



**Bryan University**

*Skilled Trades Division*

**Course Catalog**

7/30/2024

## Table of Contents

Academic Probation	9
Admissions Requirements	4
Appeals Process	10
Approval and Accreditations	18
Attendance Policy	8
Badge and Clock-In Policy	23
Cancellation and Refund Policy	14
Copyrighted Materials Policy	16
Emergency Preparedness	21
Employment for Graduates	22
Facility	4
FERPA Policy	21
Grading System	16
Graduation Requirements	10
History	3
Leave of Absence Policy	15
Make-Up Hour Policy	9
Mission	3
Non-Attendance Withdrawal Policy	9
Notice of Nondiscrimination	17
Notification of Board Requirements	5
Nursing Assistant Program Information	19
Phlebotomy Program Information	18
Placement	21
Program Costs	6
Program Descriptions	19
Program Record Maintenance Policy	7
Program Tuition Refunds	6
Re-Enrollment/Re-Entry	13
Retake Policies	10
Satisfactory Academic Progress Policy	9
Student Conduct Policy	11
Student Feedback Policy	14
Student Grievance Policy	13
Student Record Maintenance Policy	7
Student Request for Accommodations	22
Student Services	16
Title IX Policy	17
Transfer Credit Policy	15
Withdrawal and Dismissal Policy	13

## History

Bryan University was established in 1940 by Dr. Mildred T. Bryan, a visionary who dedicated her career to advancing the court reporting industry by training qualified stenographers to be the best they could be. Dr. Bryan welcomed her first three students into her living room, which served as the initial classroom for the institution, originally named Bryan Stenotype School. Over time, with a committed focus on student- and employer-driven principles of excellence, Dr. Bryan succeeded in creating a strong brand image in the legal industry.

In recent years, Bryan University has taken its unique approach to education to online learning, eliminating geographical barriers for individuals interested in pursuing higher-learning and career-related dreams. This prompted the opening of Bryan University Online headquarters in Tempe, Arizona, where a combination of learning science and technologies are used to enhance and improve the educational experience for a growing student body. Throughout that growth, the University continues its mission of providing a personalized education for all students, instilling in them the skills they need to succeed from day one on the job.

The University is nationally accredited by the Accredited Commission of Career Schools and Colleges (ACCSC). The private, 82-year-old institution's mission is to liberate the innate greatness in people by providing all students, regardless of their background, a pathway to achieve their dreams. Bryan University believes online learning can be a preferred educational experience, and through a series of research-based strategies is continually improving the way students learn online. The University's innovative, problem-solving initiatives are student-outcome oriented.

Bryan University will continue to push the boundaries of traditional learning further, broadening its scope to reach more students as it explores emerging technologies. Even more importantly, the University remains committed to designing programs that align to professions within applicable industries, and training students to be prepared for those select professions. In doing so, Bryan University continues its legacy of helping people achieve their career goals.

## Mission

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers. They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning.

We are tightly focused, selective, and targeted having carefully researched the fields associated with each program.

We aspire to create learning environments which will transform the lives of the people we serve, enabling them to have a greater positive impact on their communities.

We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

## Facility

Bryan University's Tempe campus occupies approximately 40,000 square feet of office and classroom space. The space includes 2 didactic classrooms, 2 laboratories, a student lounge, administrative offices, covered parking, and additional rooms for student coaching and tutoring.

## Admissions Requirements

All students will move through a registration process for the course of their choice. Admissions will not be considered complete until the entire questionnaire has been completed and all necessary documents uploaded. Only after the Program Director reviews and accepts the application, is the prospective student enrolled. All students will receive a fully executed enrollment agreement on or before their start date, signed by both the student and the accepting official. All programs require the following items:

- Proof of High School diploma or GED
- Identification
- Application/Enrollment Agreement
- Acceptance of the Course Catalog

See below for additional requirements for each program.

*Maximum Number of Students:* It should be noted that while the didactic portion of the program does have a 30:1 ratio for students to teachers, the laboratory classrooms are a 10:1 ratio. Should the program hit these limits, the institution will have a waiting list in case already enrolled students determine not to move forward. Should the classes be at maximum capacity, the student will need to wait for the next available start to begin their program.

### **Additional Items for Nursing Assistant students**

- Criminal Background check is required within the first week of the program;
- Drug Screening with negative results within the first week of the program;
- Proof of vaccination to include; Hepatitis B, Influenza, MMR, Varicella, Pneumococcal within the first week of the program;
- Student disclosure stating they have the ability to participate in the physical requirements of this career and;
- Completion of an Wonderlic entrance exam assessing English language, reading and math skills, achieving a minimum score of 14.

\* TB test with negative results required by the end of week 2 for clinical rotations starting week 4.

\* Bryan University conditionally accepts all new students that have completed the admissions requirements. Failure to provide a clean Background Test and Drug Screening by day 5 of the program will result in the cancellation of the student's enrollment.

\*Failure to provide the required immunizations may result in delaying a student's graduation.

## Notification of Board Requirements

Prior to collecting any tuition or fees from a student, prospective students are notified of the following Board requirements for certification during their admissions call and as part of the enrollment agreement in the disclosure section.

- Have a legal presence in the United States;
- Pass a criminal background check as described in the Arizona Administrative Code A.R.S. 32-1606:
  - 16. Require each applicant for initial licensure or certification to submit a full set of fingerprints to the board for the purpose of obtaining state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the federal bureau of investigation.
  - 17. Except for a licensee who has been convicted of a felony that has been designated a misdemeanor pursuant to section 13-604, revoke a license of a person, revoke the multistate licensure privilege of a person pursuant to section 32-1669 or not issue a license or renewal to an applicant who has one or more felony convictions and who has not received an absolute discharge from the sentences for all felony convictions three or more years before the date of filing an application pursuant to this chapter.

*All students completing a nursing assistant program after July 1, 2016, will need to submit proof of legal presence in the United States to D & S (Headmaster) prior to taking the state exams. To facilitate the processing of applications, the Board is requiring all NA training programs to collect the document, scan the document and upload to Headmaster. Ideally, this identification document should be the same as the ID document(s) the student uses for state testing (e.g. AZ driver's license or passport). The name on the document should exactly match the name entered in the system. A comprehensive list of documents acceptable for proof of legal presence is available [here](https://www.azbn.gov/licenses-certifications/apply-for-a-license). (https://www.azbn.gov/licenses-certifications/apply-for-a-license)*

### **Insurance Coverage**

Students are informed about their responsibilities to have insurance coverage throughout their enrollment at Bryan University. Transportation and/or vehicle insurance includes coverage for travel to and from off campus clinical experiences. Some clinical sites require that students have medical/health coverage prior to beginning their clinical rotation.

## Program Costs

### *Phlebotomy*

The program cost for Phlebotomy includes all tuition, lab fees, textbooks, software, CPR certification and one attempt at the certification exam post-graduation.

Total Cost = \$2,990

### *Nursing Assistant*

The program cost for the Nursing Assistant Program includes all tuition, e-courseware, and one attempt at the certification exam post-graduation.

Total Cost = \$2,100

*The final tuition payment for the balance owed must be received no later than the business day prior to the final exam. Should a student fail to be current in payments by the final exam, the student may not be eligible to take their final exam until all fees have been paid. Students not current in payments at the time of the final exam will be placed on academic suspension for up to 5 days. Should a student fail to bring their agreed upon payments up to date in that time, the student will be dropped from the program prior to completion of the final exam.*

## Program Tuition Refunds

- A FULL REFUND OF TUITION AND FEES PAID will be given if Bryan University discontinues a program before a student's course is completed after the tuition and fees have been paid.
- An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.
- A student may cancel in writing, or simply stop attending, during our 5-business day conditional acceptance period. The student is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150. Likewise, Bryan University reserves the right to cancel a student during our 5-business day conditional acceptance period in instances wherein the student does not provide a clean Background Check and Drug Screening.
- An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.
- NO MONEY WILL BE REFUNDED if:
  - a student fails to notify the school of their intention to withdraw from class in writing or verbally;
  - a student fails to attend their scheduled program on the first day of class, except in cases of documented emergency or in extenuating circumstances;
  - a student is involuntarily terminated from the program;
  - a student fails to meet the program completion requirements; or
  - a student fails to meet program attendance requirements.

A student may withdraw from the school any time after the cancellation period and receive a pro

rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program of study through the last day of attendance. The refund will be less a registration or administration fee, not to exceed \$150, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If a student has completed more than 60% of their program, no refund will be offered.

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

- The student notifies the institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the University.
- The student has failed to attend class for 5 consecutive days without communication and is administratively withdrawn from the institution.
- The student fails to return from a leave of absence.

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program during the billing period (total institutional charge, minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend, prior to withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of 5 days.

Tests and supplies not used are not charged to the student.

### Program Record Maintenance Policy

Program records are maintained electronically or in paper form for a minimum of 5 years and include the following:

- Curriculum and course schedule for each admissions cohort.
- Results of state approved written and manual skills testing.
- Documentation of program evaluation (subsection (A)(10)).
- Copies of Board reports, applications, or correspondence, related to the program.
- Copies of all clinical contracts.

### Student Record Maintenance Policy

Student records are maintained electronically or in paper form for a minimum of 5 years and include the following:

- Student's legal name, date of birth, address, telephone number, email address and Social Security number, if available;
- Completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F);
- Accurate attendance record, describing any make-up sessions, and including whether the student completed the required number of hours in the course and;

- Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.

At any time, students may request access to their records by submitting a written request directly to the Program Director.

## Attendance Policy

Students must attend and be on time for all classroom, skills labs, and clinical sessions.

- ATTENDANCE IS RECORDED DAILY, AND MISSED TIME IS CUMULATIVE;
- ALL MISSED TIME MUST BE MADE UP. Students are responsible for making up all missed time, including partial day absences, full day absences, and being tardy and;
- Because all time is mandatory, MISSING ANY TIME, including being late or leaving early, can result in not accumulating enough time for a student to move forward in their training program, and WILL DELAY AND MAY PREVENT STUDENTS FROM COMPLETING THEIR PROGRAMS.
- Students that miss 5 consecutive days without any communication with the Program Director may be withdrawn from the course.

Prior to registering, students should make every effort to make all necessary arrangements to be able to attend all sessions (pre-arrange schedules with their employer, schedule backup childcare, etc.). If a student anticipates that they will need to be absent for multiple days for any reason during their preferred program schedule, they are strongly encouraged to select another schedule that will not impact their attendance.

Some examples of occurrences that may cause a student to miss time in their program and incur make-up time include, but are not limited to:

- Arriving late, leaving early, returning beyond the time allowed for breaks or lunch;
- Unscheduled breaks, including leaving the classroom or clinical to answer or make a call;
- Unplanned dental or doctor appointments;
- Family emergencies;
- Childcare issues;
- Caring for a sick child;
- Being ill, injured, or under doctor restrictions that prevent participation in the program;
- Conflicting work schedules;
- Conflicting school schedules;
- Traffic delays;
- Hazardous weather conditions;
- Scheduled vacations;
- Being sent home for failure to comply with school dress code/appearance standards, failure to comply with student behavior and code of conduct policies, etc.



## Non-Attendance Withdrawal Policy

Students who are absent 5 consecutive calendar days may be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's satisfactory academic progress (SAP) in the program and the student's ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must pay a \$25 re-entry fee and the current program tuition rate. Students may appeal in writing to [stappeals@bryanuniversity.edu](mailto:stappeals@bryanuniversity.edu) if they feel an error has been made in their attendance records.

## Make-Up Hour Policy

Students are required to make up any hours missed in class. No student will graduate without earning the required hours of their course. The following times are available for make-up time, but only at the discretion and approval of the Program Director:

### *Phlebotomy*

Phlebotomy students have the option to make up missed hours Monday, Wednesday, and Thursday from 1:00-4:00 p.m. only after arranging said time with the Program Director. In addition, with approval from the Program Director students may be able to make up hours during the week following the scheduled completion of class. While completing these hours the student is expected to complete an assignment covering materials missed, under the supervision of the Program Director. No student is permitted to complete make-up hours without the permission of the Program Director.

### *Nursing Assistant*

Nursing Assistant students have the option to make up missed hours Monday, Wednesday, and Thursday from 2:00-4:00 p.m. only after arranging said time with the Program Director. In addition, with approval from the Program Director students may be able to make up hours during the week following the scheduled completion of class. While completing these hours the student is expected to complete an assignment covering materials missed, under the supervision of the Program Director. No student is permitted to complete make-up hours without the permission of the Program Director.

## Academic Probation

Students who have not attained a 2.0 GPA each week will be placed on academic probation. A student on probation must meet with the Program Director to develop an improvement plan. Should the student not improve their GPA through makeup-exams and/or additional hours, they may be dismissed from the program.

## Satisfactory Academic Progress Policy

Satisfactory Academic Progress is determined by measuring the student's cumulative grade point

average (GPA) and the student's pace towards completion of their academic program. Approved transfer credit is considered when evaluating SAP.

The Elements of Satisfactory Academic Progress are as follows:

**Qualitative Standard:** The student's cumulative grade point average (GPA) must meet or exceed 2.0 at all times. Should a student fail to maintain this average it may result in the student being placed on academic probation. The Program Director will monitor each student's academic progress to ensure all students remain at or above minimum standards. Students that fall below the required GPA have until their final clock hour to achieve a GPA of 2.0.

**Quantitative Standard:** The Rate of Progress (ROP) is the pace at which a student must progress through their educational program to ensure that students will complete their program within the maximum time frame. The student must earn the program required hours within 150% of the stated program length. All students must maintain a minimum of 80% attendance throughout their program. Should a student fall below 80%, a plan to improve attendance to a satisfactory measure must be made with the Program Director. Failure to do so may result in the student being withdrawn from the program.

## **Retake Policies**

Failure to pass any formative assessment throughout the program will require students to retake the assessment until a passing score has been achieved. Summative assessments can only be retaken at the discretion of the Program Director, under the advisement and policy of the associated regulatory board.

Should a student fail to meet satisfactory academic progress by completion of their final clock hour, the student will not be eligible for graduation and be dismissed. Students may re-apply for the program and will be required to complete all admissions documents and will be subject to the current tuition.

## **Appeals Process**

Students who have been dismissed under the provisions of this section may appeal the dismissal by written petition. A written petition can be submitted electronically to [STAppeals@bryanuniversity.edu](mailto:STAppeals@bryanuniversity.edu). The University shall respond to the appeal within 10 business days.

## **Graduation Requirements**

### ***Phlebotomy***

Graduation of the Phlebotomy program requires students to complete the following items:

- Successful completion of 100% of the required classroom and clinical laboratory hours and content in the curriculum;
- Successful demonstration of the required skills on the lab and clinical skills checklist;
- Achievement of a score of 75% or higher on the Program's final exam.

## ***Nursing Assistant***

In compliance with AZ BON regulations, completion of the Program requires:

- Successful completion of 100% of the required classroom, laboratory and clinical hours and content in the curriculum;
- Successful demonstration of the required skills on the lab and clinical skills checklist;
- Achievement of a score of 75% or higher on the Program's final exam.

*The final tuition payment for the balance owed must be received no later than the business day prior to the final exam. Should a student fail to be current in payments by the final exam, the student may not be eligible to take their final exam until all fees have been paid. Students not current in payments at the time of the final exam will be placed on academic suspension for up to 5 days. Should a student fail to bring their agreed upon payments up to date in that time, the student will be dropped from the program prior to completion of the final exam.*

## **Student Conduct Policy**

Bryan University's policy is to provide the best educational experience possible for students to be prepared for the medical field and have a good solid foundation for their future in the field of medicine. The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior. We believe that a student's choice of interaction as a student with cohorts and instructors, as well as the performance in the clinical rotation, is a direct indication of how a student will interact with co-workers and future patients.

- Students are held accountable for their actions and need to adhere to behavioral and code of conduct expectations. Students must exhibit professional behavior in the business office, classroom, lab, and clinical. Students must treat their instructors, business office staff, facility staff members, and fellow students with respect and courtesy. Any demonstrated instances of foul language, threats of harm, confrontational behavior, harassment, fraud, dishonesty, misrepresentation, challenging an instructor's authority, or antagonistic comments to or about anyone can be reason for a student to be dismissed from the program, without refund.
- Students must commit to being aware of and comply with all Bryan University policies and clinical facility rules. School policies and clinical rules are covered during information sessions and on the first day of class and clinical. It is the responsibility of any student who is not clear about what is expected of them during their training to contact their instructor or Program Director for clarification of school policies and rules.
- Students agree that cheating in all forms is against the rules. The school has a no tolerance policy on cheating. If caught cheating, students may be terminated from the program immediately, without refund.
- Students agree to be on time and attend their class/clinical as scheduled, and to return punctually from scheduled meal periods and breaks. Being late and/or leaving early hinders the learning process for everyone and may result in the student incurring makeup time.
- Students agree to limit any unscheduled breaks, and to make and return calls during scheduled breaks periods only. Leaving the classroom or clinical to answer or make a call, except during scheduled break times, is prohibited and may result in the student incurring makeup time.
- Students agree to comply with school cell phone and electronic communication equipment policies.

- Cell phones, smart phones, and other electronic devices must be kept off or in silent mode during instructional time, unless incorporated as part of the training program as a learning platform and with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities. Cell phones are typically frowned upon in the clinical, and may be prohibited, depending on facility policy. Students can use their cell phones and other electronic communication equipment during non-instructional school time (scheduled lunch periods and breaks), and as an aid during structured group activities with the instructor's permission.
- Students understand, and agree, not to use social media inappropriately during their training programs. Please be aware that it is a HIPAA VIOLATION to post any information about a facility or facility residents; to take photos of a facility or facility residents; or to post photos of a facility or facility residents on social media sites such as Facebook, Twitter, Instagram, Snapchat, etc. Such actions could result in a fine of up to \$10,000 and/or prison time and will result in a student's immediate dismissal from their program, without refund.
- Students agree to comply with the school appearance and dress code standards. All students must maintain a clean, neat, and professional appearance and wear the required uniform and footwear. Students who fail to present a professional appearance and adhere to school appearance and dress code policies may result in the student being sent home and incurring makeup time.
- Students agree to take responsibility for their education, demonstrating a willingness to listen, participate, and do the work necessary to pass the course. Students need to commit to fully participating in the classroom, labs, and the clinical rotation, actively and repeatedly practicing required skills with the goal of successfully passing the state boards and achieving certification through the AZ BON. Any refusal to participate by the student, or arguments with the instructor, can lead to dismissal from the program, without refund.
- Students understand, and agree, that coming to class/clinical prepared, is part of this opportunity. Students who forget common classroom supplies such as a pen and paper, or don't bring their books or medical equipment etc., waste class time.
- Students understand that the instructor is there to help them succeed and agree to ask for help when they need it. When asking questions, or making comments, students should keep them related to the discussion at hand.
- Students agree to not hold private conversations during the lecture portion of the class/clinical time. Talking during the instruction time is distracting to other students and detrimental to the learning. Students disrupting classroom/clinical instruction may result in the student being sent home and incurring makeup time.
- Students agree to come to class/clinical unimpaired by any recreational drug or alcohol.
- Suspicion of drug and/or alcohol abuse use may result in the student being required to submit to a mandatory drug screening test at their own expense before continuation in the program.

- Evidence of drug and/or alcohol impairment may result in termination from the program, without refund.

## Withdrawal and Dismissal Policy

### Voluntary

- A student may leave the program voluntarily at any time.
- Program cancellation and refund policies apply to reimbursements for all voluntary terminations.

### Involuntary

- Students will be terminated from the program, without refund, due to refusal to follow school/facility policies, cheating, fraud, dishonesty, misrepresentation, failure to perform and meet or comply with attendance requirements, suspicion of drug or alcohol use, unacceptable behavior, or conduct that is unbecoming of a Nursing Assistant or Phlebotomist.
- Under no circumstances will a student be reimbursed when a student is involuntarily terminated from the program.

## Re-Enrollment/Re-Entry

Students who are no longer attending the University for reasons of non-attendance, non-return from a scheduled break, or non-return from Leave of Absence may request re-enrollment by petition to the Program Director.

To be considered for re-enrollment, such applicants may be interviewed by the Program Director. If an applicant is not re-enrolled, the applicant may appeal the decision by written petition to [STAppeals@bryanuniversity.edu](mailto:STAppeals@bryanuniversity.edu).

## Student Grievance Policy

If students have a concern about any aspect of their experience, they may follow our appeal / complaint process to seek resolution or be heard.

### Informal Resolution

- The first step should be to try to resolve the issue(s) informally. If a student's complaint is about an instructor or specific staff member at the school, please discuss the issue with them directly. Many issues can be resolved with a simple meeting.

### Formal Grievance Process

- If student attempts to resolve the issue(s) informally have failed, they have the option to submit a formal written request to the Program Director requesting a meeting to discuss their situation.
- If students feel they have been unjustly treated; if they want to appeal a grade; or if they want to appeal being suspended or dropped from their program, students may also submit

a written appeal to the Program Director for further review. Students are encouraged to provide supporting evidence for their appeal.

If the grievance/complaint cannot be resolved after exhausting the Institution's complaint/grievance procedure, the student may file a complaint with the:

Arizona State Board for Private Postsecondary Education  
Physical Address: 1740 W. Adams, 3rd Floor, Phoenix, Arizona 85007  
Phone: 602.542.5709 / Website: <https://ppse.az.gov/>

File a complaint via the following instructions: <https://ppse.az.gov/resources/complaint-forms>

The student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the University for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges by emailing to [complaints@accsc.org](mailto:complaints@accsc.org).

Should the school fail to resolve a compliance, students enrolled in the Nursing Assistant Program may also choose to submit a complaint to the Arizona Board of Nursing. The electronic complaint form can be found here:

<https://www.azbn.gov/education/student-complaint-intake-form>

## Student Feedback Policy

It is the goal of Bryan University and the staff that all our students are satisfied and enriched with the quality of education they receive. It is our hope that our students will move onward into a satisfying and rewarding career, and that we contributed to their success.

Student Program Evaluation forms are offered to registered students of classes taught at Bryan University at the conclusion of their programs. **All program evaluations are voluntary and completely anonymous and confidential.** They are a great place to share information about your educational experience with a program (the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook and resources of the program). We are always working on improving our services and the student experience, so if you have a suggestion for us, please be sure to share it on the program evaluations.

## Cancellation and Refund Policy

Cancellation, Rescheduling & Relocation of Classes

- Bryan University reserves the right to cancel, move, and reschedule a training program or

class due to circumstances that are beyond our control, such as: low enrollment, inclement weather, power outage, instructor illness/unavailability, pandemic, or unanticipated clinical facility closures to training. The school will use all reasonable endeavors to avoid changes of this nature and will notify students as soon as the change is known.

- If training programs or classes must be cancelled and/or rescheduled, Bryan University will reschedule students in the next available training, with the student's consent. Should the offered alternative not be an acceptable option for the student, a full refund of prepaid fees for which services have not been provided will be issued.

## Transfer Credit Policy

Due to the length of Bryan Universities Skilled Trades Programs, the institution does not accept transfer credit from other institutions. The transferability of hours you earn at Bryan University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bryan University to determine if your hours or certificate will transfer.

## Leave of Absence Policy

Temporary interruptions in the student's program due to medical or serious personal reasons may be allowed through the process of a Leave of Absence. The U.S. Department of Education (DOE) has imposed strict regulations (34 C.F.R. 668.d) which limit leaves of absences to less than 180 calendar days during any one twelve-month period. The allowable time frame for an approved Leave of Absence may range from 2 weeks to six months (180 calendar days). Students must submit a Leave of Absence Request Form that includes a dated request for a leave of absence and the reason for the request, prior to the leave of absence, to be approved by BU Academic Leadership, unless an emergency prohibits submission of the form. The University will respond to a submitted LOA request form within 3 business days.

Examples of circumstances that may qualify a student for LOA include but are not limited to: military duty; serious injury or illness of a student that prevents the student from attending school; serious injury or illness of a family member that prevents the student from attending school; death in the immediate family; maternity; jury duty; or extenuating circumstances as approved by BU Academic Leadership.

As per Department of Education requirements, if a student does not resume attendance at or before the end of a leave of absence the student will be considered as a withdrawal and enact cancellation.

## Grading System

Students are graded on a 4.0 scale. Classes taken on a pass/fail basis are not counted in the GPA, indicated by the grade “P.” Only the highest grade will be factored in the GPA in the event a class is attempted more than once; however, each attempt will be noted on the transcript as an R. Grading reflects the student’s progress and proficiency in their particular course of study. Each student’s progress is monitored from points earned in class performance, attendance, assigned work, and tests. Total points are then calculated, and a final grade is given according to the following scale.

Letter Grade		%Range	GPA Scale
A	Excellent	90%+	4.0
B+	Good	85%-89%	3.5
B	Good	80%-84%	3.0
C+	Average	75%-79%	2.5
C	Average	70% - 74%	2.0
D	Below Average	60%-69%	1.0
F	Fail	Under 59%	0.0

## Student Services

Bryan University is committed to providing students with resources and support throughout their program. Program Directors and faculty work collaboratively to offer students services such as tutoring, advising/coaching, and career preparation. The institution also has a collection of local community resources to assist students should they have obstacles in transportation, housing, funding, childcare, and other obstacles our students face during their time with Bryan University. Students needing medical or mental health care can meet with faculty and/or the Program Director for referrals to local clinics.

## Unauthorized Distribution of Copyrighted Materials

Bryan University strives to provide access to varied materials, services and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities as well as possible dismissal from the institution. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is



applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines, and imprisonment. Please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Bryan University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Bryan University is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Bryan University takes steps to detect and punish users who illegally distribute copyrighted materials.

Bryan University reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

### Notice of Nondiscrimination

Bryan University is committed to diversity, and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the University. Bryan University will work with current and prospective students to determine whether reasonable accommodations can be effective and are available. The University is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

### Bryan University Title IX Policy

Bryan University is committed to maintaining a learning and working environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and/or activities, which extends to admission and employment. The College

encourages individuals who have witnessed or experienced sex discrimination, sexual harassment (including sexual violence) to report it according to the procedures outlined in the full Title IX Policy located on the Bryan University website Consumer Information page at <https://bryanuniversity.edu/consumer-info/consumer-info-home/>.

## Approval and Accreditations

Bryan University is accredited by the Accrediting Commission of Career Schools and Colleges ([www.accsc.org](http://www.accsc.org)). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. Bryan University is licensed by the Arizona State Board for Private Postsecondary Education. Bryan University is registered for online education with the California Bureau for Private Postsecondary Education. Bryan University has institutional approval to participate in the National Council for State Authorization Reciprocity Agreements (NC SARA). Lastly, Bryan University's Health Information Management programs are approved by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Approval and accreditation materials are available for review at the President's Office at any time and are posted in our main lobby. Please contact Student Success (602.384.2555) to schedule either an in-person or online approval review meeting. Questions regarding accreditation may be addressed to the following:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(P) 703.247.4212 (F) 703.247.4533 (E) [info@accsc.org](mailto:info@accsc.org)  
[www.accsc.org](http://www.accsc.org)

Bryan University has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not Accreditation, nor does it ensure eventual Accreditation. "Candidate for Accreditation" is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward Accreditation.

Northwest Commission on Colleges and Universities  
8060 165th Avenue NE, Suite 200  
Redmond, WA 98052  
Phone: 425-558-4224  
Fax: 205-525-9848  
General Inquiries and Questions: [info@nwccu.org](mailto:info@nwccu.org)  
<https://nwccu.org/>

## Phlebotomy Technician Certificate Program

This program is not eligible for Financial Aid

The Accelerated Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture. Students in the Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. Students in the program will study body systems, laboratory testing, specimen collection, infection control, and safety. In addition, requisitioning, transporting, processing, and quality assurance will also be covered. Upon satisfactory completion of the program, the students are eligible to take NHA's national certification examination.

**Total Program Hours:** 100 Hours (50 Tech Enabled Hours, 50 Practical Lab Hours)

**Estimated Program Length:** 4 weeks

**Program Textbook:** Booth, Kathryn & Mundt, Lillian (2024). Phlebotomy: A Competency-based Approach (6th ed). McGraw-Hill Connect platform, ISBN 9781264156269.

### Program objectives:

- Application of safety and government standards and compliance to the phlebotomy setting.
- Demonstrate critical thinking, professional and ethical conduct in phlebotomy practices.
- Communicate sufficiently to serve the public, patients, and members of the healthcare team.
- Implement quality assurance and quality control principles to requisitioning, specimen transport, and specimen processing.
- Perform specimen collection utilizing proper procedures, equipment, and techniques.
- Application of methodologies and techniques including problem solving and troubleshooting for phlebotomy.

Successful completion of this certificate may lead to entry level employment in:

- Clinical laboratories
- Hospitals
- Community health centers
- Nursing homes
- Doctors' offices
- Blood donation centers

### Phlebotomy Onboarding (Week 1 and 2 - 50 Clock Hours)

Students are introduced to infection control, universal precautions, and safety, basic anatomy and physiology of body systems with emphasis on the Circulatory System, appropriate medical terminology; proper identification of patient and specimens and the importance of accuracy in overall care. Additional topics in this portion of the program include antiseptic; blood collection equipment, types of tubes and additives, proper order of draw when additives are required, and special precautions; post puncture care; appropriate disposal of sharps, needles, and waste. In addition, students test for their CPR certification.

### **Phlebotomy In-Service Training (Week 3 and 4 – 50 Clock Hours)**

Students learn about advanced infectious disease control and biohazards; anti-coagulation theory; knowledge of preanalytical sources of error in specimen collection, transport, processing, and storage; anatomical site selection and patient preparation; risk factors and appropriate responses to complications that may arise from phlebotomy; recognition of problems in test requisitions, specimen transport, processing, and corrective actions to take, application of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, and legal implications of phlebotomy; quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results; legal issues related to blood collection. Students will study the proper selection and preparation of skin puncture and venipuncture site(s). Supervised clinical lab focuses on the actual application of phlebotomy methods under the supervision of the institution's faculty and program leadership. Students will practice skin punctures, venipunctures, and other methods of practical application on classmates, campus and community volunteers. Students may repeat through an appeals process.

#### **Admission Requirements:**

- High School diploma or GED.
- Ability to fully participate in classroom, laboratory, or clinical setting program activities.

#### **Graduation Requirements:**

- Complete all coursework and labs.
- 10 Skin Punctures
- 30 Venipunctures
- GPA of 2.0

### **Nursing Assistant Certificate Program**

This program is not eligible for Financial Aid

The Nursing Assistant Program will provide students with a comprehensive and hands-on training program designed to prepare them for a career as a Certified Nursing Assistant. Students have opportunities to develop professional basic nursing skills and patient care. In addition, medical terminology, infection control, and First Aid. Students will better understand how to communicate effectively with patients, families and their healthcare team and understand the legal and ethical issues involved with a CNA career. Upon satisfactory completion of the program, students will be able to sit for the state nursing assistant exam.

**Total Program Hours:** 120 Hours (45 Tech Enabled Hours, 75 Practical Lab Hours)

**Estimated Program Length:** 4 weeks

**Program Textbook:** Acello, B. & Hegner, B. (2022). Nursing assistant: A nursing process approach (12th ed.). Cengage Learning publishing

#### **Program objectives:**

- Work as a team within the health care facility and community
- Professional, legal and ethical behavior that protects patient's rights
- Physical, social cultural, social services and mental health needs of residents

- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care, first-aid principals
- Knowledge of basic nutrition
- Personal care and grooming of residents
- Measure vital signs correctly
- Transfers, positioning and turning of residents
- Cognitive impaired residents and their care
- Identify Major body systems and common health problems
- Assist with diagnostic testing and pre-operative care
- Assist with Admission/Transfer/Discharge of resident
- Hospice care, family and residents needs

#### Clock Hour Requirements

- 45 Hours didactic
- 33.75 Hours lab
- 41.25 Hours Clinical (20 Hours required in a long-term facility setting)
- 120 hours total

\*This course is presented as one course or module.

#### Emergency Preparedness

The institution's Emergency Preparedness plan can be requested by any student or faculty member, to the Program Director or corporate campus leadership.

#### Family Educational Rights and Privacy Act

All requests for records should be made in writing to: Bryan University Online; 350 W. Washington St., Suite 100; Tempe, AZ 85281.

The University protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

**1. The right to inspect and review the student's educational records upon request.**

Eligible students can request to review their student records in the office. Completed requests will be processed within 10 working days of receipt.

- The right to request the amendment of the student's education records that the

**2. student believes are inaccurate or misleading.**

Students must submit a written request to STappeals@bryanuniversity.edu detailing what

the student wants changed and why the student believes the information is inaccurate or misleading. If the institution decides not to amend the record, the student will be notified in writing of the decision and the student's right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, as selected by the student, with the Vice President of Strategic Affairs and Executive Director of Regulatory Affairs if the student submits a hearing request within 10 business days of receipt of the written notification of the University's denial of the requested amendment. The Vice President of Strategic Affairs will render a written final decision that will be provided to the student within 10 business days of the hearing. If a hearing is held and the institution maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student's education record.

**3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable.**

The institution may neither release nor disclose personally identifiable information contained in the student's records to outside employers, agencies, or individuals without first securing a written release from the eligible student, unless permitted by the law.

## Employment After Graduation

All students are expected to secure employment in their field of study upon graduation. The institution is here to help but cannot guarantee any student employment after completing their program. Program Directors and Faculty will assist students in highlighting potential opportunities and offer further guidance in resume development. Once employment is secured, students are expected to complete an Employment Verification form, assisting the school in tracking graduate success over time. Graduates of the program understand and consent to the school communicating with their employers after graduation to verify employment.

## Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the Executive Director of Regulatory Affairs at [STappeals@bryanuniversity.edu](mailto:STappeals@bryanuniversity.edu).

- Requests should be made at least 2 weeks in advance of the date needed.
- The regulatory office will respond within 2 business days of receiving the request.
- The regulatory office will reply via email, sending a receipt confirmation and the "Request for Reasonable Accommodations" form.
- The student must complete the "Request for Reasonable Accommodations" form which documents the nature and extent of the disability, type of accommodations or auxiliary aids needed, and the date the requested support should begin.
- The student must provide documentation on letterhead from a licensed professional that

supports their request for reasonable accommodations in their program's learning environment.

- All relevant materials must be sent to STappeals@bryanuniversity.edu.
- The regulatory office will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodations.
- If reasonable accommodations are available, the student and the regulatory office will review the agreement and sign off to put the accommodations plan into action.
- All accommodation plans will remain in confidential files in the regulatory office and be maintained by regulatory staff.
- Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog "Grievance Procedure," submitting a statement of why and how the response should be modified.

Please email STappeals@bryanuniversity.edu for any inquiry regarding reasonable accommodations.

## Badge and Clock-In Policy

All students must clock in using their school provided badge upon entry and exit to the campus. Required clock hours must be accounted for the enrolled program. Failure to clock in and out appropriately may result in the student losing hours performed for the day if your faculty member is not notified within the first fifteen minutes of class. Should a student be found clocking another student in or out, both students may be subject to termination from the program. Should a student lose their ID badge, they should report it to the Program Director within 24 hours.