

# 2018 - 2019 CATALOG

Brightwood College  
4600 Powder Mill Road  
Beltsville, Maryland 20705  
301.937.8448  
[www.brightwood.edu](http://www.brightwood.edu)

Publication Date: 11/6/2018

# TABLE OF CONTENTS

<b>2018-2019 CATALOG</b>	<b>1</b>	Honors and Awards	32
Institution Information	4	Required Study Time	33
Mission and Objectives	4	Changes in Programs or Policies	33
History	4	English as a Second Language Instruction	33
Equipment	5	Attendance/Tardiness Policy	33
Facilities	5	Late Work Policy	34
Learning Resource Center	5	Pregnancy Policy	34
Accrediting Agencies, Approvals, and Memberships	6	Student Deployment Policy	34
Administration, Staff, and Faculty	6	Suspension and Dismissal	35
Ownership	7	Externship/Practicum, Clinical, or Fieldwork	35
Main/Branch/Auxiliary Classroom Locations	8	Dropping or Adding Courses	36
Catalog Certification	10	Program Transfers	36
Admission Information	11	Certification, State Board, and National Board Exams	37
Provisional Enrollment	11	Graduation Requirements	37
Admission Requirements and Conditions	11	Transcripts	37
Policy for re-entry of withdrawn students	13	Transfer of Credit to Other Schools	37
Applicants for Single Courses	13	Graduate Refresher Courses	38
Prior Learning Assessment	13	Academic Standards	38
Transfer of Credit between Education Corporation of America Campuses	15	Grading System	38
Student Information and Services	15	Repeated Courses	39
Advising	15	Satisfactory Academic Progress	40
Student Responsibilities	16	Appeals Procedure	43
Student Conduct Policy	16	Financial Information	43
Student Interaction	17	Financial Aid Services	43
Personal Appearance	17	Scholarships	47
Intellectual Property Protection and Ownership	18	Enrollment Status	51
Student Complaint/Grievance Procedure	19	Tuition and Fees	51
State Agencies	20	Refund Policy	53
Nondiscrimination/Nonharassment Policy	26	Withdrawal from the Institution	53
Career Development	27	Academic Programs	55
Student Health Services	28	Course Numbering System	56
Student Housing	28	Associate of Applied Science	56
Tutoring	28	Computer Networking Technology	56
Summary of Delivery System	28	Program Description	56
Technology and Equipment Requirements for Digital Instruction	29	Curriculum	57
Student Verification Policy	29	Certificate Programs	62
Crime Awareness and Campus Security	29	Computer Support Technician	62
Drug and Alcohol Abuse Awareness and Prevention	29	Program Description	62
Family Educational Rights and Privacy Act	30	Curriculum	63
Personal Property	30	Electrical Technician	65
Academic Information	30	Program Description	65
Class Size	30	Curriculum	66
Hours of Operation	31	Medical Assistant	69
Definition of an Academic Year	31	Program Description	69
Definition of a Unit of Credit	31	Curriculum	70
Out-of-Class Learning Activities	31	Medical Billing and Coding Specialist	73
		Program Description	73
		Curriculum	74

Short Courses	76	2018 Computer Support Technician, Medical Assistant,	
Academic Calendar	76	Medical Billing & Coding	77
2018 Academic Calendar	76	2018 Electrical Technician	78
Holiday Schedule	76		
2018 Computer Networking Technology	77		

# INSTITUTION INFORMATION

## Mission and Objectives

Brightwood College is an institution of higher education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

To accomplish its mission, Brightwood College established the following objectives:

1. Provide programs that are continually assessed by faculty, staff, and members of the business and education communities;
2. Provide intensive and comprehensive instruction that strengthens student academic achievement;
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity;
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff;
5. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life; and
6. Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

Brightwood College recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. Brightwood College employs instructional methods based on adult learning theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development and seeking initial employment or career advancement.

Brightwood College believes that education should promote the development of positive self-esteem and, to that end Brightwood College provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, Brightwood College strives to provide excellence in education by hiring experienced faculty and staff; maintaining a facility that fosters educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their programs of study.

Brightwood College helps students reach their educational goals by teaching the communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully participate in society, by providing students with the opportunity to gain the knowledge necessary to succeed in a competitive job market, and by encouraging students to become involved in professional organizations that promote their learning and professional skills.

Brightwood College provides assistance to eligible graduates in obtaining employment. Students attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

## History

TESST College of Technology began offering instruction in electronics in 1957 as TESST Technology Institute in Hyattsville, Maryland. The Campus was located in Hyattsville, Maryland. In December 1992, TESST expanded its reach in the Baltimore market by acquiring the Arundel Institute of Technology. In the summer of 1998, the Hyattsville and Baltimore TESST campuses relocated to brand-new buildings in Beltsville and Towson, Maryland. In 1999, TESST acquired RETS Technical Training Center, which had been offering classes in Maryland since 1956.

In May 2002, TESST was acquired by Quest Education Corporation. In December 2002, Quest changed its name to Kaplan Higher Education Corporation.

In September 2015, TESST College of Technology was acquired by Virginia College, LLC.

In November 2015, TESST College of Technology changed its name to Brightwood College.

## Equipment

In keeping with the high standards of the Institution, students are afforded the opportunity to develop a practical, working knowledge of the equipment and materials they will likely be using on the job. The Institution provides students with hands-on instruction using a variety of program and industry related equipment.

The Medical Assistant program provides training in clinical and computer labs. The equipment includes centrifuges, blood glucose machines, microscopes, autoclave, minor surgical instruments, electrocardiograph machines, urinalysis supplies, and equipment for use with performing injections. Phlebotomy and blood pressure equipment is also utilized. Classroom/lab computers with installed software in the areas of keyboarding, word processing and medical administration are accessible to students. Printers are readily accessible to students.

The Medical Billing and Coding Specialist program provides computers and printers that are readily accessible to students. Computers with installed software in the areas of word processing, billing, and coding are utilized in the program. Clinical equipment includes blood pressure arm, stethoscopes, teaching stethoscopes, and infant and upright weight scales.

The Computer Networking Technology program utilizes computers for the purpose of work stations and network servers, a network printer, software associated with word processing and networking, motherboards, hard disk drives, floppy drives, CD-ROM drives, CPUs, and RAM.

The Computer Support Technician program utilizes computers for the purpose of work stations and network servers, a network printer, and software associated with word processing, networking, and network security. Motherboards, hard disk drives, CPUs, CD-ROM drives, and RAM are also used.

The Electrical Technician program utilizes a stick house with metal and wood framed walls and a wood framed ceiling. The program includes variations of electrical boards that consist of various types of cable, conduit, wire, lamp holds, receptacles, circuit breakers, nuts, staples, straps, and screws. Other equipment includes various types of boxes associated with electrical work, connectors, plugs, float switches, fuses and fuse holders, mounting channels, terminal jumpers and wires, porcelain light fixtures, single switches, three- and four-way switches, duplex receptacles, and incandescent lamps.

## Facilities

The Beltsville campus is conveniently located to serve the Beltsville area. Classes are conducted at 4600 Powder Mill Road in Beltsville. The Campus occupies approximately 40,000 square feet of classroom and office space in one building on one floor.

## Learning Resource Center

The Institution maintains and develops information, resources, and services that support the educational goals of students, faculty, and staff. These resources include a collection of books, professional journals and periodicals, audiovisuals, digital information access, computer workstations, and other materials.

Because resource skills are an integral part of a student's academic achievement, students receive instruction in resource skills and procedures. The development of resource skills is strengthened by research components built into the Institution's curriculum. Trained support personnel are available to assist students and faculty.

Students enrolled in any of the Institution's educational delivery systems are assured access to educational resources and services through a variety of communication media.

Learning Resource Center hours are posted outside of the Learning Resource Center.

## Accrediting Agencies, Approvals, and Memberships

### Accrediting Agencies

- Brightwood College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas and associate's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized as a national accrediting agency by the Council for Higher Education Accreditation. ACICS may be contacted at:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First St NE, Suite 980  
Washington, DC 20002-4241  
202-336-6780

- There is no programmatic accreditation for the Computer Networking Technology, Computer Support Technician, Electrical Technician, and Medical Billing and Coding Specialist programs.
- The Medical Assistant program is not programmatically accredited.

### Approvals

- Approved by the Maryland Higher Education Commission
- Approved under the provisions of Title 38, United States Code, to train eligible persons and veterans
- Maryland State Department of Education, Division of Vocational Rehabilitation

### Memberships

- Member of the Washington DC Vocational Rehabilitation Services
- Member of Prince George's County Chamber of Commerce

## Administration, Staff, and Faculty

### Brightwood College Administration

Dale Turner, Campus President  
Olga Lucanu, Dean

### Admissions

Todd Harlow - Director of Admissions  
Amy DiGiovanni - Senior Admissions Representative  
Joe Kang - Senior Admissions Representative  
Ora Arthurton - Admissions Representative  
Wallace Barksdale - Admissions Representative  
James Bonnett - Admissions Representative  
Mary Chris Chapman - Admissions Representative  
Robert Grant - Admissions Representative  
Kiwana Jackson - Admissions Representative  
Alison Polanco - Admissions Representative  
Marc White - Admissions Representative  
Alexandra Wright - Office Coordinator  
Emilly Hensley - Receptionist

### Financial Aid

Kyle Barnett - Student Finance Supervisor  
Angela Morgan - Student Finance Specialist

Luis Cruz - Student Finance Specialist  
Lauren Cameron - Student Finance Specialist

### **Career Services**

Tjwana T. Dixon, Director of Career Development  
Charles Kees, Career Development Specialist  
Mark Smith, Career Development Specialist

### **Faculty**

#### **Allied Health Program**

Rachael Whatley, Program Director Allied Health

- Medical Assistant-AAS, Medtech, Washington, DC
- National Certified Medical Assistant, ID# 724349

El Castro, Allied Health Instructor

- Bachelor of Arts, Major: Psychobiology, New York University, NY

Sarah DeGuzman, Doctor of Medicine

- Doctor of Medicine, Far Eastern University, Qezon City, Philippines, Equivalency Report prepared by International Education Research Foundation, Inc.
- Bachelor of Arts, Major: Psychology/Minor: Biological Sciences, University of Maryland, Baltimore

#### **Information Technology Programs**

Wilhemina Rias-Martin

- Associate of Arts, Respiratory Therapy, Columbia Union College, Takoma Park, MD
- Diploma, Networking Information Systems, TESST College of Technology, Beltsville, MD

Marcus Scott, IT Network Administrator

- Microsoft Technology Associate (MTA)
- CompTIA A+ Certified (A+)

#### **Disabilities Coordinator**

Olga Lucanu  
Academic Dean

### **Ownership**

Brightwood College is a private institution of higher education owned by Virginia College, LLC, an Alabama limited liability company that is a wholly owned subsidiary of Education Corporation of America (ECA), a Delaware corporation. The officers of ECA are Stuart Reed, President and Chief Executive Officer; Christopher Boehm, Executive Vice President, and Treasurer; and Roger L. Swartzwelder, Executive Vice President, Chief Compliance Officer, General Counsel, and Secretary. The directors of ECA are Avy Stein (Chairman), John Bakalar, Christopher Boehm, Scott Conners, Jerry Dervin, John P. Frazee, Jr., John Kline, Jr., Michael Lavin, Michael Moskow, Stuart Reed, and Denis Suggs.

## Main/Branch/Auxiliary Classroom Locations

**\* Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS)**

### **CALIFORNIA**

Brightwood College\* (Main Campus)  
4330 Watt Avenue, Suite 400  
Sacramento, California 95821  
(916) 649-8168

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
Piedmont Center  
1375 Lenoir Rhyne Blvd.  
Hickory, North Carolina 28602  
(800) 849-0932

Brightwood College\*  
(Branch of Sacramento)  
1914 Wible Road  
Bakersfield, California 93304  
(661) 836-6300

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
6900 Cliffdale Road  
Suite 102  
Fayetteville, North Carolina 28314  
(800) 849-0932

Brightwood College\* (Main Campus)  
5172 Kiernan Court  
Salida, California 95368  
(209) 543-7000

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
1700 East Arlington Boulevard  
Greenville, North Carolina 27858  
(800) 849-0932

Brightwood College\*  
(Branch of Salida)  
44 Shaw Avenue  
Clovis, California 93612  
(559) 325-5100

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
770 Tyvola Road  
Charlotte, North Carolina 28217  
(800) 849-0932

Brightwood College\* (Main Campus)  
9055 Balboa Avenue  
San Diego, California 92123  
(858) 279-4500

### **OHIO**

Brightwood College\*  
(Branch of San Diego)  
Chula Vista Center  
555 Broadway, Suite 144  
Chula Vista, California 91910-5342  
(619) 498-4100

Brightwood College\* (Main Campus)  
2800 E. River Road  
Dayton, Ohio 45439  
(937) 294-6155

### **PENNSYLVANIA**

Brightwood College\* (Main Campus)  
2022 University Drive  
Vista, California 92083  
(760) 630-1555

Brightwood Career Institute\* (Main Campus)  
Lawrence Park Shopping Center  
1991 Sproul Road, Suite 42  
Broomall, Pennsylvania 19008  
(610) 353-7630

Brightwood College\*  
(Branch of Vista)  
2475 East Tahquitz Canyon Way  
Palm Springs, California 92262  
(760) 778-3540

Brightwood Career Institute\* (Main Campus)  
177 Franklin Mills Boulevard  
Philadelphia, Pennsylvania 19154  
(215) 612-6600

Brightwood College\* (Main Campus)  
15400 West Sherman Way, Suite 101  
Van Nuys, California 91406  
(818) 754-6000

Brightwood Career Institute\* (Main Campus)  
5650 Derry Street  
Harrisburg, Pennsylvania 17111  
(717) 558-1300

Brightwood College\*  
(Branch of Los Angeles (Van Nuys))  
4040 Vine Street  
Riverside, California 92507

Brightwood Career Institute\*  
(Branch of Harrisburg)  
3010 Market Street  
Philadelphia, Pennsylvania 19104



(951) 781-7400

Brightwood College  
(Auxiliary Classroom of Ingram)  
9055 Balboa Avenue  
San Diego, California 92123  
(800) 636-9517

### **COLORADO**

Brightwood College  
(Auxiliary Classroom of Ingram)  
2200 South Monaco Parkway  
Unit R  
Denver, Colorado 80222  
(800) 636-9517

### **INDIANA**

Brightwood College\* (Main Campus)  
7833 Indianapolis Boulevard  
Hammond, Indiana 46324  
(219) 844-0100

Brightwood College\*  
(Branch of Hammond)  
4200 South East Street, Suite 7  
Indianapolis, Indiana 46227  
(317) 782-0315

### **MARYLAND**

Brightwood College\* (Main Campus)  
1520 South Caton Avenue  
Baltimore, Maryland 21227  
(410) 644-6400

Brightwood College\* (Main Campus)  
4600 Powder Mill Road  
Beltsville, Maryland 20705  
(301) 937-8448

Brightwood College\* (Main Campus)  
803 Glen Eagles Court  
Towson, Maryland 21286  
(410) 296-5350

### **MINNESOTA**

Brightwood Career Institute  
(Auxiliary Classroom of Harrisburg)  
1295 Bandana Boulevard North  
St. Paul, Minnesota 55108  
(800) 636-9517

Brightwood Career Institute  
(Auxiliary Classroom of Harrisburg)  
Kaplan Professional Schools building  
2051 Killebrew Dr.  
Bloomington, Minnesota 55425

(215) 594-4000

Brightwood Career Institute\* (Main Campus)  
933 Penn Avenue  
Pittsburgh, Pennsylvania 15222  
(412) 338-4770

### **TENNESSEE**

Brightwood College\* (Main Campus)  
750 Envious Lane  
Nashville, Tennessee 37212  
(615) 279-8300

### **TEXAS**

Brightwood College\* (Main Campus)  
711 East Airtex Drive  
Houston, Texas 77073  
(281) 443-8900

Brightwood College\*  
(Branch of Houston)  
3208 FM 528  
Friendswood, Texas 77546  
(281) 648-0880

Brightwood College\* (Main Campus)  
12005 Ford Road, Suite 100  
Dallas, Texas 75234  
(972) 385-1446

Brightwood College\*  
(Branch of Dallas)  
2241 S. Watson Road  
Arlington, Texas 76010  
(972) 623-4700

Brightwood College\* (Main Campus)  
8360 Burnham Road, Suite 100  
El Paso, Texas 79907  
(915) 595-1935

Brightwood College\*  
(Branch of El Paso)  
1900 North Expressway, Suite O  
Brownsville, Texas 78521  
(956) 547-8200

Brightwood College  
(Auxiliary Classroom of El Paso)  
1231 Lee Trevino  
El Paso, Texas 79907  
(915) 595-1935

Brightwood College\* (Main Campus)  
7142 San Pedro Avenue, Suite 100  
San Antonio, Texas 78216  
(210) 366-5500

(800) 636-9517

**NEW MEXICO**

Brightwood College  
(Auxiliary Classroom of Ingram)  
8205 Spain Road N.E.  
Albuquerque, New Mexico 87109  
(800) 636-9517

**NEVADA**

Brightwood College\* (Main Campus)  
3535 W. Sahara Avenue  
Las Vegas, Nevada 89102  
(702) 368-2338

**NORTH CAROLINA**

Brightwood College\*  
(Branch of Nashville)  
6070 East Independence Boulevard  
Charlotte, North Carolina 28212  
(704) 567-3700

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
New Hanover Government Center  
Suite 42  
Wilmington, North Carolina 28403  
(800) 849-0932

JY Monk Real Estate School  
(Auxiliary Classroom of Nashville)  
5617 Creedmoor Road  
Raleigh, North Carolina 27612  
(800) 849-0932

Brightwood College\*  
(Branch of San Pedro)  
1500 South Jackson Road  
McAllen, Texas 78503  
(956) 630-1499

Brightwood College\*  
(Branch of San Pedro)  
South Coast Plaza  
1620 South Padre Island Drive, Suite 600  
Corpus Christi, Texas 78416  
(361) 852-2900

Brightwood College\*  
(Branch of San Pedro)  
2001 Beach Street, Suite 201  
Fort Worth, Texas 76103  
(817) 413-2000

Brightwood College\* (Main Campus)  
6441 NW Loop 410  
San Antonio, Texas 78238  
(210) 308-8584

Brightwood College\*  
(Branch of Ingram)  
Parkdale Mall  
6115 Eastex Freeway  
Beaumont, Texas 77706  
(409) 347-5900

Brightwood College\*  
(Branch of Ingram)  
6410 McPherson Road  
Laredo, Texas 78041  
(956) 717-5909

Brightwood College  
(Auxiliary Classroom of Ingram)  
1900 Ballpark Way  
Arlington, Texas 76006  
(800) 636-9517

## Catalog Certification

Virginia College, LLC owns and operates Brightwood College, a nonpublic institution. Virginia College, LLC certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Brightwood College or Virginia College, LLC.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or can be picked up in the Academic or Student Services Office.

## ADMISSION INFORMATION

### Provisional Enrollment

Students who have submitted all required documentation in a timely manner that is necessary to secure the method of payment for their tuition cost and fees will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation.

All new students entering the College for the first time will be enrolled on a provisional basis for the first 21 calendar days of their first term (all students who have graduated from one of the College's programs are ineligible). Provisional students are not charged tuition and are not eligible to receive federal or state student aid until they become regular active students. Those provisional students who are earning satisfactory grades and posting satisfactory attendance as determined by the College will be transitioned to regular student status on their first day of attendance on or after the 22nd day of enrollment. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term.

A provisional student may cancel his/her enrollment at any time and for any reason during the 21-day provisional enrollment period. The College also may cancel the enrollment of provisional students who are not earning satisfactory grades and/or posting satisfactory attendance as determined by the College as of the end of the provisional enrollment period. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in provisional period. Students who cancel their enrollment or who do not move to regular active student status, for any reason, will be withdrawn from all classes and will not be charged any tuition for their time in school, and will receive no academic penalty.

A student may be provisionally enrolled a maximum of 2 times. This applies only to students who have been provisionally cancelled by the College during their initial enrollment. A student wanting to provisionally enroll for a second time must have approval of the Academic Dean or Campus President, and the second provisional enrollment must be recorded in CampusVue.

### Admission Requirements and Conditions

Applicants who plan to enter a degree or diploma program must meet the following admission requirements:

1. Applicants who hold a state recognized standard High School Diploma, General Education Development (GED) or Certificate of High School Equivalency (GED Certificate), another state-authorized examination certificate, or an equivalent diploma issued by an acceptable non-public high school are eligible for admission. Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the student's home state where the education was provided. All home school study credentials will be evaluated by the Corporate Office prior to final acceptance to the College. High school seniors are eligible to complete enrollment paperwork, but cannot start class until after graduation from high school. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.
2. All students are required to sign an attestation at enrollment stating they have earned one of the above-described credentials in addition to a transcript request form so that the College may request a copy of the proof of graduation if needed.
3. Military students must provide evidence of high school graduation or equivalent to the Institution. Acceptable evidence includes a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state that a certificate has been earned.

Proof of Graduation Guidelines:

The College prefers that all students provide evidence of the above qualification to the College before the conclusion of the provisional period. Acceptable documentation can be a copy of their high school diploma, a copy of their GED, or an original or copy of their high school or GED transcript. Other acceptable evidence could include a certified copy of an original high school diploma, a GED certificate or official notification that a GED has been earned, a state-authorized examination certificate or official notification from the state a certificate has been earned.

4. Programs at the Institution will require prospective students to take and pass a nationally standardized test, the Wonderlic Scholastic Level Exam (SLE), with a minimum score in order to gain admittance. The minimum SLE score for all programs is 10. The SLE can be taken three times per start term, 6 total attempts and students may take the SLE twice on the day of their first attempt only but must wait until the next calendar day to test the third time. Students who hold a bachelor's degree or an associate's degree will not be required to take the SLE.

All prospective students interested in digital programs must pass the Wonderlic Digital Learning Readiness Assessment (DLRA) with a minimum score of 40. Students must successfully complete the Wonderlic SLE prior to attempting the DLRA. Students are not permitted to take the DLRA more than once. If a student does not pass the assessment, they must meet with the Program Director for his/her determination as to the student's ability to begin the program.

5. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.

6. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.

7. Students must be sitting in classes by the third regularly scheduled class of the term.

8. Applications for credit for prior learning should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

9. Students must be able to speak, read, and write English fluently as all courses are taught in English.

10. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.

11. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to clinical/externship rotations.

12. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.

13. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

14. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.

15. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.

16. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.

17. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of

this catalog. For more information concerning fingerprinting locations by state and associated costs, please visit the following: <http://myfbireport.com/locations/locationMap.php>.

Computer Networking Technology  
Computer Support Technician

18. Students with special needs should refer to the Students Seeking Reasonable Accommodations section of the catalog.

## Policy for re-entry of withdrawn students

In order to re-enter Brightwood College, the student must contact the College and petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the College. Upon receipt of the petition, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Student Finance Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry.

Students will be allowed to re-enter once with approval of the Director of Admissions. To re-enter a second time, the members of the Re-Entry Committee will review the student's petition to determine if the student qualifies academically and financially to re-enter. Students will be allowed to re-enter a third time with the Academic Dean's or Campus President's approval. Students will only be allowed to re-enter three times after withdrawal prior to graduation from a program.

## Applicants for Single Courses

Applicants for single courses who are not entering into a program of study are only required to complete the following procedures:

- Meet with an Admissions Representative for an informational interview, which includes a campus tour.
- Complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Students who do not enroll into a program of study are not eligible to receive Title IV funds.

Transferability of credit is up to the receiving institution. There is no guarantee that credits earned will transfer.

## Prior Learning Assessment

Students applying for credit in any of the categories described below must complete a Prior Learning Assessment form and submit official transcripts, course descriptions, and other supporting documentation should be submitted prior to the start date but cannot be submitted later than the first day of the course for which the student is requesting credit.

Although all students are encouraged to apply for credit, those who will be using veterans benefits to attend the Institution must complete the request form. The Institution will grant appropriate credit, shorten the duration of the program proportionately, and notify the student and Veterans Affairs accordingly.

Students in programs other than Nursing must complete 25% of the credits required for degree and diploma programs at the campus awarding the graduation credential. Students who are denied credit may present a written appeal to the campus Dean. This appeal will be sent to the Education Corporation of America (ECA) Academic Operations department for final review by the National Dean. The National Dean shall generally respond with a decision in writing within ten (10) days of receipt of the written appeal; if the decision will take longer to resolve, the campus Dean will notify the student of the reason for the delay and how much longer it may take.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

## **Previous Education or Training**

The Institution will consider awarding credit from postsecondary institutions accredited by agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed at another accredited postsecondary institution where course and credit values are comparable to those offered by the Institution. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated. The Institution does not guarantee the transferability of credits from any of these sources. Students earning credit through previous education will be awarded the grade of "TC."

For courses accepted for credit, the Institution will not assess a tuition fee. Courses accepted for Transfer of Credit may affect financial aid. The student should consult with the Student Finance Specialist to determine any effects on Federal Financial Aid.

For students in programs other than Nursing, the Institution will also consider awarding credit for previous professional learning. Professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) and determined to be college level. Students earning credit through professional learning will be awarded the grade of "TC."

The transfer-of-credit award is based on:

- courses that have a grade of C or better, or a "P" in a pass/fail system;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program;
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions; and
- course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

If the student is enrolled in a course or program that requires higher than a C to pass, the student must receive the required score or grade to receive credit.

## **Military Training**

The Institution recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's degree, may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of "TC." Veterans and all eligible military must submit all transcripts from colleges, universities or other training institutions for consideration of "TC."

## **Externally Administered Exams**

College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSSTs), and Advanced Placement Program (AP) credits may be accepted with minimum scores recommended by the Educational Testing Service (ETS) or the American Council on Education (ACE). Credit is awarded for each test in which the ETS or ACE recommended minimum score is earned and the grade awarded will be "CC".

## **Challenge Exams**

Students in programs other than Nursing may request to "test out" of certain courses if they have documented subject area knowledge by passing the final exam for the course with a predetermined score. Challenge Exams from other colleges or universities will not be accepted. Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the course or has received a failing grade in the course. Challenge exams will not be considered for clinical or externship courses. The student must submit evidence of subject area knowledge to attempt a challenge exam.

## Transfer of Credit between Education Corporation of America Campuses

Although not guaranteed, course credits may be transferred from any ECA campus upon a student's acceptance to the receiving ECA campus. The transfer-of-credit award is based on:

- D grade or better except programs where a "C" or better is required;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program; and
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
- Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

Credit for courses within a student's major area of study may only be awarded for items completed less than five years since the original credit was awarded. Credit for courses outside a student's major area of study may only be awarded for items completed less than ten years since the original credit was awarded. Credit for Information Technology or Computer courses may only be awarded for items completed less than five years since the original credit was awarded. Transfer credit for science and math courses in Nursing or high end medical programs may only be awarded for items completed less than five years since the original credit was awarded.

If the student is enrolled in a course or program that requires a particular grade to pass, the student must receive the required score or grade to receive credit.

Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit.

Students re-entering the same school from which they withdrew will be able to receive credit for their courses with a "D" grade except programs where a "C" or better is required.

Students transferring between any ECA campus must complete a minimum of 25% of the course credits at the ECA campus awarding the graduation credential.

Due to differences in requirements for degree programs, credits earned in diploma/certificate programs are not guaranteed to transfer. Students who want to enroll in a degree program are encouraged to consult with the Academic Dean or Campus President before the end of their diploma/certificate program.

## STUDENT INFORMATION AND SERVICES

### Advising

#### Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

#### Academic Advising

Students who may be experiencing academic challenges are advised to contact the Education Department.

#### Tutoring

Students who need extra assistance because of academic difficulties may arrange tutoring through the Education Department.

## Student Responsibilities

Students accepted into an academic program of study at the Institution have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the Institution.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the Institution.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

## Student Conduct Policy

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the Institution's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.



4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products including electronic devices in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the Institution or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Students dismissed for conduct violations will not be readmitted.

## Student Interaction

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

## Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

## Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

### Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

### Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

### Ownership of Student and Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full- and part-time students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

1. The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
2. The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

## **Student Complaint/Grievance Procedure**

### **Statement of Intent**

To afford full consideration to student complaints and concerning any aspect of the programs, facilities, or other services offered by or associated with the College. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the College faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation.

### **Procedure**

All student complaints will be handled in the following manner:

Step One: The student must try to resolve the issue with the campus staff member or instructor/ supervisor involved. If the matter is not resolved, the student should schedule a meeting with the Program Director of the involved department.

Step Two: If the Program Director/supervisor is unable to resolve the issue, the student should arrange to meet with the Academic Dean or Campus President.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Campus President (or designee). The Campus President (or designee) will promptly acknowledge receipt of the complaint and respond to the student in writing. The response will address the specific complaints and indicate what, if any, corrective action has been proposed or accomplished. The Campus President (or designee) will schedule/attempt to schedule a meeting with the student to discuss the written response within seven (7) school days after the student receives the response. The Campus President (or designee) will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

Step Four: If the complaint is not resolved by the Campus President (or designee), the student may submit the complaint in writing to the College's Student Ombudsman, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243 or via email to [ombudsman@ecacolleges.com](mailto:ombudsman@ecacolleges.com). The role of the Student Ombudsman is to address student complaints and to identify satisfactory resolutions to student issues and concerns. The Student Ombudsman will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, the College will undertake.

Step Five: If the grievance cannot be resolved between the College and the student directly, the student may contact:

Maryland Higher Education Commission (MHEC)  
6 Liberty Street  
Baltimore, Maryland 21201  
410-767-3301

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided on the [State Agencies](#) page.

Step Six: If the complaint has not been resolved by the College to the satisfaction of the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First St NE #980, Washington, DC 20002, 202-336-6780.

#### Complaint Policy for Students Receiving VA Education Benefits:

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).)

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. Any dispute arising from enrollment at the Institution, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which the Institution is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

## State Agencies

If a student's complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate the Institution or in what states the Institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the Institution is required to be licensed in that state.

### **ALABAMA**

Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, AL 36130-2000

### **NEW HAMPSHIRE**

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

### **ALASKA**

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
[customer.service@alaska.gov](mailto:customer.service@alaska.gov)

Alaska Office of Attorney General  
Consumer Protection Unit  
1031 West Fourth Avenue, Suite 200  
Anchorage, AK 99501  
[attorney.general@alaska.gov](mailto:attorney.general@alaska.gov)

### **NEW JERSEY**

New Jersey Commission on Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
[nj\\_che@che.state.nj.us](mailto:nj_che@che.state.nj.us)  
New Jersey Department of Labor and Workforce Development  
1 John Fitch Plaza  
P.O. Box 110  
Trenton, NJ 08625-0110  
[schoolapprovalunit@dol.state.nj.us](mailto:schoolapprovalunit@dol.state.nj.us)  
[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf)

### **ARIZONA**

Arizona State Board for Private Postsecondary Education  
1740 W. Adams St., Suite 3008

New Jersey Division of Consumer Affairs  
124 Halsey Street

Phoenix, AZ 85007  
[www.ppse.az.gov](http://www.ppse.az.gov)

#### **ARKANSAS**

Arkansas Higher Education  
Coordinating Board  
Arkansas Department of Higher  
Education  
114 East Capitol Ave  
Little Rock, AR 72201  
[ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu)  
AcademicAffairsDivision/ICAC%20Rul  
es%20and  
%20Regulations/APPENDIXJ.pdf  
  
Arkansas State Board of Private Career  
Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
[sbpce@arkansas.gov](mailto:sbpce@arkansas.gov)

#### **CALIFORNIA**

California Bureau of Private  
Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
[http://www.bppe.ca.gov/forms\\_pubs/  
complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)

#### **COLORADO**

Colorado Department of Higher  
Education  
1600 Broadway, Suite 2200  
Denver, CO 80202  
<http://higher.ed.colorado.gov/dpos>

#### **CONNECTICUT**

Connecticut Department of Higher  
Education  
61 Woodland Street  
Hartford, CT 06105-2326  
[info@ctdhe.org](mailto:info@ctdhe.org)

Connecticut Department of Consumer  
Protection  
165 Capitol Avenue, Room 110  
Hartford, CT 06106  
[trade.practices@ct.gov](mailto:trade.practices@ct.gov)  
consumer\_statementcpfr-2\_rev\_8-06\_  
edited1106.pdf  
Consumer Complaint Hotline: (800)  
842-2649

#### **DELAWARE**

Delaware Higher Education Office  
Carvel State Office Building, 5th Floor

Newark, NJ 07102  
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

#### **NEW MEXICO**

New Mexico Higher Education Department  
2048 Galisteo  
Santa Fe, NM 87505  
b23fc959f37c44bb8e3caae612e0dba7/  
PPS%20Complaint%20Form.pdf

#### **NEW YORK**

New York Office of College and University Evaluation  
New York State Education Department  
5 North Mezzanine  
Albany, NY 12234  
[ocueinfo@mail.nysed.gov](mailto:ocueinfo@mail.nysed.gov)  
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

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

New York State Department of State  
Division of Consumer Protection  
Consumer Assistance Unit  
5 Empire State Plaza, Suite 2101  
Albany, NY 12223-1556

#### **NORTH CAROLINA**

North Carolina Community College System Office of Proprietary Schools  
200 West Jones Street  
Raleigh, NC 27603  
[http://www.nccommunitycolleges.edu/  
Proprietary\\_Schools/docs/PDFFiles/  
StdtCompltForm.pdf](http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdtCompltForm.pdf)

North Carolina Consumer Protection  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001  
[http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-  
3e8bd532da5f/Complaint-Form.aspx](http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx)

#### **NORTH DAKOTA**

North Dakota Department of Career and Technical Education  
State Capitol - 15th Floor  
600 East Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610  
[cte@nd.gov](mailto:cte@nd.gov)

North Dakota Consumer Protection Division  
Office of Attorney General  
Gateway Professional Center  
1050 East Interstate Avenue, Suite 200  
Bismarck, ND 58503-5574  
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

820 North French Street  
Wilmington, DE 19801-3509  
dheo@doe.k12.de.us

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

#### **DISTRICT OF COLUMBIA**

District of Columbia Office of the State  
Superintendent of Education  
Education Licensure Commission  
810 First Street, NE, 9th Floor  
Washington, DC 20002  
<http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints>

#### **FLORIDA**

Florida Commission on Independent  
Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-Free number: 888.224.6684

#### **GEORGIA**

Georgia Nonpublic Postsecondary  
Education Commission  
2082 East Exchange Place #220  
Tucker, GA 30084-5334

#### **HAWAII**

Hawaii State Board of Education  
P.O. Box 2360  
Honolulu, HI 96804  
ocp@dcca.hawaii.gov  
[http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

#### **IDAHO**

Idaho State Board of Education  
Attn: State Coordinator for Private  
Colleges and Proprietary Schools  
650 West State Street, Room 307  
P.O. Box 83720  
Boise, ID 83720-0037

#### **ILLINOIS**

Illinois Board of Higher Education  
431 East Adams, 2nd Floor  
Springfield, IL 62701-1404  
info@ibhe.org  
Institutional Complaint Hotline: (217)  
557-7359

#### **OHIO**

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, 24th Floor, Suite 2481  
Columbus, OH 43215  
<http://scr.ohio.gov/>

Ohio Department of Higher Education  
25 South Front Street  
Columbus, OH 43215  
<https://www.ohiohighered.org/>

Ohio Attorney General  
Consumer Protection Section  
30 East Broad Street, 14th Floor  
Columbus, OH 43215-3400  
<http://www.ohioattorneygeneral.gov/consumercomplaint>

#### **OKLAHOMA**

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools  
3700 Classen Boulevard, Suite 250  
Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General  
Consumer Protection Unit  
Attn: Investigative Analyst  
313 NE 21st Street  
Oklahoma City, OK 73105  
<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

#### **OREGON**

Oregon Office of Degree Authorization  
1500 Valley River Drive, Suite 100  
Eugene, OR 97401

Oregon Department of Education  
Private Career Schools Office  
255 Capitol Street NE  
Salem, OR 97310-0203  
complaint-procedures.doc

Oregon Attorney General  
Financial Fraud/Consumer Protection Section  
1162 Court Street NE  
Salem, OR 97301-4096

#### **PENNSYLVANIA**

Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

Office of Attorney General  
Bureau of Consumer Protection

Illinois State Board of Education  
100 North 1st Street  
Springfield, IL 62777  
<http://webprod1.isbe.net/contactisbe/>

Illinois Attorney General  
Consumer Fraud Bureau  
500 South Second Street  
Springfield, IL 62706  
Consumer Fraud Hotline: (800) 243-0618

#### **INDIANA**

The Indiana Commission for Higher Education  
The Indiana Board for Proprietary Education  
101 West Ohio Street, Suite 670  
Indianapolis, IN 46204-1984  
317.464.4400 Ext. 138  
317.464.4400 Ext. 141

#### **IOWA**

Iowa Student Aid Commission  
603 East 12th Street, 5th Floor  
Des Moines, IA 50319  
[info@iowacollegeaid.gov](mailto:info@iowacollegeaid.gov)  
<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

#### **KANSAS**

Kansas Board of Regents  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612-1368

#### **KENTUCKY**

Kentucky Council on Postsecondary Education  
1024 Capital Center Drive #320  
Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education  
911 Leawood Drive  
Frankfort, KY 40601-3319

Office of the Attorney General  
Capitol Suite 118  
700 Capitol Avenue  
Frankfort, KY 40601-3449  
[consumer.protection@ag.ky.gov](mailto:consumer.protection@ag.ky.gov)

#### **LOUISIANA**

Louisiana Board of Regents

14th Floor, Strawberry Square  
Harrisburg, PA 17120

#### **PUERTO RICO**

Puerto Rico Council on Higher Education  
P.O. Box 1900  
San Juan, PR 00910-1900  
  
Puerto Rico Department of Justice  
G.P.O. Box 9020192  
San Juan, PR 00902-0192

#### **RHODE ISLAND**

Rhode Island Board of Governors for Higher Education  
Shepard Building  
80 Washington Street  
Providence, RI 02903  
  
Rhode Island Department of Attorney General  
Consumer Protection Unit  
150 South Main Street  
Providence, RI 02903

#### **SOUTH CAROLINA**

South Carolina Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29201

#### **SOUTH DAKOTA**

South Dakota Board of Regents  
306 East Capitol Avenue, Suite 200  
Pierre, SD 57501-2545

South Dakota Office of Attorney General  
Division of Consumer Protection  
1302 East Highway 14, Suite 3  
Pierre, SD 57501-8053

#### **TENNESSEE**

Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
<http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

#### **TEXAS**

Texas Workforce Commission  
Career Schools and Colleges - Room 226-T  
101 East 15th Street  
Austin, TX 78778-0001  
[www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)

Texas Higher Education Coordinating Board  
1200 East Anderson Lane  
Austin, TX 78752

Office of the Attorney General  
Consumer Protection Division  
P.O. Box 12548

P.O. Box 3677  
Baton Rouge, LA 70821-3677

**MAINE**

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

Maine Attorney General  
Consumer Protection Division  
6 State House Station  
Augusta, ME 04333

**MARYLAND**

Maryland Higher Education  
Commission  
6 Liberty Street  
Baltimore, MD 21201

Maryland Attorney General  
Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
consumer@oag.state.md.us  
Consumer Protection Hotline: (410)  
528-8662

**MASSACHUSETTS**

The Massachusetts Department of  
Elementary and  
Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
<http://www.doe.mass.edu/ops>  
proprietaryschools@doe.mass.edu

**MICHIGAN**

Michigan Department of Labor &  
Economic Growth  
Office of Postsecondary Services  
Proprietary School Unit Staff  
201 North Washington Square  
Lansing, MI 48913

**MINNESOTA**

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227

Minnesota Attorney General's Office  
1400 Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101

Austin, TX 78711-2548  
<https://www.oag.state.tx.us/consumer/complaintform.pdf>

**U.S. VIRGIN ISLANDS**

Government of the U.S. Virgin Islands  
Department of Education  
Office of the Commissioner  
1834 Kongens Gade  
St. Thomas, V.I. 00802

**UTAH**

Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
consumerprotection@utah.gov  
<http://consumerprotection.utah.gov/complaints/index.html>

**VERMONT**

Vermont Department of Education  
State Board of Education  
120 State Street  
Montpelier, VT 05620-2501

Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001

**VIRGINIA**

State Council of Higher Education  
101 North 14th St.  
James Monroe Building  
Richmond, VA 23219  
communications@schev.edu  
<http://www.schev.edu/forms/StudentComplaintInformation.pdf>

**WASHINGTON**

Washington Higher Education Coordinating Board  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
dainfo@hecb.wa.gov

Washington Workforce Training and Education Coordinating Board  
128 10th Avenue SW  
P.O. Box 43105  
Olympia, WA 98504-3105  
workforce@wtb.wa.gov  
[http://www.wtb.wa.gov/PCS\\_Complaints.asp](http://www.wtb.wa.gov/PCS_Complaints.asp)

Washington State Office of the Attorney General  
1125 Washington Street SE  
P.O. Box 40100  
Olympia, WA 98504-0100  
<https://fortress.wa.gov/atg/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection>  
<https://fortress.wa.gov/atg/formhandler/ago/ComplaintForm.aspx>



**MISSISSIPPI**

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

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

Consumer Protection Division  
Office of the Attorney General  
State of Mississippi  
P.O. Box 22947  
Jackson, MS 39225-2947  
<http://www.ago.state.ms.us/index.php/>

**MISSOURI**

Missouri Department of Higher  
Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
[info@dhe.mo.gov](mailto:info@dhe.mo.gov)

**MONTANA**

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

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

**NEBRASKA**

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

Nebraska Attorney General  
Consumer Protection Division  
2115 State Capitol  
Lincoln, NE 68509  
Consumer Protection Hotline: (800)  
727-6432

**NEVADA**

Commission on Postsecondary  
Education

**WEST VIRGINIA**

West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301-2800

Community and Technical College System of West Virginia  
1018 Kanawha Boulevard E., Suite 700  
Charleston, WV 25301

West Virginia Office of the Attorney General  
Consumer Protection Division  
P.O. Box 1789  
Charleston, WV 25326-1789  
<http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>

**WISCONSIN**

Wisconsin Educational Approval Board  
30 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708  
[eabmail@eab.state.wi.us](mailto:eabmail@eab.state.wi.us)  
<http://eab.state.wi.us/resources/complaint.asp>

**WYOMING**

Wyoming Department of Education  
2300 Capitol Avenue  
Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-0050

Attorney General's Office  
123 Capitol Building  
200 West 24th Street  
Cheyenne, WY 82002

8778 South Maryland Parkway, Suite  
115  
Las Vegas, NV 89123  
[http://www.cpe.state.nv.us/  
CPE%20Complaint%20Info.htm](http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm)

Nevada State Board of Nursing  
2500 W. Sahara Ave., Suite 207  
Las Vegas, NV 89102  
<http://www.nevadanursingboard.org>

## Nondiscrimination/Nonharassment Policy

The Institution encourages diversity and welcomes applications from all minority groups. The Institution does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

It is the Institution's policy to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the Institution.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The Institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts
- Touching or assaulting an individual's body, or staring, in a sexual manner
- Graphic, verbal commentary about an individual's body or sexuality
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments or sexual inquiries
- Unwelcome flirtations, advances or propositions
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested
- Sexually suggestive or obscene comments or gestures
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim

The Institution encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether or not the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog. The Institution will take any necessary action to promptly investigate the complaint to resolution. The Institution cannot address allegations unless it is made aware of the complaint.

### **Procedure for reporting as identified in the Crime Report (Clery Act):**

The College also complies with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” The Title IX Coordinator for each College location is the Academic Dean or Campus President. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

**Step One:** The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct an investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

**Step Two:** If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College's Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to [TitleIXCoordinator@vc.edu](mailto:TitleIXCoordinator@vc.edu). The Lead Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

### **No Retaliation**

The Institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus President, or follow the General Student Complaint Procedure/Grievance Policy in the Course Catalog.

### **Students Seeking Reasonable Accommodations**

Brightwood College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Brightwood College provides equal opportunity for qualified persons with disabilities. As appropriate, Brightwood College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

It is the responsibility of the student to inform the School of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

## **Career Development**

The Institution offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the Institution are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to

attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

### **Part-time Jobs**

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Development Department will make a reasonable effort to assist them in their search.

### **Student Health Services**

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

### **Student Housing**

The Institution does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the Institution will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

### **Tutoring**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, Academic Dean or the Campus President.

### **Summary of Delivery System**

Programs will be delivered in some combination of classroom, laboratory, externship/practicum, clinical, and digital instruction.

The Institution's online platform is located on the Internet at <https://portal.brightwood.edu>. It is supported by a large farm of Web servers configured redundantly to generally assure uninterrupted, around-the-clock operation. All programs are taught by qualified instructors. The attractively designed class pages encourage student involvement and interaction, and the system facilitates text-based class discussions based on instructor commentaries, readings, Web field trips, and other assignments.

The Institution's online course is actually a specialized Internet-based application presented to both the students and the instructor. Unlike traditional classroom instruction, which often relies on improvisation driven by a desire to cover the material, The Institution's online courses are fully developed and realized before the first lesson ever takes place. Every assignment and activity in a course has been planned, selected, and evaluated in light of the course's specific learning outcomes.

Following enrollment, students will have access to the following support services:

- Orientation to the campus
- Orientation to the on-ground and digital classrooms
- Access to the 24-hour help desk

## Technology and Equipment Requirements for Digital Instruction

To enroll in a program with a digital instruction component, you must have access to a computer, tablet or smart phone with access to the internet as well as an email address and account, which will be issued to all students for use within their courses.

## Student Verification Policy

### I. Verification

A. Throughout the program, the Institution will verify that a student who completes digital sessions is the same student who participates in on-ground sessions for the course.

- Student attendance is recorded face-to-face during the on-ground portion of the program.
- Students are provided with a secure login and password for the student portal that must be changed every 180 days.
- Final exams and major tests are taken in a proctored environment at the campus.

B. There are no additional charges or fees associated with the verification of student identity.

### II. Privacy

(also see the *Intellectual Property Protection and Ownership* section in the campus catalog)

A. In order to protect the privacy of the student, the Institution uses a secure process for providing students with their student portal login credentials.

- A system-generated e-mail is sent to the student's personal e-mail account. This e-mail contains the student's private login credentials for the student portal.
- If no personal e-mail account exists for the student, the student portal account is provisioned by a member of the Admissions Department. Once the account is created, the Admissions Department provides the student with the login credentials. The student is then advised to change his or her password to ensure that the credentials are private.
- The student is advised to keep his or her login information in a secure place.

B. The only individuals who have access to the digital classroom are the students in the class, instructors, and academic administrators.

## Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institution distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

## Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

## Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

- The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the President/Executive Director receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
- The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the President/Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of 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 he/she is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

## Personal Property

The Institution assumes no responsibility for loss or damage to a student's personal property or vehicle.

## ACADEMIC INFORMATION

### Class Size

Student to instructor ratios shall not exceed the following:

Program	Lecture Classes	Lab Classes
---------	-----------------	-------------

Computer Networking Technology	40:1	20:1
Computer Support Technician	40:1	20:1
Electrical Technician	40:1	20:1
Medical Assistant	40:1	20:1
Medical Billing and Coding Specialist	40:1	20:1

## Hours of Operation

The normal hours of operation are as follows:

### Classes

MON-THU.....8:00 a.m. to 11:00 p.m.

FRI .....8:00 a.m. to 5:00 p.m.

SAT.....9:00 a.m. to 1:00 p.m.

### Administrative Offices

MON-THU.....8:00 a.m. to 7:00 p.m.

FRI .....8:00 a.m. to 5:00 p.m.

SAT.....9:00 a.m. to 1:00 p.m.

## Definition of an Academic Year

The academic year consists of a minimum of 30 weeks of instruction in which a full-time student is expected to complete at least 36 quarter credits.

## Definition of a Unit of Credit

The Institution measures its programs in quarter credit hours.

One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship/practicum clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, digital instruction, and similar class activities are conducted.

## Out-of-Class Learning Activities

For Title IV programs, the federal government has issued the following definitions for the purposes of calculating Title IV funding:

### *Clock Hour*

A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period; and
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

### *Credit Hour\**

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

#### *Conversion Rate*

1. One semester or trimester credit hour is equal to at least 37.5 clock hours; and
2. One quarter credit hour is equal to at least 25 clock hours.

Additionally, the Institution's accreditor has defined the following credit hour equivalencies:

#### **Type of Classroom Work   In-Class Hours   Out-of-Class Work Hours**

Lecture	1	2
Laboratory	2	1
Externship/Practicum	3	0

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One quarter credit shall consist of 25 clock hours of instruction. One semester credit shall consist of 37.5 clock hours of instruction.
2. Each quarter credit in an externship course shall consist of 25 clock hours of direct clinical instruction. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical setting and cannot include any out-of-class work.
3. Each quarter credit in a non-externship course must include a minimum of 20 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining 5 clock hours may include acceptable and documented student digital learning activities. Each semester credit in a non-externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or online. The remaining 7.5 clock hours may include acceptable and documented student digital learning activities.
4. No more than 5 hours of out-of-class work can be counted for each 20 clock hours of direct instruction. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direction instruction.

The Institution will apply the same evaluation process for student academic achievement to in-class and out-of-class activities for credit. Please see the Academic Standards section of the catalog for more detail.

\*For the Institution's definition of an academic credit, please see Academic Information, Definition of a Unit of Credit.

## **Honors and Awards**

Graduation Honors

President's List - 4.00 CGPA

Dean's List - 3.50 to 3.99 CGPA

Career Compass Certified Professional - Per program requirements

Graduation and Term/Mod Awards

Perfect Attendance - 100%

Term/Mod Awards



President's List - 4.00 CGPA  
Dean's List - 3.50 to 3.99 CGPA

## Required Study Time

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities.

All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

## Changes in Programs or Policies

The Institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The Institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

If the change results in a new program, students will be given the option of changing to the new program or completing the program in which they originally enrolled.

## English as a Second Language Instruction

The Institution does not offer English as a Second Language instruction. The Institution staff will refer students to learning centers that offer this instruction.

## Attendance/Tardiness Policy

*Effective October 29, 2018*

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Tardiness disrupts the learning environment and is discouraged. Students arriving late for a class or leaving early are considered tardy. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

Student attendance is posted based upon the time present in class. Students who arrive late or leave class early will have those minutes deducted from their attendance.

Absences will count from the first official day of classes and not from the first day the student attends. If a student starts a course late, time missed becomes part of the 14 consecutive calendar days and absence percentage. Absences such as military service, illness, work, and personal or family-related emergency do not eliminate the absence from the student's record. Students may be allowed to make up work for these types of absences at the discretion of the instructor. Refer to the class syllabus for further details.

The specific requirements for attendance are as follows:

1. Students enrolled in either a degree or diploma program will be dismissed from the Institution if they are absent for more than 14 consecutive calendar days, including the Institution's holidays and breaks. If a student passes the 14-day threshold during a holiday or break and they fail to return within three (3) business days after the holiday or break, they will be dismissed. Emergency closures will be considered on a case by case basis.
2. If a student arrives late for class or leaves early, time missed will be marked as absent.
3. No excuses or documentation will be accepted to remove absent time from a student's record; however, late work, as defined in the policy in this catalog, may be permitted.

4. Attendance sign-in sheets are not required; however, instructors must post attendance at the beginning of each face-to-face class session, and then after each 10-minute break, and at the end of each class session in the faculty portal and such attendance is posted daily. For blended programs, digital attendance is based on completing the required work in the Learning Management System (LMS), Canvas. Students who submit/complete their required work in Canvas receive positive attendance for those items. A student who does not submit/complete their required work receives no digital attendance for that item.
5. Student attendance is posted daily and is available in the Student Portal on the first page after logging into the portal.
6. Campus staff will review attendance benchmarks on a weekly basis and will conduct individual academic advising sessions with students whose attendance is less than 85% of the program. Students will accept individual academic advising sessions through the student portal.
7. Students may follow the process presented in the Student Complaint/Grievance Procedure outlined in the campus catalog if they feel an error has been made in their attendance calculation.

## Late Work Policy

Effective October 29, 2018

Due dates for all graded work are established by the instructor and listed on the addendum as well as the course shell. Late work consists of any work not submitted by the due date.

Late assignments are accepted up to five calendar days after the due date established by the instructor with a 25% deduction. Late assignments will not be accepted after five calendar days. Late submission of in-class assignments, discussions, quizzes and exams is not allowed.

Any missed competencies should be scheduled with the instructor and must be completed prior to the end of the course.

No course work will be accepted after the end of the term unless the student petitioned for an incomplete grade due to extenuating circumstances.

If there are extenuating circumstances, the student must provide documentation describing the reason for their absence. Documentation will be reviewed on case-by-case basis by the Program Director or Dean to determine extensions. Work submitted due to extenuating circumstances will not be penalized.

## Pregnancy Policy

In accordance with Title IX of the Education Amendments of 1972 and the Office of Civil Rights of the U. S. Department of Education requirements, the Institution provides protection to pregnant women. Because the Institution does not maintain a leave policy for its students, the Institution will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

Students seeking reasonable accommodations due to pregnancy should submit an accommodation request in person to the Campus Disabilities Coordinator or through the student portal. The name of the Disabilities Coordinator can be found in the campus catalog or obtained from the Campus President.

The Institution cannot require a pregnant student to obtain the certification of a physician that she is physically and emotionally able to continue participation in the enrolled program unless such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

## Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders. Military service means service, whether voluntary or involuntary, in the Armed Forces (including National Guard or Reserve) on active duty, active duty for training, or full-time National Guard duty, or order to active duty. The length of the absence (including all prior absences for military), including only the time the student actually served in the military, cannot exceed five years.

Students who have completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work will be withdrawn without grade penalty. Withdrawn courses must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded.

Reentering students should contact the Military Student Center and military academic advisor to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry. Reentry fees will be waived for all returning students.

## Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Institution reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the Student Conduct Policy section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to the Institution.

Time on suspension will be counted as an absence from the Institution and cannot exceed the allowable absences stated in the attendance policy.

## Externship/Practicum, Clinical, or Fieldwork

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 CGPA.

The Institution may have program-specific eligibility requirements. Students should talk to their advisors regarding these.

Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening

and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Students may be required to go to more than one site to complete their externship/practicum, clinical, or fieldwork hours.

The Institution maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from the Institution. If a student is absent from his or her site or training, both the site and the Institution must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

## Dropping or Adding Courses

Current students may add or drop courses according to the following guidelines. New students may not add or drop courses. These guidelines pertain to dropping courses when the student maintains enrollment within his/her program. If dropping a course results in the student withdrawing from the program, the Refund Policy would apply.

- For diploma/certificate programs, students may add or drop a course prior to or during the first three days of the academic term/module.
- For associate's degree programs, students may add or drop a course prior to or during the first week of the academic term.
- Adding or dropping a course could affect a student's financial aid.
- Students may add a course based upon the availability of scheduling and approval by the Institution.
- Students dropping a course beyond the add/drop period may incur 100% financial responsibility for the course.
- All schedule changes must be documented. A student's failure to initiate the appropriate paperwork may result in the recording of a failing grade.

## Program Transfers

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the Academic Dean or Campus President for a program change. Program transfers must be approved by a Student Finance Officer and the Campus President. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

## Certification, State Board, and National Board Exams

No student is automatically certified or licensed in any way upon program completion, and even if a student obtains certification or licensure, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship/ clinical experiences or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed. Students are informed about the appropriate agencies' current requirements for licensure/certification or registration for applicable programs. The students ultimately are responsible for knowing their criminal background and understanding its impact on their future employment, licensing/certification or registration, and opportunities for externship/clinical placement prior to enrolling in an applicable program.

## Graduation Requirements

In order to graduate, students must:

- earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- not be absent more than 20% of the total program hours (conversely, must attend 80% of total program hours);
- complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- return all property belonging to the Institution;
- fulfill all financial obligations to the Institution prior to graduation unless previous satisfactory arrangements have been made; and
- attend a Financial Aid Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

## Transcripts

Current or former students may request a free copy of their unofficial transcript by submitting a written request to the Institution including their name and physical address and/or email address where the unofficial transcript should be mailed or emailed. Transcripts will be marked to indicate they are unofficial copies.

A fee will be charged for official transcripts. Students may order official transcripts through the campus website or student portal. Official transcripts will not be released for students who have a past-due account with the Institution.

## Transfer of Credit to Other Schools

Students who wish to continue their education at other schools must assume that credits earned at the Institution will not be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school and the requirements of that state's licensing, certification board, and accrediting body. Institutions of higher education vary in nature and in the number of credits they will accept toward their programs. It is at the sole discretion of the receiving institution to accept credits earned at the Institution. The School will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution. This is the standard transfer-of credit procedure.

## Graduate Refresher Courses

Graduates of the Institution are welcome to return for refresher courses at no cost, provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the Academic Dean or Campus President. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

## ACADEMIC STANDARDS

### Grading System

The grading system listed below is used for all courses. Letter grades are used for transcripts.

#### Standard Grading Scale

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0
	AC	Academic Credit
	AU	Audit
	CC	CLEP Credit
	I	Incomplete
	P	Pass
	**	Repeated Course
	S	Satisfactory
	TC	Transfer Credit
	U	Unsatisfactory
	W	Withdrawal
	♦	Associated Course

- AC Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.
- CC CLEP Credit. A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA. If a final grade is not posted within 14 days for non-externship courses and 28 days for externship/practicum courses after the module/term ends, then the (I) grade becomes an (F).
- P Pass. This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.
- \*\* Repeated Course. Two asterisks next to the quality points indicate a repeated course.
- S Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- TC Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- U Unsatisfactory. This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- Z Withdrawn During Drop/Add Period. A student who withdraws from a course during the drop/add period receives no grade penalty, and the course is not considered as credit hours attempted.
- WD Withdrawal. Students receive a "WD" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.
- ◆ Associated Course. A diamond symbol before the course code on a transcript indicates an Associated Course. This is a course completed in another Brightwood program version, or at another Brightwood institution for a program from which the student has graduated. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

## Repeated Courses

Students will only be allowed to repeat courses as required by the Institution due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.

- All final grades are reflected on the official transcript; repeated courses are designated by "\*\*."
- Students who do not successfully pass a required course after three attempts will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. For students receiving VA educational benefits, the VA will not pay for the repeat of courses where the student earned a passing grade.

Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats will be charged at the student's current course price.

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Course repeats are charged at the current course price per the course re-take up to a maximum of \$1,500.

## Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

### Academic Advisement

Students in modular programs are provided with their progress report at the end of each module. If students fail a module, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress.

### Required Evaluation Schedule – Academic Advising

Students are provided with their progress report at the end of each module. If students fail a module they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

### Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours ( $1.5 \times 60$ ) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

### Required Evaluation Schedule – Financial Aid Satisfactory Academic Progress

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) and be based on all credit hours attempted and earned.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Academic Credit (AC), CLEP Credit (CC), and Transfer Credit (TC) and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace of completion, or CGPA.



Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted. If a final grade is not posted within 14 days for non-externship courses and 28 days for externship/practicum courses after the module/term ends, then the (I) grade becomes an (F).

Satisfactory (S) and Unsatisfactory (U) grades will count as credits attempted and earned and will count toward maximum timeframe, but not toward pace of completion or CGPA.

Repeated courses (\*\*), including previously passed courses, and Withdrawals (WD) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

Associated courses (◆) are courses completed in another Brightwood program version, or at another Brightwood institution for a program from which the student graduated. Associated courses count as credits attempted and earned, and they count toward maximum timeframe, pace of completion and CGPA.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum time frame, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

**Percent of Program Attempted Minimum CGPA Minimum Pace of Completion (POC)**

0 - 24.9%	1.00	50%
25 - 49.9%	1.50	60%
50 - 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Students who are not making satisfactory academic progress at the end of the second year are dismissed.

**SAP Warning**

Students failing to meet the required SAP minimums will be placed on SAP Warning. Students on SAP Warning will remain eligible for Title IV Federal Financial Aid. Students on SAP Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on SAP Warning for one payment period (each academic term/module). Students who achieve the required SAP minimums at the end of the payment period (each academic term/module) will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period (each academic term/module) may appeal to be placed in SAP Probation; otherwise they will be dismissed.

**SAP Probation**

Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP Probation will receive academic advisement to assist them in improving their academic progress. Students on SAP Probation will remain eligible for Title IV Federal Financial Aid.

**Non-degree students**

Non-degree students may only remain in SAP Probation for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in SAP Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period (each academic module) that he or she is in SAP Probation will be dismissed; however, he or she may appeal to be placed in extended enrollment.

### ***Degree students***

Degree students will be placed on SAP probation for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), but can meet the standards within two payment periods, then, as part of the appeal process, an academic plan may be granted that documents that the Institution has determined that the student should be able to meet the Institution's SAP standards by the conclusion of the second SAP probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be dismissed; however, they may appeal to be placed in extended enrollment.

### ***Extended Enrollment***

Students must appeal to be placed in extended enrollment if they fail to meet the minimum SAP standards while on SAP probation. Students in extended enrollment are not eligible for Title IV Federal Financial Aid. Students in extended enrollment will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during extended enrollment count toward the maximum timeframe.

While in extended enrollment status, Title 38 benefits will be terminated.

### ***Non-degree students***

Non-degree students may only remain in extended enrollment for one payment period (each academic module). A non-degree student who achieves the required SAP minimums at the end of the payment period (each academic module) that he or she is in extended enrollment will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period (each academic module) that he or she is in extended enrollment will be dismissed.

### ***Degree students***

Degree students will be placed on extended enrollment for one payment period (each academic term). If a degree student cannot meet the required standards within one payment period (each academic term), but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be dismissed.

### ***SAP Appeal***

Students who are on SAP Warning (or SAP probation) and will not successfully meet the standards at the end of the payment period (each academic term/module) can appeal to be placed on SAP probation (or extended enrollment). Students should begin the appeal process prior to the end of the payment period (each academic term/module). Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period (each academic term/module). Students who do not submit the appeal packet by the last day of the payment period (each academic term/module) can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed. All appeals must be submitted within the add/drop period as listed in the campus catalog. Appeals submitted after the listed add/drop period will be considered for reentry into the next possible term.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other extenuating circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the extenuating circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information. The documentation must align with the time frame in which the student struggled academically.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining

coursework within the maximum timeframe. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period (each academic term/module), and whose appeal is granted, will be allowed to move to SAP Probation (or extended enrollment). Students who have submitted their appeal prior to the end of the payment period (each academic term/module), and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period (each academic term/module), and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will not be permitted to enter into a current term after the Add/Drop period as listed in the campus catalog.

## Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

## FINANCIAL INFORMATION

### Financial Aid Services

*Effective July 13, 2018*

Prior to enrolling at the Institution, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the Institution's Student Finance Office to help each student and their family clearly understand their financial situation before entering into a contractual agreement. The Institution is approved for the following loans and grants:

#### *Loans*

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Alternative Loan Programs

#### *Grants*

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- The Educational Assistance Grant
- Guaranteed Access Grant

#### *Work*

- Federal Work Study Program

### FEDERAL DIRECT STUDENT LOAN PROGRAM

#### Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need. For loans first disbursed on or after July 1, 2008, if the student is a dependent undergraduate student, he/she may borrow up to the following:

- \$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$6,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)
- \$7,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$2,000 of this amount must be in unsubsidized loans)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. The aggregate loan limit for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans). If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS Loan, he/she may borrow up to the following:

- \$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
  - \$10,500 if the student has completed the first year of study and the remainder of his/her program is at least a full academic year (at least \$6,000 of this amount must be in unsubsidized loans)
  - \$12,500 a year if the student has completed two years of study and the remainder of his/her program is at least a full academic year (at least \$7,000 of this amount must be in unsubsidized loans)
  - \$20,500 unsubsidized loan per academic year for students enrolled in a master's degree program
- For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. See the Student Finance Office for specific details. The aggregate loan limit for an independent undergraduate student is \$57,500. (No more than \$23,000 of this amount may be subsidized loans.)

### **Interest Rates and Fees for Federal Stafford Loans**

Beginning July 1, 2008, the interest rate on subsidized Stafford loans made to undergraduate students was different from year to year. Rate changes from year to year apply to subsidized Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. For more information on prior and current interest rates visit:

<http://studentaid.ed.gov/types/loans/interest-rates>. Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current loan fees visit:

<http://studentaid.ed.gov/types/loans/interest-rates>. The Federal Subsidized Stafford Loan is deferred while the student is enrolled in School and for a period of six months beyond the student's last date of attendance. The Federal government pays the interest on Federal Subsidized Stafford Loans as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Applications can be obtained from the Institution's Student Finance Office or from the lender. For additional deferment information, contact the Student Finance Office.

### **New Interest Rate Cap for Military Members**

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active duty military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

### **Federal Unsubsidized Stafford Loans**

The Federal Unsubsidized Stafford Loan program is available to eligible students regardless of family income for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Federal Subsidized Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "Unsubsidized" means that interest is not paid for the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize. The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the following exception: The Government does not pay interest on the student's behalf on a Federal Unsubsidized Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to

be paid by the student. The student may make monthly or quarterly interest payments to the lender or allow the accrued interest to capitalize.

### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Parents of dependent students include the biological or adoptive parent(s). The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC. PLUS loans are not based on need; however, when combined with other resources, the loan cannot exceed the student's cost of education. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. The interest rate is variable and is set on July 1 of each year. A loan fee will be deducted proportionately each time a loan disbursement is made. For more information on loan fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>. Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of re-payment, the actual payment and schedule is determined by the amount borrowed. Applications can be obtained from the Institution's Student Finance Office or from the lender. For deferment information, contact the Student Finance Office.

### **First Time Borrowers**

If a student is in the first year of an undergraduate program and is a first time Direct Loan borrower, the Institution may not disburse the first installment of the Direct Loan until 30 calendar days after the student's actual attendance in the program of study begins. Clock Hour Students The start date for loan disbursement purposes is the date classes begin for the first attended module.

### **BORROWER RIGHTS AND RESPONSIBILITIES**

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

1. The full amount of the loan;
2. The interest rate;
3. When the student must start repaying the loan;
4. The effect borrowing will have on the student's eligibility for other types of financial aid;
5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
6. The yearly and total amounts the student can borrow;
7. The maximum repayment periods and the minimum repayment amount;
8. An explanation of default and its consequences;
9. An explanation of available options for consolidating or refinancing the student loan; and
10. A statement that the student can prepay the loan at any time without penalty.

### **The borrower has the right to receive the following information before leaving school:**

1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
2. A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
3. If the student has FFELP and/or Federal Direct Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;

5. An explanation of available options for consolidating or refinancing the student's loan; and
6. A statement that the student can repay his/her loan without penalty at any time.

**The borrower has the following responsibilities:**

1. Understand that by signing the promissory note the student is agreeing to repay the loan according to the terms of the note;
2. Make payments on the student loan even if the student does not receive a bill or repayment notice;
3. If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
4. Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution; and
5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving school.

Brightwood College has a \$3000.00 Alumni Articulation Grant available for Brightwood College Computer Support Technician (CST) graduates. The Alumni Grant is available for all CST graduates that enroll and complete their associates degree in Computer Networking Technology.

The eligibility requirements are as follows:

1. Student must have graduated with a diploma from the CST program from Brightwood (formerly TEEST College of Technology).
2. Student must be enrolled into the Computer Networking Technology Degree.
3. The student's account must be in good standing.

The student must complete and attain the Computer Networking Technology associates degree.

Extended Payment Plan provides interest free payment options to students who are not able to pay for their total program costs by graduation. Students are required to make a minimum monthly payment while in attendance and after graduation, or withdrawal, to pay off any remaining balance.

- Amount:
  - \$3,000 maximum financed
- Application Requirements:
  - Students who have a remaining balance and are unable to repay the full balance while in school may elect to utilize the Extended Payment Plan to cover the remaining balance.
  - EPP may not exceed 12 months
  - Student must be at least 18 years of age or older (19 Nebraska)
  - If under 18, student must have a parent or guardian as co-signer
  - EPP will consist of an in school and out of school plan
    - In school payment plans must be scheduled with a minimum monthly payment of at least \$50
    - Out of school payments may extend up to 12 months after they become inactive and may not exceed \$3,000
    - Inactive statuses are: Graduate, drop, etc.)
  - The EPP may only be used for tuition and fees

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and

garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Student Finance Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the Institution will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

There is no charge to students for prior learning assessments.

## Scholarships

*Effective October 1, 2018*

### **Military Student Scholarships and Grants**

Students may contact the Military Student Center by calling 1-877-824-4245. Please see below for updates to institutional military scholarships and grants made available to our military students.

- For all active students, military scholarships will continue at the same rate currently offered providing there is no break in enrollment. There are two exceptions to this policy:
  - An exception will be made for students who have a break in enrollment due to active duty service once the appropriate documentation is received by the MSC (i.e. Title 10 form).
  - An exception will be made for students who discontinue enrollment due to needed classes not being offered. In order to receive the military scholarship rate received at the time of withdrawal/dismissal, the student must return within 180 days of the last date of attendance from the previous enrollment.
- For all new or re-entering students enrolling, the following military grant structure will apply:
  - All active duty or veteran students and their spouses or qualified dependents will be eligible for a tuition grant.
  - The awarding of the grant requires submission of the appropriate military documents and/or grant application paperwork. Students who are qualified dependents of military personnel or military veterans will need to complete a grant application prior to the deadline.
  - A grant is applied to the cost of tuition and fees.
  - Students who are eligible for and are receiving Chapter 33 and Chapter 31 benefits at the 100% level may be eligible for a grant of 5 percent of tuition and fees. This also applies to spouses and dependents of veterans who are receiving the Fry Scholarship or TEB (Transfer of Post-9/11 GI Bill® Benefits to Dependents).
  - All honorably discharged service members, including inactive or retired service members as well as military spouses, may be eligible for the Armed Forces Recognition Grant providing 5 percent grant of tuition per term/payment period with proof of military service. Dependents other than spouses are eligible for a 5 percent military grant only when using Chapter 35, Dependents and Survivors Educational Assistance Program with the submission of appropriate documentation and the completion of the grant application.
  - For veterans, dependents, and spouses of veterans who are eligible for VA educational benefits that pay at a rate of less than 100% of tuition and fees, upon the submission of the proper documentation, the 5% grant applied to tuition will be applied to the student account in the form of the Armed Forces Recognition Scholarship.

- For veterans receiving Chapter 33 benefits at the 100% level, once the annual tuition cap has been reached, the veteran will be certified for the portion of tuition not covered by the Chapter 33 benefits as Yellow Ribbon for campuses participating in the Yellow Ribbon Program. It will pay to the account as 50% of the gap in tuition not covered by Chapter 33. The remaining 50% of the tuition gap will be covered by a Yellow Ribbon scholarship posted by the school. The total amount of tuition, Yellow Ribbon, and Yellow Ribbon scholarship applied to the account will not exceed the total amount of tuition and fees charged for the term.
- In the case of a student being deployed or called to active duty service after a term start date, the following will apply:
  - Military students and their spouses called to active duty or deployed from their home station will be allowed to withdraw from the currently enrolled term/payment period by providing a copy of military orders stating an activation date within the term/payment period dates. Students who has completed 75 percent of the current term/payment period may earn a grade at the discretion of their instructors. Students without sufficient completion of course work shall receive a letter grade of "WD" and be placed into an inactive status with the ability to return to an active student status. Courses with a "WD" grade must be repeated in their entirety. All tuition charges/payments related to the term/payment period that is interrupted will be refunded. Re-entry fees will be waived up the student's return to active student status.
- Students who break enrollment for any reason are subject to updated scholarship/grant rates as designated by the catalog under which his/her current enrollment falls, with the exception of reservists called to active duty.
- Veterans, spouses and/or dependents of veterans are required to contact the Military Student Center at the beginning of each new enrollment for the designation and procurement of VA educational benefits and applicable institutional grants and/or scholarships to provide the student with a smoother transition into re-enrollment. All students will be responsible for providing necessary documents as required to bring his/her file into compliance per VA regulations, including but not limited to transcripts or proof of education completed and/or attempted prior to the current enrollment, proof of high school completion, VA educational benefit specific information. This is done to ensure accurate awarding of benefits and the continuation of those benefits are the first term of enrollment.
- Students who are unable to provide proof of high school completion and/or transcripts from all prior education completed may not be eligible for the certification of VA educational benefits after the completion of the second full term of enrollment. Veterans with proof of service will be allowed to continue receiving all applicable institutional military grants/scholarships, but spouses and dependents of veterans will be subject to a suspension of this benefit until proper documentation is submitted clearing the transcript, proof of high school completion requirement.
- The VA educational benefits of veterans and the dependents and spouses of veterans may be negatively impacted if the student violates the attendance policy below:
  - All students who do not attend or interact with any scheduled classes for 14 consecutive calendar days will be administratively dropped from their program of study. Military personnel who are called to active duty or Reserve training for a period of approximately two weeks can apply for a waiver to the 14-day rule. Waivers must be submitted in writing and provided to the Program Director prior to the first date the student will be absent and include a copy of military orders. Upon approval, the Academic Dean or Campus President will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.
  -



## **Brightwood College Career Training Scholarship for Working Students**

### **Application Requirements:**

1. A minimum of two years of employment
  - Exceptions to the two years of employment may be made for single parents at the sole discretion of the Scholarship Committee. Single parents who do not meet the minimum application requirement for proof of two years of employment may request an interview with the Scholarship Committee. If an interview is granted, the Scholarship Committee may determine from the interview to allow the single parent with less than two years of employment to apply for this scholarship. Approval by the Scholarship Committee to apply for this scholarship does not guarantee that the scholarship will be awarded to the single parent, only that they may apply for the scholarship.
2. One letter of recommendation from an employer
3. Three-hundred-word essay describing long-term career goals
4. High school diploma, GED certificate, or approved Home School study credential
5. Completed scholarship application form

### **Disbursement Conditions:**

The student must continually meet the stated attendance requirements of the College and maintain a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance of the scholarship will not be credited to the student's account. The student may not re-apply for the scholarship if he/she fails to meet these conditions.

### **Payable for Credit Hour Students:**

Credited equally over each term of the student's remaining enrollment

### **Payable for Clock Hour Students:**

Credited equally each payment period of the student's remaining enrollment

### **Application Submission:**

At least 30 days prior to the beginning of the term of attendance for which the scholarship is initially being applied, each applicant must submit the following to the Scholarship Committee: official high school transcript or GED certificate (on those campuses where official copies are required), letter of recommendation, essay, and application form.

### **Scholarship Committee:**

Scholarship Committee membership shall include two appropriate College officials. All decisions of the Scholarship Committee are final and based on meeting the stated scholarship criteria including

- letter of recommendation;
- student essay; and, optionally,
- personal interview with candidate.

## **Brightwood College Graduate Success Scholarship**

**Amount:** The maximum scholarship award amount cannot exceed \$1,500 or the student's account balance, whichever is the lessor of the two. Students may apply at each higher degree level for the maximum lifetime award of \$3,000.

Interested students must complete and submit the Graduate Success Scholarship Application no later than 10 days prior to last term before graduation; however, the College encourages early application. Total scholarship funds are limited to \$375,000 per Financial Aid award year.

### **Eligibility Requirements:**

- Be enrolled in an eligible One or Multiple Academic Year program (excluding Nursing, Radiologic Technology, or Diagnostic Medical Sonography),
- Complete Graduate Success Scholarship Application,
- Maintain good academic standing (SAP Met status and 2.0 CGPA or higher) throughout their course of study,
- Must maintain at least an 85% attendance rate throughout the program,
- Be continually enrolled\*,

- Complete each term/payment period as scheduled, and
- Maintain completion rate for scheduled graduation

\*continual enrollment – no more than one course/mod may be electively missed during the program to be considered continually enrolled for scholarship eligibility purposes. The student will not be penalized in the event the College cannot accommodate the required schedule.

Scholarship applications can be obtained through the Student Finance office.

#### **Disbursement Conditions:**

Students must meet all eligibility requirements listed above before funds are disbursed. Awards and disbursement are scheduled against each term/payment period after all eligibility requirements have been reviewed. If eligibility is not met, all awards will be cancelled, potentially creating a balance due.

#### **Brightwood College Medical Graduate Success Scholarship**

**Amount:** The maximum scholarship award amount cannot exceed \$2,000 or the student's account balance, whichever is the lessor of the two.

Interested students must complete and submit the Medical Graduate Success Scholarship Application no later than 10 days prior to the start of the term. Funds are limited to \$300,000 per Financial Aid award year.

#### **Eligibility Requirements:**

- Be enrolled in an eligible Nursing, Radiologic Technology, or Diagnostic Medical Sonography program (only),
- Complete Medical Graduate Success Scholarship Application,
- Maintain good academic standing (SAP Met status and 2.0 CGPA or higher) throughout their course of study,
- Must maintain at least an 85% attendance rate throughout the program,
- Be continually enrolled\*,
- Complete each term/payment period as scheduled, and
- Maintain completion rate for scheduled graduation

\*continual enrollment – no more than one course/mod may be missed during the program (as scheduled) to be considered continually enrolled for scholarship eligibility purposes. The student will not be penalized in the event the College cannot accommodate the required schedule.

Scholarship applications can be obtained through the Student Finance office.

#### **Disbursement Conditions:**

Students must meet all eligibility requirements listed above before funds are disbursed. Awards and disbursement are scheduled against each term/payment period after all eligibility requirements have been reviewed. If eligibility is not met, all awards will be cancelled, potentially creating a balance due.

The State of Maryland sponsors numerous scholarship programs. Students attending the College may be eligible for awards from these programs listed below and/or other state programs.

The Distinguished Scholar program honors Maryland high school residents who are exceptionally talented academically or in the fine and performing arts. To qualify, the applicant must attend a Maryland college on a full-time basis. Each Distinguished Scholar award is \$3,000 per year. The award is automatically renewed for three years if the eligibility requirements are met. See your high school guidance counselor for details and application information.

The Senatorial Scholarship program provides awards ranging from \$200 to \$2,000 per year for Maryland residents attending eligible in-state institutions. Both full-time and part-time students may be eligible. Students must file the Free Application for Federal Student Aid (FAFSA) to apply. Students are also encouraged to contact their state senators directly.

The House of Delegates Scholarship program provides variable awards with a minimum award of \$200. Delegate awards may be held by full-time or part-time students and must be used within the state. Interested applicants should contact local delegates directly.

More information on the Senatorial and House of Delegates Scholarship programs is available from the Student Finance Office.

Scholarships are available to qualifying high school seniors. Information is available through the high school Admissions Representative in the Admissions Office.

## Enrollment Status

**For programs delivered in standard terms, a student's enrollment status is based on the number of credit hours the student is enrolled and defined as follows:**

Full - Time: 12 or more credit hours in a term

Three - Quarter - Time: 9 - 11 credit hours in a term

Half - Time: 6 - 8 credit hours in a term

Less than Half - Time: Less than 6 credit hours in a term

**For all programs not offered in terms:**

Full - time equals 24 semester credit hours or 36 quarter credit hours per academic year.

The U.S. Department of Veterans Affairs may have different definitions for full - time and part - time status. Students receiving veterans benefits should talk to the Veterans Certifying Official on the campus.

## Tuition and Fees

### Computer Networking Technology

*77 Weeks, 7 Modules*

Term	1	2	3	4	5	6	7	
Academic Credit Hour	13	12	15	15	15	15	20	105
Tuition	\$4,005.86	\$3,697.71	\$4,622.14	\$4,622.14	\$4,622.14	\$4,622.14	\$6,162.86	\$32,355.00
Technology fee (post enrollment per initial enrollment)	\$250.00							\$250.00
Total	\$4,255.86	\$3,697.71	\$4,622.14	\$4,622.14	\$4,622.14	\$4,622.14	\$6,162.86	\$32,605.00
Total Cost per academic credit hour excluding technology fee	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14
Total Cost per academic credit hour with technology fee	\$327.37	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14	\$308.14	\$310.52

## Computer Support Technician

36 Weeks, 9 modules

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	18	17	19	54
Tuition	\$5,623.00	\$5,310.61	\$5,935.39	\$16,869.00
Technology fee (post enrollment per initial enrollment)	\$250.00			\$250.00
Total	\$5,873.00	\$5,310.61	\$5,935.39	\$17,119.00
Total Cost per academic credit hour excluding technology fee	\$312.39	\$312.39	\$312.39	\$312.39
Total Cost per academic credit hour with technology fee	\$326.28	\$312.39	\$312.39	\$317.02

## Electrical Technician

48 Weeks, 12 modules

Academic Year	1			2	Total
Term	1	2	3	4	
Academic Credit Hour	17.5	18	18	18	71.5
Tuition	\$5,084.30	\$5,229.57	\$5,229.57	\$5,229.57	\$20,773.00
Technology fee (post enrollment per initial enrollment)	\$250.00				\$250.00
Total	\$5,334.30	\$5,229.57	\$5,229.57	\$5,229.57	\$21,023.00
Total Cost per academic credit hour excluding technology fee	\$290.53	\$290.53	\$290.53	\$290.53	\$290.53
Total Cost per academic credit hour with technology fee	\$304.82	\$290.53	\$290.53	\$290.53	\$294.03

## Medical Assistant

36 Weeks, 8 Modules

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	\$6,844.21	\$5,866.46	\$3,910.98	\$16,621.65
Technology fee (post enrollment per initial enrollment)	\$250.00			\$250.00
Total	\$7,094.21	\$5,866.46	\$3,910.98	\$16,871.65
Total Cost per academic credit hour excluding technology fee	\$325.91	\$325.91	\$325.91	\$325.91
Total Cost per academic credit hour with technology fee	\$337.82	\$325.91	\$325.91	\$330.82

## Medical Billing and Coding Specialist

36 Weeks, 8 Modules

Academic Year	1			Total
Term	1	2	3	
Academic Credit Hour	21	18	12	51
Tuition	\$6,325.12	\$5,421.53	\$3,614.35	\$15,361.00
Technology fee (post enrollment per initial enrollment)	\$250.00			\$250.00
Total	\$6,575.12	\$5,421.53	\$3,614.35	\$15,611.00
Total Cost per academic credit hour excluding technology fee	\$301.20	\$301.20	\$301.20	\$301.20
Total Cost per academic credit hour with technology fee	\$313.10	\$301.20	\$301.20	\$306.10

Books are provided at no charge; however, other expenses and fees may be charged by the College for certain courses for items other than books including, but not limited to, optional examinations, materials, and other instructional aids and resources.

Tuition and fees are billed after Drop/Add for students who are not in the Provisional Period. Students who are in the Provisional Period are billed immediately after the end of the Provisional Period. Tuition is billed based on the number of academic credit hours that the student is scheduled for in each term.

It is strongly recommended that allied health students receive the hepatitis B vaccination before beginning the externship period of the program (if applicable). It is also recommended that allied health students have a watch with a second hand.

Students are expected to make payments required based on their payment plan due dates. Students who fall behind in tuition payment are contacted by the Student Finance Office and attempts are made to collect past due balances. When a student graduates or withdraws from enrollment, a final billing statement will be sent to the student's permanent address on file. Attempts will be made to collect delinquent balances, and after 90 days of non-payment, the student's account will be referred to an outside collection agency.

#### **Other estimated fees (paid separately):**

Re-Entry Fee (per each re-enrollment): \$150

Students who have graduated from the College are not charged a fee to re-enter in their subsequent enrollment.

## **Refund Policy**

### **Withdrawal from the Institution**

The Institution expects that most students who begin classes at the Institution will successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw or cancel from the Institution.

#### **Cancellation Policy**

1. Applicants not accepted by the Institution shall be entitled to a refund of all monies paid.
2. Program Cancellation: If an Institution cancels a program subsequent to a student's enrollment, the Institution must refund all monies paid by the student.
3. The Institution will refund all monies paid if the student requests cancellation to the Institution within seven (7) consecutive calendar days after signing the Enrollment Agreement and prior to starting school.
4. Students enrolled on a provisional basis (as defined in the "Provisional Enrollment" policy in the Admission Information section of this Catalog), will have until close of business on the last day of the provisional enrollment period to withdraw in order to obtain a full refund of all monies paid.
5. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class, the Institution will refund all monies paid.
6. Cancellation during the Provisional Enrollment period:
  1. Students **should** notify an Academic Dean or Campus President of their intent to withdraw either in person, via telephone, email, or in writing by the end of the provisional enrollment period. The provisional enrollment period expires on the close of business on the 21<sup>st</sup> calendar day of the term.
  2. Students who fail to post attendance in accordance with the Institution's attendance policy, after the 21st day will be considered to have cancelled while in the provisional period. Students who withdraw or are cancelled during the provisional enrollment period will not

incur any tuition or fee obligations to the Institution, and the Institution will refund all monies paid.

### **Withdrawal After the Provisional Enrollment Period**

Students who determine the need to withdraw from the Institution prior to completion of their program should follow the steps below for an official withdrawal:

1. Students **should** notify an Academic Dean or Campus President of their intent to withdraw either in person, via telephone, email, or in writing. The Institution will make a reasonable effort to assist students in continuing their education.
2. If students have notified an Academic Dean or Campus President of their intent to withdraw, the Institution will process the student withdrawal, which is calculated based on the last date of attendance, and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Student Finance Office. The Student Finance Office may answer questions regarding financial obligations to the Institution and any federal student loan repayment responsibilities.
3. The student will receive notification of the refund of any loan which will include the date that the refund was made.

### **Withdrawal Date**

When any of the following occurs, the effective withdrawal date, also known as the date of determination, for the student shall be:

1. The date the student notifies the Institution of withdrawal or the date of withdrawal, whichever is earlier.
2. The date following any 14 consecutive calendar days of absences in all course work.
3. The date when the Institution terminates the student's enrollment.

### **Notice to Students**

#### *Return of Title IV Refund Policy*

The Student Finance Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Student Finance Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.
2. If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
3. If the student completed 60% or less of the payment period, the Student Finance Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
4. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
5. If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
6. If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

If a student plans to withdraw, the student should notify the Institution. The student should meet with the Student Finance Office to determine the amount of funds that must be returned on the student's behalf (if applicable). Refunds are then allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

### **Institutional Refund Policy**

*Effective October 29, 2018*

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The last date of actual attendance is used in calculating any refund amount.

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to but not including 50%	20% Refund
More than 50%	No Refund

Once a student begins school and withdraws for any reason whatsoever after the provisional enrollment period expires, the Institution's refund schedule above will apply.

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by the Institution upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

A term is considered complete if you receive a letter grade (other than a "Z") for any class, and no tuition refund will be granted.

If, after the completion of the Federal Return of Title IV calculation and the Institution Refund Policy calculation, a credit balance exists on the student's account, the Institution will refund the credit balance to the student, or to the applicable lender, or another appropriate source within 14 days of the date on which the Institution performed the Federal Return of Title IV calculation.

## **ACADEMIC PROGRAMS**

All course prerequisites listed in this catalog may be replaced by an equivalent course. Course equivalencies are determined by the Institution and may vary in credits, contact hours, delivery method, and content.

## Course Numbering System

Each course is designated by an alphanumeric system that indicates the academic level of each course. Courses in the 100 series are generally taken in the student's first academic year. The 200-level courses generally build on content presented in 100-level courses. The alpha designations indicate concentration area.

Please reference the program-specific catalog page for a full list of the courses required to complete each program.

## Associate of Applied Science

### Computer Networking Technology

#### Program Description

The objective of the associate's degree in Computer Networking Technology program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the information technology field, particularly in network administration and computer systems support. The program concentrates on helping students acquire knowledge and develop skills in installing and maintaining computer networks, troubleshooting hardware and software problems, managing databases, and developing web pages. Competence in the field also requires that a CNT professional display professionalism, communicate effectively, and demonstrate competency in current computer networking systems and tools. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including network operations analyst, network systems support, network specialist, network technician, network and computer systems administrator, and network systems and data communications analyst.

The Computer Networking Technology program is 1270 contact hours (lecture 830, lab 440) over a period of 77 weeks. All students must complete the program with a minimum of 105 quarter credit hours (lecture 83, lab 22). Prior to graduation, students are required to complete a capstone for a total of 80 contact hours. Upon successful completion of the program, graduates will be awarded an associate's degree in Computer Networking Technology.

The Institution cannot guarantee a student's ability to pass optional certification exams offered by external certifying agencies, nor their eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required. In the Baltimore/Washington corridor there are a number of employment opportunities in the government and government contract sector which may require a security clearance.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all.

This is an occupational associate's degree program.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.



The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Computer-and-Information-Technology/Network-and-computer-systems-administrators.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *CM102 College Composition I*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to develop writing skills by focusing on research, prewriting, drafting, revising, and editing. Emphasis is on developing the elements of form and style in writing. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. A minimum of ten hours of out-of-class work will be assigned per week.

### *CM206 Interpersonal Communication*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course gives students the opportunity to become more effective communicators in their personal and professional interpersonal relationships. Emphasis is placed on surveying interpersonal communications in varying contexts, including personal, social, professional, and cultural dimensions. Topics include the communication process, the influence of perception on communication, verbal and nonverbal elements of interaction, listening, the communication of emotions, and effective communication strategies. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

### *CN295 Networking Case Studies*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course provides students with the opportunity to apply their networking skills by working on real-world networking cases. These hands-on skills development cases include the design of an internetwork, the implementation and configuration of a network design, the network maintenance and security setup, and the troubleshooting of a network. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

### *CN299 Associate's Capstone in Computer Networking Technology*

- Credits: 5 quarter credit hours
- Prerequisites: Last term or permission of the Program Coordinator or designee
- Course Hours: 80 contact hours (Lecture 20, Lab 60)

This course is designed to build on the concepts of computer networking technology courses students have taken as a part of their program. Students are required to complete and present a group or individual project. In addition, students will demonstrate achievement of technical program outcomes using practice certification tests to assess preparedness to sit for the CompTIA Network+ certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of seven hours of out-of-class work will be assigned per week.

### *CS115 Academic Strategies*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30, Lab 0)

Students are introduced to practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths. Topics also include life skills applicable to support student and career success. This course also introduces the student to Brightwood College and its learning resources. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of six hours of out-of-class work will be assigned per week.

### *IT101 Introduction to Information Technology*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces students to the elementary concepts of information systems and technology. Students will explore the basic concepts of hardware, software, the Internet, and relevant IT professions. Special emphasis is placed on today's working environment. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

### *IT133 Software Applications*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course teaches students to use application software. Topics include an introduction to the Windows® operating system and to Microsoft Office® applications such as Word, Excel, PowerPoint, and Outlook. Students also are taught how to apply the use of software applications within a profession. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

### *IT163 Database Management*

- Credits: 5 quarter credit hours
- Prerequisites: IT133
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This course is an introduction to relational database management systems. Students will use a relational database management system to create and maintain a database. Students will create filters, sorts, queries, forms, and reports. Emphasis will be placed on the skills needed to meet user requirements. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

### *IT172 Introduction to Web Tools*

- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course introduces students to web development tools including HTML scripting. Web site design using tables, frames, and forms are explored. The course also provides students with practical application of web development tools.

This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of three hours of out-of-class work will be assigned per week.

#### *IT182 Introduction to Programming*

- Credits: 5 quarter credit hours
- Prerequisites: IT101
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces the fundamentals of programming. Basic concepts and syntax used to write programs including variables, input, output, looping, and program flow are introduced. The course also introduces structured programming design and development techniques and presents an overview of object-oriented programming. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

#### *IT190 Computer Hardware and Operating Systems*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This course provides students with a practical understanding of how computer hardware and operating systems work. Topics include personal computer configuration and maintenance, and the fundamentals of operating system installation and administration. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

#### *IT273 Networking Concepts*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This course introduces the theoretical concepts behind today's networks. It outlines the framework of current network theory, explaining the Open Systems Interconnection (OSI) Model and the methods of carrying data over wire, fiber, and wireless media. Other topics include fundamental network design components such as topologies and access methods, basic administration of popular network operating systems, and troubleshooting methods for data transmission and recovery. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

#### *IT275 Linux System Administration*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This introductory Linux course prepares students to install, configure, and administer Linux as a network operating system. Students are taught both command line and graphical user interface administration with full-feature Linux distributions. Emphasis is placed on applied skills that address real-world challenges such as managing file structure, network services, and system security. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

#### *IT276 Windows System Administration*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This introductory course in Microsoft Windows system administration prepares students to install, configure, and manage a network operating system. Students perform common administrative tasks such as disk and printer configuration, user authentication and resource access, security evaluation, and server service installation. Students practice troubleshooting server and network problems using hands-on projects that develop the skills needed in real-world settings. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

#### *IT283 Networking with TCP/IP*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course provides a thorough examination of the protocols and services in the TCP/IP protocol suite. Students are given an overview of how network traffic is encapsulated and transported by TCP/IP on Local Area Networks (LANs) and on Wide Area Networks (WANs) including the Internet. Students will explore message addressing and forwarding, and how network errors are resolved. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

#### *IT285 Wireless Cases*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

Wireless local area networks (WLANs) fit well into today's business world, giving mobile workers the freedom they need to access network resources. Students in this wireless course have the opportunity to take a hands-on approach to implementing these WLANs. With step-by-step instructions, real-world examples, in-depth discussions, and hardware suggestions, the course introduces students to the configuration of wireless hardware and software, and explains the best techniques for creating and managing WLANs. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of eight hours of out-of-class work will be assigned per week.

#### *IT286 Introduction to Network Security*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course introduces students to the network security challenges organizations face today. Topics include network security technologies, business issues that drive technology decisions, technology implementation planning, and the detection and response to security threats. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

#### *IT287 Introduction to Routing and Switching*

- Credits: 5 quarter credit hours
- Prerequisites: IT273
- Course Hours: 60 contact hours (Lecture 40, Lab 20)

This course focuses on introductory switch and router configuration, network segmentation, and traffic management. Common routing and routed protocols will be explored. Experiences will be provided to continue the development of connectivity and communication troubleshooting skills. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of nine hours of out-of-class work will be assigned per week.

### *MM103 College Mathematics*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to practical mathematics, developing conceptual and problem-solving skills, and the study of linear equations, basic statistical concepts, mathematical functions, and applications. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

### *SC225 Environmental Science*

- Credits: 5 quarter credit hours
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course introduces students to the scientific principles for understanding the environment, and to the interrelations among human societies and the different environments they live in. The course begins with an overview of the human, technological, and natural issues affecting the environment, including the distinct ethical perspective individuals and societies have taken towards the environment. The bulk of the course is devoted to a study of human society and its positive and negative interrelations with the environment. The relevance of course content is discussed in both a personal and professional context. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

### *SS124 Psychology*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

This course provides a broad introduction to the field of psychology, one of the social sciences. Students are introduced to the major areas of psychology. They are introduced to psychological theories and concepts, as well as the history and major figures of the field. Topics include disorders and treatments, personality and learning theories, and the internal and external factors that influence human development and behavior. Additionally, this course emphasizes how psychological principles and concepts relate to our personal and professional relationships. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

### *HU245 Ethics*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 50, Lab 0)

In this course, students are expected to develop sound ethical reasoning and judgment through the study of practical applications of ethical theories. Topics studied include ethics as it relates to business, health care, society, and the environment. Emphasis is on practical applications of ethical principles and analytic methods. This course may include both classroom and online activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of ten hours of out-of-class work will be assigned per week.

NOTE: The following courses listed above are General Education courses:

- CM102
- CM206
- HU245

- MM103
- SC225
- SS124

## Certificate Programs

### Computer Support Technician

#### Program Description

The objective of the Certificate in Computer Support Technician program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the computer service field. The program concentrates on helping students acquire knowledge and develop skills in computer hardware, systems and application software, networking, network security, help desk administration, and principles of quality customer service. Duties for graduates of this program may include installing and troubleshooting hardware, software, and computer peripherals, and providing end user and customer support. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including computer operator, computer repair technician, computer sales person, computer support specialist, computer support technician, computer technician, customer service representative, desktop support technician, hardware/software installer, help desk specialist, help desk technician, lab computing coordinator, microcomputer support specialist, microcomputer technician, and office systems support specialist.

The Computer Support Technician program is 720 contact hours (lecture 384, lab 336) over a period of 36 weeks. All students must complete the program with a minimum of 54 quarter credit hours (lecture 38, lab 16). Upon successful completion of the program, graduates will be awarded a Computer Support Technician Certificate.

The Institution cannot guarantee a student's ability to pass optional certification exams offered by external certifying agencies, nor their eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required. In the Baltimore/Washington corridor there are a number of employment opportunities in the government and government contract sector which may require a security clearance.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the school will assist students with job placement, finding a job is the individual responsibility of the student. The school does not guarantee that any student will be placed in any of the jobs described, or placed at all.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Computer-and-Information-Technology/Computer-support-specialists.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

# Curriculum

## *CSB120 Desktop Operating Systems*

- Credits: 6 quarter credit hours
- Prerequisites: ITK101, ITW101
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module emphasizes the installation, configuration, usage, diagnosis, and problem-solving fundamentals of desktop operating systems. Students also practice the basic stages of migrating systems to new or updated operating systems and resolving problems that may arise. Students are also exposed to structured problem-solving skills through mathematics and job-seeking skills needed to succeed professionally. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## *CSG120 Networking Fundamentals*

- Credits: 6 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module emphasizes the principles of contemporary networking, including topology, protocols, integration, and file access, and their relationship to desktop operating systems. Module outcomes are correlated to many of the elements of the CompTIA Network+ certification. Students are also exposed to written and oral communication standards and job-seeking skills needed to succeed professionally. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## *CSO140 Network Security*

- Credits: 6.5 quarter credit hours
- Prerequisites: CSG120
- Course Hours: 80 contact hours (Lecture 50, Lab 30)

In this module, students are taught to configure and troubleshoot hardware devices and drivers; manage, monitor, and troubleshoot system resources; configure and troubleshoot the desktop and user environments; and are taught the tools and techniques of remote diagnosis and resolution of end-user client-side and server-side issues. Students are taught to manage the service and support functions; document and analyze support activities; and are taught the skills, attitudes, and behaviors of quality customer/user support. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## *CSP140 Server Fundamentals*

- Credits: 6 quarter credit hours
- Prerequisites: CSG120
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module emphasizes the installation, configuration, usage, diagnosis, and problem-solving fundamentals of network operating systems. Students practice the basic stages of migrating systems to new or updated network operating systems and resolving problems that may arise. Students are exposed to the basic concepts of computer programming and developing executable code in a networked environment. Finally, students are trained in skills needed to seek, apply for, and secure entry-level positions in their field. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *CSR140 Open Source Systems*

- Credits: 6 quarter credit hours
- Prerequisites: CSG120
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module provides students with an opportunity to gain a basic understanding of the Linux operating system from both the client-side and the server-side perspective. Students are taught installation, configuration, peripheral support, and network administration. In the Web Tools section, students are taught to use the basic features of SharePoint and FrontPage to establish a website. Students have the opportunity to use competencies gained in Programming for the Internet to enhance a website. Finally, students are also exposed to job-seeking skills needed to succeed professionally. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *CST140 Software Applications*

- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 29, Lab 51)

This module provides students with the opportunity to gain an understanding of common application software tools. Students are exposed to electronic communication skills through word processing and presentation software. Students are taught to gather, analyze, and report numerical information using electronic spreadsheets, and to design structured, relational databases to organize, analyze, and report information. Students are also taught to manage emails and other communication tools in an enterprise environment. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *CSY140 Desktop Administration*

- Credits: 6.5 quarter credit hours
- Prerequisites: CSG120
- Course Hours: 80 contact hours (Lecture 50, Lab 30)

This module emphasizes the installation, management, and troubleshooting of an operating system. Students are taught to configure and troubleshoot hardware devices and drivers; manage, monitor, and troubleshoot system resources; configure and troubleshoot the desktop and user environments; and manage the tools and techniques of remote diagnosis and resolution of end-user client-side and server-side issues. Students have the opportunity to learn to manage service and support functions; document and analyze support activities; and demonstrate the skills, attitudes, and behaviors of quality customer/user support. Students are also taught the importance of ethics, professionalism, and business etiquette. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *ITK101 Introduction to Systems Technology*

- Credits: 6 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 48, Lab 32)

This module emphasizes recognition of the hardware elements of personal computer systems. Students are taught the names and functions of major components as well as diagnostic and remediation of component errors. Module outcomes are correlated to hardware elements of the CompTIA A+ certification. Students are also exposed to job-seeking skills needed to succeed professionally and are trained in the attributes necessary to succeed in an academic environment. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion



boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *ITW101 Introduction to Software Technology*

- Credits: 6 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 47, Lab 33)

This module emphasizes the key software elements of personal computer systems. Students are taught the names and functions of important operational programs and files, as well as diagnostic procedures and remediation of software errors. Module outcomes are correlated to software elements of the CompTIA A+ certification. Finally, students are exposed to job-seeking skills and the attributes necessary to succeed in an academic environment. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## Electrical Technician

### Program Description

The objective of the Electrical Technician Certificate program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position as an electrical technician. The program concentrates on helping students acquire knowledge and develop skills in the fundamentals of electricity and its practical applications. The program instructs students in direct current and alternating current circuitry, as well as residential and commercial wiring. In addition, this program addresses topics such as transformers and lighting installations. Instruction in the National Electrical Code's requirements, OSHA regulations, NFPA 70E for safe electrical system installations is included throughout the program. Duties for graduates may include assisting electricians with residential and commercial electrical services and the installation, servicing, and troubleshooting of electrical equipment and supply. Competence in the field also requires that an electrical technician display professionalism, communicate effectively, and demonstrate competency in residential and commercial electrical services. Instruction occurs in classroom and laboratory settings. Out-of-class work is required in this program.

Students enroll in this program to seek post-graduation employment in positions typically including entry-level employment as electrical technicians with various companies associated with electrical work, including commercial and residential building construction, construction equipment and supply, and residential field services and installation. Additionally, graduates may serve as entry-level electrical technicians on new construction projects, additions for restoration or remodeling sites, or within commercial maintenance.

The Electrical Technician program is 960 contact hours (lecture 490, lab 470) over a period of 48 weeks. All students must complete the program with a minimum of 71.5 quarter credits hours (lecture 49, lab 23). Upon successful completion of the program, graduates will be awarded an Electrical Technician Certificate.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course ([www.heart.org](http://www.heart.org)).

There are no technical certifications offered by national vendors for which the Electrical Technician program prepares graduates. The Maryland State Board of Master Electricians issues only one license, Master Electrician. In Maryland, the actual performance license to perform electrical work is issued by each of the local jurisdictions. For more information about the Maryland State Board of Master Electricians please visit their website at <http://dllr.maryland.gov/license/elec>. In Maryland, applicants are required to distinguish between color-coded electrical wires and utilize equipment with weight restrictions (such as ladders) to successfully meet their requirements. Any student who is color blind or unable to climb to access vents, maneuver in tight work areas, perform tasks that require heavy physical exertion or lifting equipment, may experience limitations and/or restrictions in employment opportunities.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any

way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates for entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/Installation-Maintenance-and-Repair/Electrical-and-electronics-installers-and-repairers.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *ETA150 Distribution Equipment, Transformers, and Estimating*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of distribution equipment, distribution transformers, specialty transformers, and their use. Topics include distribution equipment; transformer types, construction, connections, protection, and grounding; and various specialty transformers and their applications. In addition, arc flash protection and the process of developing a cost-of-work estimate are explored. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *ETB130 Electrical Concepts*

- Credits: 6.0 quarter credit hours
- Prerequisites: TRW105, TRK105
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course, Electrical Concepts covers fundamental theory, and knowledge and skills applicable to the electrical trades. Several topic areas are explored, including an introduction to the Electrical Trade, an introduction to the National Electrical Code (NEC), alternating current, electrical conductors and cables, conduit bending by hand, and using power tools. This course is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *ETG150 Residential and Commercial Wiring*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

The Residential and Commercial Wiring module covers the procedures and methods used in residential and commercial wiring installations. Related topics in this module include switches, sizing the electrical service, installing the service entrance, branch circuit layouts, and conductor terminations. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing

assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

*ETM150 Motor Theory and Applications*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN 150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of electric motors and their uses, as well as electrical theory and applications behind motor installation and maintenance. Topics include terminology of the trade; theory and application of motors; single- and multi-motor calculations; and cleaning, operation, testing, maintenance, and troubleshooting of motors. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

*ETN150 Electric Services and Overcurrent Protection*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module focuses on the installation of electric services encountered in various residential and commercial applications, as well as load calculations for feeders and services in residential and commercial applications. Single- and three-phase connections are covered, including NEC requirements and installation of related equipment and devices. Overcurrent protection is explored in depth. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

*ETO150 Grounding, Circuit Breakers, and Branch Circuits*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module covers branch circuit calculations and related concepts pertaining to this portion of an electrical system. Branch circuit load calculations are covered in depth, as well as conductor selections and calculations. Additional topics include circuit breakers and fuses, grounding, and NEC requirements. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

*ETP150 Lighting Applications and Electronic Theory*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETB130, ETY130
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of lighting and its uses. Topics include characteristics of lighting and the human eye; handling and installation of lamps and lighting fixtures; types of lighting, ballasts, and controls; and related wiring devices. Additional topics include basic electronic theory and components as they relate to regulating and controlling various power characteristics, including current, voltage, and frequency. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include

out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *ETR180 Control Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of control systems and their uses. Topics include the operating principles of contactors and relays, selecting sizing, installing motor controllers, advanced motor controls, and HVAC systems and controls. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *ETT180 Hazardous Locations, Emergency Systems, and PLCs*

- Credits: 6.0 quarter credit hours
- Prerequisites: ETG150, ETP150, ETO150, ETN150, ETA150
- Course Hours: 80 (Lecture 40, Lab 40)

This module provides students with an opportunity to gain an understanding of the requirements for the safe application of electrical systems in hazardous locations, emergency systems, and specialty electrical systems, including standby, emergency, and fire alarm systems. In addition, students explore the hardware and software components of programmable logic controllers, including techniques for wiring and installation. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *ETY130 Raceway Systems*

- Credits: 6.0 quarter credit hours
- Prerequisites: TRW105, TRK105
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This module focuses on the theory and practice used in the installation of electrical raceways, boxes, fittings, and cable tray systems in various residential, commercial, and industrial settings. Conductor installations, conductor fill capacities as described by NEC limits, and electrical blueprint reading are also covered. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

#### *TRK105 Electricity for Trades*

- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 42, Lab 38)

This module focuses upon basic electricity, electrical safety, and electrical power systems. Topics include conductors and insulators, voltage, current, resistance, direct current, parallel and series circuits, and electrical power. In addition, students explore the study skills and strategies that maximize their learning and retention of knowledge as they progress through their chosen programs of study. This module is also designed to develop professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *TRW105 Introduction to Trades*

- Credits: 6.0 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 48, Lab 32)

This module provides students with an opportunity to gain an understanding of basic building construction; blueprint reading; tools; device boxes; safety procedures; OSHA standards and regulations; and mathematics emphasizing units of measure, temperature, and conversion used by technicians in the building trade professions. In addition, students explore the communication skills and strategies that are needed by professionals in the building trades. This module is also designed to cover other topics, including American Heart Association Heartsaver CPR/AED/First Aid skills, professional skills and proactive career management. This course may include both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## Medical Assistant

### Program Description

The objective of the Medical Assistant Certificate program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in some combination of classroom, laboratory, digital, practicum, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course ([www.heart.org](http://www.heart.org)). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, medical front office/back office administration, and patient care assistant.

The Medical Assistant program is 760 contact hours (lecture 340, lab 220, externship 200) over a period of 36 weeks. The program will include 550 hours of on-ground instruction and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 51 quarter credit hours (lecture 34, lab 11, externship 6). Prior to graduation, students are required to complete two practica for a total of 200 contact hours. Please refer to the Practicum, Clinical, or Fieldwork requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Certificate.

The Institution cannot guarantee a student's ability to pass optional certification exams offered by external certifying agencies, nor their eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is intended to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

## Curriculum

### *AH101 Fundamentals of Allied Health*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *AH102 Introduction to Allied Health Careers*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *CS101 Academic Strategies*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *CS102 Academic Skills*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *MAB155 Medical Front Office*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Medical Front Office module focuses on the front office functions of bookkeeping, operational functions, office procedures, and insurance processing. Students have the opportunity to obtain skills in performing insurance coding for proper application to insurance billing systems. Students gain an awareness of administering an office reception area and preparing the office for the business day. Students also have the opportunity to gain an understanding of office emergencies and how to handle them. This module is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MAG155 Musculoskeletal, Digestive, and Respiratory*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Musculoskeletal, Digestive, and Respiratory module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MAP155 Nervous, Sensory, and Endocrine*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Nervous, Sensory, and Endocrine module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students have the opportunity to gain competency in a variety of clinical and laboratory procedures. This module is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MAR155 Circulatory, Immune, and Lymphatic*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Circulatory, Immune, and Lymphatic module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students have the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In this module, students have the opportunity to gain knowledge and technique in correctly performing an electrocardiogram (ECG or EKG) diagnostic test. In addition, students are allowed to gain competency in a variety of clinical and laboratory procedures. Students also have the opportunity to gain knowledge in preparing and administering medications through parenteral routes. This module is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MAX156 Medical Assistant Practicum I*

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum I module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

### *MAX157 Medical Assistant Practicum II*

- Credits: 3 quarter credit hours
- Prerequisites: MAB155, MAG155, MAP155, MAR155, MAY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Practicum 100)

The Medical Assistant Practicum II module is an opportunity for students to focus on medical assisting skills. The practicum is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour practicum program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

### *MAY155 Integumentary, Urinary, and Reproductive*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102, or equivalent
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

The Integumentary, Urinary, and Reproductive module focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Students are given the opportunity to explore these systems from the perspectives of medical terminology, pathophysiology, and pharmacology. In addition, students are given the opportunity to gain competency in a variety of clinical and laboratory procedures, including urinalysis. This module is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.



# Medical Billing and Coding Specialist

## Program Description

The objective of the Medical Billing and Coding Specialist Certificate program is to provide students with the knowledge, technical skills, and work habits to pursue an entry-level position in the medical billing and coding specialist field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in transforming information from medical records documentation into numeric codes for optimal reimbursement and bills for various insurance plans. Duties for graduates of this program may include accounting, preparing and filing insurance claim forms, Medicare and Medicaid billing, reimbursements, collections, coding procedures, benefits, coverage, and limitations. Instruction occurs in some combination of classroom, laboratory, digital, externship, or clinical settings. Out-of-class work is required in this program.

During the introductory modules to the program, students receive training in handling medical emergencies and are certified in CPR through the American Heart Association's CPR course ([www.heart.org](http://www.heart.org)). Students must earn CPR certification to pass the introductory module.

Students enroll in this program to seek post-graduation employment in positions typically including insurance billing specialist, reimbursement specialist, and patient accounts representative.

The Medical Billing and Coding Specialist program is 760 contact hours (lecture 340, lab 220, externship 200) over a period of 36 weeks. The program will include 550 hours of instruction on ground and 210 hours of digital instruction. For more information regarding digital instruction, please refer to the Summary of Delivery System information contained within the Student Information and Services section of the catalog. All students must complete the program with a minimum of 51 quarter credit hours (lecture 34, lab 11, externship 6). Prior to graduation, students are required to complete two externships for a total of 200 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Billing and Coding Specialist Certificate.

The Institution cannot guarantee a student's ability to pass optional certification exams offered by external certifying agencies, nor their eligibility either to take a national certification exam or become certified or registered. A student's eligibility may depend on his or her work experience, secondary and/or postsecondary education credentials, the results of a criminal background check, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Some employers and/or externship/practicum sites may themselves require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment as well as externship/practicum placement opportunities where background checks are required.

Students are informed of the requirements for employment and certification, state board, or national board licensing exams. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students with felony convictions may not be eligible for certification. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

To gather information about this career, please click on the following link and go to "Click here for more information on jobs related to this program" <https://consumerinfo.brightwood.edu>.

The Bureau of Labor Statistics has an Occupational Outlook Handbook <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> that has some valuable information on a national level about this career. Be sure to pay special attention to the entry-level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

# Curriculum

## *AH101 Fundamentals of Allied Health*

- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20) (On Ground 25, Digital 15)

In this course, students are taught medical terminology, anatomy and physiology, human behavior and communications, medical emergencies including first aid and CPR, and safety in the medical environment. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

## *AH102 Introduction to Allied Health Careers*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students learn about law and ethics related to health care, pharmacology, infection control, vital signs, and complementary and alternative medicine. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

## *AHP155 Health Information Management*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught health information management from both the patient and the practice perspective, regulatory guidelines, and legal and ethical aspects of medical insurance, billing, and coding. Students are also taught medical records management, patient information forms, charts, and authorizations for treatment. Topics include privacy laws, fraud and abuse, auditing patient records for correct assignment of codes, and specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## *CS101 Academic Strategies*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught the purposes and processes of higher education. Students are also taught fundamental computer and Internet skills. Emphasis is placed on study, communication, and thinking skills that support academic achievement. Students have the opportunity to examine the relationship between learning and motivation. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *CS102 Academic Skills*

- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40, Lab 0) (On Ground 25, Digital 15)

In this course, students are taught English and math fundamentals. Topics include basic mathematical computation, systems of measure, English grammar and punctuation, and human behavior and communication. Students are also taught common computer applications and Internet skills. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of two and a half hours of out-of-class work will be assigned per week.

### *MBB155 Inpatient Coding*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about documentation used for coding in an inpatient setting, and on utilizing diagnostic and procedure codes. Students are also taught inpatient billing and coding using the industry standard claim form, as well as specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MBG155 Reimbursement and Collection Procedures*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught reimbursement methodologies and procedures. Students are also taught how to collect and code for the highest reimbursement possible in an outpatient setting. Topics include coding for health care equipment and supplies in health care transactions and Evaluation and Management Coding, and using reference materials to facilitate code assignments. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MBR155 Government and State Insurance Plans*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught about the billing guidelines for the different government programs including Medicare, Medicaid, TRICARE, CHAMPVA, worker's compensation, and disability insurance. Students have the opportunity to practice use of medical office software as well as diagnostic and procedural coding. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

### *MBX156 Medical Billing and Coding Specialist Externship I*

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MBX157 Medical Billing and Coding Specialist Externship II*

- Credits: 3 quarter credit hours
- Prerequisites: AHP155, MBB155, MBG155, MBR155, MBY155
- Course Hours: 100 contact hours (Lecture 0, Lab 0, Externship 100) (On Ground 100, Digital 0)

This externship is designed to provide practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete the 100-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. This course is also designed to develop professional skills and proactive career management. This course may include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

#### *MBY155 Private and Managed Care Insurance Plans*

- Credits: 6 quarter credit hours
- Prerequisites: AH101, AH102
- Course Hours: 80 contact hours (Lecture 40, Lab 40) (On Ground 50, Digital 30)

In this course, students are taught the billing guidelines of various types of insurance plans. Students are taught about the billing guidelines surrounding private and managed care insurance plans. Students are also taught the features and functions of the practice management systems. Students have the opportunity to demonstrate proper billing techniques for both types of insurance plans and are taught specialty-coding procedures. This course is also designed to develop professional skills and proactive career management. This course includes both classroom and digital activities such as video, tests/quizzes, simulations, and discussion boards. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of five hours of out-of-class work will be assigned per week.

## Short Courses

(None available at this time)

## ACADEMIC CALENDAR

### 2018 Academic Calendar

#### Holiday Schedule

Martin Luther King Day	January 15, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018
Thanksgiving	November 22-25, 2018
Winter Break (Diploma & Degree Programs)	December 22, 2018 – January 1, 2019

## Term Breaks for Degree Programs

April 11	Apr 17
June 27	July 4
September 12	September 18
November 28	December 4

## Break Days for Diploma Programs

January 19
April 16
June 13
July 13
September 11

## 2018 Computer Networking Technology

<b>Start Date</b>	<b>Grad Date</b>
January 31, 2018	July 23, 2019
April 18, 2018	October 8, 2019
July 5, 2018	December 24, 2019
September 19, 2018	March 17, 2020
December 5, 2018	June 2, 2020

## 2018 Computer Support Technician, Medical Assistant, Medical Billing & Coding

<b>Start Date</b>	<b>Grad Date</b>
January 22, 2018	October 9, 2018
February 19, 2018	November 6, 2018
March 19, 2018	December 9, 2018
April 17, 2018	January 15, 2019
May 15, 2018	February 13, 2019
June 14, 2018	March 17, 2019
July 16, 2018	April 14, 2019
August 13, 2018	May 13, 2019
September 12, 2018	June 12, 2019

October 10, 2018	July 14, 2019
November 7, 2018	August 11, 2019
December 10, 2018	September 9, 2019

## 2018 Electrical Technician

<b>Start Date</b>	<b>Grad Date</b>
January 22, 2018	January 15, 2019
February 19, 2018	February 13, 2019
March 19, 2018	March 17, 2019
April 17, 2018	April 14, 2019
May 15, 2018	May 13, 2019
June 14, 2018	June 12, 2019
July 16, 2018	July 14, 2019
August 13, 2018	August 11, 2019
September 12, 2018	September 9, 2019
October 10, 2018	October 7, 2019
November 7, 2018	November 4, 2019
December 10, 2018	December 8, 2019

## 2019 Academic Calendar

### Holiday Schedule

Martin Luther King Day	January 21, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving	November 27-29, 2019
Winter Break (Diploma & Degree Programs)	December 21, 2019 – January 1, 2020

## Break Days for Diploma Programs

March 14-15, 2019
May 13, 2019
June 12, 2019
July 12, 2019
December 6, 2019

## Term Breaks for Degree Programs

May 8 - 14
July 24 - 30
October 9 - 15
November 28 - December 1

## 2019 Computer Networking Technology

Start Date	Grad Date
February 27, 2019	August 18, 2020
May 15, 2019	November 3, 2020
July 31, 2019	January 26, 2021

## 2019 Computer Support Technician, Medical Assistant, Medical Billing & Coding

Start Date	Grad Date
January 16, 2019	October 7, 2019
February 14, 2019	November 4, 2019
March 18, 2019	December 8, 2019
April 15, 2019	January 15, 2020
May 14, 2019	February 16, 2020
June 13, 2019	March 16, 2020
July 15, 2019	April 13, 2020
August 12, 2019	May 11, 2020
September 10, 2019	June 10, 2020
October 8, 2019	July 12, 2020
November 5, 2019	August 9, 2020
December 9, 2019	September 7, 2020

## 2019 Electrical Technician

<b>Start Date</b>	<b>Grad Date</b>
January 16, 2019	January 15, 2020
February 14, 2019	February 16, 2020
March 18, 2019	March 16, 2020
April 15, 2019	April 13, 2020
May 14, 2019	May 11, 2020
June 13, 2019	June 10, 2020
July 15, 2019	July 12, 2020
August 12, 2019	August 9, 2020
September 10, 2019	September 7, 2020
October 8, 2019	October 6, 2020
November 5, 2019	November 3, 2020
December 9, 2019	December 6, 2020



## 2018-2019 Academic Calendar

Schedule for Medical Assistant (Certificate), and Medical Billing and Coding Specialist programs

### 2018

Holiday and Break Schedule	
January 15, 2018	Martin Luther King Day
January 19, 2018	Break
April 16, 2018	Break
May 28, 2018	Memorial Day
June 13, 2018	Break
July 4, 2018	Independence Day
July 13, 2018	Break
September 3, 2018	Labor Day
September 11, 2018	Break
November 12, 2018	Veterans Day
November 22 - 25	Thanksgiving
December 22 - January 1	Winter Break

ChildTermDescrip	ChildTermStartDate	ChildTermEndDate
2018 January Module	Monday, January 22, 2018	Sunday, February 18, 2018
2018 February Module	Monday, February 19, 2018	Sunday, March 18, 2018
2018 March Module	Monday, March 19, 2018	Sunday, April 15, 2018
2018 April Module	Tuesday, April 17, 2018	Monday, May 14, 2018
2018 May Module	Tuesday, May 15, 2018	Tuesday, June 12, 2018
2018 June Module	Thursday, June 14, 2018	Thursday, July 12, 2018
2018 July Module	Monday, July 16, 2018	Sunday, August 12, 2018
2018 August Module	Monday, August 13, 2018	Monday, September 10, 2018
2018 September Module	Wednesday, September 12, 2018	Tuesday, October 09, 2018
2018 October Module	Wednesday, October 10, 2018	Tuesday, November 06, 2018
2018 November Module	Wednesday, November 07, 2018	Sunday, December 09, 2018
2018 December Module	Monday, December 10, 2018	Tuesday, January 15, 2019
2019 January Module	Wednesday, January 16, 2019	Wednesday, February 13, 2019
2019 February Module	Thursday, February 14, 2019	Sunday, March 17, 2019
2019 March Module	Monday, March 18, 2019	Sunday, April 14, 2019
2019 April Module	Monday, April 15, 2019	Monday, May 13, 2019
2019 May Module	Tuesday, May 14, 2019	Wednesday, June 12, 2019
2019 June Module	Thursday, June 13, 2019	Sunday, July 14, 2019
2019 July Module	Monday, July 15, 2019	Sunday, August 11, 2019
2019 August Module	Monday, August 12, 2019	Monday, September 09, 2019
2019 September Module	Tuesday, September 10, 2019	Monday, October 07, 2019

2019 October Module	Tuesday, October 08, 2019	Monday, November 04, 2019
2019 November Module	Tuesday, November 05, 2019	Sunday, December 08, 2019
2019 December Module	Monday, December 09, 2019	Wednesday, January 15, 2020

\*\*The following programs Medical Assistant (Certificate) and Medical Billing and Coding Specialist (Certificate) will be taught in a blended format. The student will receive digital attendance based on completing the required work in the Learning Management System (LMS), Canvas. In the above-cited format, students may be required to submit certain assignments, quizzes, and test via electronic methods which are monitored by a school instructor/professor. There will be times that the date of submission will fall on a Saturday or Sunday.