit with a Bryan College Financial Assistance Coordinator for detailed information about financial assistance programs that are available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Bryan College. The College has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation.

## **FINANCIAL OFFICE LOCATIONS**

### **Bryan College—Rogers, Arkansas**

3704 W. Walnut  
Rogers Arkansas 72756  
866-422-6474  
479-899-6644  
479-899-6535 Fax

### **Bryan College—Springfield, Missouri**

4255 Nature Center Way  
Springfield, Missouri 65804  
800-397-1894  
417-862-5700  
417-865-7144 Fax

### **Bryan College—Columbia, Missouri**

3215 Lemone Industrial Boulevard  
Columbia, Missouri 65201  
866-585-9193  
573-777-5550  
573-777-5559 Fax

### **Bryan College—Topeka, Kansas**

1527 S.W. Fairlawn Rd.  
Topeka, Kansas 66604  
800-764-4423  
785-272-0889  
785-272-4538 Fax

## **STUDENT APPLICATION PROCEDURE FOR FINANCIAL AID**

- ▶ To be eligible for and receive Title IV financial assistance at Bryan College, an applicant must meet certain eligibility requirements, such as the following requirements:
  - Be accepted for enrollment
  - Be a regular student in an eligible program.
  - Have a high school diploma, GED, or successfully pass the CPAT Exam (Ability-to-Benefit in Springfield only)
  - Meet enrollment status requirements.
  - Be a U.S. citizen or eligible non-citizen.
  - Cannot be in default on a Title IV loan.
  - Cannot owe a refund on a Title IV grant.

## **TERMS & CONDITIONS FOR Financial Aid Programs Available**

### ▶ **Federal Pell Grant**

This is a federal student aid program, which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.

### ▶ **Federal Subsidized Stafford Loan Program**

This program provides low-interest loans to qualifying students enrolled in Bryan College at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

### ▶ **Federal Unsubsidized and Additional Unsubsidized Stafford Loan Program**

This program provides low-interest loans to qualifying students enrolled in Bryan College at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. Interest payments may be deferred upon request. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

### ▶ **Federal PLUS Loans**

Federal PLUS loans are for parents who wish to borrow funds to help pay for their dependent child's/children's education. This loan provides additional funds for educational expenses. Parent Plus loan deferments may be available to parents, and they may contact the Department of Education or their Financial Assistant Coordinator for more information. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

### ▶ **Partners Installment Contracts**

Students may also have the option of a Partners installment contract. Bryan College may choose to evaluate the student and their situation and recommends this option to the student only if all other financial aid has been exhausted and a balance remains on the student's account.

Students needing this installment contract will be required to make monthly payments to the school while they are in class and the amount is based on the balance and the Partners payment schedule.

Any balance scheduled to be remaining after calculating the cash payments will then be set up on a Partner's installment contract to go into repayment upon the student's completion of their program.

Beginning May 1<sup>st</sup>, Partners Applications will use the following interest rates:

1-3 Year term 7.5%

4 year term 9.5%

5 year term 12%

The student must also complete the credit application, ask a co-borrower to complete the co-borrower application if the student is not currently employed, the universal credit authorization, understanding of tuition financing, and the placement checklist with each box checked for the items that the student has completed. It is the student's option whether or not they would like to set up the EZ pay authorization.

The student's contract must be updated at the time of re-apply if changes are needed or after any adjustment made that affects the student's ending balance. Once the student completes classes, the contract is then sent to Partners Financial Services.

#### ► **State Financial Assistance**

State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran's Education Training
- WIA Workforce Investment Act
- Workforce Development
- Trade Readjustment Allowance (TRA)
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

If all other financial options have been exhausted, the student may either pay the remaining balance by cash, check or credit card (MasterCard or Visa), or apply for an Partner's Installment contract.

Students (and/or parents of dependent students) applying for an Partner's installment contract must complete a credit application with the Financial Assistance Office. The terms of the loan will be determined by the financing company. Regardless of financing utilized, student must pay monthly installments toward their education. Payment amounts will be determined based on financial need and agreed upon during the financial assistance meeting.

#### ► **Veteran Affairs Benefits (VA)**

If a student has questions regarding eligibility in any of these programs, he/she should contact the VA office in Muskogee, Oklahoma (800) 827-1000 or the VA office in St. Louis, (314) 552-9876. The student can also access the VA website, <http://www.gibill.va.gov/>

#### Chapter 33—Post 9/11 GI Bill— Active Duty

This education benefit is available to eligible veterans and service members who served at least 30 continuous days on active duty after September 10, 2001, and to certain qualifying dependents. The percentage of maximum benefit an individual is eligible for is based on the aggregate period of active duty after September 10, 2001.

At least 36 months	100%
At least 30 continuous days (discharged due to service connected disability)	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months	80%
At least 18 months, but less than 24 months	70%
At least 12 months, but less than 18 months	60%
At least 06 months, but less than 12 months	50%
At least 90 days, but less than 06 months	40%

The amount payable for tuition is equal to the highest in-state undergraduate tuition at a public institution. If the tuition exceeds the tuition payment allowed, Yellow Ribbon Program provisions apply.

Bryan College has elected to enter into an agreement with the VA to fund tuition costs above the highest in-state undergraduate tuition rate through the Yellow Ribbon Program. Bryan College and the VA have each agreed to pay half of the difference between the tuition and fees covered by the Post 9/11 GI Bill and the total cost of tuition and fees, up to a total of \$3,000.

This program allows individuals to receive a monthly housing allowance. The amount is equal to the military housing benefit rates of an E-5 with dependents and is based on the location of the school.

Individuals may also receive up to \$1000 per year for books and supplies. The payments are paid proportionally for each quarter.

Payments for tuition, fees, and Yellow Ribbon Program payments are sent directly to the institution. The institution is responsible for handling applicable refunds for those payments. All other payments are sent directly to the student.

#### Chapter 30 - Montgomery GI Bill – Active Duty

This education benefit is available to any man or woman who is active duty or honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program.

Monthly entitlements increase every year on October 1<sup>st</sup> with the Consumer Price Index increase. The rates may increase at other times by an act of Congress. Current monthly entitlement amounts are listed at [http://www.gibill.va.gov/resources/benefits\\_resources/rate\\_tables.html#Ch30](http://www.gibill.va.gov/resources/benefits_resources/rate_tables.html#Ch30)

A student may qualify for increases above the basic monthly rates. The additional money is referred to as a “kicker”. The VA office and the VA website have information regarding who qualifies for “kicker.”

A student has 10 years from the date of the student’s last discharge or release from active duty to take advantage of this benefit. Each student may be entitled to receive up to 36 months of education benefits under this program.

#### Chapter 1606 - Montgomery GI Bill – Selected Reserves

This program is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The Reserve components decide who is eligible for the program. This bill provides up to 36 months of education benefits.

### Chapter 1607 - REAP (Reserve Education Assistance Program)

It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits. Some reservists may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the "buy-up" program. Soldiers must complete an application to be considered for this program. The application is available at: [http://www.gibill.va.gov/benefits/other\\_programs/reap.html](http://www.gibill.va.gov/benefits/other_programs/reap.html)

### VEAP - Veteran's Educational Assistance Program –

Veterans who first entered active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by April 1, 1987. The maximum contribution for each participant is \$2700. Department of Defense funds equal to twice the contribution are added to the veteran's account. Veterans have 10 years from the date of release from active duty to use VEAP benefits.

### Chapter 35 - Dependent Educational Assistance Benefits

This program provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service connected causes, and certain other veterans and servicepersons, such as those currently missing in action or captured in the line of duty. The VA determines eligibility for these benefits. This program provides up to 45 months of education or training.

Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial aid funds for which they previously were eligible until reinstated by the College.

## **THE RIGHTS AND RESPONSIBILITIES OF THE BORROWER**

### **► The borrower is responsible for:**

- Repaying your loan, including accrued interest and fees regardless of whether you complete your education, obtain employment, or are satisfied with your education.
- Completing exit counseling before you leave school or drop below half-time enrollment.
- Notifying your lender or the current holder of your loan within 10 days if you change your name, address, or phone number; drop below half-time status; withdraw from school or transfer; or change your graduation date.
- Directing all correspondence to your current loan holder, which could change during the life of the loan.
- Making monthly payments on your loan after leaving school, unless you have been granted a forbearance or deferment.
- Informing your lender or your current loan holder of anything that might change your eligibility for an existing deferment.

### **► The borrower has a right to:**

- Receive a copy of your promissory note before or after the loan is made.
- Before repayment of your loan begins, receive a disclosure statement, including information on interest rates, fees, loan balance, and the size and number of payments.
- Benefit from a grace period after you leave school or drop below half-time enrollment before your loan payments begin.
- Prepay all or part of your loan without a prepayment penalty.
- Receive written notice if your loan is sold to a new holder.
- Apply for a deferment (if eligible) of your loan payments for certain specified periods.
- Request forbearance from the holder of your loan if you are unable to make payments and do not qualify for a deferment.
- Receive proof of discharge when your loan is paid in full.

Please refer to the Federal Student Guide for more information on student aid and repayment.

[http://studentaid.ed.gov/students/attachments/siteresources/Funding\\_Education\\_Beyond\\_HS\\_2011-12.pdf](http://studentaid.ed.gov/students/attachments/siteresources/Funding_Education_Beyond_HS_2011-12.pdf)

## **GLOSSARY OF EDUCATION-LOAN TERMS**

- **Capitalization**: The addition of accrued interest to the principal balance of the loan.
- **Default**: A borrower's failure to fulfill the agreement that the borrower signed when taking out a federal education loan. For example, you would be considered in default if you failed to make your monthly loan payment when due for a period of at least 270 consecutive days.
- **Deferment**: A period during repayment in which the borrower is not required to make payments of loan principal.
- **Dependent Student**: A student who does not meet the eligibility requirements for an "Independent Student" (see definition below). Dependency status affects the maximum amount that a student may borrow in Stafford loans and whether a parent may take out a PLUS loan on behalf of the student.
- **Disbursement**: The transfer of the loan proceeds by check or electronic funds transfer (EFT) by a lender to a school.
- **Discharge**: The release of a borrower from a loan obligation.
- **FAFSA**: The Free Application for Federal Student Aid is the form that the student (and parents of dependent students) must complete to apply for federal financial assistance, including Title IV assistance (Federal grants and loans).  
<http://www.fafsa.ed.gov/>
- **Forbearance**: The period during which a borrower is permitted to temporarily cease making payments or reduce the amount of the payments. The borrower is responsible for the interest that accrues on the loan during the forbearance period. In many cases, forbearance is granted at the lender's discretion; in other instances, borrowers are entitled to forbearance.
- **Grace Period**: The six-month period that begins the day after a Stafford-loan borrower

ceases to be enrolled at least half-time at an eligible school. During the grace period, payments of principal are not required.

- **Independent Student**: A student who meets one or more of the following criteria: Is at least 24 years old by Dec. 31 of the financial aid award year; is an orphan or ward of the court; is a veteran of the U.S. Armed forces; is a graduate or professional student; is a married person; has legal dependents other than a spouse; or is a student for whom the school's financial aid administrator determines and documents the student's independent student status based on the administrator's professional judgment of the student's unusual circumstances.
- **Interest**: A loan expense charged by the lender and paid by the borrower for the use of borrowed money. The expense is calculated as a percentage of the unpaid principal amount (loan amount) borrowed.
- **Master Promissory Note (MPN)**: A legally binding agreement under which the borrower promises to repay one or more loans.
- **Principal**: The amount of money borrowed plus any capitalized interest.

### **ENTRANCE AND EXIT COUNSELING REQUIREMENTS**

- ▶ **Entrance Interview**: During the financial aid packaging process, the Financial Assistance Coordinator conducts an entrance counseling session. The applicant completes a Student Loan Entrance Interview form and is given a Financial Aid packet covering Federal Aid Management.
- ▶ **Exit Interview**: At the completion or withdrawal of the student's program, the Financial Assistance Coordinator conducts an Exit Counseling Session. The student completes an Student Loan Exit Interview form, and the repayment of any loans is discussed.

### **DISBURSEMENT OF FINANCIAL AID**

#### ▶ **Federal Pell Grants**

**Amount:** Awards based on demonstrated financial need, cost of attendance and enrollment status. For the 2011-2012 award year, the maximum amount of Pell grant a student can receive is \$5550 annually.

**Eligibility:** Applicants must be enrolled in an approved post-secondary institution and in an eligible program.

**Who Qualifies and How to Apply:** All students should apply; however, not all students may be eligible. Applicants' eligibility is determined by information reported on the Free Application for Federal Student Aid (FAFSA). Students can complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### ▶ **Federal Subsidized Stafford Loan Program**

**Amount:** Awards based on financial need. For the 2011-2012 award year, the maximum amount of subsidized loans a student can receive is \$3500 for first year students, \$4500 for second year students and \$5500 for third year students. Loans have a fixed interest rate with a cap of 6.8% adjusted every July 1. The interest rate for the 2011-2012 award year is 3.4%

**Eligibility:** Applicants must be enrolled in at least half-time basis in an approved post-

secondary institution and in an approved program and must demonstrate financial need.

**Who Qualifies and How to Apply:** All students should apply; however, not all students may be eligible. Qualified students are not required to make payments nor pay interest while enrolled at least half time; the federal government “subsidizes” the interest during this period of enrollment. Repayment of interest charges and principle begin six months after the student leaves school or drops below half time enrollment status. Applicants eligibility is determined by information reported on the Free Application for Federal Student Aid (FAFSA). Students can complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Direct Loan Fee Rebate:** The subsidized and unsubsidized Federal Direct Stafford Loans have a 1.0% origination fee. However, because of a .5% rebate, the net origination fee deducted from each loan disbursement is reduced to .5%. To retain this rebate, your first 12 month payments (once you begin repayment) must be made on time. Otherwise, a charge for the initial rebate will be added to the outstanding loan principle.

**For More Information Contact:** Bryan College Financial Assistance Coordinator Offices

► **Federal Unsubsidized Stafford Loan Program**

**Amount:** Awards varies. This award may be used in conjunction with the Federal Subsidized Stafford Loan. For the 2011-2012 award year, the maximum amount a qualified independent student can receive is \$4,000 for first year students, \$4,000 for second year students and \$5000 for third year students. Loans have a fixed interest rate with a cap of 6.8% that may adjust every July 1. The interest rate for the 2011-2012 award year is 6.8%. Some students may also qualify for an additional unsubsidized loan of \$2,000.

**Eligibility:** Applicants must be enrolled in at least half-time basis in an approved post secondary institution and in an approved program. This award is not based on financial need and is available to all students regardless of income.

**Who Qualifies and How to Apply:** All students should apply. Students are responsible for the interest from the date of disbursement. Interest payments may be made in installments while in school or allowed to accrue and be added to the principle (capitalized). Repayment begins six months after the student leaves school or drops below half time enrollment status. An applicant’s award is determined by information reported on the Free Application for Federal Student Aid (FAFSA). Students can complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Direct Loan Fee Rebate:** The subsidized and unsubsidized Federal Direct Stafford Loans have a 1.0% origination fee. However, because of a .5% rebate, the net origination fee deducted from each loan disbursement is reduced to .5%. To retain this rebate, your first 12 month payments (once you begin repayment) must be made on time. Otherwise, a charge for the initial rebate will be added to the outstanding loan principle.

**For More Information Contact:** Bryan College Financial Assistance Coordinator Office

► **Federal Additional Unsubsidized Stafford Loan Program**

Some students may qualify for an additional unsubsidized loan. Federal Additional Unsubsidized Stafford Loans do accrue interest while the student is enrolled in school and may be paid quarterly or be added to the principle amount of the loan. Repayment of principle begins 6 months after the student ceases to be enrolled at least half time. The maximum loan amount that a first, second, or third year student may borrow is \$2000. Interest rates for Federal Unsubsidized Stafford Loans are fixed at 6.8%.

**Direct Loan Fee Rebate:** The subsidized and unsubsidized Federal Direct Stafford Loans have a 1.0% origination fee. However, because of a .5% rebate, the net origination fee deducted from each loan disbursement is reduced to .5%. To retain this rebate, your first 12 month payments (once you begin repayment) must be made on time. Otherwise, a charge for the initial rebate will be added to the outstanding loan principle

**For More Information Contact:** Bryan College Financial Assistance Coordinator Office

► **Federal PLUS Loans**

**Amount:** Award based on cost of dependent student's education minus other financial aid. Loans have a fixed interest rate with a cap of 7.9% that may adjust every July 1. The interest rate for the 2011-2012 award year is 7.9%

**Eligibility:** Applicants must be a parent or legal guardian of a dependent, undergraduate student. Students must be enrolled in at least half-time basis in an approved post-secondary institution and in an approved program.

**Who Qualifies and How to Apply:** The parent or legal guardian must complete a credit check to qualify. The parent or legal guardian and student must complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The parent or legal guardian is responsible for repayment. Interest is charged beginning at the first disbursement date. Repayment including the interest and principle begins 60 days after the funds are fully disbursed for the academic year, unless a deferment is requested and granted to the parent or legal guardian. For information on a Plus deferment, contact the Department of Education.

**Direct Loan Fee Rebate:** The Federal Direct PLUS Loan has a 4% origination fee, a 1.5% rebate, and a resulting net origination fee of 2.5%, which will be deducted from each loan disbursement. The same conditions as stated above for retaining the rebate apply.

**For More Information Contact:** Bryan College Financial Assistance Coordinator Office.

**Repayment Steps & Options**

- Step 1: Know what you owe
- Step 2: Determine how much you can afford to pay each month
- Step 3: Choose a repayment plan
- Step 4: Keep in touch
- Step 5: Select repayment options

-- **Standard repayment:** Typically this is the least expensive option in terms of total interest costs. This option is the choice of most federal education-loan borrowers. This plan provides a fixed monthly payment of at least \$50 over a period of up to 10 years. If your monthly payments under this option exceed 8 percent to 10 percent of your gross monthly income, you may want to consider one of the following flexible repayment options or loan consolidation.

-- **Graduated repayment plan:** Your payments start out low at first and then will increase, usually every two years. You must repay your loan in full within 10 years. At a minimum, your payments must cover the interest that accumulates on your loans between payments. This plan is tailored to individuals with relatively low current incomes (e.g., recent college graduates) who expect their incomes to increase in the future. However, you'll ulti-

mately pay more for your loan than you would under the Standard Plan, because more interest accumulates in the early years of the plan when your outstanding loan balance is higher.

- ***Income-Sensitive repayment plan (for FFEL Loans only)***: With an income-sensitive plan, your monthly loan payment is based on your annual income. As your income increases or decreases, so do your payments. The maximum repayment period is 10 years.
- ***Extended repayment plan***: If you're a FFEL borrower, you must have more than \$30,000 in outstanding FFEL Program loans. If you're a Direct Loan borrower, you must have more than \$30,000 in outstanding Direct Loans. This means, for example, that if you have \$35,000 in outstanding FFEL Program loans and \$10,000 in outstanding Direct Loans, you can choose the extended repayment plan for your FFEL Program loans, but not for your Direct Loans. Your fixed monthly payment is lower than it would be under the Standard Plan, but you'll ultimately pay more for your loan because of the interest that accumulates during the longer repayment period.
- ***Income-Contingent repayment plan (for Direct Loans and Direct PLUS Loans)***: Your monthly payments will be based on your annual income (and that of your spouse, if married), your family size, and the total amount of your Direct Loans. Borrowers have 25 years to repay under this plan, the unpaid portion will be forgiven. However, you may have to pay income tax on the amount that is forgiven. Effective July 1, 2009, graduate and professional student PLUS borrowers in the Direct Loan program will be eligible to use the income-contingent repayment (ICR) plan. Direct Loan parent PLUS borrowers will not be eligible for the ICR repayment plan.
- ***Income-Based repayment plan (IBR)***: Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. Your monthly payment amount may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you repay under this plan and meet certain other requirements over a specified period of time, you may qualify for cancellation of any outstanding balance on your loans. Contact the Direct Loan Servicing Center (for Direct Loans) or your FFEL lender (for FFEL program loans) for more information about the Income-Based repayment plan.
- ***Loan consolidation***: Consolidation permits you to bundle all of your federal education loans into a convenient single monthly loan payment at a fixed interest rate. Depending on your total outstanding loan balance, you may also be able to extend your repayment period and lower your monthly payments by as much as 40 percent. You are likely to pay more total interest by extending your payment period and making smaller payments over a larger term.

Once you have selected a repayment plan, you can change to another one with no financial penalties – although some restrictions may apply.

### ► **What's the maximum loan payment you can afford?**

If your monthly student-loan payment exceeds the range of loan payments listed below for your annual income, explore a flexible repayment option or loan consolidation. Maximum affordable monthly payments assume that payments do not exceed 8 percent to 10 percent of your gross monthly income.

► **Maximum loan payment Scale**

Your Annual Income	Range of Maximum Monthly Loan Payments You Can Afford
\$15,000	\$100 - \$125
\$20,000	\$133 - \$167
\$25,000	\$167 - \$208
\$30,000	\$200 - \$250
\$35,000	\$233 - \$292
\$40,000	\$267 - \$333
\$45,000	\$300 - \$375
\$50,000	\$333 - \$417
\$75,000	\$500 - \$625
\$100,000	\$667 - \$833

► **Payment Relief Options**

If you are unemployed, facing certain other personal financial difficulties, returning to school or pursuing certain other educational or training programs, you may qualify for temporary payment relief on your Federal Stafford loans. Federal Loan Programs provide two general options for student loan payment relief:

- **Deferment.** If you meet the qualifications for deferment and submit the required documentation, you are entitled to defer principal payments, in the case of unemployment or economic hardship, for up to a total of three years during the term of your loans. There is no maximum time limit for deferment while you are continuously enrolled at least half time in school or participating in a qualified graduate-fellowship or rehabilitation-training program.
- **Forbearance.** If you don't meet the requirements for deferment but still need payment relief, you may appeal to your lender or loan servicer for forbearance. Forbearance permits you to reduce or postpone payments or extend the time for making payments, usually at the discretion of the lender. A forbearance request typically is granted for a period of up to 12 months.

► **CANCELLATION AND REFUND POLICY**

**Applicants wishing to enroll must complete the admissions process, and sign an enrollment agreement to become officially enrolled in Bryan College. Any fees paid during the admissions process shall be refunded within the cancellation period. The cancellation period is three days from the completion of the admission process and signing of the enrollment agreement, exclusive of Saturdays, Sundays and holidays.**

Students are protected by the following policies

**Drop/Add Policy**

The first two weeks of each quarter is designated as the drop/add period for students. This is the period when students may add or delete courses in order to finalize their schedules. Students who wish to make course changes must request approval from the Dean and the Financial Assistance Coordinator (FAC). There are no charges for courses dropped during the drop/add period. A student who attends a course beyond the drop/add period and does not drop it within the drop/add period will be charged a prorated rate for the entire course. For this reason it is important that students drop classes in a timely manner.

### **Course Withdrawal after the Drop/Add period**

When a student is absent for 2 consecutive weeks of any given course Bryan College will withdraw the student from that course. Students dropped from a class must meet with the Financial Assistance Coordinator to update their paperwork. Students dropping a class/classes may be reduced to 3/4 time enrollment status or less then half-time enrollment status. Students less than half-time status may not receive federal student loan funds.

### **Program Withdrawal**

When a student is absent from class for 2 consecutive weeks, Bryan College will withdraw the student from their quarter of study. The student will be withdrawn in accordance with the policies listed below.

### **State Refund Policy (Rogers Campus only)**

The state refund policy uses the total tuition for the academic year of study when calculating the tuition owed by the student. Total tuition per academic year is located on the enrollment agreement under the heading of "Tuition Fee". The policy reads as follows:

- Student withdraws between 1-24.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes tuition for the number of clock hours completed.
- Student withdraws between 25-49.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 50% of the entire tuition for their program of study.
- Student withdraws between 50-74.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 75% of the entire tuition for their program of study.
- Student withdraws between 75-100% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 100% of the entire tuition for their program of study.

The tuition refund will be calculated and compared between the state refund policy and the institutional refund policy. The tuition refund policy which is more advantageous for the student will be used.

### **Institutional Refund Policy (all campuses):**

No tuition will be charged for those withdrawing during the drop/add period; all other fees are non-refundable and are not prorated when a student withdraws.

### **First Time Students**

For first time students within their first quarter of study who terminate their training before completing more than 60% of their first period of enrollment (period of enrollment consists of 3 courses/1 quarter), the institution will perform a pro-rata refund calculation. Under the pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the tuition for that period of enrollment. The institution will retain the entire contract price for the period of enrollment if the student terminates the training after completing more than 60% of the period of enrollment.

### **Continuing Students**

Continuing students withdrawing from their program will be charged as follows: No tuition will be charged for those withdrawing during the drop/add period; all other fees are non-refundable and are not prorated when a student withdraws. For those students withdrawing after the drop/add period and through the 20% point in their current quarter they will be charged 50% of the tuition for that quarter. Students withdrawing between 20% through 50% of their quarter will be charged for 75% of their tuition. Any continuing student passing the 50% point of their quarter will be charged for the entire quarter.

A student will not incur charges (including fees) for future quarters not attempted. Quarterly charges are located on the student Award Letter under the heading "Estimated Charges".

### **Return of Title IV funds – Federal Refund Policy – All campuses**

Federal regulations determine what portion of the Title IV disbursement remains on the student's Bryan College account. Title IV calculations do not effect the amount the student owes in institutional tuition and fee charges. There are several steps in determining Return of Title IV Funds:

**Step one:** Determine amount of Title IV funds disbursed and/or amount that could have been disbursed as of the last day of attendance.

**Step two:** Determine the percentage of the period of enrollment (program length) completed by the student. Divide the number of calendar days in the period of enrollment by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place. (Example – 45 days / 101 days = .4455 or 44.6%). If percentage completed exceeds 60%, the percentage of Title IV funds earned = 100%.

**Step three:** Calculate the amount of Title IV Aid earned by the student. Multiply the total of Title IV aid disbursed by the percent of Title IV Aid earned.

**Step four:** Determine if the student is due a post-withdrawal disbursement, or if Title IV Aid must be returned to the United States Department of Education. If the amount of Title IV aid earned is larger than the amount of Title IV aid received, the difference will be disbursed and applied to student's account. If the amount of Title IV aid earned is less than the amount of Title IV aid received, the difference will be returned to the U.S. Department of Education.

**Step five:** Calculate the amount of unearned Title IV Aid due from the institution. The institution must return the lesser of institutional charges multiplied by the percentage unearned (100% - percent of Title IV aid earned) and the amount of Title IV aid to be returned.

**Step six:** Determine return of funds by Bryan College to the U.S. Department of Education. Title IV funds are returned in the following order: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal Pell Grants.

**Step seven:** Calculate the initial amount of unearned Title IV aid to be repaid by the student. Subtract the school's responsibility from the total amount of Title IV aid to be returned to the United States Department of Education to determine the amount of Title IV funds due from the student.

**Step eight:** Determine return of funds by the student. The student must return Title IV funds in the following order: Stafford Unsubsidized loans, Stafford Additional Unsubsidized loans,

Stafford Subsidized loans, PLUS loans and Federal Pell Grant.

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan College has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance is turned over to a collection agency. Interest on the student's account balance will begin accruing 30 days prior to the notification date on the withdrawal form. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

### **Re-entry of Discontinued Students**

Students who discontinue their program prior to the end of the quarter and desire to return to Bryan College will be allowed to return one time on a no-fee basis. Any students re-entering multiple times due to class rotation will have the re-entry fee waived. Re-entry paperwork will need to be completed in both the financial and academic offices.

Any student who desires to re-enter Bryan College as a continuing student and previously withdrew two times, will be charged a \$100 cash re-entry fee. The re-entry fee cannot be added to the financial aid package and must be paid in full before the student is eligible to re-enter.

## **HIGHER EDUCATION TAX BENEFITS**

### **American Opportunity Credit**

Under the American Recovery and Reinvestment Act (ARRA), more parents and students will qualify over the next two years for a tax credit, the American opportunity credit, to pay for college expenses.

The American opportunity credit is not available on the 2008 returns taxpayers are filing during 2009. The new credit modifies the existing Hope credit for tax years 2009 and 2010, making it available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. It also adds required course materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years instead of two. Many of those eligible will qualify for the maximum annual credit of \$2,500 per student.

The full credit is available to individuals whose modified adjusted gross income (MAGI) is \$80,000 or less, or \$160,000 or less for married couples filing a joint return. The credit is phased out for taxpayers with incomes above these levels. These income limits are higher than under the existing Hope and lifetime learning credits.

Special rules apply to a student attending college in a Midwestern disaster area. For tax-year 2009 only, taxpayers can choose to claim either a special expanded Hope credit of up to \$3,600 for the student or the regular American opportunity credit.

If you have questions about the American opportunity credit, these questions and answers might help. For more information, see American opportunity credit:

<http://www.irs.gov/newsroom/article/0,,id=211309,00.html>

## **Hope Credit**

The Hope credit generally applies to 2008 and earlier tax years. It helps parents and students pay for post-secondary education. The Hope credit is a nonrefundable credit. This means that it can reduce your tax to zero, but if the credit is more than your tax, the excess will not be refunded to you. The Hope credit you are allowed may be limited by the amount of your income and the amount of your tax. The Hope credit is for the payment of the first two years of tuition and related expenses for an eligible student for whom the taxpayer claims an exemption on the tax return. Normally, you can claim tuition and required enrollment fees paid for your own, as well as your dependents' college education. The Hope credit targets the first two years of post-secondary education, and an eligible student must be enrolled at least half time.

Generally, you can claim the Hope credit if all three of the following requirements are met:

- You pay qualified education expenses of higher education.
- You pay the education expenses for an eligible student.
- The eligible student is either yourself, your spouse or a dependent for whom you claim an exemption on your tax return.

You cannot take both an education credit and a deduction for tuition and fees (see Deductions, below) for the same student in the same year. In some cases, you may do better by claiming the tuition and fees deduction instead of the Hope credit.

Education credits are claimed on Form 8863, Education Credits (Hope and Lifetime Learning Credits). For details on these and other education-related tax breaks, see IRS Publication 970, Tax Benefits of Education.

## **Lifetime Learning Credit**

The lifetime learning credit helps parents and students pay for post-secondary education. For the tax year, you may be able to claim a lifetime learning credit of up to \$2,000 (\$4,000 for students in Midwestern disaster areas) for qualified education expenses paid for all students enrolled in eligible educational institutions. There is no limit on the number of years the lifetime learning credit can be claimed for each student. However, a taxpayer cannot claim both the Hope or American opportunity credit and lifetime learning credits for the same student in one year. Thus, the lifetime learning credit may be particularly helpful to graduate students, students who are only taking one course and those who are not pursuing a degree.

Generally, you can claim the lifetime learning credit if all three of the following requirements are met:

- You pay qualified education expenses of higher education.
- You pay the education expenses for an eligible student.
- The eligible student is either yourself, your spouse or a dependent for whom you claim an exemption on your tax return.

If you're eligible to claim the lifetime learning credit and are also eligible to claim the Hope or American opportunity credit for the same student in the same year, you can choose to claim either credit, but not both.

If you pay qualified education expenses for more than one student in the same year, you can choose to take credits on a per-student, per-year basis. This means that, for example, you can

claim the Hope or American opportunity credit for one student and the lifetime learning credit for another student in the same year.

### **Tuition and Fees Deduction**

You may be able to deduct qualified education expenses paid during the year for yourself, your spouse or your dependent. You cannot claim this deduction if your filing status is married filing separately or if another person can claim an exemption for you as a dependent on his or her tax return. The qualified expenses must be for higher education.

The tuition and fees deduction can reduce the amount of your income subject to tax by up to \$4,000. This deduction, reported on Form 8917, Tuition and Fees Deduction, is taken as an adjustment to income. This means you can claim this deduction even if you do not itemize deductions on Schedule A (Form 1040). This deduction may be beneficial to you if, for example, you cannot take the lifetime learning credit because your income is too high.

You may be able to take one of the education credits for your education expenses instead of a tuition and fees deduction. You can choose the one that will give you the lower tax.

Generally, you can claim the tuition and fees deduction if all three of the following requirements are met:

- You pay qualified education expenses of higher education.
- You pay the education expenses for an eligible student.
- The eligible student is yourself, your spouse, or your dependent for whom you claim an exemption on your tax return.

You cannot claim the tuition and fees deduction if any of the following apply:

- Your filing status is married filing separately.
- Another person can claim an exemption for you as a dependent on his or her tax return. You cannot take the deduction even if the other person does not actually claim that exemption.
- Your modified adjusted gross income (MAGI) is more than \$80,000 (\$160,000 if filing a joint return).
- You were a nonresident alien for any part of the year and did not elect to be treated as a resident alien for tax purposes. More information on nonresident aliens can be found in Publication 519, U.S. Tax Guide for Aliens.
- You or anyone else claims an education credit for expenses of the student for whom the qualified education expenses were paid.
- Student-activity fees and expenses for course-related books, supplies and equipment are included in qualified education expenses only if the fees and expenses must be paid to the institution as a condition of enrollment or attendance.

### **Student Loan Interest Deduction**

Generally, personal interest you pay, other than certain mortgage interest, is not deductible on your tax return. However, if your modified adjusted gross income (MAGI) is less than \$70,000 (\$145,000 if filing a joint return), there is a special deduction allowed for paying interest on a student loan (also known as an education loan) used for higher education. Student loan interest is interest you paid during the year on a qualified student loan. It includes both required and voluntary interest payments. For most taxpayers, MAGI is the adjusted gross income as figured on their federal income tax return before subtracting any deduction for student loan in-

terest. This deduction can reduce the amount of your income subject to tax by up to \$2,500.

The student loan interest deduction is taken as an adjustment to income. This means you can claim this deduction even if you do not itemize deductions on Form 1040's Schedule A.

**Qualified Student Loan.** This is a loan you took out solely to pay qualified education expenses (defined later) that were:

- For you, your spouse, or a person who was your dependent when you took out the loan.
- Paid or incurred within a reasonable period of time before or after you took out the loan.
- For education provided during an academic period for an eligible student.

Loans from the following sources are not qualified student loans:

- A related person.
- A qualified employer plan.
- Qualified Education Expenses

For purposes of the student loan interest deduction, these expenses are the total costs of attending an eligible educational institution, including graduate school. They include amounts paid for the following items:

- Tuition and fees.
- Room and board.
- Books, supplies and equipment.
- Other necessary expenses (such as transportation).

The cost of room and board qualifies only to the extent that it is not more than the greater of: the allowance for room and board, as determined by the eligible educational institution, that was included in the cost of attendance (for federal financial aid purposes) for a particular academic period and living arrangement of the student, or the actual amount charged if the student is residing in housing owned or operated by the eligible educational institution.

### **Business Deduction for Work-Related Education**

If you are an employee and can itemize your deductions, you may be able to claim a deduction for the expenses you pay for your work-related education. Your deduction will be the amount by which your qualifying work-related education expenses plus other job and certain miscellaneous expenses is greater than 2% of your adjusted gross income. An itemized deduction may reduce the amount of your income subject to tax.

If you are self-employed, you deduct your expenses for qualifying work-related education directly from your self-employment income. This may reduce the amount of your income subject to both income tax and self-employment tax.

Your work-related education expenses may also qualify you for other tax benefits, such as the tuition and fees deduction and the Hope and lifetime learning credits. You may qualify for these other benefits even if you do not meet the requirements listed above.

To claim a business deduction for work-related education, you must:

- Be working.
- Itemize your deductions on Schedule A (Form 1040 or 1040NR) if you are an employee.
- File Schedule C (Form 1040), Schedule C-EZ (Form 1040), or Schedule F (Form 1040) if you are self-employed.
- Have expenses for education that meet the requirements discussed under Qualifying Work

-Related Education.

### **Qualifying Work-Related Education**

You can deduct the costs of qualifying work-related education as business expenses. This is education that meets at least one of the following two tests:

- The education is required by your employer or the law to keep your present salary, status or job. The required education must serve a bona fide business purpose of your employer.
- The education maintains or improves skills needed in your present work.

However, even if the education meets one or both of the above tests, it is not qualifying work-related education if it:

- Is needed to meet the minimum educational requirements of your present trade or business or;
- Is part of a program of study that will qualify you for a new trade or business.
- You can deduct the costs of qualifying work-related education as a business expense even if the education could lead to a degree.

### **Education Required by Employer or by Law**

Education you need to meet the minimum educational requirements for your present trade or business is not qualifying work-related education. Once you have met the minimum educational requirements for your job, your employer or the law may require you to get more education. This additional education is qualifying work-related education if all three of the following requirements are met:

- It is required for you to keep your present salary, status or job.
- The requirement serves a business purpose of your employer.
- The education is not part of a program that will qualify you for a new trade or business.

When you get more education than your employer or the law requires, the additional education can be qualifying work-related education only if it maintains or improves skills required in your present work.

### **Education to Maintain or Improve Skills**

If your education is not required by your employer or the law, it can be qualifying work-related education only if it maintains or improves skills needed in your present work. This could include refresher courses, courses on current developments and academic or vocational courses.

### **529 Plans Expanded**

Tax-free college savings plans and prepaid tuition programs can be used to buy computer equipment and services for an eligible student during 2009 and 2010. These 529 plans — qualified tuition programs authorized under section 529 of the Internal Revenue Code have, in recent years, become a popular way for parents and other family members to save for a child's college education. Though contributions to 529 plans are not deductible, there is also no income limit for contributors.

529 plan distributions are tax-free as long as they are used to pay qualified higher education expenses for a designated beneficiary. Qualified expenses include tuition, required fees, books, supplies, equipment and special needs services. For someone who is at least a half-time student, room and board also qualify.

For 2009 and 2010, the ARRA change adds to this list expenses for computer technology and equipment or Internet access and related services to be used by the student while enrolled at an eligible educational institution. Software designed for sports, games or hobbies does not qualify, unless it is predominantly educational in nature. In general, expenses for computer technology are not qualified expenses for the American opportunity credit, Hope credit, lifetime learning credit or tuition and fees deduction.

States sponsor 529 plans that allow taxpayers to either prepay or contribute to an account for paying a student's qualified higher education expenses. Similarly, colleges and groups of colleges sponsor 529 plans that allow them to prepay a student's qualified education expenses.

### **Coverdell Education Savings Account**

This account was created as an incentive to help parents and students save for education expenses. Unlike a 529 plan, a Coverdell ESA can be used to pay a student's eligible k-12 expenses, as well as post-secondary expenses. On the other hand, income limits apply to contributors, and the total contributions for the beneficiary of this account cannot be more than \$2,000 in any year, no matter how many accounts have been established. A beneficiary is someone who is under age 18 or is a special needs beneficiary.

Contributions to a Coverdell ESA are not deductible, but amounts deposited in the account grow tax free until distributed. The beneficiary will not owe tax on the distributions if they are less than a beneficiary's qualified education expenses at an eligible institution. This benefit applies to qualified higher education expenses as well as to qualified elementary and secondary education expenses.

Here are some things to remember about distributions from Coverdell accounts:

- Distributions are tax-free as long as they are used for qualified education expenses, such as tuition and fees, required books, supplies and equipment and qualified expenses for room and board.
- There is no tax on distributions if they are for enrollment or attendance at an eligible educational institution. This includes any public, private or religious school that provides elementary or secondary education as determined under state law.
- Virtually all accredited public, nonprofit and proprietary (privately owned profit-making) post-secondary institutions are eligible.
- Education tax credits can be claimed in the same year the beneficiary takes a tax-free distribution from a Coverdell ESA, as long as the same expenses are not used for both benefits.
- If the distribution exceeds qualified education expenses, a portion will be taxable to the beneficiary and will usually be subject to an additional 10% tax. Exceptions to the additional 10% tax include the death or disability of the beneficiary or if the beneficiary receives a qualified scholarship.

For more information, see Tax Tip 2008-59, Coverdell Education Savings Accounts:  
<http://www.irs.gov/newsroom/article/0%2C%2Cid=107636%2C00.html>

### **Student Diversity Categories**

For this reporting period, the following is a detailed breakdown, by campus and organization of Bryan College's student diversity statistics:

<b>Campus **</b>	<b>Bryan College -Rogers</b>	<b>Bryan College- Springfield</b>	<b>Bryan College-Topeka</b>
Total enrollment	292	348	164
Undergraduate enrollment	292	348	164
Undergraduate transfer-in enrollment	0	0	0
Undergraduates receiving Pell grants	96%	97%	84%
<b>Undergraduates by Attendance Status</b>			
Full-time	100%	100%	100%
Part-time	0%	0%	0%
<b>Undergraduates by Gender</b>			
Male	26%	18%	24%
Female	74%	82%	76%
<b>Undergraduates by Race / ethnicity</b>			
American Indian or Alaska Native	0%	0%	5%
Asian	1%	0%	1%
Black or African American	4%	9%	19%
Hispanic/Latino	19%	4%	7%
Native Hawaiian or other Pacific Islander	0%	1%	0%
White	75%	86%	68%
Two or more races	0%	0%	0%
Race/ethnicity unknown	1%	0%	0%
Non-resident alien	0%	0%	0%
<b>Undergraduates by Age (Fall 2009)</b>			
24 and under	38%	39%	34%
25 and over	62%	61%	66%
Age unknown	0%	0%	0%
<b>Undergraduates by Residence</b>			
In-state	100%	89%	100%
Out-of-state	0%	11%	0%
Foreign countries	0%	0%	0%
Unknown	0%	0%	0%
All enrollment data, unless otherwise specified, are for Fall 2010. **Bryan College-Columbia did not begin operation until after the Fall 2010 reporting deadline. **For more information regarding federally recorded statistics for Bryan College please			

## **ACCREDITATION, CERTIFICATION, AND APPROVALS**

Bryan College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate of Academic Studies Degrees. (750 First Street NE, Suite 980, Washington, DC 20002-4241, phone 202-336-6780). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Bryan College is approved by the U.S. Department of Education to participate in federally-funded financial aid programs.

### **Topeka, Kansas**

The College is approved by the Kansas State Board of Regents (1000 SW Jackson Street, Suite 520, Topeka, Kansas 66612-1368).

Bryan College is approved by the following:

- Social Rehabilitation Services (SRS)
- Veterans Education Training
- Vocational Rehabilitation

### **Springfield, Missouri**

The College is certified to operate by the Missouri Coordinating Board for Higher Education (3515 Amazonas Drive, Jefferson City, MO 65109, phone 573-751-2361).

Bryan College is approved by the following:

- Veteran's Education Training
- Vocational Rehabilitation
- Workforce Investment Act (WIA)
- TRA

### **Rogers, Arkansas**

The College is certified to operate by the Arkansas State Board of Private Career Education (612 South Summit Street, Suite 102, Little Rock, Arkansas 72201-4740, telephone (501) 683-8000). Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Bryan College is approved by the following:

- Veteran's Education Training
- Workforce Development

### **Columbia, Missouri**

The College is certified to operate by the Missouri Coordinating Board for Higher Education (3515 Amazonas Drive, Jefferson City, MO 65109, phone 573-751-2361).

## **Additional Federal Student Aid Compliance**

### **Constitution Day/Citizenship Day**

Bryan College encourages all students to participate in our nation's democracy. All campus locations recognize **Constitution Day/Citizenship Day** in September by providing numerous activities and opportunities for students to learn more about our country's most essential document.

### **Voter Registration**

Voter registration information and forms are provided to all students via electronic mail.

## SECTION II TUITION AND FEES

### **Net Price Calculator**

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), by October 29, 2011, each postsecondary institution that participates in Title IV federal student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. The net price calculator is required for all Title IV institutions that enroll full-time, first-time degree- or certificate-seeking undergraduate students.

Bryan College's Net Price Calculator can be located at the following web address:  
[www.bryancolleges.edu](http://www.bryancolleges.edu)

### **Tuition and Fees**

An application fee of \$50 is payable with all applications for admission. This fee is refundable within three working days, exclusive of weekends and holidays.

### **Tuition**

All Programs (Not all programs offered at all campuses) (Tuition is subject to change each July 1)	\$300.00 (per credit hour)
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All tuition is due and payable in full at registration.

Any payments not made by the scheduled due dates are subject to late fees. All arrangements for financial aid should be made in advance of the beginning of the student's program.

In order to graduate by a designated time, a student must successfully pass a sequence of courses as outlined in their program of study. All students enrolled in a program of study and attempting a minimum of 12 quarter credit hours are considered full time.

### **Fees**

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter)	\$300.00
Course Transfer Fee (per course) (Does not apply when transferring BC earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Transcript Fee (per transcript)	\$ 5.00

(Academic transcripts are issued when all financial obligations to the College have been met)

### **Books and Supplies**

The bookstore is offered as a convenient service to students. Students are not required to purchase their books at the bookstore or from the College (Please refer to Section XI for additional information). The College reserves the right to issue used books when deemed necessary. The following is an approximate cost per quarter:

Business Courses & Criminal Justice Courses	\$375.00 per quarter
Computer Network Courses	\$510.00 per quarter
Gaming/Programming Courses	\$450.00 per quarter
Fitness and Wellness Courses	\$435.00 per quarter

Medical Courses

\$435.00 per quarter

Supplies vary according to the program of study. Individual faculty will inform students on the first day/evening of each course about the required supplies needed. The cost of books and supplies is non-refundable. The cost of books and supplies is non-refundable.

### **Cost of Attendance**

The cost of attendance for all campuses is calculated based on the following: Tuition, Books, Fees, Room and board, Personal Expenses, and transportation expenses. These fees are calculated for each academic year. Budget information for the 2011-2012 year is based upon the national average provided by the US City Average consumer price index.

Room and Board	\$343 per month (Dependent student living at home)
Room and Board	\$768 per month (All others)
Personal Expenses	\$230 per month
Transportation	\$149 per month

These fees are multiplied by the number of months in the student's academic year to determine their cost of attendance.

## **SPRINGFIELD CAMPUS—ONLINE ONLY**

### **Tuition and Fees – Online Only**

All Programs (Not all programs offered at all campuses) \$310.00 (per credit hour)  
(Tuition is subject to change each July 1)

### **Fees**

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter)	\$100.00
Course Transfer Fee (per course) (Does not apply when transferring BC earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Transcript Fee (per transcript)	\$ 5.00

(Academic transcripts are issued when all financial obligations to the College have been met)

### **Books and Supplies**

The bookstore is offered as a convenient service to students. Students are not required to purchase their books or supplies at the bookstore or from the College (Please refer to Section XI for additional information). The College reserve the right to issue used books when deemed necessary. All Costs includes shipping and handling books. The following is an approximate cost per quarter:

Medical Billing and Coding Courses	\$435.00 per quarter
Business & Criminal Justice Courses	\$375.00 per quarter
Personal Trainer Courses	\$435.00 per quarter
Programming Courses	\$435.00 per quarter

Supplies vary according to the program of study. Individual faculty will post required supplies

needed for each course.

### **Cost of Attendance**

The cost of attendance for the online division is calculated based on the following: Tuition, Books, Fees, Personal Expenses and Transportation Expenses. These fees are calculated for each academic year. Budget information for the 2011-2012 year is based upon the national average provided by the US City Average consumer price index.

These fees are multiplied by the number of months in the student's academic year to determine their cost of attendance.

Room and Board	\$343 per month (Dependent student living at home)
Room and Board	\$768 per month (All others)
Personal Expenses	\$230 per month

## SECTION III BRYAN COLLEGE PROGRAMS OFFERED

The programs offered instruct the students in all major areas of their chosen careers. Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

- **Rogers, Arkansas** - 3704 West Walnut, Rogers, Arkansas 72756  
(479) 899-6644

### **Diploma Programs**

Business Administration  
Computer Network Specialist  
Personal Trainer  
Medical Office Assistant

### **Associate of Applied Science Degrees**

Business Administration and Management  
Computer Information Systems—Networking  
Exercise Specialist  
Medical Assistant  
Medical Administrative Specialist  
Medical Laboratory Technician  
Criminal Justice

- **Springfield, Missouri** - 4255 Nature Center Way Springfield, Missouri 65804  
(417) 862-5700

### **Campus Based Programs**

#### **Diploma Programs**

Business Administration  
Computer Network Specialist  
Gaming and Robotics  
Personal Trainer  
Medical Office Assistant

#### **Associate of Applied Science Degrees**

Business Administration and Management  
Computer Information Systems—Networking  
Gaming and Robotics Specialist  
Exercise Specialist  
Medical Assistant  
Medical Laboratory Technician  
Medical Administrative Specialist  
Criminal Justice

### **Online Programs**

#### **Diploma Programs**

Medical Billings & Coding  
Personal Trainer

#### **Associate of Applied Science Degrees**

Business Administration and Management  
Criminal Justice

- **Columbia, Missouri** - 3215 Lemone Industrial Blvd., Columbia, MO 65201  
(573) 777-5550

### **Diploma Programs**

Business Administration  
Medical Office Assistant

### **Associate of Applied Science Degrees**

Business Administration and Management  
Medical Assistant  
Medical Administrative Specialist  
Medical Laboratory Technician  
Criminal Justice

► **Topeka, Kansas** - 1527 SW. Fairlawn Rd., Topeka, Kansas 66604  
(785) 272-0889

**Diploma Programs**

Business Administration  
Computer Network Specialist  
Computer Programming  
Medical Office Assistant

**Associate of Applied Science Degrees**

Business Administration and Management  
Computer Information Systems—Networking  
Computer Science—Programming  
Medical Assistant  
Medical Laboratory Technician  
Medical Administrative Specialist  
Criminal Justice  
Heating, Ventilation, Air Conditioning and  
Refrigeration Technology

*For a list of qualified Faculty and Staff please contact the Executive Director at each location.*

**Academic Information**

Faculty

The selection process for Bryan College faculty consists of an extensive search and screening process of applicants based on both academic and experiential qualifications. Maintaining this balanced combination offers both perspectives of theory and practical application in the delivery of information. Many of the faculty members have achieved advanced degrees and industry certifications that have led to successful careers. Their experiential qualifications afford them the opportunity to deliver a “real-world” dynamic in the classroom.

Curriculum

Bryan College delivers up-to-date, career-focused, curriculum through both campus based and online delivery methods. The curriculum is designed to prepare graduates for employment opportunities in their chosen career path.

Equipment

Bryan College will make available to all students the equipment necessary to acquire the skills necessary for the career path in which they are enrolled. Throughout the educational process students are introduced to a curriculum that incorporates hands on experience with equipment used in their respective field of study. The college invests significantly in equipment and promotes proper care and respect in its use.

Students are equipped with net book computers, including software, that allow them to study both on and off campus. As a part of the curriculum review process, a software review is conducted and appropriate adjustments are adopted and implemented.

Laboratory classrooms are equipped with modern technology necessary for the student to gain hands-on experience while developing professional skills. Each laboratory is designed and equipped with the equipment based on programmatic needs. As a part of the curriculum review process, a laboratory equipment review is conducted and appropriate adjustments are adopted and implemented.

Bryan College’s educational delivery systems also include updated visual technology including, televisions, audiovisual equipment and data projectors. Classrooms are furnished with seating and workspace adequate for the student population in each respective course. Additionally

classrooms at each campus are equipped with standard whiteboards and bulletin boards.

### **Access to Services, Activities and Facilities by Disabled Individuals**

The policy of Bryan College is to ensure individuals with disabilities have the right to equal access and opportunity. In support of this endeavor, our department maintains that when given appropriate support services and accommodations, students with disabilities can participate in higher education, and complete their desired degree program. We welcome the opportunity to provide needed accommodation to those who believe or suspect a disability and need assistance in their pursuit of higher education. Inquiries about the accessibility of particular programs and services should be made to the campus on-site administrator.

### **Program Descriptions and Plans**

Bryan College is dedicated to offering comprehensive, updated programs that provide students the greatest opportunity for academic and career success. A continuous improvement process is an interregal component to the successful administration of any educational institution.

Bryan College expends significant time and resources ensuring programs meet the changing trends of the job market. Relationships with employers and on-going research guide the institution through course and program enhancements.

## **Business Programs**

### **Business Administration** (Diploma program)

The Business Administration program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems proficiently, making sound business decisions competently, and communicating well. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

### **Business** (Associate of Applied Science Degree program)

The Business Program will provide the student with an extensive business background, focusing on their chosen area of emphasis. The program will emphasize development of effective leaders capable of thinking critically, solving problems proficiently, making sound business decisions competently, and communicating well. In order to complete this program, a student must complete 36 Credits of required support courses, 24 credits of general education requirement and select a core emphasis area equaling 48 credits. Core emphasis areas include accounting, finance, marketing, management and travel agency operations. Upon completion the student will have achieved 102 credits for an Associate of Applied Science Degree.

- o Emphasis areas:
- o Finance
- o Accounting
- o Marketing
- o Management
- o Travel Agency Operations

### **Criminal Justice** (Associate of Applied Science Degree Program)

The Criminal Justice Associate of Applied Science Degree program is designed as a multifaceted program of study. The student is prepared for entry-level employment or advancement in

law enforcement, corrections, probations, immigration security services and comparable types of employment. Students preparing for a career in criminal justice and security will study private, industrial and retail security. This is not a training program for police or correction officers. However, it will provide a broad understanding of the criminal justice system in the United States and a fundamental knowledge of the social and behavioral sciences.

## **Allied Health Programs**

### **Medical Office Assistant** (Diploma program)

The Medical Office Assistant Diploma program will provide the student with the skills necessary to function in a medical office environment. The program will emphasize, and the student will show proficiency in areas, such as oral and written communications skills, computer and data entry skills, records management skills, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, and human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in the medical coding and insurance billing procedures.

### **Medical Administrative Specialist** (Associate of Applied Science Degree program)

The Medical Administrative Specialist program offers a broad foundation of knowledge and skills expanding the traditional roll of a medical office professional to management. The program adds management content including the use of technology to develop communication skills, familiarization with health care providers, medical office bookkeeping & accounting, and reimbursement methods. Students will acquire higher level thinking-, and decision-making skills that are required for medical office management.

### **Medical Assistant** (Associate of Applied Science Degree program)

The Medical Assistant program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, and performing diagnostic and laboratory testing.

### **Medical Coding and Billing** (Diploma program) – Program offered Online

The Medical Billing and Coding program will provide the student with a knowledge and skills base of billing and coding, working with insurance companies, and the terminology needed to be successful in this field.

### **Medical Laboratory Technician** (Associate of Applied Science Degree program)

The Medical Laboratory Technician program prepares students to become skilled laboratory professionals who work in a clinical laboratory setting under the supervision of a qualified physician and/or medical technologist. As a technician they will perform laboratory procedures involving body fluids in the areas of hematology, microbiology, coagulation, transfusion service (blood bank), immunology, serology, clinical chemistry and urinalysis. A laboratory technician operates automated analyzers and monitors quality control programs. Although technicians have limited patient contact, clinical laboratory testing plays a crucial role in the detection, diag-

nosis and treatment of disease.

## **Health and Wellness Division**

### **Personal Trainer** (Diploma program)

The Personal Trainer program provides the student the skills necessary to function in a physical fitness and training environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology, and sports medicine. The students will be familiar with industry terminology and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry, and how to obtain and release client information. After completion of this program, students may transfer all earned credits towards the Exercise Specialist Associate of Science Degree program.

### **Exercise Specialist** (Associate of Applied Science Degree program)

The Personal Trainer program provides the student the skills necessary to function in a physical fitness and training environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology, and sports medicine. The students will be familiar with industry terminology and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry, and how to obtain and release client information.

## **Technology Division**

### **Computer Network Specialist** (Diploma program)

The Computer Network Specialist program prepares students for end user support of microcomputers and software applications, and enhances problem solving skills while maintaining a high degree of customer service. The program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems—Networking Associate of Applied Science Degree program.

**Computer Information Systems – Networking** (Associate of Applied Science Degree program) The Computer Information Systems-Networking program prepares students for end user support of microcomputers and software applications, and enhances problem solving skills while maintaining a high degree of customer service. The program is structured with Microsoft emphasis.

### **Computer Programming** (Diploma program)

The Computer Programming program prepares students to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, and then they move on to learn the most marketable languages currently being used in the industry.

### **Computer Science – Programming** (Associate of Applied Science Degree program)

The Computer Programming program prepares students to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, and then they move on to learn the most marketable languages currently being used in the industry.

### **Gaming and Robotics Specialist** (Associate of Associate of Applied Science Degree program)

This program prepares students to enter the field of graphic design, visual communications, multimedia, animation, and robotics. Students will learn various languages to the cutting edge of gaming, art, and design programming. Students begin by gaining a firm foundation in the design and structure of a game design programming, then move on to learn the most marketable languages currently being used in the gaming industry. To enhance the program robotics programming has been added to increase employment opportunities within the programming field.

### **2011-2012 Enhancements**

All BC programs are under a continuous evaluation process. Each program at BC is analyzed independently with graduate outcomes at the forefront of the decision making process. This process includes seeking direction from BC's adjunct faculty who are actively employed in their respective career field. Additionally, BC representatives remain active in the community, seeking input from qualified sources. Discovering upcoming trends as they relate to the local market area, profession and education drives the institution's path toward program enhancement. BC is committed to developing students of today with career skills for tomorrow.

### **Academic Operations Council**

During the 2011-2012 year the Academic Operations Council (AOC) will continue to assist all Bryan College (BC) locations in the academic development process. It is BC's intention to continue its aggressive growth plans of entering new markets while researching and developing the best possible academic programs to serve the market area. BC's solid reputation was developed and is maintained through delivering excellent academic programs designed to prepare graduates for real-world experiences. Integral components to continued success are standardized department startup, equipment, supportive textbooks, quality instruction, standardized tests, competencies, and research projects. Development initiatives include contract training programs and integrating increased technology in the classroom.

### **Additional Plans**

The institution actively participates in market research to discover upcoming employment needs and trends. With aging baby boomers entering their retirement years, allied health programs continue to gain momentum in generating career opportunities with employers. Additionally, as the need for sustainable energy rises, so does the need for qualified professionals. BC plans include adding additional programs in allied health and sustainable energy.

In an effort to continue improving the quality of education and training at BC, plans to invest in technology, instructional resources and library materials, while integrating enhanced technologies into the classroom are at the forefront of the academic initiative.

### **TRANSFER OF CREDIT POLICIES**

#### **Credit Transfers from Other Colleges**

Bryan College considers credits for transfer from accredited colleges. Recent college credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade and, if requested, the course description, (5) the credits have been earned within the last ten years, (6) a \$100 transfer fee (per course) has

been paid, and (7) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Manager for consideration. All decisions rendered by the Academic Manager will be final. Students may transfer no more than 50% of the total credits for the program in which they are enrolled.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

### **Credit Transfers to/from Sister Colleges**

(Rogers, Arkansas; Columbia, Missouri; Springfield, Missouri; Topeka, Kansas)

Bryan College considers credits for transfer from all accredited sister colleges. College credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade, (5) the credits have been earned within the last ten years, and (6) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Manager for consideration. All decisions rendered by the Academic Manager will be final. Students may transfer more than 50% of the total credits if application is toward any Associate of Applied Science Degree. Bryan College views this transfer as a continuation of student status within the Bryan Career Colleges, Inc.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the new satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

### **Credit Transfers to Other Colleges**

The receiving school has the right and responsibility to decide whether to accept credits from Bryan College. All programs at the college are intended to prepare the graduate with the necessary skills and knowledge to enter or advance in a specific career field.

Degrees and/or Diplomas awarded at Bryan College are not specifically designed to transfer to other colleges; however, some colleges may accept credit for individual courses completed in these programs. Many colleges permit students to receive credit upon successful completion of an examination in subject areas in which students have previously taken courses. In all cases, it is the responsibility of the student to inquire about the policies and procedures for transfer of credit at the receiving institution. Bryan College will assist by providing documentation, when requested by the receiving institution, of student grades earned.

## **Credit Transfers Under the Service Members Opportunity Consortium (SOC)**

Bryan College considers credits for transfer from accredited colleges. Recent college credits are considered for transfer provided that (1) the courses are similar in objectives and content to those courses offered by Bryan College, (2) the courses can be applied toward graduation requirements, (3) the letter grade (or equivalent) for the course is a "C" or better, (4) the official transcript is on file showing the completed grade and, if requested, the course description, (5) the credits have been earned within the last ten years, and (6) all steps are completed prior to the beginning of the program.

Students receiving transfer credits will not be charged tuition for the course/s they are transferring. Any special circumstances will be submitted to the Academic Manager for consideration. All decisions rendered by the Academic Manager will be final. Students may transfer no more than 75% of the total credits for campus based program, or 70% for online programs in which they are enrolled.

Additional transfer of credit options includes "Dantes DSST Exam Credits". DSST is a series of examinations in college subjects that are comparable to the final examination in an undergraduate course. Each course area represents 3 semester credits which transfers as 4.5 quarter credit hours. The Academic Manager will evaluate DSST Exam Credits and transfer those related to program requirements, not to exceed the maximum percent for credit transfer into the program.

Each enrollment period is identified on the transcript with grades and cumulative GPA for that enrollment period. If a student completes a transfer of credits, credits will be accepted for transfer into the new program and will be recorded on the student's transcript as transferred during the new enrollment period. Grades for transferred courses will be excluded from the final GPA of that enrollment period to support the revised satisfactory academic progress. An unduplicated cumulative GPA will be maintained for all course work attempted at the institution.

## SECTION IV STANDARDS OF SATISFACTORY PROGRESS

### SPRINGFIELD, ROGERS, TOPEKA AND COLUMBIA CAMPUSES:

#### ► **Standards of Satisfactory Academic Progress (SAP)**

Satisfactory progress standards apply to all students. In order to be making satisfactory progress toward a diploma or Associate of Applied Science Degree at Bryan College, a student must maintain a specific cumulative grade point average and be making forward progress toward completing a program. A student must achieve the minimum requirements in order to remain enrolled as a regular student.

If a student fails to meet the minimum satisfactory requirements for the first 25%, he/she will be placed on academic probation. Students may remain on academic probation until the 50% evaluation point. If a student has not met SAP and reaches the 50% evaluation point, he/she will be classified as a non-regular student and will no longer be eligible for federal and state aid.

Students who do not meet satisfactory requirements at the 50% evaluation point may enter a probationary time period of one term to achieve satisfactory progress. If at the end of the probationary period the student is not making satisfactory progress the student will be dismissed. During the probationary period, students will be charged tuition consistent with tuition fees listed under the Tuition and Fees section.

A student must successfully complete all courses specified in his/her program in order to graduate. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student failing to complete the program during the allotted time will be dismissed from Bryan College.

If a student changes programs, seeks additional degrees, transfers credits, or has an extended enrollment status the SAP will be affected.

### SPRINGFIELD PROGRAMS

#### **Minimum Requirements**

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Springfield.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
<b>Diploma</b>	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
<b>Diploma (MBC)</b>	1 (25%)	16	8	1.25
	2 (50%)	33	19	1.5
	3 (Completion)	67	48	2.0

<b>Associates Of Applied Science Degree (BAM, CIS-N, ES, GRS, MA, MLT, CSP)</b>	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

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<b>Associates Of Applied Science Degree (CJ, MAS)</b>	1 (25%)	35	19	1.25
	2 (50%)	70	42	1.5
	3 (Completion)	141	94.5	2.0

<b>Associates Of Applied Science Degree (Business)</b>	1 (25%)	38	20	1.25
	2 (50%)	76	45	1.5
	3 (Completion)	153	102	2.0

## **ROGERS PROGRAMS**

### **Minimum Requirements**

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Rogers.

<b>Award Level</b>	<b>Evaluation Point</b>	<b>Credit Hours Attempted</b>	<b>Credit Hours Completed</b>	<b>Required GPA</b>
<b>Diploma</b>	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
<b>Associates of Applied Science Degree</b>	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

## **TOPEKA PROGRAMS**

### **Minimum Requirements**

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Topeka.

<b>Award Level</b>	<b>Evaluation Point</b>	<b>Credit Hours Attempted</b>	<b>Credit Hours Completed</b>	<b>Required GPA</b>
<b>Diploma</b>	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0

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<b>Associates Of Applied Science Degree (BAM, CIS-N, CSP, MA, MLT)</b>	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

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<b>Associates Of Applied Science Degree (CJ, MAS, HVAC)</b>	1 (25%)	35	19	1.25
	2 (50%)	70	42	1.5
	3 (Completion)	141	94.5	2.0

## **COLUMBIA PROGRAMS**

### **Minimum Requirements**

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Springfield.

<b>Award Level</b>	<b>Evaluation Point</b>	<b>Credit Hours Attempted</b>	<b>Credit Hours Completed</b>	<b>Required GPA</b>
<b>Diploma</b>	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0

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<b>Associates Of Applied Science Degree (BAM, MA, MLT)</b>	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

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<b>Associates Of Applied Science Degree (CJ, MAS)</b>	1 (25%)	35	19	1.25
	2 (50%)	70	42	1.5
	3 (Completion)	141	94.5	2.0

## SECTION V GRIEVANCE PROCEDURE

### **Grievance Procedure**

People occasionally experience times when questions or concerns arise that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom one should speak and the procedure for obtaining resolution to concerns. The following is an outline of the grievance procedure to be followed by all students at Bryan College:

- Any grievance must first be addressed to the person or department with whom the disagreement originally occurred.
- If resolution is not achieved, a formal, written statement must then be submitted to the Dean. A meeting will be held with the disagreeing parties and the Dean
- If the grievance is not satisfactorily resolved with the Dean, a written statement outlining the disagreement and current attempts to resolve it must be forwarded to the Executive Director.
- If the grievance is not satisfactorily resolved with the Executive Director, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the Vice President of Campus Operations.
- Upon review of the facts presented by the student, staff or faculty member and documentation of subsequent meetings submitted by the Executive Director, a decision will be rendered by the Vice President of Campus Operations.
- If the grievance is not satisfactorily resolved with the Vice President of Campus Operations, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the President.
- All decisions rendered by the President are final.

All steps outlined above must be followed to properly resolve any grievance at Bryan College. Students wishing further clarification or assistance may direct concerns, in writing, to the Arkansas State Board of Higher Education (Arkansas Students), Missouri Coordinating Board for Higher Education (Missouri Students), Kansas Board of Regents (Kansas Students) or the Accrediting Council for Independent Colleges and Schools. The addresses are listed under the Accreditation, Certification, and Approvals section of this catalog.

## SECTION VI BRYAN COLLEGE STATISTICS

### **2010-2011 Retention and Placement Rates**

The Accrediting Council for Independent Colleges and Schools requires Bryan College to submit, on an annual basis, retention and placement data based on a timeframe of July 1— June 30. The reported placement rates below reflect only those graduates with verified employment prior to the annual report due date and does not include any graduate that became employed in their chosen field after the report due date. The Career Services department maintains an on-going report calculating annual placement percentages by academic year. This report provides a more accurate snapshot of recent activity and graduate placement.

		<b><u>Rogers</u></b>	<b><u>Springfield:</u></b>	<b><u>Topeka:</u></b>	<b><u>Columbia:</u></b>
<b>2008-09</b>	Retention Rate	56%	64%	65%	N/A
	Placement Rate	69.6%	71%	81%	N/A
<b>2009-10</b>	Retention Rate	61.6%	65.6%	67.9%	N/A
	Placement Rate	77.1%	65.9%	87.5%	N/A
<b>2010-11</b>	Retention Rate	64%	60.0%	63%	74%
	Placement Rate	70.0%	65.0%	76.0%	N/A

### **Completion and Graduation Rates Per Cohort Year**

For purposes of the Completion and Graduation rate the institution only considers \*\*first time freshman students.

**\*\*First-time freshman student** means an entering freshman who has never attended any institution of higher education. Includes a student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing (college credit earned before graduation from high school).

For more information regarding federally recorded statistics for Bryan College please see <http://nces.ed.gov/ipeds/collegenavigator>.

<b>Cohort Year:</b>		<b><u>Rogers</u></b>	<b><u>Springfield:</u></b>	<b><u>Topeka:</u></b>
<b>2005</b>	*Completion Rate:	N/A	100%	60%
	*Graduation Rate:	N/A	95%	60%
<b>2006</b>	*Completion Rate:	N/A	83%	100%
	*Graduation Rate:	N/A	89%	64%
<b>2007</b>	*Completion Rate:	N/A	83%	100%
	*Graduation Rate:	N/A	89%	64%

On an annual basis the Accrediting Council for Independent Colleges and Schools requires institutions to submit an Annual Institutional Report (AIR) for each campus. A component of

this report pertains to graduate outcomes.

The following data is information extracted from the AIR for the time period ranging from July 1, 2010 to June 30, 2011.

	Springfield	Topeka	Rogers
Graduated from a program	72	45	51
Completer Non-Grad from Program	4	13	0
Placed in their field of study	20	27	28
Placed in a related field	14	6	6
Placed out of field	12	3	10
Not available for placement due to other related situations	1	0	1
Not available for placement due to continuing education	13	14	1
Not available due to active military	1	0	0
Not Working	21	8	1
Placement Rate	65%	75%	69%

Bryan College Graduates could qualify for many of the following career fields. To learn more about career opportunities in the fields of study listed below please click the links next to each job title.

**Rogers and Springfield: Bryan College Computer Network Specialist Diploma 11.0901**

- 15-1051.00 Computer Systems Analysts - <http://www.onetonline.org/link/summary/15-1051.00>
- 15-1051.01 Informatics Nurse Specialists - <http://www.onetonline.org/link/summary/15-1051.01>
- 15-1071.01 Computer Security Specialists - <http://www.onetonline.org/link/summary/15-1071.01>
- 15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>
- 15-1099.03 Network Designers - <http://www.onetonline.org/link/summary/15-1099.03>

**Rogers, Springfield, Columbia: Bryan College Business Administration Diploma 52.0101 25-1011.00**

- Business Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1011.00>
- 13-1111.00 Management Analysts - <http://www.onetonline.org/link/summary/13-1111.00>
- 13-1051.00 Cost Estimators - <http://www.onetonline.org/link/summary/13-1051.00>
- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 11-9021.00 Construction Managers - <http://www.onetonline.org/link/summary/11-9021.00>
- 11-3071.02 Storage and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.02>
- 11-3071.01 Transportation Managers - <http://www.onetonline.org/link/summary/11-3071.01>
- 11-3071.00 Transportation, Storage, and Distribution Managers -
- 11-3051.01 Quality Control Systems Managers - <http://www.onetonline.org/link/summary/11-3051.01>
- 11-2022.00 Sales Managers - <http://www.onetonline.org/link/summary/11-2022.00>

**Rogers, Springfield, Columbia, Online: Bryan College Business Administration and Management Associate Degree 52.0101**

- 25-1011.00 Business Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1011.00>
- 13-1111.00 Management Analysts - <http://www.onetonline.org/link/summary/13-1111.00>
- 13-1051.00 Cost Estimators - <http://www.onetonline.org/link/summary/13-1051.00>
- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 11-9021.00 Construction Managers - <http://www.onetonline.org/link/summary/11-9021.00>
- 11-3071.02 Storage and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.02>
- 11-3071.01 Transportation Managers - <http://www.onetonline.org/link/summary/11-3071.01>
- 11-3071.00 Transportation, Storage, and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.00>
- 11-3051.01 Quality Control Systems Managers - <http://www.onetonline.org/link/summary/11-3051.01>
- 11-2022.00 Sales Managers - <http://www.onetonline.org/link/summary/11-2022.00>

**Rogers, Springfield: Bryan College Computer Information Systems Networking Associate Degree 11.0901 15-1051.00**

- Computer Systems Analysts - <http://www.onetonline.org/link/summary/15-1051.00>
- 15-1051.01 Informatics Nurse Specialists - <http://www.onetonline.org/link/summary/15-1051.01>
- 15-1071.01 Computer Security Specialists - <http://www.onetonline.org/link/summary/15-1071.01>
- 15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>
- 15-1099.03 Network Designers - <http://www.onetonline.org/link/summary/15-1099.03>

**Rogers, Springfield, Columbia: Bryan College Medical Laboratory Technician Associate Degree 51.1005**

- 25-1071.00 Health Specialties Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1071.00>
- 29-2011.00 Medical and Clinical Laboratory Technologists - <http://www.onetonline.org/link/summary/29-2011.00>
- 29-2011.01 Cytogenetic Technologists - <http://www.onetonline.org/link/summary/29-2011.01>
- 29-2011.02 Cytotechnologists - <http://www.onetonline.org/link/summary/29-2011.02>
- 29-2011.03 Histotechnologists and Histologic Technicians - <http://www.onetonline.org/link/summary/29-2011.03>

**Rogers, Springfield, Columbia: Bryan College Medical Office Assistant Diploma 51.071**

- 31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>
- 43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

**Rogers, Springfield, Columbia, Online: Bryan College Criminal Justice Associate Degree 43.0103**

- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 25-1111.00 Criminal Justice and Law Enforcement Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1111.00>
- 33-1012.00 First-Line Supervisors/Managers of Police and Detectives - <http://www.onetonline.org/link/summary/33-1012.00>

**Rogers, Springfield, Columbia: Bryan College Medical Administrative Specialist Associate Degree 51.071**

- 31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>
- 43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

**Rogers, Springfield, Columbia: Bryan College Medical Assistant Associate Degree 51.071**

31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>  
43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

**Rogers, Springfield, Online: Bryan College Personal Trainer Diploma 39-9031.00**

Fitness Trainers and Aerobics Instructors - <http://www.onetonline.org/link/summary/39-9031.00>  
29-9091.00 Athletic Trainers - <http://www.onetonline.org/link/summary/29-9091.00>

**Rogers, Springfield: Bryan College Exercise Specialist Associate Degree**

39-9031.00 Fitness Trainers and Aerobics Instructors - <http://www.onetonline.org/link/summary/39-9031.00>  
29-9091.00 Athletic Trainers - <http://www.onetonline.org/link/summary/29-9091.00>

**Online: Bryan College Online Medical Billing and Coding 51.0713**

29-2071.00 Medical Records and Health Information Technicians - <http://www.onetonline.org/link/summary/29-2071.00>  
31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>

**Springfield: Bryan College Gaming and Robotics Diploma 10.0304**

27-1014.00 Multi-Media Artists and Animators - <http://www.onetonline.org/link/summary/27-1014.00>

**Bryan College Gaming and Robotics Associate Degree 10.0304**

27-1014.00 Multi-Media Artists and Animators - <http://www.onetonline.org/link/summary/27-1014.00>

**Rogers: Bryan College Security and Investigation Specialist Diploma 43.0103**

11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>  
25-1111.00 Criminal Justice and Law Enforcement Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1111.00>  
33-1012.00 First-Line Supervisors/Managers of Police and Detectives - <http://www.onetonline.org/link/summary/33-1012.00>

**Topeka: Bryan College Computer Network Specialist Diploma 11.0901**

15-1051.00 Computer Systems Analysts - <http://www.onetonline.org/link/summary/15-1051.00>  
15-1051.01 Informatics Nurse Specialists - <http://www.onetonline.org/link/summary/15-1051.01>  
15-1071.01 Computer Security Specialists - <http://www.onetonline.org/link/summary/15-1071.01>  
15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>  
15-1099.03 Network Designers - <http://www.onetonline.org/link/summary/15-1099.03>

**Bryan College Computer Programming Diploma 11.0201**

15-1021.00 Computer Programmers - <http://www.onetonline.org/link/summary/15-1021.00>  
15-1031.00 Computer Software Engineers, Applications - <http://www.onetonline.org/link/summary/15-1031.00>  
15-1032.00 Computer Software Engineers, Systems Software - <http://www.onetonline.org/link/summary/15-1032.00>  
15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>  
15-1099.04 Web Developers - <http://www.onetonline.org/link/summary/15-1099.04>  
25-1021.00 Computer Science Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1021.00>

**Bryan College Computer Science Associate Degree 11.0201**

15-1021.00 Computer Programmers - <http://www.onetonline.org/link/summary/15-1021.00>

- 15-1031.00 Computer Software Engineers, Applications - <http://www.onetonline.org/link/summary/15-1031.00>
- 15-1032.00 Computer Software Engineers, Systems Software - <http://www.onetonline.org/link/summary/15-1032.00>
- 15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>
- 15-1099.04 Web Developers - <http://www.onetonline.org/link/summary/15-1099.04>
- 25-1021.00 Computer Science Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1021.00>

**Bryan College Business Administration Diploma 52.0101**

- 25-1011.00 Business Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1011.00>
- 13-1111.00 Management Analysts - <http://www.onetonline.org/link/summary/13-1111.00>
- 13-1051.00 Cost Estimators - <http://www.onetonline.org/link/summary/13-1051.00>
- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 11-9021.00 Construction Managers - <http://www.onetonline.org/link/summary/11-9021.00>
- 11-3071.02 Storage and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.02>
- 11-3071.01 Transportation Managers - <http://www.onetonline.org/link/summary/11-3071.01>
- 11-3071.00 Transportation, Storage, and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.00>
- 11-3051.01 Quality Control Systems Managers - <http://www.onetonline.org/link/summary/11-3051.01>
- 11-2022.00 Sales Managers - <http://www.onetonline.org/link/summary/11-2022.00>

**Bryan College Business Administration and Management Associate Degree 52.0101**

- 25-1011.00 Business Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1011.00>
- 13-1111.00 Management Analysts - <http://www.onetonline.org/link/summary/13-1111.00>
- 13-1051.00 Cost Estimators - <http://www.onetonline.org/link/summary/13-1051.00>
- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 11-9021.00 Construction Managers - <http://www.onetonline.org/link/summary/11-9021.00>
- 11-3071.02 Storage and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.02>
- 11-3071.01 Transportation Managers - <http://www.onetonline.org/link/summary/11-3071.01>
- 11-3071.00 Transportation, Storage, and Distribution Managers - <http://www.onetonline.org/link/summary/11-3071.00>
- 11-3051.01 Quality Control Systems Managers - <http://www.onetonline.org/link/summary/11-3051.01>
- 11-2022.00 Sales Managers - <http://www.onetonline.org/link/summary/11-2022.00>

**Bryan College Computer Science Programming Associate Degree 11.0201**

- 15-1021.00 Computer Programmers - <http://www.onetonline.org/link/summary/15-1021.00>
- 15-1031.00 Computer Software Engineers, Applications - <http://www.onetonline.org/link/summary/15-1031.00>
- 15-1032.00 Computer Software Engineers, Systems Software - <http://www.onetonline.org/link/summary/15-1032.00>
- 15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>
- 15-1099.04 Web Developers - <http://www.onetonline.org/link/summary/15-1099.04>
- 25-1021.00 Computer Science Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1021.00>

**Bryan College Computer Information Systems Networking Associate Degree 11.0901**

- 15-1051.00 Computer Systems Analysts - <http://www.onetonline.org/link/summary/15-1051.00>
- 15-1051.01 Informatics Nurse Specialists - <http://www.onetonline.org/link/summary/15-1051.01>
- 15-1071.01 Computer Security Specialists - <http://www.onetonline.org/link/summary/15-1071.01>
- 15-1081.00 Network Systems and Data Communications Analysts - <http://www.onetonline.org/link/summary/15-1081.00>
- 15-1099.03 Network Designers - <http://www.onetonline.org/link/summary/15-1099.03>

**Bryan College Medical Laboratory Technician Associate Degree 51.1005**

- 25-1071.00 Health Specialties Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1071.00>
- 29-2011.00 Medical and Clinical Laboratory Technologists - <http://www.onetonline.org/link/summary/29-2011.00>
- 29-2011.01 Cytogenetic Technologists - <http://www.onetonline.org/link/summary/29-2011.01>
- 29-2011.02 Cytotechnologists - <http://www.onetonline.org/link/summary/29-2011.02>
- 29-2011.03 Histotechnologists and Histologic Technicians - <http://www.onetonline.org/link/summary/29-2011.03>

**Bryan College Medical Office Assistant Diploma 51.071**

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- 43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

**Bryan College Criminal Justice Associate Degree 43.0103**

- 11-9199.00 Managers, All Other - <http://www.onetonline.org/link/summary/11-9199.00>
- 25-1111.00 Criminal Justice and Law Enforcement Teachers, Postsecondary - <http://www.onetonline.org/link/summary/25-1111.00>
- 33-1012.00 First-Line Supervisors/Managers of Police and Detectives - <http://www.onetonline.org/link/summary/33-1012.00>

**Bryan College Medical Administrative Specialist Associate Degree 51.071**

- 31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>
- 43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

**Bryan College Medical Assistant Associate Degree 51.071**

- 31-9092.00 Medical Assistants - <http://www.onetonline.org/link/summary/31-9092.00>
- 43-6013.00 Medical Secretaries - <http://www.onetonline.org/link/summary/43-6013.00>

## SECTION VII

### INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

#### ► **Procedure for students to report criminal actions or other emergencies and the school response report**

Notification procedures will begin with the Executive Director who will confirm emergency, notify the President, and then initiate the “Timely Warning” notification procedures.

#### **Timely Warning Notification Procedures:**

In the event that a situation arises, either on or off campus, that, in the judgment of the Executive Director, constitutes an ongoing or continuing threat, campus wide “timely warning” will be issued. The warning will be issued through the college phone and e-mail system to students, faculty, and staff. If police or emergency services are required the Executive Director will initiate. If notification is required to the community/media the President will initiate.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President’s office may also post a notice on the campus-wide web site at: <http://www.bryancolleges.edu> providing the community with more immediate notification. The web site is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Executive Director by phone, or in person at the college campus.

In the event of an emergency or evacuation the following messages and signals for certain types of disasters should be initiated immediately by the IT/Online Technical Services Coordinator (unless in professional judgment of responsible authorities would compromise efforts). It is important to remember that electronic communication systems may fail due to the disaster itself before warnings can be issued. Alternate methods must be in place and available for these situations.

A Criminal Offense Report will be completed and the local authorities contacted for all reported occurrences of the following criminal actions:

Murder	Aggravated Assault	Criminal Homicide
Burglary	Drug Abuse Violation	Arson
Robbery	Weapons Possession	Hate Crimes
Liquor Law Violation	Sex Offense, Forcible	
Motor Vehicle Theft	Sex Offense, Non-forcible	

#### ► **Security Policy and Campus Access**

Because Bryan College does not utilize a campus security person or department, the responsibility for security and campus access is assumed by the campus Executive Director. The Executive Director may designate another employee to assume or assist with these responsibilities in his/her absence and during evening hours. All records and reporting are maintained and submitted by the Student Services Coordinator at each campus.

Normal hours of operation are Monday through Thursday, 7:30 a.m.-10:00 p.m., and Fridays 7:30 a.m.-3:00 p.m. Staff and Faculty members may have additional access to the school at the discretion of the Executive Director. Students may not enter the school during any hours other than normal hours of operation unless special permission has been granted by the

Executive Director and supervision by a staff or faculty member is available.

► **Procedure for accurate and prompt reporting**

The individual attention provided to all students by Bryan College includes assistance with emergencies. Students, staff, and faculty are encouraged to report all occurrences of criminal activity and other emergencies to the Executive Director or Student Services Coordinator for immediate action.

Immediate reporting will insure optimum response and resolution to any emergency situation. In the event that a criminal action has occurred, the local authorities will be summoned and appropriate action taken to adjudicate the incident.

► **Type and frequency of informational programs about security**

Information programs regarding security issues are conducted quarterly during new student orientation. Revisions to campus security policies are distributed through official publications.

► **Description of prevention programs for staff and students**

Staff and students are presented with Drug/Alcohol/Crime Prevention policies during their orientation at Bryan College. During that orientation, the “Preamble” and the official Bryan College “Drug-Free School and Workplace Statement” are distributed and discussed. Copies of these documents can be found in the Executive Director’s or Student Services Coordinator’s office. Students are required to sign the “Student Acknowledgement Statement” which is then placed in the student’s file. Bryan college encourages all employees and students to assume responsibility for their own security. In addition, we recognize the community atmosphere which we encourage, and suggest that we assume a margin of responsibility for each other in times of emergency.

► **Campus Security Statistics**

Documentation of criminal offenses is maintained in the Executive Director’s or Student Services Coordinator’s office. The “Criminal Offense Report” documents the occurrence of the criminal actions outlined in the section above. Criminal offense statistics are available at each campus and may be obtained, by request, from the campus Executive Director.

► **Policy regarding off campus student criminal activity**

Due to the non-resident, commuter nature of the student population at Bryan College, no off campus student organizations are recognized. Students who engage in criminal activity off campus are subject to local laws and will be treated as the local authorities deem necessary. Statistics are not maintained for student off campus criminal activity.

**Policy addressing Sex Offender Registration**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Greene County Missouri Sheriff’s Department and the Kansas Bureau of Investigation is providing a link to the Springfield, Missouri, Columbia, Missouri, Rogers, Arkansas and Topeka, Kansas Sex Offender Registries. These Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In Springfield, Missouri, Rogers, Arkansas and Topeka, Kansas, convicted sex offenders must register with the Sex Offender Registry listed above.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Kansas Bureau of Investigation

<https://www.accesskansas.org/ssrv-registered-offender/searchcounty.do>

Boone County, Missouri Sheriff's Department

<http://www.showmeboone.com/sheriff/offenders/registeredoffenders.asp>

Greene County, Missouri Sheriff's Department

[http://www.greenecountymo.org/sheriff/sex\\_offender/](http://www.greenecountymo.org/sheriff/sex_offender/)

Local Arkansas Government

<http://local.arkansas.gov/local.php?agency=Rogers>

► **Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when**

1. Submission is made a term or condition, either explicitly or implicitly, of obtaining an academic or employee advancement.
2. Submission to or rejection is used as a factor in decisions affecting an individual's education or employment.
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's position or creating an intimidating, hostile or offensive environment.

► **Sexual harassment may include but is not limited to**

1. Unwelcome verbal harassment of a sexual nature or abuse.
2. Unwelcome pressure for sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's status.
5. Unwelcome behavior, verbal or written, or symbols directed at an individual because of gender.
6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

► **Harassment based on disability is defined as any verbal or physical conduct related to an individual's physical or mental impairment.**

► **Unwelcome harassment based on disability occurs when**

1. The harassing conduct is so severe, persistent or pervasive it affects a student's or

employee's ability to participate in or benefit from an educational program, work environment or activity, or creates an intimidating, threatening or abusive environment.

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

► **Examples of conduct, which may constitute harassment because of disability, include**

1. Graffiti containing offensive language derogatory to physical or mental disability.
2. Threatening or intimidating conduct directed at another because of physical or mental disability.
3. Jokes, rumors or name-calling based upon an individual's physical or mental disability.
4. Slurs, negative stereotypes, and hostile acts based on physical or mental disability.
5. Graphic material containing comments or stereotypes posted or circulated and aimed at degrading individuals or members of protected classes.
6. A physical act of aggression or assault based on an individual's physical or mental disability.
7. Other kinds of aggressive conduct such as theft or damage to property motivated by the individual's physical or mental disability.

► **Complaint Procedures**

Any student, who believes he or she has been subjected to harassment or believes he or she has witnessed harassment, should report the incident to the Executive Director immediately. If students do not feel comfortable reporting the incident to the Executive Director, or if a situation arises that involves either the Executive Director, a 24 hour Fax hotline has been established. If you have any question (s) or concern (s), you may call the President's office directly or utilize this fax hotline 7 days a week, 24 hours a day. The fax number is 417-862-9554 and is located in the President's office. Your question will be considered confidential unless further action is necessary. Retaliation of any kind against any employee or student registering a harassment complaint is prohibited.

► **Investigation**

The Executive Director and one other person (male/female) will meet with the complainant immediately. The meeting will be conducted objectively, in a sensitive and non-accusatory manner, in an effort to establish the facts. This verbal session will produce written documentation.

The accused party will be interviewed as well as any other parties referred by the accused/complainant as having particular knowledge of the situation. All parties will be cautioned as to their personal responsibility to maintain strict confidentiality of the matter. The process of the investigation takes place by communication of both complainant and accused. Three courses of action will be taken:

1. Investigation
2. Determination of Action
3. Notification

Employees/Students questioned in the course of the investigation, including the complainant, will not be adversely affected until a decision or result of their participation in the investigation

has been determined.

### **► Action/Notification**

If the charges are substantiated, BC's Executive Director will pursue appropriate disciplinary action. Possible action may include, but is not limited to, reprimand, transfer, suspension, or permanent dismissal of the offender based on the seriousness of the offense.

If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the complaint and investigation placed in the employee or student file.

If, after completion of an investigation, no substantiating proof of harassment is evident, no further action will be taken.

Copies of all complaints of harassment and investigations conducted will be maintained for a period of two years at the main administrative office.

The Executive Director will follow up to ensure no further offenses occur and that the complainant is not subjected to retaliation.

Any behavior violating federal or state harassment laws or this policy will result in appropriate action to see that it stops.

### **► Prevention**

Bryan College suggests the following steps to prevent becoming a victim of harassment, theft or vandalism:

1. Lock all vehicle doors when coming to class.
2. Store valuables in the trunk – do not leave them in plain sight.
3. Walk in groups when leaving the buildings after dark.
4. Avoid lingering after class dismissal.
5. Look around outside before stepping out.
6. Have you keys ready to unlock your vehicle.

### **► Hate Crimes**

Hate crimes are evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistic Act (28 USC 534). State crime rate statistic reports can be viewed <http://www.disastercenter.com/crime>.

### **► Drug Prevention**

In an effort to prevent unlawful use or distribution of illicit drugs and alcohol by students and employees, BC adopted and implemented the Drug Prevention program required by "The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226." This program is in compliance with Federal Register/Vol. 55, No. 79 dated April 24, 1990 and Federal Register/Vol.55 No. 159, dated August 16, 1990.

### **► Standards of Conduct**

Rules and regulations of BC clearly prohibit the use of or distribution of any intoxicating beverage or illicit drug while on school premises.

### **► Applicable Sanctions**

Legal sanctions (city/state/federal) may result in fine and/or imprisonment up to life. This website shows a breakdown of possible Federal trafficking penalties issued by the U.S. Department of Justice/Drug Enforcement Administration <http://www.usdoj.gov>.

**► Health Risks**

The illicit use of drugs and prolonged use of alcohol causes inevitable physical and mental deterioration. Symptoms may range from nausea, anxiety, or mental disorientation, to possible convulsions and even death. See <http://www.kidshealth.org> for Uses & Effects.

**Weapons Policy Statement:**

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition by any student or employee is prohibited. Exceptions to this rule would be if any licensed law enforcement officers hired for the protection of college employees, faculty, students, and members of the public invited on campus.

**Definitions of Weapons and Ammunition:**

A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, blades, knives, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

**This policy does not apply to the possession and/or use of disabling chemical sprays when used for self defense. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)**

**Weapons and Ammunition Prohibition:**

1. No weapon or ammunition shall be worn, displayed, used, or possessed on campus, and surrounding campus property.

**Violation:** Any employee, faculty, student, or other representative of the College who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under the law.

**Exemption:** All currently licensed law enforcement officers are exempt from this policy.

**► Disciplinary Action**

An individual, who violates the School Policy Prohibiting Harassment, Violence, Crime and Drugs, will be terminated, and the violation or violations will be referred to the City Police Department. Severity of the offense and subsequent action will be determined by and enforced by the Police Department.

Student reinstatement after termination will require reapplication and demonstration that all violations have been corrected. BC will work closely with the Police Department and state approved counseling or rehabilitation agencies.

Employees in violation of this regulation will be permanently terminated. The violation or violations will be referred to the Police Department for whatever action they deem applicable.

**► Counseling Agencies**

The telephone number for the Regional Center for Drug-Free Schools and Communities for our area is: TARGET 1-800-366-6667. See below for local centers that are available for counseling and treatment.

**ROGERS HOTLINES AND RESOURCES:**

Alcohol & Drug Helpline	1-800-821-4357
Betty Ford Center	1-800-434-7365
DARE America	1-800-223-3273
Drug Intervention Services of America	1-800-752-6432
National Resource Center on Domestic Violence	1-800-537-2238
National Organization for Victim Assistance	1-800-879-6682
Rape, Abuse, and Incest National Network	1-800-656-HOPE

**TOPEKA HOTLINES AND RESOURCES:**

Eisenbarth & Associates – Substance Addiction	(785) 272-2888
Sarp Substance Abuse – Recovery Programs	(785) 234-3448
Sims – Kemper Clinical Counseling Services	(785) 233-0666
Topeka Treatment Center	(785) 273-0445
Valley Hope Alcohol & Drug Treatment Center	1-800-544-5101
Topeka Police	(785) 368-9551
Alcoholism & Drug Abuse Line	(785) 266-2090
Rape and Crime	(785) 233-1730

**SPRINGFIELD HOTLINES AND RESOURCES:**

Alcohol & Drug Education —Substance Abuse	(417) 886-4500
Alcoholics Anonymous—Alcohol Abuse	(417) 862-9264
Bridgeway Substance Abuse Program-	(417)865-7575
Cedar Ridge Treatment – Alcohol Abuse	(417) 863-6255
Lake of the Ozarks	1-800-426-4246
Alcoholism & Drug Abuse Line	1-800-252-6465
Cocaine Hotline	1-800-262-2463
Rape & Crime	(417) 863-7273
Family Violence Center	(417) 837-7700
Springfield Police	(417) 864-1810
Greene County Sheriff	(417) 868-4048

## **COLUMBIA HOTLINES AND RESOURCES:**

Alcohol & Drug Education Center	1-800-521-7128
Lake of the Ozarks	1-800-426-4246
DRD Columbia Medical Clinic	1-573-449-8338
Alcoholism & Drug Abuse Line	1-800-252-6465
Cocaine Hotline	1-800-262-2463

### **► BC Crime Statistics**

Following are criminal offenses reported to Bryan College or the local police:

	<b>Rogers</b>	<b>Springfield</b>	<b>Columbia</b>	<b>Topeka</b>
<b>2008/2009</b>	0	0	N/A	0
<b>2009/2010</b>	0	0	N/A	0
<b>2010/2011</b>	0	0	0	0

### **Reporting The Annual Disclosure of Crime Statistics:**

The Campus Security Authority for each Bryan College campus prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.bryancollege.edu>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses within property adjacent to the campus.

Each year notification is made to all enrolled student, and employees that provides the web site to access this report. Copies of the report may also be obtained from the Executive Director 's offices located at the campus.

### **► Vaccinations Policy:**

The college encourages individuals to regularly obtain any vaccinations and immunizations as prescribed by individual health professionals and/or directed by the County Health Department. However, vaccinations are not required for admission into Bryan College. The college's plan for handling pandemic outbreak is as follows:

#### **Bryan College Pandemic Action Plan**

In the event that a pandemic outbreak occurs the Bryan College Critical Call List will be activated. This list includes the President, Corporate Personnel and the Executive Directors at each Bryan College campuses. The President will activate the Pandemic Action Plan and identify the level implementation.

- **Level One:** Occurs when the college receives official notification from the Center for Disease Control and Prevention of the possibility of a pandemic occurrence.

- **Level Two:** Occurs when one infected person is identified on campus.

During **Level One** of activation of the Pandemic Action Plan, an official letter from the President will be submitted to the Executive Director for distribution immediately. During **Level Two** of activation of the Pandemic Action Plan, the college will be automatically closed, and online communication and course instruction will begin until the President lifts closed school requirement.

**Level Two: Pandemic Action Plan**

- The college administration will have the authority to close school, and extra curricular activities for seven (7) days if a person on campus is diagnosed with the pandemic illness immediately.
- College closure will be announced via phone, and texting. The school will remain closed until President lifts the pandemic mandate. This will be determined when all students, faculty, and staff members are free of infection.
- The Bryan College Web site will contain up-to-date news and information from the college president.
- Executive Directors, Directors of Education, and Department Coordinators will be working together to assure educational deliver is still being maintained. Course operations will be communicated and facilitated by technology resources such as e-mail, texting, blogging, and online course delivery instructions. Students will receive attendance points by participating through the online delivery communication. In the event there are exams or a graduation schedule, they will be postponed until the pandemic mandate has been lifted.
- For employees of Bryan College with planned travel to a closed campus will not be permitted until the President has lifted the pandemic mandate.
- The President, Corporate Personnel, and the Executive Director of the closed campus will conduct daily phone conference to work through organizational operations to assure the students and college employees are taken care of during this event.
- The President, Chief Financial Officer, and the Controller will assure that all payroll, account receivables/payables and daily operations continue working via remote to assure secure organizational operations occur during the pandemic mandate.
- In the event the campus is required to close the President will make any official statements to the media. All inquires should be forwarded to the President. The President will maintain close communication with the County Health Department, and the Center for Disease Control and Prevention to assure the college is has the most current information and are operating under the guidance of these departments. In the event that the President can not fulfill these duties, a corporate personnel member will be assigned.
- Immediately notify the County Health Department if it is suspected that a student or staff member may have the pandemic influenza.

- Assist the health department in the investigation of the case (s) including active surveillance on all the students and staff.
- Assist the health department in communicating with the families of those who become ill. The college is bound to follow any order from the County Health Department.

## SECTION VIII

# POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT AND LIABILITIES

### **Copyright Infringement Policy**

#### **WHAT IS COPYRIGHT?**

Copyright is a form of legal protection to the authors of original works, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Copyright law applies to types of works that include, but are not limited, to literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. This protection is available to both published and unpublished works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

#### **WHAT IS THE LAW CONCERNING DIGITAL COPYRIGHT?**

The Digital Millennium Copyright Act (DMCA) was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited in the World Wide Web. This act obligates the College to block access to infringing material when a copyright violation is reported. Students who engage in illegal file-sharing are subject to civil penalties from copyright owners as well as disciplinary action from Bryan College. Universities and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of college network services. In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to \$30,000 (which may be increased to up to \$150,000 if the court finds the infringement was willful). In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.

#### **WHY IS THIS AN IMPORTANT ISSUE RIGHT NOW?**

Because technology makes it so easy to copy and transmit protected works, copyright is a serious issue. While Bryan College encourages the free flow of ideas and provides resources such as internet access to support this activity, Bryan College does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

#### **WHAT KINDS OF ACTIVITIES VIOLATE FEDERAL LAW?**

Following are some examples of copyright infringement that may be found in a college setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Scanning a photograph that has been published and using it without permission or attribution
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

## **IS DOWNLOADING AND SHARING MP3 FILES (OR OTHER TYPES OF MUSIC FILES) AND VIDEOS ILLEGAL?**

Yes, US Copyright Law allows you to create MP3s only for the songs to which you already have rights; that usually means you purchased the CD or downloaded a file via a subscription service. US Copyright Law allows you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give, or sell, a copy to other people.

While some copyright holders do give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories.

Peer-to-Peer networks that share files are not allowed to be used on the Bryan College network. Some examples of the Peer-to-Peer sites include, but are not limited to, LimeWire, Gnutella, Kazaa, Bit Torrent, eDonkey2000, Frostwire, µTorrent, BearShare, and the Pirate Bay. If this software is installed on a student's computer who is requesting internet access from Bryan College, the request will be denied.

A list of legal alternatives for downloading music, video, images, etc is available upon request.

## **HOW DO YOU GET CAUGHT VIOLATING COPYRIGHT LAW?**

A copyright holder represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are making serious efforts to stop the downloads of copyrighted music, movies, and software without purchasing it. By using automated systems, the companies or their agents locate possible copyright infringements.

Bryan College's network has a range of IP addresses and all computers connected to the network have an IP address assigned to it. When we get a violation notice, Bryan College will locate the IP address and whenever possible, the user of that address. At that point, Bryan College is required to act on the notification.

## **PUNITIVE ACTION FOR COPYRIGHT INFRINGEMENT**

If a person is determined to have committed copyright infringement while connected to the Bryan College network, the following steps will be taken:

### **First Offense**

- The DMCA Agent will issue a formal written counseling form. The agent will inform the student of the seriousness of the violation and the possible repercussions of further violations. The agent will also inform the student of possible methods to complete their schoolwork while also complying with copyright law. The agent will provide a copy of this counseling form to the student, and will retain a copy for three years or until the student is no longer enrolled, whichever is shorter.

### **Additional Offenses**

- For additional offenses, the student will have all internet access blocked until the campus Academic Manager determines the appropriate sanctions. Sanctions may include,

but are not limited to, permanent blockage of internet access, suspension leading up to, and including expulsion.

SECTION IX  
MISREPRESENTATION / HELP PREVENT FRAUD  
**Help Prevent Financial Aid/Scholarship Fraud**

Every year, millions of high school graduates seek creative ways to finance the rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the ***College Scholarship Fraud Prevention Act of 2000*** (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department of Education, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site.

As a student or parent seeking financial assistance you can help prevent financial aid/scholarship fraud. If you witness the following telltale pitch lines used by fraud perpetrators, you should file a complaint.

According to the FTC, perpetrators of financial aid fraud often uses these telltale lines.

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a "National Foundation" to receive a scholarship or "You're a Finalist", in a contest you never entered.

**To file a complaint, or for free information,  
students or parents should call  
1-877-FTC-HELP (1-877-382-4357)  
Or visit: <http://www.ftcl.gov/scholarshipscams>**

## SECTION X TEXTBOOK DISCLOSURE

To comply with Consumer Information requirements the following tables identify textbooks utilized in Bryan College programs and are listed by International Standard Book Number (ISBN) and retail price. While textbook companies provide “suggested retail pricing” it is important to consider several factors when comparing costs with online shopping sites such as Amazon, Barnes and Noble, Craigslist, etc. Often books sold through online shopping sites are missing many of the supplemental materials that accompany those textbooks purchased through textbook publishers. In Bryan College programs, these supplemental materials are a vital component to the educational process and integrated into the learning objectives. As you review the following table, please keep in mind book fee charges at Bryan College include costs associated with textbooks, workbooks, supplemental digital student resources, software, certification preparation exams, DiSC profiles, professional memberships, programmatic equipment, uniforms and professional certification exams.

In an effort to deliver to students the most up-to-date information and resources, Bryan College does not participate in any textbook renting, used textbooks or buy-back programs.

### **Introduction Courses**

Course #	Book Title	Publisher	ISBN	Cost
CA100 <b>(Hybrid)</b>	<a href="http://www.goodtyping.com/">http://www.goodtyping.com/</a>	website	N/A	FREE
CA100 & CA110 <b>(Hybrid)</b>	Microsoft Office 2010 Introductory	Cengage	<b>978-1-4390-78389</b>	(TBD)
CA120 <b>(Hybrid)</b>	DISC	Comcast	Place order with Intro Instructors	TBD
CA120 <b>(Hybrid)</b>	The Pacific Institute Strategies for Success	Pacific Institute	<b>4300-500</b>	TBD

## Business Courses

Course #	Book Title	Publisher	ISBN	Cost
BA100	2 Books - "Business Communication at Work with OLC Premium Content Card 3rd. Edition" And "The McGraw-Hill Handbook of English Grammar and Usage"	McGraw-Hill	<b>Bundle: ISBN 9780078185434</b>	TBD
BA101 (Online)	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update, Kit 1, Lesson 1-60 w/ Home Software 2.0	McGraw Hill	<b>978-0-07-7260538</b>	TBD
BA105 &BA106	College Accounting, w/ Home Depot 2007 Annual Report 12 Ed. Edition WorkBook	McGraw-Hill	<b>Bundled: ISBN 0078073162</b>	TBD
BA106	Computer Accounting with QuickBooks Pro 2011, 13th edition	McGraw-Hill	<b>9780077499860</b>	TBD
BA110	Understanding Business 9th. Edition	McGraw-Hill	<b>9780073511702</b>	TBD
BA120	M: Mgmt with Premium Content Card + Student Prep Cards, 2nd Edition	McGraw-Hill	<b>9780077404321</b>	TBD
BA120	Training in Interpersonal Skills, 5/E	Prentice Hall	<b>9780132354998</b>	TBD
BA125	Behavior in Organizations: Understanding and Managing the Human Side of Work 9th. Edition	Pearson / Prentice Hall	<b>0131542842</b>	TBD
BA126 (Online)	Project Management Strategic Design and Implementation 5th Edition	McGraw-Hill	<b>9780071471602</b>	TBD
BA130	Human Resource Management 11th. Ed.	McGraw-Hill	<b>9780073381466</b>	TBD
BA140	The Legal & Regulatory Environment of Business 15th. Ed.	McGraw-Hill	<b>9780073377667</b>	TBD

BA175	Business Math Using Excel	Thomson / South-Western	<b>9780538726016</b>	TBD
BA185 (Online)	Economics 9th. Ed.	McGraw-Hill	<b>0077354184</b>	TBD
BA195	Contemporary Marketing 14 Ed.	Thomson / South-Western	<b>9780324582031</b>	TBD
BA196 (Online)	Administrative Office Management 8th. Edition	Pearson / Prentice Hall	<b>0-13-1245104</b>	TBD
BA197 (Online)	Certified Administrative Professional Examination Review for Office Systems and Technology 5th. Ed.	Pearson / Prentice Hall	<b>0-13-114549-5</b>	TBD
BA197 (Online)	Certified Administrative Professional Examination Review for Office Administration 5th. Ed.	Pearson / Prentice Hall	<b>0-13-114551-7</b>	TBD
BA197 (Online)	Certified Administrative Professional Examination Review for Management 5th. Ed.	Pearson/ Prentice Hall	<b>0-13-114550-9</b>	TBD
BA197 (Online)	Certified Administrative Professional Examination Review for Advanced Organizational Management 1st. Edition	Pearson / Prentice Hall	<b>0-13-119337-6</b>	TBD

### Networking Courses

Course #	Book Title	Publisher	ISBN	Cost
IT120	A+ Certification All In One Exam Guide, 7th edition	McGraw Hill	<b>9780071701334</b>	TBD
IT120	Transcender A+ Hardware Certification (A+ Essentials)	Transcender Corp	<b>220-701</b>	TBD
IT120	Transcender A+ Software Certification (A+ Remote Server Technician)	Transcender Corp	<b>220-702</b>	TBD
IT121 (Online)	Microsoft Official Academic Course Installing, Configuring, and Administering Microsoft XP Professional (Exam 70-270) & Lab Manual	John Wiley	<b>Bundle Text &amp; Lab Manual 0470068809</b>	TBD
IT121 & IT140 (Online)	Transcender 70-270 XP Pro Cert Certification	Transcender	<b>Test Certification #70-270</b>	TBD
IT130	Linux Administration: A Beginners Guide	McGraw Hill/ Osborne	<b>13-978-007-154588-4</b>	TBD
IT140	Server 2003 Cert 70-290	Transcender	<b>70-290</b>	TBD
IT150	Pathways Introduction to Programming using Visual Basic w/ Project Manual	John Wiley	<b>978-0-470-17804-1</b>	TBD

## Networking Courses

CN200	MCTS Guide to Microsoft Windows Server 2008 Network & Lab Manual	Cengage	<b>Bundle Text &amp; Lab Manual 1-111-41915-9</b>	TBD
CN210	MCTS Guide to Microsoft Windows Server 2008 Active Directory & Lab Manual	Cengage	<b>Bundle Text &amp; Lab Manual 1-111-61748-1</b>	TBD
CN211 <b>(Online)</b>	Academic Learning Series: Security + Certification, 1st. Ed. & Lab Manual	John Wiley	<b>0470067667</b>	TBD
CN220	Managing Windows with VBScript and WMI	Addison Wesley	<b>0321213343</b>	TBD
CN230	MCTS: Microsoft SQL Server 2005 Implementation and Maintenance Study Guide	John Wiley	<b>9780470025659</b>	TBD
CN230	Pathways Introduction to Database Management 1st. Ed. With Project Manual	John Wiley	<b>9780470178058</b>	TBD
CN231 <b>(Online)</b>	Transcender 70-293 Network Infrastructure Certification	Transcender	<b>20-293</b>	TBD
CN231 <b>(Online)</b>	Transcender 70-294 Active Directory Certification	Transcender	<b>20-294</b>	TBD
CN231 <b>(Online)</b>	Transcender 70-431 2005 SQL Server Admin Certification	Transcender	<b>#70-431</b>	TBD
CN231 <b>(Online)</b>	Transcender Linux+ Certification	Transcender	<b>LXO-101 LXO-102</b>	TBD
CN231 <b>(Online)</b>	CompTIA Security +	Transcender	<b>SYO-201</b>	TBD
CN231 <b>(Online)</b>	CompTIA Project+	Transcender	<b>PKO-002</b>	TBD
CN240	CompTIA Network + All-in-One	McGraw-Hill	<b>9780071614870</b>	TBD
CN250	Linux+ Linux Guide to Certification	Cengage	<b>978-0-619-216214</b>	TBD
CN250	Lab Manual for Linux+ Linux Guide to Certification	Cengage	<b>978-0-619-216207</b>	TBD
CN260 <b>(Online)</b>	70-284 Implementing & Managing Microsoft Exchange Server 2003 & Lab Manual	John Wiley	<b>Bundle Text &amp; Lab Manual 0470068841</b>	TBD
CN270 <b>(Online)</b>	IT Project Management: On Track from Start to Finish, Third Edition	McGraw Hill	<b>9780071700436</b>	TBD

## Medical Courses

Course #	Book Title	Publisher	ISBN	Cost
MA100, MA105, MA110, MA115, MA150, MA190	<b>Medical Book Bundle:</b> Generic Internal Processing Student Workbook, Assisting: Administrative and Clinical Procedures with Anatomy and Physiology Pocket Guide, Medical Assisting: Administrative and Clinical Procedures Text, ACTIVESim: Medical Assisting Clinical Simulator, Medical Assisting: Administrative & Clinical Procedures with Student CD's (4th edition)	McGraw-Hill	<b>Bundle Number 9780077969240</b>	TBD
MA100, MA105	<b>Medical Book Bundle:</b> Medical Dictionary for Allied Health, Medical Terminology Language for Health Care w/Student CD-Roms and Audio CD 3rd. Ed.	McGraw-Hill	<b>Bundle Number 007808914X</b>	TBD
MA120	Law and Ethics for Medical Careers 5th.Ed.	Glenco/McGraw Hill	<b>9780073402062</b>	TBD
MA160	Introduction to Medical Office Transcription 3rd. Ed.	McGraw Hill	<b>0-07-3259365</b>	TBD
MA160	Dictation Tapes on CD	McGraw Hill	<b>Included</b>	TBD
MA180 <b>(Online)</b>	Computerized Medical Office Procedures- Text and MediSoft Version 14 Demo CD Package, 2nd Edition	Elsevier	<b>9781437702774</b>	TBD
MA212 <b>(Online)</b>	MCO workbook+ Step By Step 2010 book	Elsevier	<b>BUNDLE # 9781437716016</b>	\$122
MA212 <b>(Online)</b>	2010 ICD-9 Vol. 1, 2 & 3+ HPCS 2009+ 2010 CPT STANDARD	Saunders / Elsevier	<b>9781437779868 (Bundle Number for Just Code Books)</b>	TBD
MA213 <b>(Online)</b>	Medical Assisting Review, Passing the CMA and RMA Exams 3rd.	McGraw Hill	<b>978-0-07- 3309798</b>	TBD
MAA260	Administering Medications Pharmacology for Health Careers 7th Edition	McGraw Hill	<b>9780073374376</b>	TBD
MA281 <b>(Online)</b>	Medical Assisting Review, Passing the CMA and RMA Exams 4th Edition	McGraw Hill	<b>9780073374581</b>	TBD

## Medical Courses

MLT100	Clinical Laboratory Science: The Basics and Routine Techniques 6th Edition	Elsevier	9780323067829	TBD
MLT105	Math Skills for Health Professionals	Saunders/Elsevier	978-1-4160-4755-1	TBD
MLT110 & MLT115	The Anatomy and Physiology Learning System ( <b>Textbook &amp; Workbook</b> ) 4th Edition	Saunders/Elsevier	<b>Book Bundle W/ Text &amp; Workbook</b> 9781437703955	TBD
MLT200	Urinalysis and Body Fluids, 5th Edition	F.A. Davis	978-0-8036-1697-4	TBD
MLT205	Immunology and Serology in Laboratory Medicine (4th edition)	Mosby/Elsevier	978-0-323-04382-3	TBD
MLT210	Medical Microbiology (17th edition)	Elsevier	978-0-443-10209-7	TBD
MLT215	Pathophysiology for Health Professions (4th edition)	Elsevier	978-1-4377-0965-0	TBD
MLT220	Hematology: Clinical Principles and Applications (3rd edition)	Elsevier	978-1-4160-3006-5	TBD
MLT220	Clinical Hematology Atlas (3rd edition)	Saunders/Elsevier	978-1-4160-5039-1	TBD
MLT225	Medical Microbiology, 6th edition	Elsevier	9780323054706	TBD
MLT300, MLT315, GEN190	Fundamentals of Clinical Chemistry (6th edition)	Elsevier	978-0-7216-3865-2	TBD
MLT300 & MLT315	Phlebotomy: Worktext and Procedures Manual (2nd edition)	Elsevier	978-1-4160-0035-8	TBD
MLT320	Clinical Laboratory Science Review 3rd Ed.	McGraw Hill/Tabers	9780077306328	TBD

## Personal Trainer & Exercise Specialist Courses

Course #	Book Title	Publisher	ISBN	Cost
PT140	Strength Training Anatomy, 3rd edition	Human Kinetics	978-0-7360-9226-5	TBD
PT140	ACE Personal Trainer Manual: 4th edition	American Council on Exercise	N/A	TBD
AAS Only	NSCA's Essentials of Personal Training	Human Kinetics	978-0-7360-0015-4	TBD
AAS Only	Exercise Techniques	Human Kinetics	978-0736071277	TBD
PT100	Fit & Wel: Core Concepts and Labs in Physical Fitness and Wellness 9th. Ed.	McGraw-Hill	9780073523798	TBD
PT101 & PT103	Hole's Essentials of Human Anatomy and Physiology 10th. Ed Text, Laboratory Manual & Student	McGraw-Hill	Bundle: 9780078188	TBD
PT102	Introduction to Recreation and Leisure	Human Kinetics	978-0-7360-5781-3	TBD
PT102	Clinical Exercise Physiology-2nd Edition	Human Kinetics	9780736065658	TBD
PT105 (Online)	Business of Personal Training	Human Kinetics	978-0-87322-605-9	TBD
PT106	Manual of Structural Kinesiology, 17th. Ed.	McGraw-Hill	978-0073376431	TBD
PT110	Basic Biomechanics 5	McGraw-Hill	73044814	TBD
PT110	Atlas of Skeletal Muscles 6th. ED.	McGraw-Hill	9780077267688	TBD
PT120	Physiology of Sport and Exercise 4th. Ed.	Human Kinetics	978-0-7360-5583-3	TBD
PT130 (Online)	Nancy Clark's Sports Nutrition Guidebook 4th. Ed	Human Kinetics	978-7360-7415-5	TBD
PT150	Foundations of Sport & Exercise Psychology 5th Ed.	Human Kinetics	9780736083232	TBD
PT160	Sport First Aid 4th. Ed.	Human Kinetics	0736037861 978073607612	TBD
PT160	Athletic Taping and Bracing Book 2nd. Ed / DVD Package	Human Kinetics	0736062807 9780736062800	TBD
PT170 (Online)	Sports Law	Prentice Hall	0-13-676545-9	TBD
PT200 (Online)	Measurement and Evaluation in Human Performance 4th Ed.	Human Kinetics	13-9780736090391	TBD
PT205 (Online)	Conducting and Reading Research In Health and Human Performance, 4th. Ed.	McGraw Hill	72972904	TBD

## Criminal Justice

Course #	Book Title	Publisher	ISBN	Cost
CJ100	Ethical Dilemmas and Decisions in Criminal Justice 6th Ed.	South Western Cengage Learning	9780495600336	TBD
CJ110	Criminal Law for the Criminal Justice Professional	McGraw Hill	9780073401256	TBD
CJ115	Criminal Procedure for the Criminal Justice Professional 10 ED.	Wadsworth Cengage Learning	9780495095477	TBD
CJ120	CJ Realities and Challenges	McGraw Hill	9780073401515	TBD
CJ200	Criminal Investigation	McGraw Hill Higher Education	9780073401539	TBD
CJ205	The Police in America	McGraw Hill	9780078111495	TBD
CJ210	Criminology	McGraw Hill	9780073401584	TBD
CJ215	Introduction to Private Security 5th. Ed.	Wadsworth Cengage Learning	9780534632045	TBD
CJ220	Corrections in the 21st Century	McGraw Hill	9780078111471	TBD
CJ225	Just the Facts: Investigative Report Writing	Pearson	9780131347632	TBD

## General Education

Course #	Book Title	Publisher	ISBN	Cost
GEN101 (Online)	Beginning Algebra 3rd.. Ed. With Math Zone CD	McGraw Hill	<b>9780077349936</b>	TBD
GEN115 (Online)	Hoydia Spanish for Real Life (Includes My Spanish Lab Student Access Code Card for 24 Months)	Pearson Learning	0205770835	TBD
GEN120 (Online)	College Writing Skills with Readings 8th. Ed.	McGraw Hill	<b>9780073371665</b>	TBD
GEN130 (Online)	We The People 8th Ed.	McGraw Hill	<b>0-07-3378968</b>	TBD
GEN140 (Online)	Psychology and Your Life + Premium Content Card	McGraw Hill	<b>Bundle: 77354737</b>	TBD
GEN150 (Online)	Essentials of Biology 2nd Ed	McGraw Hill	<b>978-0077280093</b>	TBD
GEN170 (Online)	Microbiology for the Healthcare Professional	Elsevier	<b>978-0-323-04594-0</b>	TBD
GEN180 (Online)	<b>Business and Administrative Communications, and Pocket Book of Tech Writing for Engineers and Scientists</b> <i>(This is a customized book produced for Bryan College)</i>	McGraw Hill	<b>978-0-390-96192-1</b>	TBD
GEN180 (Online)	WEBSITE: Web Style Guide, Second Edition ( <a href="http://www.webstyleguide.com/">http://www.webstyleguide.com/</a> )	Yale University Center for Advanced Instructional Media	<b>Web Site Resource</b>	TBD
GEN190 (Online)	Fundamentals of Clinical Chemistry (6th edition)	Elsevier	<b>978-0-7216-3865-2</b>	TBD
GEN200 (Online)	Intermediate Algebra, 3rd. Ed. With Math Zone CD	McGraw Hill	<b>9780077349943</b>	TBD

## Full Online Programs

### Business (Core, Accounting, Finance, Management, Marketing, Travel)

Course #	Book Title	Publisher	ISBN	Cost
BA100	2 Books - "Business Communication at Work with OLC Premium Content Card 3rd. Edition" And "The McGraw-Hill Handbook of English Grammer and Usage"	McGraw-Hill	<b>Bundle: ISBN 9780078185434</b>	TBD
BA101	Gregg College Keyboarding & Document Processing (GDP), Word 2007 Update, Kit 1, Lesson 1-60 w/Home Software 2.0	McGraw Hill	<b>978-0-07-7260538</b>	TBD
BA102	Practical Business Math Procedures 10th. Ed.	McGraw Hill	<b>9780077362355</b>	TBD
BA175	Business Math Using Excel	Thomson / South-	<b>9780538726016</b>	TBD
AC200, AC201, AC204	Financial and Managerial Accounting, 10th. Ed	South-Western/ Cengage	<b>9780324663815</b>	TBD
AC202 & AC203	Intermediate Accounting, 17th. Ed. PKG. + BUS & CO Resource Center	South-Western/ Cengage	<b>032459237x</b>	TBD
AC205	Principles of Taxation for Business and Investment Planning 2010 13th Edition	McGraw-Hill	<b>978-0073379647</b>	TBD
AC206	Accounting Information Systems 8th Ed.	South-Western/ Cengage	<b>0324663803</b>	TBD
AC207	Auditing: Assurance and Risk	South-Western/ Cengage	<b>0324313187</b>	TBD
BF200 & BF201	Principles of Finance 4th. Ed.	South-Western/ Cengage	<b>9780324655889</b>	TBD
BF202	Portfolio Construction, Management & Protection with Stock Trak Coupon 5th Ed	South-Western/ Cengage	<b>9780324665109</b>	TBD
BF203	Financial Institutions Management: A Risk Management Approach with S&P card 6th Ed.	McGraw Hill	<b>9780077211332</b>	TBD
BF204	Business Analysis and Valuation: Using Finance Statement, 4th. Ed.	South-Western/ Cengage	<b>9780324302929</b>	TBD
BF205	Money & Banking 1st Edition	South-Western/ Cengage	<b>9780538745871</b>	TBD
BF206	The Complete Guide to Fundraising Management (AFP/Wiley Fund Development Series)	Wiley	<b>978-0-470-37506-8</b>	TBD
BF207	Entrepreneurial Finance 3rd. Ed.	South-Western/ Cengage	<b>9780324561258</b>	TBD

BM200	Essentials of Contemporary Management w/ Connect Plus 4th Ed.	McGraw-Hill	<b>9780078137228</b>	TBD
BM201	Human Resource Management 11th.	McGraw-Hill	<b>0-07-3381462</b>	TBD
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