



El Cajon Campus

College Catalog

Effective: 1/2017 – 12/2017

Revision Code: 02

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Each student is responsible for knowing and complying with the information contained in this publication and other College information bulletins. Copies of this catalog and other consumer information are available by contacting an admissions representative or college representative. The College reserves the right to make changes in the instructional staff, equipment, and curriculum at its discretion. The College also reserves the right to review tuition, fees, regulations, policies, procedures, class schedules and hours, to consolidate classes and to change locations at its discretion, as described.

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Mission

To be the premier provider of innovative, quality career education that enables our graduates to succeed and lead in their chosen career field.

The mission of Bryan College (“the College”) is to provide educational career programs that prepare students in selected entry-level business, technology, aviation, allied health, and wellness careers, or self-employment. At Bryan College, each student is provided the opportunity to develop essential knowledge and skills, self-discipline and confidence, a professional attitude and the ability to meet future employer expectations in the ever changing and richly diverse business, allied health, and wellness industries. The College will provide a well-balanced curriculum to students through a supportive residence environment where experienced staff and faculty encourage education and successful completion of each program through understanding, strong college policies, and liberal student services.

Accreditation

Bryan College is a private institution that it is approved to operate and/or accredited by:

The Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

P: 888-370-7589

F: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

History

1995 *November*

Bryan College granted approval to operate as a post-secondary institution, under the name of New Horizons Computer Learning Center

1998 *May*

Post-secondary division of New Horizons of Sacramento was renamed Northwestern Technical College.

2003 *September*

Northwestern Technical College renamed to Northwestern College, reflecting the diversification of the curriculum.

2005 *January*

College relocates to Gold River, CA (2317 Gold Meadow Way).

2006 *April*

Northwestern acquired by Alta Education.
Name changed to Bryan College.

2016 *July*

Bryan College relocated to San Diego and enhanced its mission to focus on aviation programs.

The College is now a freestanding institution legally established as a Limited Liability Company, and reports as such to the appropriate federal, state and local government agencies.

The El Cajon Campus

Bryan College is located at 2065 North Marshall Avenue, El Cajon, California 92020. Bryan College can be found online at <http://bryancollege.edu>. The El Cajon campus occupies a prominent position in Gillespie Field with direct runway access and only a few hundred feet from an FAA control tower.

The campus has a modern, student-friendly environment consisting of classrooms, labs, mentoring spaces, learning resource center, and general administrative and faculty spaces. Parking is available at no extra charge. Access to the campus is excellent by freeway or public transportation. Transportation is widely available through the San Diego Metropolitan Transit System (MTS).

Facilities

Classrooms and labs are designed for a maximum of 15 students. Classrooms are outfitted with course specific equipment, as appropriate.

Campus Security

Bryan College strives to provide a safe work and campus environment and encourages personal health for all students and employees. Classrooms and labs comply with requirements of various federal, state, and local building codes. Students are responsible for their own security and safety both on-campus and off-campus. If you are aware of or are the victim of a campus crime, please notify Career Services immediately. If you are an evening student, notify your instructor. The College will not be held responsible for student's personal property that is lost, stolen, or damaged while on campus grounds.

Campus Crime Statistics

Bryan College is strongly committed to crime prevention and the safety of the campus community. A copy of the school's Campus Crime Statistics may be obtained online at www.bryancollege.edu.

Bryan College Organization

Bryan College is operated as a private postsecondary college.

Corporate Structure

The corporate officers and directors are:

Chad Evans.....Chief Executive Officer

Eric Evans..... President/Chief Operations Officer

David Rogers..... Chief Financial Officer

El Cajon Campus Leadership

Kent Parrish, MA.....Campus Executive Director, Director of Education

Betty Navarette, B.S.....Director of Career Services

Reza Garajedaghi..... Director of Admissions

Programs and Degrees

Bryan College offers the following professional training and degree programs:

Associate of Applied Science (AAS) in Aviation Professional Pilot

- SLE Minimum Score for Admittance: 18*

*SLE Waiver for Prior College Credit: If a student completes 24 or more college credit hours from an accredited institution and has earned a grade of C or higher in those courses, the applicant has met the entrance requirements of Bryan College and does not need to take the SLE. Unofficial transcripts from the prior institution are required to waive the SLE in this case.

Domestic Admissions

Admission Eligibility

To apply for admission to Bryan College, a future graduate must meet the following criteria:

- A US citizen or legally able to pursue education in the United States.
- Able to read, write, and speak in English, either as a primary or secondary language. Students whose primary language is not English must provide evidence of a TOEFL iBT® score of 80 or more. Bryan College does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. No VISA services for student status are provided, nor verification of student status.
- Have graduated from high school, or can demonstrate equivalency. Documents accepted to verify this requirement are: high school diploma; high school transcript bearing graduation date; GED certificate or GED test verification sheet; state high school proficiency examination certificate; notarized translation of foreign high school transcripts bearing graduation date; transcripts verifying a Bachelor degree (or higher) from an accredited college or university; DD form 214 verifying status as a high school graduate or equivalent.

Admission Procedure

Bryan College requires all applicants to complete the following process prior to admission.

1. Attend a career planning session and campus tour with an authorized Admissions Representative. Admissions Representative's will recommend applicants for acceptance to Bryan College only if the applicant has demonstrated he/she has: career goals in line with the course's design, motivation to successfully graduate and seek employment in the field, the capacity to succeed academically and the ability to attend class on a regular basis.

2. Take and pass a standardized aptitude test. As of the date of this publication, the College uses the SLE exam as its assessment tool. *(The passing score for each program is listed in the program and degrees section (Page 11).)*
3. Complete an Application for Admission.
4. Develop a plan for financing.
5. Complete enrollment agreement and all required paperwork with Admissions Representative and provide: photo identification, social security card and registration fee.
6. Meet with the Director of Education, or an appropriate Education Department Director to discuss any unusual enrollment circumstances or accommodations needed for successful completion of a chosen program of study.

Once completed, the Director of Admissions, in consultation with the Director of Education and Campus President, reviews the application. Applicants are notified of their acceptance promptly, and all admissions decisions are considered final.

Bryan College offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, physical or mental handicap, or Vietnam Era Veteran status, in any of our academic programs or activities, or in any of its employment practices.

Bryan College reserves the right to deny admission for any nondiscriminatory reason. The College also reserves the right to deny admission for a student previously accepted if any of the items listed above are not successfully completed or found to contain false information.

As a prospective student, you are encouraged to review this catalog prior to signing and enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

International Student Admissions

To be considered for admission, International applicants must:

- Finish secondary school and
- Earn a certificate of completion, which allows admission to a university in their home country or country of graduation.

To apply for admission to any of the Bryan College programs, please complete the following steps:

1. Be at least 18 years of age
2. Complete the admissions application.
3. Pay the \$25 USD application fee.
4. Copy of Passport
5. Complete an interview with an Admissions Advisor.
6. Pass a brief online assessment.
7. Complete enrollment documents electronically, provided by your Admissions Advisor.
8. Provide official transcripts for proof of high school diploma or equivalent to:

Bryan College, Office of International Admissions
2065 North Marshall Avenue, El Cajon, CA 92020

(Non U.S. diplomas must be evaluated one of the [NACES member](#))

9. If you wish to transfer in college credits, submit official transcript(s) of U.S. college(s) and/or World Education Services (WES) evaluation of foreign educational credentials. ALL transcripts MUST be official-COPIES ARE NOT ACCEPTED- Official transcript must be sent directly from the school or in a sealed envelope with school seal/stamp on envelope.
10. Provide proof of financial responsibility or financial support. Examples include bank statement or letter from your support source (such as a parent or employer).
11. Applicants whose native language is not English must demonstrate English language proficiency by providing the TOEFL iBT® score of 80 or more; or provide a TOEFL equivalent, such as the IELTS or MELAB.
12. Deadline: we offer students various start dates throughout the year; therefore, there are no specific application deadlines.
13. Once application materials have been received, we will inform the applicant of an admission decision within one week or less.

Items to consider:

1. Admissions to Bryan College cannot be determined until your file is complete and all of your credentials are evaluated.
2. You must enroll full-time each semester
3. All international students on F-1 visas must provide a Financial Guarantee to show evidence of sufficient funds available for their students before their SEVIS Form I-20 can be issued.

Aviation Professional Pilot (AAS)

Associate of Applied Science in Aviation Professional Pilot

Program Length

Program Hours: 1,423

Credit Hours (semester hours): 63

Months: 20.5

Program Director

Kent Parrish

Overview of Curriculum

The Aviation Professional Pilot program prepares students for a rewarding entry level career in the aviation field. Graduates of the program will have the knowledge and skills needed to fly in many different areas of the aerospace industry. The ground schooling is provided in a convenient, interactive, and technology-enhanced, learning environment and the flight schooling is delivered at a FAA approved facility in San Diego, California. Throughout the program, students are provided opportunities to apply the knowledge and skills they've gained in the same way they will on the job--leaving the program ready to take on the aerospace industry's expanding job market.

In keeping with the mission and institutional objectives of the college, the following objectives will guide the quality of Bryan College's Aviation Professional Pilot program and the desired outcomes for its students:

- Obtain Private Pilot, Commercial, Instrument, and Multi-Engine Certification.
- Complete Flight Instructor.
- Troubleshoot aeromedical issues.
- Administer proper techniques to handle aircraft performance in diverse environments.
- Communicate in controlled and uncontrolled airspace.
- Use modern technology in the cockpit.
- Complete domestic and international flight plans.
- Utilize weather information in flight planning and aeronautical decision making.
- Operate aircraft systems.
- Describe the impact physics and aerodynamic principles have on flight.
- Follow all applicable FAA and NTSB regulations.
- Describe aircraft jet propulsion systems
- Administer proper techniques to troubleshoot jet propulsion systems.
- Perform well in an airline job interview.

Employment Opportunities

The following is a list of occupations and organizations that one could pursue for employment:

- Private Pilot
- Corporate Pilot
- Airline Pilot
- Charter Pilot
- Bush Pilot
- Crop Duster Pilot
- Aviation Consultant
- Aviation Safety Officer
- Aircraft Dispatcher
- Aircraft Crew Member

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

- 53-2010 – Aircraft Pilots and Flight Engineers
- 53-2012 – Flight Instructor

* Detailed information surrounding these classifications can be found at the following website: www.onetonline.org.

Program Completion

To graduate and receive an Associate of Applied Science (AAS) in Aviation Professional Pilot, a student must earn a minimum of 63 credits for the courses in the curriculum, complete all academic courses, have a cumulative grade point average of 2.0 or better, and earn the following FAA certifications: Private Pilot, Commercial, Instrument, and Multi-Engine.

This program aims to prepare students to sit for the FAA exams for each license, but does not guarantee passing the exams.

Course of Study

The course of study for the Associate of Applied Science (AAS) in Aviation Professional Pilot program consists of the following classes. (Course descriptions of each class included)

AERO-100—Introduction to Aeronautical Sciences—3.0 credits

This course is designed to prepare students to be successful in the Aviation Professional Pilot program by providing an overview of the field of aviation, including the history and development of aeronautics and the basics of flight theory. Students will also develop career expectations and preparation strategies for the successful completion of practical exams. Required text/materials: Anderson, D.F & Eberhardt S. (2010). *Understanding flight* (2nd Ed.). New York, NY: McGraw-Hill. (Hours-80)

UNV-101S— Student Success and Technology Foundations —3.0 credits

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, and technology skills such as word processing, presentations, and spreadsheets with an emphasis on legal applications. Required text: There are no required textbooks in this course. Course materials were internally created. (Hours-70)

AERO-105— Aviation Safety—3.0 credits

This course covers information regarding airport and airline safety and security, aviation regulations, aircraft and air traffic control safety systems, as well as accident investigation and how to record and report safety data. Required text/materials: Rodrigues, C. C. & Cusick, S. K. (2012). Commercial aviation safety (5th ed.). New York, NY: McGraw-Hill. (Hours-80)

AERO-112—Introduction to Introduction to Technology Resources —3.0 credits

This course provides students with an understanding of technology as it relates to aviation. Students will learn how to navigate computer systems, utilize flight management systems, global positioning systems, and use the Internet to better prepare flight plans and obtain up-to-date aviation publications and resources. Required text/materials: Cundy, D. R. & Brown, R. S. (1997). Introduction to Avionics. Upper Saddle River, NJ: Prentice Hall. (Hours-80)

AERO-115—Flight Physiology —3.0 credits

This course covers the aeromedical factors associated with the effects of flying on the human body. Students will develop the knowledge to prevent or treat the adverse effects of flying by recognizing symptoms, identifying causes, and administering corrective action. Required text/materials Rheinhart, R. (2008). Basic Flight Physiology (3rd ed.). New York, NY: McGraw-Hill. (Hours-80)

AERO-125— Aircraft Performance—3.0 credits

This course provides students with foundational knowledge related to aircraft performance. Students will identify the performance factors associated with single/multi, reciprocating, turboprop, and jet engine aircraft. Required text/materials: Anderson, J. Aircraft performance and design. (1998). New York, NY: McGraw-Hill. (Hours-80)

AERO-130—Introduction to Physics—3.0 credits

This course helps students connect the physical rules of the universe with the aeronautical principles behind flight. Students will explore basic physics principles, including motion, force, Newton's Laws of Motion, gravitation, and thermodynamics. Required text/materials: Rex, A.F. & Wolfson, R. (2010). *Essential college physics: Volume 1*. Glenview, IL: Pearson (Hours-80)

AERO-135— Crew Resource Management—3.0 credits

This course explores the processes, procedures, and best practices associated with in-flight decision making. Students will learn how to utilize all resources available (Crew Resource Management) in all phases of flight. Students will develop effective safety habits and procedures as well as learn the FAA and NTSB safety regulations associated with domestic and international flight. Required text/materials: LeSage, P., Dyar, J. T., & Evans, B. (2011). Crew resource management: Principles and practice. Sudbury, MA: Jones and Bartlett. (Hours-80)

AERO-200— Private Pilot Airplane Single Engine Land —3.0 credits

The Private Pilot Single-Engine Certification Course is to teach the student the knowledge and skill to operate a single-engine airplane safely in the National Air-space System as a Private pilot. The course teaches the aeronautical knowledge and skill prescribed by 14 CFR Part 141 Appendix B and the FAA Private Pilot Practical Test Standards for airplane single-engine land. Required text/materials: Cessna Flight Training Materials. (Hours-65)

AERO-201— Commercial Pilot Airplane Single-Engine Land—3.0 credits

The objective of this Commercial Pilot Single-Engine Certification course is to teach the student the knowledge and skill to operate an airplane safely in the National Air-space System as a commercial pilot. The course teaches the aeronautical knowledge and skill prescribed by 14 CFR Part 141 Appendix D and the FAA Commercial Pilot Practical Test Standards for airplane Single-engine land. Required text/materials: Cessna Flight Training Materials. Prerequisite: AERO-200 (Hours-55)

AERO-202— Instrument Rating—3.0 credits

The course is designed to allow either a private or a commercial pilot to add an airplane multi-engine land class rating to an existing certificate. The performance criteria specified in the syllabus are based on commercial pilot standards. Pilots will train to meet these standards, but they will be flight tested in accordance with the appropriate PTS for the certificate they hold (Private, Commercial, or ATP). Required text/materials: Cessna Flight Training Materials. Prerequisite: AERO-200 (Hours-65)

AERO-203— Multi-Engine Rating—3.0 credits

The course is designed to allow either a private or a commercial pilot to add an airplane multi-engine land class rating to an existing certificate. The performance criteria specified in the syllabus are based on commercial pilot standards. Pilots will train to meet these standards, but they will be flight tested in accordance with the appropriate PTS for the certificate they hold (Private, Commercial, or ATP). Required text/materials: Cessna Flight Training Materials. (Hours-65)

AERO-208— Domestic and International Navigation —3.0 credits

This course prepares students to navigate within the United States and international airspace. Students will learn how to prepare and file flight plans, obtain and navigate flight clearances, use performance and systems theory, and aircraft instruments. Stu-

dent will compare technologies used internationally and look at future trends in navigation technology systems. Required text/materials: Flight Navigator Handbook (pdf). International Flight Information Manager. (Hours-70)

AERO-215— Aviation Weather —3.0 credits

This course provides students with the knowledge required to understand atmospheric science and its effects on aviation. Students will learn about the earth, its atmospheric conditions, and weather theory, including pressure systems, cloud formation, fronts, and the formation of storms. Students will improve their aeronautical decision making ability by applying their knowledge of weather theory to read and analyze a variety of weather reports. Required text/materials: Buck, R. N. & Buck, R. O. (2013). *Weather flying* (5th ed.). New York, NY: McGraw-Hill. (Hours-70)

AERO-220— Aircraft Systems —3.0 credits

This course covers the systems and components of a single/multi-engine aircraft, including the electrical, hydraulic, flight control, fuel, vacuum, landing gear, pressurization, environmental control, constant speed propeller, flight management and auxiliary systems. Students will also explore the systems in turboprop and jet-engine aircraft. Required text/materials: Sadraey, M. (2012). *Aircraft design: A systems engineering approach*. John Wiley & Sons. Pilot Operating Handbooks. Prerequisites: AERO-112 (Hours-65)

AERO-225 – Foundations of Aircraft Jet Propulsion —3.0 Credits

This course introduces students to the workings and operations of aircraft jet propulsion systems. Topics include the creation of thrust in jet engines, overall jet engine design, and future trends in jet engine development. Students will develop knowledge of common jet engine operation and troubleshooting techniques. Required text/materials: Cumpsty, N. & Heyes, A. (2105). *Jet Propulsion: A Simple Guide to the Aerodynamics and Thermodynamic Design and Performance of Jet Engines* (3rd ed.). Cambridge, England: Cambridge University Press. (Hours-70)

AERO-230 – Aviation Career Strategies —3.0 Credits

This course prepares students to successfully find a job or advance in an aviation career. Topics include an overview of jobs in the aviation industry, networking, resume writing, job searching, and preparation for aviation-specific interview questions. Required text/materials: Bristow, G. (2012). *Ace The Technical Pilot Interview* (2nd ed.). New York, NY: McGraw-Hill Education. Mark, R. (2007). *Professional Pilot Career Guide* (2nd ed.). New York, NY: McGraw-Hill Education. (Hours-70)

***CRT-110—Critical Thinking I—3.0 credits**

This course encompasses the concepts and processes of logical reasoning with emphasis on the comprehension, analysis, and creation of arguments, as well as the characteristics of a critical thinker. The structure of arguments, fallacies, modes of persuasion, perspective, bias, and logical vulnerability as experienced in everyday life are

explored, culminating in the development of reasonable strategies for belief formation and life-long critical thinking. Required text: Moore, B.N. & Parker, R. (2015). Critical thinking (11th ed.). New York, NY: McGraw Hill Education. (Hours-70)

***PSY-101S—Psychology Foundations—3.0 credits**

A course covering the foundational concepts related to human behavior. Topics include the human mind, human behavior, and important experiments and research in the field of psychology. Required text: Plotnik, R. & Kouyoumdjian, H. (2011). Introduction to Psychology (9th ed.) Clifton Park, NY: Cengage. (Hours-70)

***MAT-110—College Math—3.0 credits**

A course covering basic math computational skills, including the number system, equations and expressions, ratios and proportions, number and quantity, functions, and basic algebra concepts. Required text/materials: MyMath Lab (Hours-70)

***SOC-200S—Social Psychology—3.0 credits**

A course covering the fundamentals of social psychology and group behavior. The course focuses on how individuals are influenced by other people and situations.. Required text: Myers, D. (2013). Social psychology (11th ed.). New York, NY: McGraw-Hill. (Hours-70)

**AERO-205— CFI-I Flight Instructor Instrument Rating -3.0 credits
(ELECTIVE COURSE)**

Students will learn the fundamentals of flight instruction to prepare them to become a certified instrument flight instructor. Students will gain an understanding of adult learning theory and how it applies to aeronautical instruction. By the end of this course, students will be able to take the CFI-I knowledge tests. Required text/materials: Cessna Flight Training Materials. Prerequisite: AERO-200, AERO-201. This course is an elective to AERO 105 and will increase the total cost of your program. (Hours – 80)

Academic Philosophy

Bryan College teaches the required knowledge, skills, and abilities for students to successfully secure entry-level employment in their chosen career field. The experience is both concentrated and immersive, allowing the student to complete the program in the minimum amount of time. As such, the College has established policies regarding attendance, satisfactory academic progress, and graduation requirements to help provide guidance to students and staff.

Degrees Awarded

All graduates from Bryan College will receive a degree stating the student has satisfactorily completed the program of enrollment. All degrees received from Bryan College are occupational in nature.

Upon completion of the following program, an Associate of Applied Science(AAS) degree is awarded.

- AAS in Aviation Professional Pilot

Graduates from all programs have received the necessary instruction or the minimum necessary materials intended as outlined in the program descriptions in this catalog.

The College does not make any representation or promise whatsoever regarding any future credential or certification that may be awarded to any graduate of any program of study.

Changes to Curriculum

Bryan College reserves the right to make changes in the instructional staff, equipment, and curriculum provided the changes meet BPPE and ACCSC regulations and are approved by both agencies. The College also reserves the right to revise tuition, fees, regulations, policies, procedures, class schedules, and hours for attendance, to consolidate classes, and to change locations as described in this catalog provided the changes meet BPPE and ACCSC regulations and are approved by both agencies.

Unit of Credit

- One semester hour equals 45 units with as follows:
 - One clock hour in a didactic learning environments = 2 units
 - One clock hour in a supervised laboratory setting of instruction = 1.5 units
 - One hour of externship = 1 unit
 - One hour of out-of-class work and/or preparation for the didactic environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives – 0.5 unit

Certification Exams

Bryan College encourages each student to pass, or attempt to pass, a certification test as soon as possible after the completion of the relevant course or courses, along with sufficient test preparation outside of class.

Assigned Work/Homework

Students are expected to complete all assigned work within the timeframes requested by the instructor. Assigned work that is turned in after the due date will receive, at a minimum, a full grade penalty; however, an individual instructor may adopt more stringent grading standards. Refer to the course syllabus for more information.

Tests/Exams

Many of Bryan College's courses use online testing tools to deliver tests and exams. In cases where a test or exam is provided online, students must petition the instructor for an extension to the test's deadline. For paper tests and exams, students will be responsible for taking the exam on their next day of attendance. Tests submitted after the published deadline will be assessed, at a minimum, a full grade penalty.

If a make-up test or exam interferes with their participation in class, a practicum, or another test, it is the responsibility of the student to make arrangements with the instructor on how to manage this conflict.

Academic Honors and Awards

The College recognizes students who achieve academic success based on their performance in a term. The following academic awards are available to students:

Student of the Month

At the end of each month, the Program's Directors and President will select a student for Student of the Month. The award may be given by the school's leadership based on academic achievement, exceptional citizenship and service to the campus, or personal growth and transformation in the month. The student of the month will be able to park in a designated parking spot for the following month and have his or her name displayed in the College's lobby.

President's List

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

Director's List

Students with a 3.5 GPA in a term will be placed on the Director's List.

Perfect Attendance

Students with a perfect attendance percentage in the term will receive the perfect attendance award. Students who maintain perfect attendance in each term of their education will receive recognition at graduation.

Attendance Excellence

Students with an attendance percentage greater than 95 percent in the term will receive an attendance excellence award. Students who maintain perfect attendance in each term of their education will receive recognition at graduation.

Articulation Agreements

Bryan College does not have established articulation agreements.

Transferring Credit

Bryan College offers generous transfer credit policies. An official credit evaluation is completed for students as part of the application process as soon as students submit unofficial or official transcripts, along with the transcript evaluation request form, to their admissions representative. Please note that a final list of approved transfer credits cannot be completed until official transcripts have been received by the university.

Courses with a grade of “C” or higher are generally transferable if the cumulative GPA of course work is a 2.0 or higher and if the course objective and rigor align with those set by Bryan College. Credits can only be approved for college-level courses from an accredited institution and must meet requirements of the degree program in which the student is pursuing. Once transcripts are submitted, preliminary results are communicated within five business days.

Official transcripts should be submitted to an admissions representative or to the Office of the Registrar. The college accepts up to 30 credits toward an associate degree.

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

Transfer credit is accepted after the Director of Education reviews any official transcripts. General Education courses can be accepted regardless of the age of the credits while a vocational course will only be evaluated if performed within the last 10 years.

Not more than fifty percent (50%) of the total units in a program may be transferred, including DANTEs, CLEP, or ACE credits. The decision of the Director is final in relationship to transfer credit.

A prospective student, at Bryan College, with a verified Bachelor’s degree in most cases will be awarded prior credit for all of the current general education requirements of their perspective program of study. The Director of Education will be responsible for authorizing this award and will ensure that the degree review is performed.

Experiential Credit

The College values life experience as an important source of learning. Students may submit experiential credit for practicums, general education, and applied general education classes. A student should document their experience in written form, including resume, narratives, letters of recommendation, etc. The Director of Education will review the submitted documentation for its clarity and relevance to the coursework, and award credit as appropriate. The decision made by the Education Department is final. No appeal process is permitted.

A student shall not complete more than 25% of their program through experiential credit. Students are required to pay 75% of the cost of credits received through experiential credit.

Challenge Exams

Challenge exams allow students with prior knowledge and skill, but lacking transfer credit in a course area, to receive course credit. Challenge exams may only be taken for courses in the student's course of study that the student has not already attempted. Challenge exams are based on the College's curriculum, and will test the specific knowledge, skills, and abilities referenced or discussed in the assigned textbooks, delivered and demonstrated through lectures, etc.; consequently, a student will need to have more than a general knowledge of a subject to pass a challenge exam. Challenge exams may be taken at any point up to the first day of class. To receive credit, the student must pass the exam by eighty percent (80%) or higher. Students will still be responsible for the tuition costs for those credits awarded through challenge exam procedures.

After the successful passing of a challenge exam, the College may need to change the student's schedule. This may result in the College placing the student on a scheduled break if there is no available academic class for the student.

Academic Policies

Graduation Policy

For each course of enrollment, candidates for graduation must meet the following requirements:

- Satisfactorily complete all course requirements with a grade point average (GPA) of 2.0 or higher;
- Complete the training program within a specified number of attempted credits which may not exceed one and a half (1.5) times the program credits listed in the school catalog; and,
- Have a zero (0) balance on their account, or have a written agreement, which is current and where the student has shown the ability to pay on time, for any outstanding balance with the accounting department.

Students who fail to meet the second criteria may receive the degree, but will not be recorded as a graduate of the College.

Class Enrollment Policies

Bryan College automatically enrolls students into a progression of classes that allow them to graduate in a timely manner with no interruptions in their attendance. Students receive their tentative schedule at orientation, and receive an updated schedule upon any student or school requested change in the progression of their courses (e.g. failing a course or an approved leave of absence).

The College expects students to be aware of their academic schedule and plan accordingly to attend their classes with minimal lack of attendance. A student is considered to be enrolled and responsible for the material and content starting on the first day of the course, **even if the student is not in attendance.**

Withdrawing from a Class

A student may withdraw from a class within three days *of the start of class* and receive a grade of W. Students who fail to withdraw prior to this point will receive a letter grade in the class commensurate with their performance. Students who withdraw under the College's leave of absence policy will receive a grade of WP if they are currently passing the course requirements as of the date of their leave; otherwise, the student will receive a WF. While grades of W, WP, and WF do not affect the student's GPA, they do remain part of the student's permanent record, and are included in the school's calculation of academic progress.

Grading Policies

The purpose of grading is to provide the student with feedback on the quality of their work against established college and industry standards and their demonstrated understanding of the material. **Grades are earned, not given.** At the end of a class, a student will receive a final grade based on the instructor's qualitative and quantitative assessment of their work. Bryan College permits instructors to take into account qualitative factors such as student's attitude and personal growth when determining a student's final grade.

Receipt of a grade in a class indicates the completion of that class. For the implications of failing a class, please see "Academic Success Policy" below.

The grading chart below provides a summary of the grades a student may earn in response to their academic performance.

Grading Scale

Percent	Grade	Points	Interpretation
95% - 100%	A	4.0	Excellent
90%-94.99%	A-	3.7	Excellent

87%-89.99%	B+	3.3	Good
84%-86.99%	B	3.0	Good
80%-83.99%	B-	2.7	Good
77%-79.99%	C+	2.3	Average
74% - 76.99%	C	2.0	Average
70%-73.99%	C-	1.7	Average
67%-69.99%	D+	1.3	Below Average
60%-66.99%	D	1.0	Below Average
Under 59.99%	F	0.0	Fail
	WP		Withdraw from course with a passing grade
	WF		Withdraw from course with a failing grade
	TO		Test out of class
	TC		Transfer credit substituted for class (e.g. DAN- TES, CLEP, experiential)
	AU		Audit completion (Does not count towards cred- its attempted or credits earned)

All grades received by the student become part of the student's permanent record. For the purposes of calculating GPA, the College does not include grades of F once the student has successfully repeated a course and received a passing grade of D or higher. However, students should be aware that all failed courses, including repeats, will appear on both official and unofficial transcripts and records of student progress.

Notification of Grades

Approximately 7 days following the end of an academic class, students can review, by student portal, a copy of their report card. A hard copy of the reports will not be mailed.

Students should review their report card for accuracy. A student may contest any information on their current report card by contacting their Program Director within 15 days of the date displayed on the report card. After 15 days, the student's record is considered accurate and no further updates will be considered.

Student Records

Students may request student record services by sending a request to registrar@bryancollege.edu. Student record requests may include: official and unofficial transcripts; proof of full-time status; and official signatures on documents, among others. Requests for student record services take approximately 5 business days after receipt; certain services will require an appointment with the Registrar.

Students who require services in a shorter timeframe will be assessed a \$5 processing fee. Official transcripts are delivered in a sealed envelope and are not considered official if opened by any other party than the intended recipient.

Requests for student transcripts must include the student's name, dates of attendance, and completion status (graduate, withdrawal, termination, etc.) and will NOT be given to any inquirer without student written consent. Request forms are available by emailing registrar@bryancollege.edu. Requests must be submitted via email or fax and will be processed within ten (10) working days of the written request at a cost of \$5.00 per official transcript. Students wishing for other information to be disclosed must also make such requests in writing. Requests must specify the information to be disclosed, the reason for disclosure, and the person(s) to whom disclosure can be made.

Retention of Student Records

The college retains all active student records on site and retains records for graduates, drops and terminated students on site for three years. After three years, all student records are kept indefinitely in an off-site location.

Required Student Records

- (a) Bryan College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- (b) Bryan College shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
 - (2) The courses and units on which the certificate or degree was based.
 - (3) The grades earned by the student in each of those courses.

Satisfactory Academic Progress (SAP)

The Bryan College SAP policy holds both a Qualitative standard and Quantitative standard. The Qualitative standard confirms students are learning the course objectives to a standard or level that can be successfully applied in the field. The Quantitative standards ensures students complete their program of study within an appropriate time frame that supports graduation with the most relevant and career effective knowledge and education. Both standards in the SAP policy supports the College's commitment to student success both academically and financially.

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

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

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

<i>Rate-of-Progression Minimums*</i>	
Aviation Professional Pilot – Max Timeframe 133 weeks	
AY1	30% of program credits earned
AY2	56% of program credits earned
AY3	75% of program credits earned
AY4	83% of program credits earned
AY5	100% of program credits earned

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

Students may appeal the unsatisfactory decision by following the “Appeals Process,” below.

Copies of unsatisfactory progress notices are retained within students' files for five years. Any hours attempted will apply toward the maximum timeframe permitted to complete the program. This includes courses with grades of W, WP, WF, R, P, or I. Remedial classes, if offered, will not affect SAP.

Student Appeals

At its sole discretion, the College reserves the right to make a determination based on the College's rules, regulations, policies, procedures, standards, or agreements. These determinations can include but are not limited to discipline or termination. A student who does not agree with the College's determination may file an appeal in accordance to the College's Student Appeal Procedure. The decision whether to reverse the determination made in regard to the student will be based on the student's written appeal and review by college officials. The Campus President will make the final determination.

Student Appeal Procedure

If a student believes a Bryan College determination to be inaccurate, invalid, or inappropriate, the student has ten (10) days in which to appeal the decision. Before filing an appeal, the student must first meet and discuss the situation with the Director of Student and Alumni Outreach or Director of Education. After meeting with one of the Directors, if the student would like to continue with his/her appeal, the student must follow the procedure outlined below.

1. Appeal, in writing, within ten (10) days from the date of determination, to the College official that assigned the determination. The College official has ten (10) working days to respond in writing. If the issue is not resolved at this step, proceed to Step 2.
2. Appeal, in writing, within ten (10) working days of the date of the College official's response, to the Campus President. The Campus President has ten (10) working days to respond in writing. The determination of the Campus President is considered final.

The College welcomes the opportunity to implement ideas and/or resolve student concerns that are stated orally or in writing. Concerns will be addressed within ten (10) working days. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

P: 888-370-7589

F: (916) 263-1897

Repeat Classes

Students may repeat passing-grade classes multiple times to increase their CGPA. Failed classes must be repeated to complete the degree and count within SAP. All attempts must be completed within 150% of the published program length.

Maximum Timeframe

As noted above, the maximum timeframe to earn all degree credits is 150% of the published program length. Students reaching 150% of the program length will be withdrawn from the program. **Students may not appeal this decision.**

Required Evaluation Schedule

All students will be evaluated at the end of each academic year to determine if it is possible to successfully complete the program within the maximum credit hours permitted and the required GPA of 2.0 or higher. Students who are in danger of not meeting this requirement are placed on probation.

All repeated courses, withdrawals, and incompletes are counted toward the credits attempted. After completing the assessment of SAP, the school will inform students

of their SAP status by email (for those meeting SAP) and by mail (for those not meeting SAP). SAP status is also displayed on report cards.

Students may request a copy of the College's evaluation schedule and criteria by contacting the Registrar.

Academic Success Policy

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

Academic Advisement

A student who does not meet the criteria for SAP (earning an F or having cumulative GPA less than 70%) will be placed on **academic advisement**. Academic advisement is both a status and a process. Prior to completing the first week of the next class, the student will have the following requirements:

- The student will meet with their instructor to discuss the reason(s) for the lack of satisfactory academic progress.
- Following this discussion, the instructor and student will complete a Performance Improvement Plan (PIP). In the PIP, the student will commit to an appropriate course of action they will take in order to maintain consistent attendance and/or performance. This course of action may include on-going tutoring and support for the academic class or term.
- A representative from the Learning Resource Center may also be involved in the student's improvement plan.
- The student's current instructor will monitor his or her progress and provide coaching and feedback on progress within the class.

If a student is in danger of failing a class (as assessed at the midway point) or appears to be unsuccessful in achieving his/her PIP criteria or making SAP, the student will meet with his or her Program Director to determine his or her barriers to progress.

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

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

Academic Probation

The College will place a student on probation when the student has not successfully completed their term of academic advisement or has received two grades of “F” in two successive classes. The student will then be required to meet with the Academic Review Board (ARB). The ARB consists of the:

- Director of Education or Education Assistant;
- Appropriate Program Director; and,
- Director of Student and Alumni Outreach or a representative from Student and Alumni Outreach (optional).

The board will review with the student his or her academic performance and the content of the PIP developed during the term of academic advisement. At this point, the student may provide input as to how and why his or her academic performance will improve. The board will then discuss the student’s performance and his or her input, revise the PIP as necessary, and determine if the College should place the student on academic probation or recommend that the student be dropped from his or her course of study. The Director of Education will present the board’s recommendations to the Campus President (see **Termination Policy** below).

Charges for Retaking Classes

Students may be charged for retaking the same class. In cases where the College has changed the books, supplies, or other courseware required for the course, the student is responsible for the costs of the new courseware.

Termination Policy

At its sole discretion, the College reserves the right to terminate any student in violation of the College’s rules, regulations, policies, procedures, standards or agreements. The Campus President will review all terminations and reserves the right to cancel any termination. Upon termination, the College will notify in writing the student (and parents of dependent students), any agency sponsoring the program, and any funding sources. The campus Business Office will generate either a check for any monies due to the student or send a bill for monies owed.

Terminated students may request reenrollment under the reenrollment policies outlined in the Academic Catalog. Students who are terminated due to not meeting SAP requirements are not permitted to re-enroll in the course of study from which they were terminated.

Auditing Classes

Students and graduates may audit classes that they have previously taken and passed with permission of the Director of Education. In general, students may not audit classes when it will interfere with their timely completion of their program, nor may they audit a class for which they have received transfer or experiential credit. Permission

will be given based on a space available basis. It is the responsibility of the student to purchase any courseware needed to participate in the class. No grade will be assigned for the class.

Incomplete Coursework

In the event that a student cannot take the final exam or practical in a course because of an excused absence, s/he will have 10 calendar days in which to complete the missing exam or practical. Students are required to take missed exams or practicals immediately upon returning to campus, even if doing so interferes with their current course. Failure to complete the missing exam or practical within 10 calendar days will result in the practical or exam receiving a score of 0.

Transferring Programs

Students wishing to change from one program to another must be approved by the appropriate school officials and will not be assessed a re-registration fee. Tuition fees will be calculated and adjusted accordingly. Students will be credited or charged for the difference in the course cost. The required forms are to be filled out in their entirety.

Transferability of Credits to Another Institution

The transferability of credits you earn at Bryan College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bryan College to determine if your credits or degree, will transfer.

Re-Entering a Program

A student who withdraws from a program, or is terminated from a program for any reason, and wishes to re-enroll, must submit a written request specifying the circumstances of the withdrawal or termination and the current circumstances that can reasonably ensure the student's success in completing the program. The student's petition is reviewed by a re-enrollment committee and the committee's recommendation is forwarded to the Campus President.

Upon approval and acceptance of re-enrollment by the Campus President, the student wishing to re-enroll in the program will be charged a re-enrollment fee of \$20.00. This fee is for costs incurred during the re-filing and reinstatement process. These fees are the sole responsibility of the student regardless of the funding source. The fee must be paid upon submission of the re-enrollment paperwork and prior to the first day of attendance in class.

Reinstatement into a program is on a space available basis and will be contingent on prior approval of the funding source. The Campus President will make final approval of reinstatement.

Comparable Program Information

To obtain comparable program information related to tuition and program length, students may contact:

The Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

Telephone (703) 247-4212

Attendance Policies

Regular and punctual attendance is an important part of training for life. As such, students should be on time and remain for the duration of classes 100% of the time. At the beginning of each class, the course instructor will review the attendance policy for the course, as outlined in the syllabus. Students are responsible for all work indicated in the syllabus; non-attendance does not remove responsibility for completing the assigned work.

Minimum Attendance Requirement for On-Campus Courses

Attendance is required for live, scheduled class sessions and supervised laboratory (lab) sessions. It is the student's responsibility to make themselves aware of how attendance in live class and lab sessions impacts their grade by carefully reading the point breakdown for each course. In order to receive credit for the course students cannot miss more than 2 live class sessions OR 4 supervised lab sessions.

Punctuality: Students are expected to arrive and be ready to begin prior to the start time for each live class session and stay for the duration of the session. Students may not make-up points lost due to late arrival or early departure.

Absences: If students miss more than 2 live class sessions OR 4 supervised lab sessions and do not have a valid excuse for the absence they will automatically receive a failing grade for the class. Students are expected to contact their instructor prior to the start of a session if they are unable to attend. Excused absences are only granted with a valid excuse with accompanying documentation as outlined **below**.

Attendance Probation

Students who fail to maintain proper attendance in the module or term will be placed on attendance probation. A student may not be on attendance probation for more than two consecutive terms. Following two terms on attendance probation, students will meet with the Academic Review Board. A student can be terminated from the College due to poor attendance.

Students are encouraged to work with their academic advisor, student services, and their instructors to ensure that they can maintain satisfactory attendance.

Excused Absences

In order to receive an excused absence, the student must produce documentation indicating that s/he was unable to attend due to either a personal or family emergency, legal matter, or illness. Documentation must come on official letterhead or other verifiable source. Students should expect the school to verify the documentation if there is a concern regarding its validity or authenticity. All documentation should be presented to the Program Director.

The College does understand that sometimes other personal situations may necessitate time off from school. These absences may qualify as an excused absence and will be reviewed on a case by case basis. Please see the Program Director or the Campus President prior to your absence to discuss your situation.

Although the absence may be excused, the student is still responsible for all class work missed. Students will need to communicate with their instructor regarding the timeframes and potential penalties for turning in late work.

Scheduled Breaks

A scheduled break is a period of time during which the student is not required to post attendance in a class to remain active in their course of study. Students on scheduled break are considered active for academic purposes, but the student does not earn credit towards their course of study. Scheduled breaks can be of any length; however, a student cannot be on scheduled break if required courses are available. The College will automatically place the student on scheduled break, as appropriate.

Withdrawal from the College

A student may voluntarily withdraw from the College by making a written request to the Director of Student and Alumni Outreach. The student will be required to meet with a member of Student and Alumni Outreach to discuss the withdrawal.

A student may also be withdrawn involuntarily from the College. The College will consider a student withdrawn from the College if 14 consecutive calendar days elapse from their last date of attendance as recorded by the College.

Student Grievances

Bryan College realizes the student reaching his/her graduation goal to be of the utmost importance. If at any time during the program a student becomes dissatisfied, the College encourages the student to address his/her concerns with the appropriate staff personnel. The grievance can be resolved by the following procedures:

- Discuss grievance with instructor;
- If unresolved discuss with Student and Alumni Outreach;

- If the student is unable to resolve the problem, he/she should refer the matter to the Director of Education;
- If the problem is still unresolved to student's satisfaction, the student is encouraged to contact the Campus President.

Administrative concerns should be addressed in the following manner:

- Discuss with the administrative staff person;
- If the student is unable to resolve the problem, he/she should refer the matter to Student and Alumni Outreach;
- If the problem is still unresolved to student's satisfaction, the student is encouraged to contact the Campus President.

Student Complaints

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Student and Alumni Outreach.

A student or any member of the public may also file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

Leave of Absence

All requests for a Leave of Absence (LOA) must be made in writing and submitted to Student and Alumni Outreach. Acceptable criteria for an LOA include: jury duty, military reasons and Medical Leave Act of 1993 (FMLA) (Public Law 103-3). All requests for Leaves of Absence must be accompanied by verification. If the LOA is due to unforeseen medical circumstances and is not accompanied by verification, the request

must be approved by the Campus President. The LOA request can be signed upon return if the LOA is due to unforeseen medical circumstances. Official forms for an LOA request are available in the Student and Alumni Outreach department and must be signed by the student. The Student and Alumni Outreach department will meet with the Campus President for final approval and to discuss the details of the LOA. LOAs are granted at the discretion of the College.

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

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

An unapproved LOA is defined by the Department of Education as a leave that does not meet the conditions for an approved LOA.

Learning Resource Center (LRC)

Librarian

Margot Cassidy, MLIS

Email

library@bryancollege.edu

The Bryan College LRC supports the educational and information needs of its students and the educational objectives and outcomes of the College. The LRC seeks to foster the information competency skills necessary for students to become lifelong learners and successfully navigate their academic and professional lives.

The Bryan College LRC consists on an on-campus space with access to computers as well as an 100% online library with a collection of electronic books, journals, and article databases. The LRC also provides virtual help with course assignments and technology.

On-Campus LRC

The on-campus LRC is equipped with computers with web access, and is accessible to students while the campus is open (Monday – Friday 8:00am to 5:00pm, Saturday – Sunday 8:00am – 5:00pm.). The computer workstations are equipped with software and hardware to allow individuals and groups to utilize the LRC for project development, lab study, certification preparation, homework assignments, and collaborative work assignments. Workstations have Microsoft Office software (Word, PowerPoint, Excel), and internet access software (Internet Explorer, Chrome, and Firefox).

Online Library

The Bryan Library is 100% online and offers full-text article databases, electronic books, digital reference tools, and program-specific subject guides. Research assistance from a librarian is available via phone or email, including a virtual “Ask a Librarian” service, available 24/7.

Academic Assistance

Free tutoring is available as a supplement to in-class learning. Students may request academic assistance directly from the LRC or through their instructor or Program Director. Alternatively, a student may be required to meet with an Academic Assistant if he/she is at or below an academic percentage of 75%, and/or the instructor believes that the student has not retained the material at the pace of the class. Academic assistance is not a substitute for regular classroom attendance, and is not intended to repeat missed information due to lack of attendance.

Academic assistance is available for those students who require assistance with the following:

- Reading skills

- Math skills
- Writing skills (including proofreading)
- Test-taking skills
- Memorization and retention (techniques, as well as quizzing for test preparation)
- Grammar and vocabulary development
- Computer skills
- Research help
- Other areas as needed

If course content-specific information is required, the students will generally be referred to their Program Director, class instructor, or the program's teaching assistant.

Student Conduct

The College expects students to conduct and carry themselves as the professionals they are seeking to become. Considerate, cooperative, and supportive behavior is expected from students at all times. Behavior contrary to this will not be tolerated. The College reserves the right to take any allowable action, up to and including termination of the student, in response to a student's misconduct.

Academic Honesty

Central to a student's success is actively engaging with the material, and learning through the process of completing assignments and tests. Plagiarism, copying another student's work or test, and other forms of academic dishonesty will not be tolerated. This includes wrongly accusing another student of action or behavior that did not take place. Actions that can undeniably be called plagiarism include buying, stealing, copying, or borrowing a paper; hiring someone to write your paper for you; and copying large sections of text from a source without quotation marks or proper citation. Also, plagiarism includes using someone's ideas without giving them credit, or repeating the words of a source too closely instead of using quotation marks.

A student who is suspected of engaging in academic dishonesty will be required to discuss the matter with their instructor and the Director of Education. The Director of Education will make a final decision as to whether or not academic dishonesty has taken place. If the student is found to have taken action or engaged in behavior that is dishonest, the work in question will receive a failing grade and cannot be made up. The student will also be placed on immediate academic probation.

Future occurrences of academic dishonesty will result in the termination of a student from the College.

Disrespectful Behavior

Students are expected to act professionally while on and off campus and while participating in College activities. Disruptive behavior, such as lewd or obscene comments, obstruction of school activities, or failure to comply with instructions given by staff of the College are all grounds for suspension or termination from the College. This extends to the proper use of college resources and tools.

Local, State, and Federal Law

Violation of any local, state, or federal law will be grounds for immediate suspension or termination, regardless of whether or not they occur on the College's campus or during The College's activities or events.

Drug Policy

The College complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988. As a matter of policy, The College prohibits the manufacturing and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. The College also prohibits students and staff of legal drinking age to come to school intoxicated or showing signs of recent alcohol use. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Smoking Policy

Students and staff of The College must comply with the State of California's laws regarding smoking in and around public and private buildings. In addition, students participating in certain activities and events, such as working in the Center for Health and Wellness may be required to refrain from smoking during their participation. Students failing to comply with the smoking policy will be warned and/or disciplined at the discretion of the College.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the gender of a person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of gender violates this federal law.

Sexual harassment of employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process

requirements. Requests for sexual favors; and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as basis for employment or academic decisions affecting an individual;
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels s/he has a complaint or matter s/he wishes to discuss may report the problem directly to the College. Please remember that this policy applies to students as well as employees.

Student Dress Code

The College adheres to a student dress code to encourage professional behavior and conduct, as well as to prepare students for their future career. Safety and comfort are also a consideration in the adopted dress code. Adherence to the dress code discussed below is required for all students on the campus and those attending or participating in The College's events or activities off-campus.

Students not in dress code will be given an opportunity to conform to dress code. Students who do not or cannot conform to dress code when asked will be dismissed from campus or the activity until they can appear in proper dress code.

Dress code for all students consists of the following:

Tops

- Long or short sleeve pilot uniform shirt.

Bottoms

- Khaki or black pants that do not restrict movement.

Shoes

- Closed-toe shoes in good repair.

Body Art

Students with body art that may be considered offensive in nature (either through words, images, or a combination of both) will be asked to cover it while at Bryan College or engaging in off-campus events and activities. Students must cover their body art in a way that allows them to continue to maintain their program appropriate dress code.

Exceptions to these Policies

Exceptions to these policies will be considered based on documented need for a particular piece or type of clothing, such as those required for religious ob-

servance or medical condition. Students should bring these issues to the attention of their admissions representative prior to their enrollment, if possible. If the need for an exception arises during the student's studies, then the student will petition the Director of Education for an exception. The student should expect to provide documentation that demonstrates the need for the exception.

Other Areas of Concern

In addition to the areas discussed above, the College also reserves the right to take action based on a student's behavior that is contrary to the goals of the College; misrepresents either him or herself or the College to its departments, staff, and/or the public at any point in the student's relationship with the College; or encourages others to act in any way not in accordance with the College's policies or the student's best interests.

Career Resources

As a vocational college, Bryan College believes that assisting students in obtaining employment is one of our most important functions. The College provides support to students in multiple ways during their academic studies and following graduation.

Job Skills Development

During orientation, all students receive information regarding resume and cover letter development, as well as basic job search techniques. As part of academic coursework, all students receive a basic introduction to resume development and basic interviewing skills.

Job Placement Assistance

All students are encouraged to work with Career Services during their job search. The role of Career Services is to provide support and assistance to students so that they become independent and responsible job seekers while students at Bryan College and in the future. Student and Alumni Outreach assists students by providing access to job leads, reviewing resumes for appropriateness and completeness, and following up with the student on interviews to improve future performance.

Post-Graduation Follow-up

All graduates are required to update Career Services as to their employment status and placement. Graduates can continue to use the Student and Alumni Outreach department for assistance with their career needs.

Student Services

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

The following represent some of the common reasons that students call Student Resource Services®:

- Stress from school, home, or a job
- Worries about not having enough money
- Relationship issues with a spouse, boyfriend or girlfriend, parents, or children
- Drug or alcohol problems
- Worries about children or finding good child care
- Test anxiety
- Housing or transportation problems

A specialist can be reached by telephone 24 hours a day, every single day, including holidays and weekends. The services are prepaid by the school, so there is no cost to students. Student Outreach also facilitates school activities and social events. Student Outreach Advisors are assigned to all active students. These advisors proactively consult students to ensure everything is going as planned. These advisors are a great single point of contact for Bryan College students to help them with anything they might need from any department.

Information Technology

Bryan College has a password-protected Wireless Local Area Network (WLAN) that is available to students upon request. The password is available from the front desk.

The College provides individual email accounts to students.

Authentication Policy

At Bryan College, students must use a secure log-in to the campus learning management system using their Bryan College username and password. This is required for students to view course materials and grades online.

Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course.

All students are informed of the academic honesty policy in the course syllabi and in the catalog. Upon registering, all students formally agree to the student conduct standards of the College which includes the academic honesty policy.

Bryan College outlines clear expectations, including maintaining security of accounts, not sharing account access and the use of strong password to ensure security for the students.

As additional means of addressing student authentication become available, Bryan College will research possible adoption of such resources.

Additional Resources

Housing

Although housing is not provided directly by the College, many apartments are available within a short distance from the College. Students and their parents (if applicable) are ultimately responsible for housing arrangements. A listing of nearby housing is available upon request. The average price range for housing in the local area is \$600 - \$1,200 per month.

Child Care

The College is happy to assist students with finding local child care options. Students can speak with the Student and Alumni Outreach about child care options. Due to safety issues, students are not permitted to bring their children to campus.

Persons with Disabilities

The School does not discriminate in admission or access to our program(s) on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids and you are applying for enrollment, please contact the Director of Admissions, if you are currently enrolled, please contact the Director of Student and Alumni Outreach. You may request academic adjustments or auxiliary aids at any time. The School President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Director of Admissions or Director of Student and Alumni Outreach in writing by completing the "Request for Reasonable Accommodations" form, which captures the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
- 2) The Director of Admissions or Director of Student and Alumni Outreach will respond within two weeks of receiving the request.
- 3) If you would like to request reconsideration of the decision regarding your request, please follow the institutional grievance procedure as outlined in the institutional catalog. Please provide a statement of why and how you think the response should be modified.

Definitions

Withdrawal Date

The withdrawal date (last date of attendance) is the date determined from the attendance records. If the College determines that a student did not begin the withdrawal process or otherwise notify the College of the intent to withdraw due to illness, accident, personal loss, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date. The College may use as the student's

withdrawal date a student's last date of attendance at an academically-related activity provided the College documents that the activity is academically-related and documents the student's attendance at the activity. An example of an academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, logging in to the College's academic resources, academic counseling, turning in a class assignment, etc.

Loan

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund.

Academic Year

The student academic year is defined as at least thirty (32) weeks of instructional time; within the weeks of the academic year, a full-time student must be expected to complete at least twenty four (24) semester credit hours at a school measuring program length in credit hours, or at least 900 clock hours at a school measuring program length in clock hours. This definition is used in advancing grade levels for students.

Payment Default

Failure to make payment for all fees and services due as agreed may result in the termination as a student from Bryan College. Upon termination for failure to pay or for any other reason or upon voluntary withdrawal, Bryan College has the option to require immediate payment of the entire balance due including any accrued finance and late charges, less any applicable charges you are entitled to under the tuition refund policy.

Graduated students who fail to make a minimum payment when due may be required to immediately pay, at Bryan College's option, the entire unpaid balance including any unpaid accrued finance and late charges.

If payment is not received in full as required in the above paragraphs, interest at the highest rate allowed by law, reasonable collection costs, and attorney's fees, whether lawsuit is filed or not, may be charged.

Cancellations and Refunds

Cancellation Prior to the Commencement of Classes

If a student is denied entry to Bryan College, all monies paid to the College by the applicant will be refunded.

Any monies due the applicant shall be refunded within forty-five (45) days from cancellation or failure to appear on or before the first day of class, excluding the registration fee.

When a student fails to return books, kits and equipment that the student received from the College within ten (10) days of cancellation, the College will charge the student for documented costs. (Open kits and courseware, and books that have been written in or are no longer in new condition will not be acceptable for return.)

Student Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. Cancel request can be in writing, email or if the student simply stops attending. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may also occur when the student provides a written notice of cancellation at the following address: 350 South Lake Ave. STE 260, Pasadena, CA 91101. This can be done by mail or by hand delivery or submits a cancellation request to registrar@bryanuniversity.edu.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Termination/Withdrawal After Commencement of Classes

Students and applicants may terminate their enrollment at any time during their education. The College policy for determining the effective date of termination is either the date on which the College received notice of the student's intention to discontinue the training program and/or the date on which the College terminates or cancels the student's enrollment. Students who discontinue their education for any reason are encouraged to have an exit interview with Student and Alumni Outreach.

The College refund policy provides for a refund, which is the larger of the refund required by an applicable policy under state law if applicable. Specific allowable charges excluded from the amount to be refunded, appropriate refund policies and payments of refunds are identified below. Refunds are calculated from the first date of entrance (commencement of education) to the last day of actual attendance as determined by official attendance records.

Allowable charges to be excluded from the refund calculation:

1. Documented costs of opened courseware and kits.
2. Documented costs of returnable equipment that the student received and failed to return within ten (10) days of withdrawal or in good condition. Books defaced in any way will not be accepted for return.
3. A registration fee not to exceed \$100.00.

Refund Policy

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

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

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

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

- The student notifies the institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the university.
- The student has failed to attend class for 14 days.

- The student fails to return from a leave of absence.

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

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

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

Determination of charges:

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

1. Determination of charges per clock hour:

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

2. Determination of clock hours paid for by student:

$$\frac{\$2,000.00 \text{ paid by student}}{\$12.50 \text{ per clock hour}} = 160 \text{ clock hours paid for}$$

3. Determination of clock hours paid for but not received:

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

4. Refund calculation:

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

Refund Dates:

Refunds are made within 45 days following the date upon which the student's withdrawal has been determined or, for a student who fails to return from an authorized Leave of Absence (LOA), within 45 days of the date the student was scheduled to return. All tuition refunds will be calculated in compliance with criteria established at the state, federal, and accrediting-body levels. The largest refund amount will be determined by those guidelines and disbursed accordingly.

California State Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer short-term career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, have prepaid your tuition, have paid the STRF fee, and have suffered an economic loss as a result of any of the following:

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

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid. Such information may substantiate a claim for STRF reimbursement. For further information or instructions, contact:

Bureau for Private Postsecondary Education

PO Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
P: 888-370-7589

Determination of Charges

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

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

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

Veteran Policy Statement

Evaluation of Previous Education and Training, CFR 21, 4253 (d)(3)

This institution will conduct an evaluation of previous education and training for veterans and eligible persons, grant appropriate credit, shorten the duration of the course proportionately, and notify the student and VA accordingly.

Evaluation of Military Transfer Credits

Official transcripts must be submitted for evaluation as part of the enrollment process. Bryan transfer credits may be approved for completion of formal military courses as recommended through official transcripts (Army/ACE Registry Transcript System, Community College of Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Credits will be applied as approved by the Office of the Registrar. Credit may also be given for completion of approved examinations, including CLEP, DSST, and ECE as outlined in the ACE guide to Educational Credit by Examination.'

Attendance Policy, CFR 21,4253 (d)(5)

A student must maintain minimum cumulative attendance average of 75%. All students, regardless of VA status, are monitored under the College's Academic Success policy. If the student does not improve his or her attendance to the required minimum of seventy-five percent by the end of 10 weeks for students in 15 month programs, or by the end of 24 weeks for students in programs longer than 15 months, the student will have all veteran benefits terminated and VA will be notified accordingly.

Satisfactory Progress Policy, CFR 21,4253 (d)(2)

Academic progress is evaluated at the end of each module. All students, regardless of VA status, are monitored under the College's Academic Success policy (see above). If the student receiving VA benefits spends two consecutive terms on probation, the student will have all veteran benefits terminated and VA will be notified accordingly.

Miscellaneous Notifications

Voter Registration

Schools in most states and the District of Columbia must make a good faith effort to distribute voter registration forms to their students. (Schools in Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming are exempt from this requirement.) The school must make the voter registration forms widely available to its students. It must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.

The school can mail paper copies, or, alternatively, it may distribute voter registration forms by electronically transmitting to each student a message containing an acceptable voter registration form or an Internet address where that form can be downloaded. The electronic message must be devoted exclusively to voter registration.

In states where this condition applies, schools must request voter registration forms from the state 120 days prior to the state's deadline for registering to vote. This provision applies to general and special elections for federal office, and to the elections of governors and other chief executives within a state. If a school does not receive the forms within 60 days prior to the deadline for registering to vote in the state, it is not liable for failing to meet the requirement during that election year.

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1) The right to inspect and review the student's education records within 45 days after the day Bryan College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to provide written consent before the university/college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary

or grievance committee. A school official also may include a volunteer or contractor outside of Bryan College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bryan College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

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

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

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within Bryan College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational au-

thorities such as a State postsecondary authority that is responsible for supervising the university/college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student

committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Tuition Schedule

The following is the current year tuition rates:

Associate Degree Aviation Professional Pilot:

Academic Year	Tuition Per Academic Year	Tuition Per Semester
Academic Year 1	\$34,750	\$17,375
Academic Year 2	\$33,750	\$16,875
Academic Year 3 (partial)	If take AERO-205 \$10,000, if not, then \$1000.	\$1,000
Books and courseware costs are included in the tuition		

The total tuition cost for students who complete the Academic Associate Degree in Aviation Professional Pilot program within the normal timeframe is approximately \$69,500. The cost of tuition with the CFI elective, AERO 205 is approximately \$79,500. Each student is responsible for making payment arrangements with the university. If the university finds it necessary to institute collection or legal action to collect unpaid fees, the student agrees to pay interest, attorney's fees, and any costs of collection. The quarterly tuition charge for students repeating classes beyond the original program length is \$2,000 plus the cost of fuel if applicable. Re-entry fee is \$25. Registration fee is \$600.

Academic Calendar

Semester Hour Programs – 8 Week Modules Track A

Winter 2016:

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

Spring 2017:

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

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

Summer 2017:

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

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

Fall 2017:

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

Winter 2017:

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

Semester Hour Programs – 8 Week Modules Track B

Winter 2016:

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

Spring 2017:

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

Summer 2017:

May 01, 2017.....Module Begins
May 29, 2017.....Memorial Day

June 23, 2017..... Module Ends

June 26, 2017.....Module Begins

July 4, 2017.....Independence Day

August 18, 2017 Module Ends

Fall 2017:

August 21, 2017Module Begins

September 4, 2017..... Labor Day

October 13, 2017 Module Ends

October 16, 2017Module Begins

November 23-24, 2017..... Thanksgiving Recess

December 08, 2017..... Module Ends

Winter 2017:

December 11, 2017.....Module Begins

December 18, 2017 - January 1, 2018.....Holiday Recess

January 15, 2018..... Martin Luther King Day

February 16, 2018..... Module Ends