



**BRADFORD SCHOOL**

***2469 STELZER ROAD  
COLUMBUS, OHIO 43219-3129  
(614) 416-6200***

***2018-2019 ACADEMIC YEAR CATALOG***

***This publication includes the school's current  
Campus Annual Security Report***

***FOR THE PERIOD  
JULY 2018  
THROUGH JUNE 2019***

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# **GENERAL INFORMATION**

## **HISTORY**

Bradford School was originally founded in Columbus in January of 1911 under the name Office Training School. The school enjoyed steady growth under the guidance of its original founders, R. E. Hoffhines and W. L. Ohmert. In 1986, the school was purchased by Bradford Schools, Inc., which owns and operates eight (8) other business schools in major cities throughout the United States. Bradford School offers diploma and associate degree programs in culinary arts, medical assisting, physical therapist assistant, and veterinary technology.

## **MISSION**

Bradford School, a postsecondary institution, is dedicated to preparing diverse, motivated students for graduation and entry-level jobs in specialized careers through accelerated and comprehensive education. Students will develop a foundation for long-term career advancement and future learning through an understanding of problem solving, communication, and critical thinking.

## **PHILOSOPHY AND OBJECTIVES**

The Board of Directors has dedicated Bradford School to the education of young people for careers in culinary and allied medical-related fields. To fulfill this purpose, the Board has determined that Bradford School shall:

1. Provide training that will enable a student to achieve high levels of skill and competency in a chosen profession.
2. Assist students in becoming socially competent members of their communities to the extent that each can appreciate and successfully cope with the human relations problems that will be encountered.
3. Provide a background in the function and structure of business that is broad enough to bring students a fuller realization of the economic facts of life, to the end that each is capable of achieving a satisfactory and rewarding career.

## **LOCATION AND FACILITIES**

Bradford School is located on Stelzer Road at the Easton Exit off Interstate 270. The general academic space contains a resource library and a total of 17 classrooms. Four (4) of the classrooms are equipped with computers, and the remainder are furnished as lecture rooms. Additionally, the school contains one (1) classroom designed as a medical assisting laboratory and space designed for the Veterinary Technology program. This space contains three (3) lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area. There is also space designed for the Physical Therapist Assistant program. This space contains two (2) lecture rooms, two (2) lecture/laboratory rooms equipped with long tables and rolling chairs, and an open gym area with various equipment for physical therapy. There are also five (5) fully equipped kitchens designed for the use of the Culinary Arts programs.

Bradford School strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. Major equipment includes, but is not limited to, a stationary radiograph machine, a digital dental radiograph machine, and an IDEXX Vet Lab System in the Veterinary Technology program. A Total Gym system, Nordic Track ASR630, and Sports Art Fitness 611 are

provided in the Physical Therapist Assistant program. Kitchens in the Culinary Arts programs are equipped with 10-burner ranges with ovens, convection ovens, and 40-gallon tilting kettles. An electrocardiograph machine, binocular microscopes, and a Stat Spin III centrifuge are provided in the Medical Assisting programs.

Bradford School is designed for the handicapped student, with the front entrance accessible by a ramp.

## **ACCREDITATION**

Bradford School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org).

The Bradford School Medical Assisting programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, [www.caahep.org](http://www.caahep.org).

The Bradford School Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

The Bradford School Physical Therapist Assistant program is currently accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The address, telephone number, e-mail address, and website of the Commission on Accreditation in Physical Therapy Education are 1111 North Fairfax Street, Alexandria, VA 22314, (703) 706-3245, [accreditation@apta.org](mailto:accreditation@apta.org), <http://www.capteonline.org>.

The Bradford School Culinary Arts programs are currently accredited by the American Culinary Federation Education Foundation's Accrediting Commission. The address and telephone number of the American Culinary Federation Education Foundation's Accrediting Commission are 180 Center Place Way, St. Augustine, FL 32095, (800) 624-9458.

## **AFFILIATIONS**

Bradford School, administrators, and faculty are affiliated with or are members of the Ohio & Michigan Association of Career Colleges and Schools, Ohio Association of Student Financial Aid Administrators, Columbus Chamber of Commerce, American Association of Medical Assistants, American Culinary Federation, Women Chefs and Restaurateurs, The Ohio Restaurant Association, Human Resources Association of Central Ohio, Ohio Physical Therapy Association, American Physical Therapy Association, Commission on Accreditation for Physical Therapy Education, Federation of State Boards of Physical Therapy, the American Veterinary Medical Association, and the Ohio Veterinary Medical Association.

## **APPROVALS**

Authorized by the Ohio Department of Higher Education (formerly the Chancellor of the Ohio Board of Regents) to offer an Associate of Applied Business Degree program in Medical Assisting and Associate of Applied Science Degree programs in Veterinary Technology and Culinary Arts.

Approved by the State of Ohio State Board of Career Colleges and Schools (Registration No. 86-06-1025B).

Approved by the State Bureau of Vocational Rehabilitation and approved for the training of veterans and other eligible persons.

## **LEGAL CONTROL**

Bradford School is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

- Bradford School, Pittsburgh, Pennsylvania
- Fox College, Bedford Park, Illinois
- International Business College, Fort Wayne, Indiana
- International Business College, Indianapolis, Indiana
- King's College, Charlotte, North Carolina
- Minneapolis Business College, Minneapolis, Minnesota
- Vet Tech Institute, Pittsburgh, Pennsylvania
- Vet Tech Institute of Houston, Houston, Texas

## **PROGRAM MODERNIZATION**

Bradford School prepares its students for employment in the foodservice and medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Bradford School, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; modify information in student handbooks; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Bradford School reserves the right to suspend training for a period not to exceed 90 days.

## **NONDISCRIMINATION IN EDUCATIONAL PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Bradford School is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school. The Director of Education and the Culinary Arts Program Director, who are identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at (614) 416-6200 or by mail or in person at 2469 Stelzer Road, Columbus, Ohio 43219, are the Title IX coordinators at Bradford School and the Columbus Culinary Institute at Bradford School. Questions regarding Title IX may be referred to the Title IX coordinator or to the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinators' attention. The matter will be

investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

Bradford School requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of a copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed on a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

## **STUDENT CONSUMER INFORMATION**

Federal requirements set forth by the Higher Education Act of 1965 as amended require Bradford School to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Bradford School has prepared a “Guide to Student Consumer Information.” This report is distributed annually to enrolled students. Copies are available upon request in the office of the Registrar.

The most recent important information about the educational debt, earnings, and completion rates of students who attended programs at Bradford School may be found at [www.bradfordschoolcolumbus.edu/our-programs](http://www.bradfordschoolcolumbus.edu/our-programs).

# ADMISSIONS INFORMATION

## ADMISSIONS REQUIREMENTS

To be accepted for admission to Bradford School, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or in college. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States.

To be accepted for admission to the Veterinary Technology program, an applicant must have achieved a strong overall GPA; must have achieved strong grades/scores in math and science; and must demonstrate an aptitude for, and an interest in, a career in veterinary technology through an essay submission.

To be accepted for admissions to the Physical Therapist Assistant program, an applicant must have achieved a strong overall GPA; must have achieved strong grades/scores in math, science, and English; and must demonstrate an interest in a career as a PTA through submission of an essay. Applicants with previous postsecondary education must also submit an official transcript. This transcript will also be evaluated on the basis of the areas above.

To be accepted for admission to the Culinary Arts program, an applicant must have achieved a strong overall GPA and must have achieved strong grades/scores in math and English.

To be accepted for admission to the Medical Assisting program, an applicant must have achieved a strong overall GPA and must have achieved strong grades/scores in English.

Applicants who do not have strong grades/scores may demonstrate an ability to succeed in their program by meeting, in person or by phone, with a designated member(s) of the school's acceptance committee and/or submitting additional information. Such additional information may include previous college transcripts, recommendation letters, or program-specific work or volunteer experience.

## ADMISSIONS PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Bradford School, 2469 Stelzer Road, Columbus, Ohio 43219. Students may also apply online at [www.bradfordschoolcolumbus.edu](http://www.bradfordschoolcolumbus.edu).

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school records. Any records of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within four (4) weeks after submission of the application.

Students who wish to appeal an admissions decision must submit their appeal in writing to:

Bradford School  
Attn: Director of Admissions  
2469 Stelzer Road  
Columbus, OH 43219

The written appeal must include documentation of additional information which the Acceptance Committee did not have to review when making their initial admissions decision.



# FINANCIAL INFORMATION

## TUITION AND FEES

**Application Fee** .....\$50  
 Payable with all applications for admission. The fee is refunded if the application is rejected.

**Tuition Deposit**.....\$50  
 A \$50 tuition deposit is due no later than 30 days after an applicant’s official notification of acceptance or when the applicant’s financial plan is held--whichever occurs first. This deposit is credited towards tuition when the student begins classes.\*

**Confirmation Deposit**.....\$50  
 A \$50 confirmation deposit is due at the time that an applicant’s financial plan is held. This deposit is credited towards tuition when the student begins classes.\*

**Residence Reservation Fee**.....\$100  
 A \$100 fee is required to reserve residence space in one of Bradford’s residence facilities. This fee may be paid at any time after the applicant is accepted, but is due no later than August 1 for programs beginning in November, December 1 for programs beginning in March, and March 1 for all other programs. Residence assignments are made on a first-come, first-served basis and are determined by the date the fee is received. Applicants requesting residence space after the due date will be required to pay this fee upon acceptance. This reservation fee is not refundable after the due date unless the applicant is rejected.

Rates for students entering between January 1, 2018, and December 31, 2018:

**Tuition**  
 Per semester\*\* .....\$6,990  
 Final half-semester of Culinary Arts Associate Degree Program.....\$300  
 Final half-semester of Physical Therapist Assistant and Veterinary Technology Programs.....\$2,600

**Residence Fees**  
 Per semester\*\*\* .....\$3,160

**Other Fees**  
 Medical Assisting Lab Fee (per semester).....\$360  
 This fee is charged for each semester for which the student is enrolled during the first two (2) semesters of the program.

Culinary Arts Lab Fee (per semester).....\$370  
 The fee is charged for each semester of the diploma program and for the first four (4) semesters of the associate degree program.

Physical Therapist Assistant Lab Fee (per semester) .....\$410  
 This fee is charged for each semester for which the student is enrolled during the first four (4) semesters of the program.

Veterinary Technology Program Lab Fee (per semester).....\$410  
 This fee is charged for each semester for which the student is enrolled during the first four (4) semesters of the program.

**Textbooks and Supplies**

Charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$1,100 to \$1,980 per semester. Actual charges will be used in the student’s financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of six (6) credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than six (6) credit hours in a stand-alone term will be adjusted proportionately.

\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two and one-half semesters. Should a student remain in residence beyond this minimum period of obligation, s/he will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

Rates for students entering between January 1, 2019, and December 31, 2019:

**Tuition**

Per semester** .....	\$6,990
Final half-semester of Culinary Arts Associate Degree Program.....	\$300
Final half-semester of Physical Therapist Assistant and Veterinary Technology Programs .....	\$2,600

**Residence Fees**

Per semester*** .....	\$3,160
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**Other Fees**

Medical Assisting Lab Fee (per semester).....\$360  
 This fee is charged for each semester for which the student is enrolled during the first two (2) semesters of the program.

Culinary Arts Lab Fee (per semester).....\$370  
 The fee is charged for each semester of the diploma program and for the first four (4) semesters of the associate degree program.

Physical Therapist Assistant Lab Fee (per semester) .....\$410  
 This fee is charged for each semester for which the student is enrolled during the first four (4) semesters of the program.

Veterinary Technology Program Lab Fee (per semester).....\$410  
 This fee is charged for each semester for which the student is enrolled during the first four (4) semesters of the program.

## **Textbooks and Supplies**

Charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$785 to \$1,040 per semester. Actual charges will be used in the student's financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of six (6) credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than six (6) credit hours in a stand-alone term will be adjusted proportionately.

\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two and one-half semesters. Should a student remain in residence beyond this minimum period of obligation, s/he will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as 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 not less than: (1) One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately fifteen weeks for one (1) semester 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 in (1) above for other academic activities as established by the institution, including laboratory work, externships, practica, and other academic work leading to the award of credit hours.

## **CANCELLATION POLICIES**

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five (5) calendar 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. All monies paid by an applicant will be refunded if requested in writing within five (5) calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five (5) calendar 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, except the school may retain up to a total of \$150.

## **REFUND POLICIES**

When students withdraw or are dismissed, refunds shall be based on and computed from the last date of attendance. Refunds shall be made within 30 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. Questions about refunds of tuition and other

charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

### **Tuition Refund**

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition and applicable fees charged. The amount to be refunded is determined based on the applicable full week\* of the semester or term during which the student withdraws or is dismissed through the 60 percent point of the semester (or stand-alone term). The basic requirements of this policy are as follows:

1. If a student withdraws or is dismissed prior to the close of business on the first day of class, the school will refund all funds paid which exceed the application fee. The maximum amount that may be retained is \$50.
2. If a student withdraws or is dismissed after the first day of class but within the first six (6) class days of a semester or stand-alone term, the school will refund all tuition and fees paid.
3. The following table illustrates the portion of the tuition that will be refunded over the remainder of the semester or stand-alone term:

<u>Full Week* of Semester</u>	<u>% Refund</u>	<u>Full Week* of Stand-Alone Term</u>	<u>% Refund</u>
2, 3	80%	2	70%
4	70%	3	60%
5, 6	60%	4	50%
7, 8	50%	5	30%
9	40%	After Week 5	None
10	30%		
After Week 10	None		

\*A full week is defined as seven (7) consecutive calendar days to be counted from the first calendar day of the semester.

### **Refund Policy for Students Called to Active Military Duty**

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Student Services.

### **Residence Fees**

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the school. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

### **Culinary Arts, Medical Assisting, Physical Therapist Assistant, and Veterinary Technology Lab Fees**

For the purpose of refunds, lab fees for students in the culinary arts, medical assisting, physical therapist assistant, and veterinary technology programs are treated the same as tuition. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

## **Textbooks and Supplies**

Textbooks and supply kits are available from the school bookstore; however, students are not required to purchase books or supplies from the school. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

## **Return of Federal Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from school, the U.S. Department of Education requires specific treatment of the federal Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The school is required to make refunds to the federal Title IV program funds according to these regulations regardless of the amounts resulting from the school's refund policy as described above.

These regulations allow the school to keep as "earned" the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not permitted under regulations to disburse a federal Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Federal Title IV funds disbursed in excess of this amount must be returned by the school in the order noted below.

During the calculation of the federal Title IV aid earned, the school will determine whether the student is due a post-withdrawal disbursement of federal aid. The school will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned federal Title IV aid and has no relationship to incurred education costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the school will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school mid-semester as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for that current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of ten (10) consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the school is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Federal Direct Stafford loans, (4) subsidized Federal Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Federal Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Federal Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grant (FSEOG) (for which a return is required), and (11) other assistance under federal Title IV for which a return of funds is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student or on the student's behalf as directed by the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the school. Student balances that are not subject to federal Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

## **TERMS OF PAYMENT**

Tuition, textbook/supply charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the school. The school does not add any interest charges. Payments can be made by cash, check, money order, or credit card. For payments by credit card, the school will charge a 2.5 percent convenience fee on all payments by credit card exceeding a total of \$750 in any semester.

Financial aid funds are applied to school costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

## **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Bradford School offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid (FAFSA). Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that all students in a program are not able to use federal Title IV aid to continue to pay for the program, Bradford School will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

## **Verification Policies and Procedures**

To ensure that only eligible students receive federal Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student

aid applicants not selected by the government. The school will not make any disbursement of federal Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two (2) weeks of when the FAFSA is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year to which that ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two (2) weeks or no later than the start date of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the federal Title IV aid awarded will be cancelled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the ISIR will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the school will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

## **SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

Bradford School offers scholarships totaling \$12,000 annually to incoming students based on the results of a competitive scholarship test. The tests are administered four (4) times per year and are based on general knowledge. The scholarships are awarded to students who will begin programs in 2019. The test does not specifically relate to an individual field of study or skill. No prior registration or application is required. Four \$1,000 and sixteen \$500 scholarships are awarded.

Bradford School participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$125,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

Bradford School Culinary Scholarships totaling \$8,000 annually are also available to high school students in culinary arts programs sponsored by ProStart© and FCCLA. Each of these organizations holds an annual state competition. Scholarships totaling \$4,000 will be awarded to the winning culinary team at each organization's state competition. The aggregate \$4,000 scholarship award will be divided proportionately among the winning team's

members. Therefore, the amount of each team member's scholarship award will be dependent on the number of members on the team.

A student may receive only one institutional scholarship. The scholarship may be used only at Bradford School, Columbus. All scholarships are posted directly to the student's account card. Additional information regarding these scholarships may be obtained through the Admissions office.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.



# **STUDENT SERVICES**

## **ADVISING**

Counseling and advising are important services that are available to every student attending Bradford School. All members of the faculty assume responsibility for helping each student work toward the degree of success that s/he is capable of achieving. The Director of Education is responsible for academic and basic personal advising. She guides the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Career Services Department also advises in the areas of job interviewing and related career services activities. The Director of Education and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties.

## **CHEMICAL ABUSE**

The main concern and responsibility of Bradford School to the abuser of chemical substances is constructive rehabilitation. Counseling and assistance referrals are available through the Director of Education.

## **CAREER SERVICES**

Graduates of all Bradford School programs are entitled to use the services of the Career Services Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's career services department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application
- Prepare a resume, cover letter, and thank you letter
- Generate job leads effectively
- Participate in the interviewing process
- Communicate valuable skills to the employer during an interview
- Function successfully as a professional

Students nearing program completion meet with a career services representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective placement assistance. Employers contact the career services department on a consistent basis to inquire about our graduates pursuing employment.

Bradford School reserves the right to deny career services to a graduate at any time if s/he is delinquent or in default on a student loan, if s/he owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of career services privileges are failure to pass a drug test and conviction of criminal activity.

## **STUDENT RESIDENCES**

Student residences are provided by Bradford School. The two-bedroom apartments are assigned to the students by Bradford School with up to four (4) students in each furnished residence. A separate handbook defines the policies for behavior and procedures that apply to residential life.

Residence facilities are only for the use of currently enrolled Bradford students. A student who withdraws or is dismissed from Bradford School may not continue to reside in the residence facilities without express permission from the school.

## **CAMPUS ANNUAL SECURITY REPORT**

Bradford School strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. Also, security systems are utilized during hours in which the school is closed. If, however, a crime is committed on our premises, school personnel and building management personnel are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Bradford School include the President, directors, the residence director, program managers, and security personnel. All incidents are then reported to the school President, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President, the directors, and the residence director, are also considered Responsible Employees. Bradford School does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held prior to the start of each new group of students. Mandatory orientation is also conducted for all students residing in school residence facilities. Additionally, during the course of their program, a representative, who is a licensed professional clinical counselor who has experience in working with children, adolescents, and adults in areas such as trauma, eating disorders, and general mental health, is invited to speak to the students and employees. Topics could include safety procedures, self-protection, awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. These seminars are provided for all students and employees. Handouts provided during the presentation regarding personal safety and crime prevention are distributed to all students and staff.

### **Timely Warning Reports**

The school administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that

withholds the names of victims as confidential. These warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

### Security and Access to Campus Facilities

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key, which have been assigned to designated personnel. The security officer or night janitorial staff on duty activates the building alarm/security system once the buildings are vacated at the end of each day.

Bradford School residence facilities have a residence director and security guard on duty each night to assist students. Access to the residence facility is controlled by locked front doors. Students are issued key access cards. Inside doors have adequate locks, and students are reminded to keep their room door locked. Students are directed to call 911 to reach the city police or fire department should an emergency arise when security is not available. Safety and security are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and non-emergency requests.

### Authority of Campus Security Personnel

Bradford School does not have a campus police or security department. The school contracts with an outside agency to provide security services for its residence facilities. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

### Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	1	0	0
Burglary	On Campus*	1	1	1
	On-Campus Housing Facility	1	1	1
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	1	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	1	4	4
	On-Campus Housing Facility	1	4	4
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Drug Law Violations	On Campus*	1	0	0
Referred for	On-Campus Housing Facility	1	0	0
Disciplinary Action	Public Property	0	0	0
Illegal Weapons	On Campus*	0	0	0
Possession Arrests	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons	On Campus*	0	0	0
Possession Violations	On-Campus Housing Facility	0	0	0
Referred for	Public Property	0	0	0
Disciplinary Action				

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2015, 2016, and 2017, there were no reported hate crimes at any of the above-listed locations.

Bradford School has no noncampus buildings or property nor does it recognize any off-campus locations of student organizations.

### **Disclosures to Alleged Victims**

Bradford School will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The President is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Policy on Alcoholic Beverages and Illegal Drugs**

The Bradford School campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The school will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Bradford School Drug Prevention Program for the full details. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

## **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Bradford School prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in the Campus Annual Security Report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Ohio are as follows:

**Dating Violence:** Based on good-faith research, it appears Ohio does not have a specific definition relating to the crime of dating violence.

**Domestic Violence:** No person shall knowingly cause or attempt to cause physical harm to a family or household member; no person shall recklessly cause serious physical harm to a family or household member; no person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

In Ohio, criminal sexual assault statutes are found in Chapter 2907 of the Ohio Revised Code, titled "Sex Offenses."

**Rape:**

No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

1. For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

2. The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.
3. The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

#### Gross Sexual Imposition (Fondling):

1. No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies:
  - a. The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.
  - b. For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
  - c. The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.
  - d. The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person.
  - e. The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.
2. No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Unlawful Sexual Conduct With a Minor (Statutory Rape): No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

#### Menacing by Stalking:

1. No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
2. No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of this section.
3. No person, with a sexual motivation, shall violate this section.

As used in the section above, a “pattern of conduct” means two or more actions or incidents closely related in time, whether or not there has been a prior conviction based on any of those actions or incidents.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent.

Bradford School sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include SARNCO (Sexual Assault Response Network of Central Ohio). Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as prevention education. These seminars are delivered by knowledgeable professionals in such areas as law enforcement and community organizations like the YWCA. Information on registered sex offenders can be obtained from [www.sheriff.franklin.oh.us](http://www.sheriff.franklin.oh.us).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator.

Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there’s time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone’s use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don’t be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.



Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (614) 416-6200. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog and the Residence Director. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against the school's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include the residence director, program managers, and security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to the victim by the education office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education, who will be responsible for determining what accommodations are reasonable. School officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Bradford School does not issue orders of protection. However, if requested, school officials will provide information on where and how to obtain

protection orders and similar lawful orders issued by the court system. Bradford School will take the necessary measures, within reason, to comply with any orders issued by the courts of which the institution is made aware.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. School officials shall complete the investigation in a prompt and equitable manner.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the school imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Missing Student Notification**

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating a Bradford School student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the school for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify an individual to be contacted by the school in case a student is determined to be missing. Contact information will be registered confidentially. This information will be accessible only to authorized campus officials, and the contact information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. No later than 24 hours after a student is determined to be missing, the office of the Director of Student Services will notify the individual that the student is missing. All

students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

## **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one (1) test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

Fire safety training is required for every residence student and is conducted within ten (10) days of the student's move-in date. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911. Go to the safest window in the unit and hang a sheet or towel out of the window to identify the unit as still occupied to the Columbus Fire Department.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner. Emergency Evacuation Maps are posted in the kitchen next to the main entry door.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Report to the parking lot on the east side (front) of the building in front of the vet tech kennel area until given further instructions. All residents must remain in this area until the Residence Director has taken roll.

In the event of an incident which would require the larger community to be notified, the school administration will utilize the 911 emergency phone system to report the event.

Bradford School also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

## **STUDENTS' GRIEVANCE PROCEDURES**

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or the staff member involved.

If the problem is not resolved and the problem involves an academic matter, the student should request a meeting with the Director of Education.

If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the directors can be made in writing to the President of Bradford School.

If the problem is not resolved at this level, the student may state the concern in writing to either or both of the following:

State of Ohio Board of Career Colleges and/or the Accrediting Commission of Career Schools and Colleges (ACCSC). Contact information for the Ohio Board of Career Colleges and Schools is 30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481, Columbus, Ohio 43215, (614) 466-2752.

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

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education or online at [www.accsc.org](http://www.accsc.org).

## **PERSONAL PROPERTY**

Bradford School cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

## **ACTIVITIES**

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

## **LIBRARY**

The Bradford School library is located on the west side of the campus, in the lower level of the student residences. This facility provides the students with up-to-date reference books, periodicals, and specialized program-related materials. Students have Internet access as well as the opportunity to access computerized databases. The library supports the educational goals and objectives of Bradford School, and students are encouraged to utilize it for study and research purposes. The hours for the library are posted at the beginning of each term.

# ACADEMIC INFORMATION

## CLASS SCHEDULE

Instructional hours are usually 50 minutes in length. Classes are scheduled Monday through Friday from 6:30 a.m. to 6:30 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

Each Veterinary Technology student will complete one week of kennel duty during each 8-week school term. The kennel schedule will be created by the Animal Welfare Coordinator. Students are expected to attend all kennel shifts during this week and should plan outside activities (including work) to allow for this. During the kennel week, students will perform kennel duty from 7:00 a.m. until 8:00 a.m. and from 4:00 p.m. until 5:00 p.m. at a minimum. If duties cannot be completed during the one-hour time frame, students will start or end kennel earlier or later than these times to allow for completion. Performance of kennel duty is graded and will be a part of a class grade each term.

## ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The Bradford School policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. Absences in excess of ten percent (10%) may result in dismissal from school. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school.

## TARDINESS POLICY

Class periods at Bradford School are typically 50 minutes in length. Tardies are recorded for students who are absent for ten (10) minutes or less of each scheduled class period. Three (3) tardies constitute one (1) class absence. Students absent for more than ten (10) minutes of a class period will not be admitted to the class and will be considered absent for that class period. For classes scheduled for more than two (2) consecutive hours, admittance will be at the instructor's discretion based upon the length of the class and/or the severity of the tardiness.

## MAKE-UP POLICY

Tests must be taken on the day they are administered in the classroom. There is only **one (1) make-up** per class allowed to the student who is absent when the test is administered. This make-up may only be used for an announced test. A student cannot make up an unannounced test.

The core instructor of each program will schedule all make-up work. An exception will occur only when a student is absent from school as a result of an illness with medical documentation, hospitalization, or a death in the family. The student will notify the school of the situation, and the faculty will work with the student to complete the missed work upon his/her return to class.

## **PLACEMENT TESTING**

To determine the best placement into English and mathematics courses, students are required to take college placement exams. Depending on test results, students may be required to enroll in EN100 Composition Fundamentals and/or MA100 Basic College Math. EN100 and MA100 may be retaken as schedules permit.

## **DRESS CODE**

The Bradford School student is expected to maintain the same high standards of appearance and grooming that are expected by the business community. Students should refer to their programmatic handbooks or their Bradford School handbook for specific dress code requirements.

## **KENNEL DUTY**

Bradford School maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duties are performed before and after classes and on weekends. Each Veterinary Technology student will complete one week of kennel duty during each 8-week school term.

## **STUDENT CONDUCT**

Students at Bradford School are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of the other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the Director of Education may appeal to the President, who will then render a final decision.



Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship/clinical site because of inability to pass a drug test or termination for cause from externships/clinical may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## **DISABILITY SUPPORT SERVICES**

Bradford School is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodations. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (614) 614-6200 or by mail or in person at 2469 Stelzer Road, Columbus, Ohio 43219. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **CLASS SIZE**

Class size is dependent on the nature of instruction. Maximum class sizes are 64 for lecture, 48 for computer laboratory, and 28 for other laboratory classes. Class sizes typically are less than these maximums.

## **DEFINITION OF ACADEMIC CREDIT**

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

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

## **COURSE NUMBERING SYSTEM**

Bradford School uses a five-character course numbering system. The course number consists of two (2) letters and three (3) digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 and level-300 courses are primarily advanced and second-year and third-year courses. The second and third digits are used to differentiate between courses in the same field.



## GRADING SYSTEM

Letter grades are assigned as a final grade in each course. The following scale is used:

<u>Grade</u>	<u>Quality Points</u>
A	4.0 (96-100)
A-	3.7 (92-95)
B+	3.3 (88-91)
B	3.0 (84-87)
B-	2.7 (80-83)
C+	2.3 (76-79)
C	2.0 (72-75)
C-	1.7 (68-71)
D+	1.3 (64-67)
D	1.0 (60-63)
F	0.0 (59 and below)
I	0.0 Incomplete
X	Credit by Transfer
S	Waived by Substitution
W	Withdrawal

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received an F or an I are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## GRADE REPORTS

Transcripts are mailed to the student at his or her permanent address two (2) weeks after the end of the first eight (8) weeks, after the end of 24 weeks, and after the end of 40 weeks. Transcripts are given to the student personally two weeks after the end of 16 weeks, after the end of 32 weeks, and after the end of 48 weeks. At any time during the program, students are encouraged to discuss their progress with either the Director of Education or the individual faculty member involved in their day-to-day classroom situation.

## TRANSCRIPTS

An official transcript is a copy of the permanent record and bears the seal of the school. Upon graduation, an official transcript is issued to the student without charge. Additional transcripts will be processed for a \$5 service charge upon receipt of a written request including the student's social security number, dates of enrollment, and program of study. Official transcripts will not be issued if there is an outstanding financial obligation to the school,

if the student is delinquent or in default on a student loan, or if the student owes a refund on any federal or state student financial aid program.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Financial Aid Administrator.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of ten (10) consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

## **DISMISSAL**

A student could be dismissed by the school for any of the following reasons:

1. Academic                                      Failure of course work that would preclude graduation.
2. Attendance                                    Excessive absences.
3. Financial                                        Failure to meet obligations outlined in the student's financial plan.
4. Misconduct                                   Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

## **READMISSION**

Readmission to Bradford School following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if s/he 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one (1) time.

If a withdrawal was due to being called to active military duty, a student who notified the school of his/her intent to return to the school within three (3) years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation

requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program plus the number of credit hours earned in developmental courses. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Associate of Applied Science in Veterinary Technology program is 68 credits. Using that number, 150 percent would equal 102 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the school to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

### Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. Official financial aid satisfactory progress reviews will be conducted at the end of each semester. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

#### Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2*	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent

Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2*	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2*	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2*	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

\*Official federal financial aid evaluation point

The cumulative grade point average will include all grades earned at Bradford School. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

#### Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart will be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

or

3. Change to another program, which does not include and require completion of the failed prerequisite course.

No matter which of the three (3) options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one (1) non-prerequisite course.

At the end of each term Bradford School will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for satisfactory academic progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the federal Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

#### **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the

successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, courses with grades of F, I, X, and W as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Developmental courses are included in both the successful course completion calculation and the grade point average calculation.

### **Satisfactory Progress for Physical Therapist Assistant Program**

In addition to the standards above, in order to continue in the program, Physical Therapist Assistant students must earn a final course grade of C or above in all technical and clinical courses that include some amount of lab hours or externship hours in the course description in the course syllabus, as well as in the Physical Therapist Assistant-specific general education courses, GE191 and GE192. The course numbers for Physical Therapist Assistant technical courses begin with a PT field designator.

If a student does not earn the required minimum grade in a technical or clinical or general education course that is a prerequisite for another course in the PTA program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry provided the student was otherwise making satisfactory academic progress and is in compliance with the Readmission policy.
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

No matter which of the two options above a student may elect, the student will be permitted this option only once.

If a student does not earn the required minimum grade in a technical course that is not a prerequisite for another course in the program, circumstances may occur where the student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to repeat only one technical non-prerequisite course.

Additionally, the Physical Therapist Assistant program contains numerous skill checks and lab practicals in its technical courses. Each skill check and lab practical will have a minimum of two critical elements, which must be completed successfully in order to pass the skill check/practical. In addition to these critical elements, a student must score a minimum of 72 percent to pass the skill check/practical. Students are allowed two attempts to pass each skill check/practical. Failure to pass any skill check/practical on the second attempt will result in dismissal from the program.

### **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified

on site or within a reasonable time (not generally to exceed five (5) class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for graduation within the maximum time frame, the appeal will be granted and the school and the student will develop an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be placed on probation and financial aid eligibility will be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

## **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. The school utilizes two types of probation: academic probation and financial aid probation.

### Academic Probation

If the appeal did not follow an official financial aid evaluation point, the probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements, the student is not making satisfactory progress and will be dismissed.

### Financial Aid Probation

If the appeal followed an official financial aid evaluation point, the student will be placed on financial aid probation. Financial aid probation is for the semester following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on financial aid probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the school and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further federal Title IV, HEA program funds.

A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for federal Title IV aid as long as s/he continues to meet the conditions of the plan. A student who is continuing under an academic plan is considered to be on financial aid probation for the first payment period. After that, if the student is meeting the requirements of the academic plan, the student is not considered to be on financial aid probation status and is considered to be making satisfactory progress under the academic plan.

## **Course Repetitions**

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the



successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in federal Title IV assistance to just one (1) repetition of a previously passed course. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

### **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) calendar weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the I will revert to an F.

When calculating the grade point average for purposes of determining satisfactory progress, an I is equivalent to an F. The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted.

If the I prevents a student from meeting graduation requirements, the student will be eligible for career services if s/he desires. If the I is not resolved within the allotted time period, however, the student will forfeit the future use of the school's career service and will not be issued a diploma.

### **EXTERNSHIP**

Five (5) programs include externships. Culinary Arts offers the opportunity for either paid or unpaid service for education credits. Physical Therapist Assistant students should expect to receive no pay for the education credits. The externship in the medical assisting and veterinary technology programs earns education credits without pay.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Satisfactorily complete all courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate degree indicating satisfactory completion of all program requirements.

### **HONORS**

It is the objective of Bradford School to encourage each student to achieve the maximum potential in the skill areas. Bradford also wishes to recognize outstanding achievement. To this end, the following Awards program is in effect at Bradford School:

**Highest Honors Award** will be given to each student graduating with a cumulative perfect 4.0 average.

**High Honors Award** will be given to each student graduating with a cumulative 3.90 to 3.99 average.

**Honors Award** will be given to each student graduating with a cumulative 3.5 to 3.89 average.

**Attendance Award** will be given to each student who has not missed more than ten (10) total hours of class during the program (with no more than two [2] class periods missed in any one [1] class).

## GRADUATION AND TRANSFER-OUT RATES

To comply with federal regulatory requirements, Bradford School is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Student Services office.

### CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation of award of credit. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Bradford School. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Bradford School. Because programs at Bradford School are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Students must complete at least 25 percent of the credits in their program at the school.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Bradford School may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the school. Students seeking credit for military training should provide a transcript from the ACE for evaluation. Credit will be treated as transfer credit and will count toward graduation.

### CREDIT TRANSFER TO ANOTHER SCHOOL

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Bradford School are designed specifically for career preparation, students must assume that credits for courses taken at Bradford School are not transferable to other institutions.** Neither Bradford School nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Bradford School will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## SCHEDULING

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. Bradford School reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Bradford School receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Bradford School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Bradford School official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Bradford School to amend a record that they believe is inaccurate or misleading. They should write the Bradford School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Bradford School decides not to amend the record as requested by the student, Bradford School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Bradford School in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Bradford School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as directory information by submitting to Bradford School, not later than 14 days after the beginning of a term, a request written and signed that directory information not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bradford School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

# PROGRAMS OF STUDY

Bradford School offers a choice of programs, each designed to prepare students for a particular career in the fields of foodservice or health care. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in these careers.

Bradford School offers six (6) specialized programs. Students may select from four (4) major areas of study.

1. Culinary Arts
2. Medical Assisting
3. Physical Therapist Assistant
4. Veterinary Technology

## CULINARY ARTS PROGRAM

The objective of this diploma program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. This program will normally be completed in 12 months of full-time enrollment. This diploma program transfers in full to the Culinary Arts Associate of Applied Science Program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU100	Introduction to the Hospitality Industry	2
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU109	Safety, Sanitation and Kitchen Design	2
CU120	Computer Applications for Foodservice	1
CU121	Purchasing and Cost Control	2
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU104	Fish and Shellfish Arts	3
CU106	Garde Manger and Charcuterie	3
CU116	Wines, Spirits and Beverages	2
CU122	Dining Room Service and Management	1
CU210	Food and Beverage Management	2
FI201	Personal Finance	1
PD103	Professional Development	1
<b>TOTAL</b>		<b>40</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 40

## ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM

The objective of this occupational associate degree program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU100	Introduction to the Hospitality Industry	2
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU109	Safety, Sanitation and Kitchen Design	2
CU120	Computer Applications for Foodservice	1
CU121	Purchasing and Cost Control	2
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Workplace	1
EN105	Composition	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU104	Fish and Shellfish Arts	3
CU106	Garde Manger and Charcuterie	3
CU116	Wines, Spirits and Beverages	2
CU122	Dining Room Service and Management	1
CU200	European Cuisine	3
CU206	International Cuisine	5
CU210	Food and Beverage Management	2
CU220	Culinary Externship	5
FI201	Personal Finance	1
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
PD103	Professional Development	1
<b>TOTAL</b>		<b>65</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 65

## MEDICAL ASSISTING PROGRAM

The objective of this program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 10 months of full-time enrollment. Students who complete this program will receive a diploma. This program transfers in full to the Bradford School Associate of Applied Business in Medical Assisting Program.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN114	Written Business Communication	2
MD100	Anatomy and Physiology I	2
MD101	Medical Terminology	2
MD102	Anatomy and Physiology II	2
MD103	Clinical Procedures I	3
MD113	Clinical Procedures II	3
MD117	Medical Insurance	2
MD119	Medical Office Systems	1
MD121	Medical Administrative Procedures I	2
MD122	Medical Administrative Procedures II	1
MD203	Medical Laboratory Procedures	3
MD205	Pharmacology	2
MD213	Clinical Procedures III	3
PD103	Professional Development	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
MD230	Medical Externship	6
TOTAL		37

TOTAL CREDITS REQUIRED FOR GRADUATION: 37

## ASSOCIATE OF APPLIED BUSINESS IN MEDICAL ASSISTING PROGRAM

The objective of this degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Business Degree.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN114	Written Business Communication	2
MD100	Anatomy and Physiology I	2
MD101	Medical Terminology	2
MD102	Anatomy and Physiology II	2
MD103	Clinical Procedures I	3
MD113	Clinical Procedures II	3
MD117	Medical Insurance	2
MD119	Medical Office Systems	1
MD121	Medical Administrative Procedures I	2
MD122	Medical Administrative Procedures II	1
MD203	Medical Laboratory Procedures	3
MD205	Pharmacology	2
MD213	Clinical Procedures III	3
PD103	Professional Development	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
<b>Second Academic Year</b>		
EN105	Composition	3
FI201	Personal Finance	1
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3

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LS101	Business Law	2
MD220	CMA Review	1
MD230	Medical Externship	6
OT206	Report Research	2
OT225	Supervision	2
	TOTAL	60

TOTAL CREDITS REQUIRED FOR GRADUATION: 60

## ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT PROGRAM

The objective of the Physical Therapist Assistant occupational degree program is to provide the high school graduate, through comprehensive learning experiences, the knowledge and skills that prepare the graduate to secure an entry-level position as a licensed Physical Therapist Assistant who practices within the legal and ethical framework of physical therapy under the direction and supervision of a licensed Physical Therapist and in collaboration with other health care professionals. Physical Therapist Assistant students are required to have a physical examination, to provide an immunization history, and to complete a criminal background check and drug screening prior to their first clinical rotation. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science in Physical Therapist Assistant degree.

Licensure is required to be employed as a Physical Therapist Assistant in Ohio. In order to be licensed by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board, graduates must pass the National Physical Therapy Examination (NPTE) for physical therapist assistants approved by the physical therapy section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board (OTPTAT). Graduates must also pass a jurisprudence examination approved by the physical therapy section on Ohio's laws and rules governing the practice of physical therapy. The Physical Therapist Assistant program is currently accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), so graduates of the program are eligible to take the National Physical Therapy Examination (NPTE) and receive licensure in Ohio. However, because some requirements are beyond the control of Bradford School, Bradford School cannot guarantee that graduates will be eligible to take the examination or become licensed at all or at any specific time, regardless of the program's eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN105	Composition	3
GE191	Anatomy and Physiology I	3
GE192	Anatomy and Physiology II	3
GE200	Public Speaking	3
GE210	Quantitative Literacy	3
PT101	Medical Terminology & Documentation	1
PT105	Functional Anatomy for PTA	2
PT109	Functional Anatomy for PTA Laboratory	1
PT110	Introduction to Physical Therapy	1
PT116	Kinesiology I Laboratory	1
PT120	Introduction to Patient Care	1
PT121	Kinesiology I Theory	2
PT126	Kinesiology II Laboratory	1
PT130	Introduction to Disease	2
PT133	Kinesiology II Theory	2
PT135	Therapeutic Interventions I	2
PT141	Musculoskeletal Therapeutic Interventions	2
PT143	Musculoskeletal Therapeutic Interventions Laboratory	1
PT151	Physical Agents I	2
<b>Second Academic Year</b>		
GE201	Psychology	3
GE202	Principles of Ethics	3
PT155	Clinical Preparation	1
PT202	Intermediate Clinical	6
PT205	Manual Therapy Techniques	2
PT210	PTA Professional Issues	1

PT246	Neurological Therapeutic Interventions	2
PT248	Neurological Therapeutic Interventions Laboratory	1
PT251	Physical Agents II	2
PT256	Special Populations Therapeutic Interventions	2
PT258	Special Populations Therapeutic Interventions Laboratory	1
PT260	Practice Clinical Simulation	1
PT264	Orthotic and Prosthetic Fitting Therapeutic Interventions	1
PT267	Special Topics in PT Practice	1
PT275	Licensure Exam Prep	1
<b>Third Academic Year</b>		
PT302	Terminal Clinical	6
	TOTAL	70

TOTAL CREDITS REQUIRED FOR GRADUATION: 70

## ASSOCIATE OF APPLIED SCIENCE IN VETERINARY TECHNOLOGY PROGRAM

The objective of this occupational associate degree program is to provide the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled entry-level member of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates. This program will normally be completed in 18 months of enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree in Veterinary Technology.

To become a Registered Veterinary Technician (RVT), individuals must graduate from a program accredited by the American Veterinary Medical Association (AVMA), pass the Veterinary Technician National Examination, and submit to a background check. The Bradford School Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the examination at all or at any specific time, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN105	Composition	3
GE100	Biology	3
GE210	Quantitative Literacy	3
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT109	Mathematics for Veterinary Technicians	1
VT111	Animal Technology I	1
VT112	Animal Technology II	1
VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT118	Animal Anatomy and Physiology I	2
VT125	Veterinary Terminology	1
VT126	Animal Anatomy and Physiology II	2
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT140	Anesthesia I	1
VT150	Veterinary Pharmacology I	1
VT151	Veterinary Pharmacology II	1
<b>Second Academic Year</b>		
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
PD103	Professional Development	1
VT104	Clinical Medicine IV	2
VT147	Anesthesia II	1
VT202	Clinical Medicine V	2
VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT219	Large Animal Theory I	1
VT222	Large Animal Theory II	2

VT226	Veterinary Office Procedures	1
VT229	VTNE Preparation	3
VT231	Clinical Laboratory IV	1
VT234	Clinical Laboratory V	1
VT240	Radiography I	1
VT243	Surgical Nursing II	1
VT245	Radiography II	1
VT246	Surgical Nursing I	1
VT251	Large Animal Practicum	1
<b>Third Academic Year</b>		
VT255	Veterinary Externship	6
		TOTAL 68

TOTAL CREDITS REQUIRED FOR GRADUATION: 68

# COURSE DESCRIPTIONS

## **CU100 INTRODUCTION TO THE HOSPITALITY INDUSTRY (38 Clock Hours) 2 Credits**

This course provides a global look at the hospitality industry with career opportunities in food service, hotels, clubs, and related businesses such as hospitals, schools, casinos, and the military. The course focuses on changing trends that affect the industry, including “green” operations, globalization, technology, and the changing demographics of society.

## **CU101 COMMERCIAL KITCHEN SKILLS AND PROCEDURES (95 Clock Hours) 3 Credits**

Students are introduced to culinary history, safety and sanitation, tools and equipment, culinary terminology, and knife skills. The course also includes an introduction to the principles of cooking, flavors and flavoring, dairy products, grains and starches, fruits and vegetables, and mise en place preparation. Students will have hands-on instruction on the proper preparation of hot and cold vegetable, potato, and pasta dishes. Students are presented with a comprehensive program of the breakfast and mid-day meal service. Attention is focused on the ability to prepare a variety of breakfast dishes, salads and salad dressings, and mid-day meal entrees.

## **CU102 SOUPS, STARCHES AND SAUCES (95 Clock Hours) 3 Credits**

Sauces help to complement and enhance dishes in all cuisines. Students begin by using fresh ingredients to prepare stocks such as beef, chicken, veal, and fish. These provide the base for all “mother” sauces. Preparation of consommés, cream, and bean soups as well as their thickening agents is emphasized. Additional sauce proficiency is acquired as technique and procedure are refined. Through lecture, demonstration, and hands-on experience, students are introduced to a variety of ingredients required to produce soups and sauces. In the laboratory, students will prepare a variety of pastas, rice, and potatoes.

## **CU103 MEAT AND POULTRY ARTS (95 Clock Hours) 3 Credits**

Students are introduced to the fabrication of primal cuts of meat and poultry for various industry operations. Emphasis is given to portion control, purchasing, costing, and the utilization of byproducts. Attention and encouragement are given to creativity and individual plate presentation. (Prerequisite: CU102 Soups, Starches and Sauces)

## **CU104 FISH AND SHELLFISH ARTS (95 Clock Hours) 3 Credits**

This course is designed to introduce the student to the processes of purchasing, receiving, and handling fish and shellfish. Attention is given to techniques and procedures for fabricating fresh fish. Fundamental cooking concepts are introduced early on. Students progress through economical and attractive plate presentations. Emphasis is placed on the total use of whole fish, shellfish, and mollusk. (Prerequisite: CU102 Soups, Starches and Sauces)

## **CU105 BREADS, CAKES AND PASTRY ARTS (95 Clock Hours) 3 Credits**

Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced.

## **CU106 GARDE MANGER AND CHARCUTERIE (95 Clock Hours) 3 Credits**

Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d’oeuvres, and classical garnishes is given. Students are exposed to using tallow for displays as well as creating centerpieces from blocks of ice.



- CU109 SAFETY, SANITATION AND KITCHEN DESIGN** (38 Clock Hours) 2 Credits  
This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment is stressed. The principles of HACCP will be studied. Students work in kitchen situations working with thermometers and inspection for safe food handling. Verification of lab experiences will be documented. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility. This course follows the guidelines of the American Culinary Federation Educational Institute.
- CU116 WINES, SPIRITS AND BEVERAGES** (38 Clock Hours) 2 Credits  
Students receive an overview of the major wine regions of Europe and America. The how-tos of wine making, wine label reading, and champagne fermentation are thoroughly discussed. The course explains marketing and merchandising techniques helpful in today's foodservice institutions.
- CU120 COMPUTER APPLICATIONS FOR FOODSERVICE** (38 Clock Hours) 1 Credit  
This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.
- CU121 PURCHASING AND COST CONTROL** (38 Clock Hours) 2 Credits  
This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food costs and maintain accurate records. Students will focus on food commodities, computers in the foodservice industry, supplies, and services.
- CU122 DINING ROOM SERVICE AND MANAGEMENT** (38 Clock Hours) 1 Credit  
In this course, students will learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students will learn the basic skills of either front- or back-of-the-house operations.
- CU123 PURCHASING AND STORE ROOM PROCEDURES** (38 Clock Hours) 1 Credit  
This course provides students with an overview of the purchasing procedures for foodservice operations, which includes the theory of the flow of goods, purchasing trends and cycles, and ethical and legal considerations for purchasing and comparing product and bidding specifications. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems.
- CU125 HUMAN RELATIONS IN THE HOSPITALITY INDUSTRY** (38 Clock Hours) 1 Credit  
The students are exposed to preparation for management positions in the hospitality industry. Attention is given to motivational techniques, management by objectives, and the role of the mass media.
- CU200 EUROPEAN CUISINE** (95 Clock Hours) 3 Credits  
This course improves the student's culinary foundation through the preparation and presentation of the classical and modern dishes from the European area. Student prepare a variety of European cuisines daily using fresh indigenous products and current foodservice trends. (Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts)
- CU206 INTERNATIONAL CUISINE** (171 Clock Hours) 5 Credits  
Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations. (Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts)



**CU210 FOOD AND BEVERAGE MANAGEMENT** (57 Clock Hours) 2 Credits  
Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed. (Prerequisite: CU121 Purchasing and Cost Control)

**CU220 CULINARY EXTERNSHIP** (240 Clock Hours) 5 Credits  
This externship is scheduled during the last 8 instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by school faculty. (Prerequisites: Passing grade in CU101 Commercial Kitchen Skills and Procedures; CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; CU104 Fish and Shellfish Arts; CU105 Breads, Cakes and Pastry Arts; CU106 Garde Manger and Charcuterie; CU109 Safety, Sanitation and Kitchen Design; CU200 European Cuisine; and CU206 International Cuisine)

**EN100 COMPOSITION FUNDAMENTALS** (38 Clock Hours) 2 Credits  
This course provides practice in the writing process and stresses effective paragraph development. Emphasis is placed on learning and applying the conventions of standard written English. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.

**EN105 COMPOSITION** (45 Clock Hours) 3 Credits  
This course is designed to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Emphasis is placed on the writing process, including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce united, coherent, well-developed essays using standard written English. (Prerequisite: Passing score on English placement test or EN100 Composition Fundamentals)

**EN114 WRITTEN BUSINESS COMMUNICATION** (38 Clock Hours) 2 Credits  
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums.

**FI201 PERSONAL FINANCE** (38 Clock Hours) 1 Credit  
This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

**GE100 BIOLOGY** (45 Clock Hours) 3 Credits  
This course focuses on the biology of the animal body. Cell structure and function, metabolism, genetic composition, and basic genetic principles will be covered. In addition, understanding of the chemical elements and how they compose our bodies will be incorporated.

**GE191 ANATOMY AND PHYSIOLOGY I** (57 Clock Hours) 3 Credits  
This course is the first in a two-part series on the study of the structure and function of the human body. The course will provide students with an overview of the organization of the body including cytology and histology as well as the study of the anatomical structure and analysis of physiological principles of various body systems.

**GE192 ANATOMY AND PHYSIOLOGY II** (57 Clock Hours) 3 Credits  
This course is the second course in a two-part series on the study of the structure and function of the human body. It is a continuation of topics covered in Anatomy and Physiology I and will provide students with an overview of the

anatomical structure and analysis of physiological principles of body systems not addressed in GE191 Anatomy and Physiology I. By the end of the course all of the major body systems will have been presented. (Prerequisite: GE191 Anatomy and Physiology I)

**GE200 PUBLIC SPEAKING** (45 Clock Hours) 3 Credits  
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**GE201 PSYCHOLOGY** (45 Clock Hours) 3 Credits  
This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GE202 PRINCIPLES OF ETHICS** (45 Clock Hours) 3 Credits  
This course is a presentation of the basic tenets and principles of ethics and their implementation. Students will learn the origin of ethics, the varied aspects of ethics, and the application of ethics in their personal lives and their careers. In group discussions, students will explore formulating a moral system and how that system affects their reactions to the practical concerns, questions, and problems that confront persons in their everyday living and the values that guide their decisions and actions.

**GE210 QUANTITATIVE LITERACY** (45 Clock Hours) 3 Credits  
This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems. (Prerequisite: Passing score on mathematics placement test or MA100 Basic College Mathematics)

**GE211 SCIENCE OF NUTRITION** (45 Clock Hours) 3 Credits  
Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students also learn to manage their weight, exercise, and nutrition over the life cycle.

**LS101 BUSINESS LAW** (38 Clock Hours) 2 Credits  
In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business.

**MA100 BASIC COLLEGE MATH** (38 Clock Hours) 2 Credits  
This course is designed to strengthen the students' mathematics background. Students review basic operations including decimals, fractions, ratios and proportions, percent, measurements, and introductory algebra through the completion of real-life and real-data applications. The course emphasizes mathematical reasoning and problem-solving techniques. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.

**MD100 ANATOMY AND PHYSIOLOGY I** (38 Clock Hours) 2 Credits  
This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD101 Medical Terminology)

**MD101 MEDICAL TERMINOLOGY** (38 Clock Hours) 2 Credits  
This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.



- MD102 ANATOMY AND PHYSIOLOGY II** (38 Clock Hours) 2 Credits  
This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. (Prerequisite: MD100 Anatomy and Physiology I)
- MD103 CLINICAL PROCEDURES I** (76 Clock Hours) 3 Credits  
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.
- MD113 CLINICAL PROCEDURES II** (76 Clock Hours) 3 Credits  
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (Prerequisite: MD103 Clinical Procedures I)
- MD117 MEDICAL INSURANCE** (38 Clock Hours) 2 Credits  
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD101 Medical Terminology)
- MD119 MEDICAL OFFICE SYSTEMS** (38 Clock Hours) 1 Credit  
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD113 Clinical Procedures II and MD121 Medical Administrative Procedures I)
- MD121 MEDICAL ADMINISTRATIVE PROCEDURES I** (38 Clock Hours) 2 Credits  
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.
- MD122 MEDICAL ADMINISTRATIVE PROCEDURES II** (38 Clock Hours) 1 Credit  
This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MD121 Medical Administrative Procedures I)
- MD203 MEDICAL LABORATORY PROCEDURES** (76 Clock Hours) 3 Credits  
This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (Corequisite: MD102 Anatomy and Physiology II)
- MD205 PHARMACOLOGY** (38 Clock Hours) 2 Credits  
This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.
- MD213 CLINICAL PROCEDURES III** (76 Clock Hours) 3 Credits  
In this course the medical assisting student continues the development of skills learned in MD103 Clinical Procedures I and MD113 Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisite: MD113 Clinical Procedures II)
- MD220 CMA REVIEW** (38 Clock Hours) 1 Credit  
This course is a comprehensive review of cognitive (knowledge base), psychomotor (skills), and affective (behavior) practices. It is designed to prepare the student to sit for the CMA (AAMA) Examination administered by the American Association of Medical Assistants (AAMA). Discussions will be followed by exams that are

formatted and timed using parameters similar to the actual certification exam. (Prerequisite: MD230 Medical Externship)

**MD230 MEDICAL EXTERNSHIP** (270 Clock Hours) 6 Credits

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD213 Clinical Procedures III, MD122 Medical Administrative Procedures II, MD203 Medical Laboratory Procedures, MD119 Medical Office Systems, and MD205 Pharmacology)

**OT206 REPORT RESEARCH** (38 Clock Hours) 2 Credits

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports.

**OT225 SUPERVISION** (38 Clock Hours) 2 Credits

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

**PD103 PROFESSIONAL DEVELOPMENT** (38 Clock Hours) 1 Credit

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and for participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PT101 MEDICAL TERMINOLOGY & DOCUMENTATION** (19 Clock Hours) 1 Credit

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms, and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in physical therapy.

**PT105 FUNCTIONAL ANATOMY FOR PTA** (38 Clock Hours) 2 Credits

This course is intended to familiarize students with gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

**PT109 FUNCTIONAL ANATOMY FOR PTA LABORATORY** (38 Clock Hours) 1 Credit

This course will cover the lab components that complement the areas of study from PT105 Functional Anatomy for PTA. Students will actively participate in activities to gain a better understanding of theory covered in PT105 Functional Anatomy for PTA. (Corequisite: PT105 Functional Anatomy for PTA)

**PT110 INTRODUCTION TO PHYSICAL THERAPY** (19 Clock Hours) 1 Credit

This course is an overview of the physical therapy profession within the health care delivery system from a historical, philosophical, and organizational context. Students explore the physical therapy frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed. An introduction to the State of Ohio Physical Therapy Practice Laws and Rules, the American Physical Therapy Association's (APTA) Guide for Conduct of the Physical Therapist Assistant, and Standards of Ethical Conduct for the Physical Therapist Assistant will be discussed.

**PT116 KINESIOLOGY I LABORATORY** (38 Clock Hours) 1 Credit

This course will cover principles of goniometry and manual muscle testing for areas of study targeted in PT121 Kinesiology I Theory. Students will participate in hands-on activities to gain a better understanding of the theory presented in PT121 Kinesiology I Theory. (Corequisite: PT121 Kinesiology I Theory)

**PT120 INTRODUCTION TO PATIENT CARE** (38 Clock Hours) 1 Credit

Students will learn introductory information and basic skills performed by the physical therapist assistant in the field. Patient communications, measuring vital signs, managing medical emergencies, administering CPR, patient positioning, body mechanics, environmental assessment, infection control techniques, transfer training, and wheelchair management are topics covered in the course. Data collection and documentation for basic skills will also be covered.

**PT121 KINESIOLOGY I THEORY** (38 Clock Hours) 2 Credits

This is the first course of a two-part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Biomechanical principles of movement of various body areas will be studied in detail with an emphasis on integrating structure and function.

**PT126 KINESIOLOGY II LABORATORY** (38 Clock Hours) 1 Credit

This course will cover the principles of goniometry and manual muscle testing for areas of study targeted in PT133 Kinesiology II Theory. Students will participate in hands-on activities to gain a better understanding of the theory presented in PT133 Kinesiology II Theory. (Corequisite: PT133 Kinesiology II Theory)

**PT130 INTRODUCTION TO DISEASE** (38 Clock Hours) 2 Credits

Students are instructed in the disease processes affecting the various systems of the human body. The course will address some of the skills required in screening or recognizing diseases and healing processes pertinent to physical therapy. Students will study the epidemiological factors for various pathological conditions. The principles and stages of healing are also introduced. (Prerequisite: GE192 Anatomy and Physiology II)

**PT133 KINESIOLOGY II THEORY** (38 Clock Hours) 2 Credits

This is the second course of a two-part series in the fundamentals of kinesiology. Students continue to analyze and apply the basic concepts of motion as they apply to the body areas not addressed in PT121 Kinesiology I Theory. By the end of the course, biomechanics of all body regions will have been covered. Gait, posture, and analysis of the whole body in motion will also be covered in this course. (Prerequisite: PT121 Kinesiology I Theory)

**PT135 THERAPEUTIC INTERVENTIONS I** (76 Clock Hours) 2 Credits

This course focuses on various therapeutic exercises such as range of motion exercises, aerobic conditioning, balance, coordination, strengthening, and flexibility exercises. Students will also study passive range of motion interventions, exercise program development, gait training, and assistive device fitting and training. Data collection and documentation for therapeutic interventions will also be covered.

**PT141 MUSCULOSKELETAL THERAPEUTIC INTERVENTIONS** (38 Clock Hours) 2 Credits

This course focuses on the theory of therapeutic intervention related to musculoskeletal conditions/pathologies. Students are expected to complete one (1) literature review project related to therapeutic interventions in this course. (Prerequisite: PT135 Therapeutic Interventions I)

**PT143 MUSCULOSKELETAL THERAPEUTIC INTERVENTIONS LABORATORY**  
(38 Clock Hours) 1 Credit

This course will cover the lab components that complement the areas of study from PT141 Musculoskeletal Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT141 Musculoskeletal Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered. (Corequisite: PT141 Musculoskeletal Therapeutic Interventions)

**PT151 PHYSICAL AGENTS I** (57 Clock Hours) 2 Credits

This course introduces the use of physical agents in physical therapy interventions. The course will describe the effects of physical agents, the indications/contraindications for use, and the outcomes that can be expected from

integrating physical agents into a rehabilitation program. Proper application as well as data collection and documentation of each agent will also be addressed.

**PT155 CLINICAL PREPARATION (38 Clock Hours) 1 Credit**

This course helps to ensure that all students are prepared for their clinical experiences in the PTA program. Overseen by the Academic Coordinator of Clinical Education (ACCE), this class is meant to serve as an orientation to what students can expect to encounter, what sites will expect of them, and what the students' responsibilities are in relation to tracking and documenting their off-site clinical experience. Guest lectures, field trips, and simulations will comprise some of the methods of preparing students.

**PT202 INTERMEDIATE CLINICAL (300 Clock Hours) 6 Credits**

This first off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in previous academic work. PTA students will work under the supervision of a PT or a PTA in an actual clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Intermediate Clinical is eight (8) weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to participate in a discussion board of their observations and activities during their clinical experience. (Prerequisite: All PTA courses to be successfully completed to date)

**PT205 MANUAL THERAPY TECHNIQUES (57 Clock Hours) 2 Credits**

Principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice are covered. Data collection and documentation for manual techniques will also be covered. (Prerequisite: PT133 Kinesiology II Theory)

**PT210 PTA PROFESSIONAL ISSUES (38 Clock Hours) 1 Credit**

This course correlates professional, ethical, and legal concepts with patients' rights, privileges, team interaction, and the healthcare delivery system. Reimbursement for service, licensure, risk management, resume writing, and career development are also covered.

**PT246 NEUROLOGICAL THERAPEUTIC INTERVENTIONS (38 Clock Hours) 2 Credits**

This course focuses on the theory of therapeutic intervention related to neuromuscular conditions/pathologies. The study of human development across the life span is emphasized, specifically special handling techniques relative to physical therapy management. The concepts of motor control, motor learning, and recovery of function are addressed as they apply to rehabilitation of this population. The concepts of functional mobility skills and activities of daily living (ADLs) are also covered. Students are expected to complete one (1) literature review project related to therapeutic interventions presented in this course. (Prerequisite: PT135 Therapeutic Interventions I)

**PT248 NEUROLOGICAL THERAPEUTIC INTERVENTIONS LABORATORY (38 Clock Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT246 Neurological Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT246 Neurological Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered. (Corequisite: PT246 Neurological Therapeutic Interventions)

**PT251 PHYSICAL AGENTS II (57 Clock Hours) 2 Credits**

This course is a continuation of PT151 Physical Agents I. The course will describe the effects of physical agents, the indications/contraindications for use, and the outcomes that can be expected from integrating physical agents into a rehabilitation program. Proper application as well as data collection and documentation will also be addressed. The role of physical therapy in wound care as well as physical agent use and wound management will be covered. (Prerequisite: PT151 Physical Agents I with a grade of C or better)

**PT256 SPECIAL POPULATIONS THERAPEUTIC INTERVENTIONS** (38 Clock Hours) 2 Credits  
Management of patients from special age-specific populations is addressed including rehabilitation of cardiopulmonary, geriatric, and pediatric patient conditions as they relate to the physical therapy field. The study of human development across the life span is emphasized, specifically in special handling techniques relative to physical therapy management. The concepts of motor learning and recovery of function are addressed as they apply to rehabilitation of these special populations. Additionally, diseases and conditions or problems considered as age-specific will be studied in depth as they relate to testing and intervention elements of patient/client management. Data collection and documentation for testing and interventions addressed in this class will also be covered. Students are expected to complete one literature review project related to therapeutic interventions. (Prerequisites: PT246 Neurological Therapeutic Interventions and PT141 Musculoskeletal Therapeutic Interventions)

**PT258 SPECIAL POPULATIONS THERAPEUTIC INTERVENTIONS LABORATORY**  
(38 Clock Hours) 1 Credit  
This course will cover the lab components that complement the areas of study from PT256 Special Populations Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT256 Special Populations Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered. (Corequisite: PT256 Special Populations Therapeutic Interventions)

**PT260 PRACTICE CLINICAL SIMULATION** (38 Clock Hours) 1 Credit  
This course is designed to provide the PTA student with the opportunity to participate in the integrated treatment of selected patient populations through mock clinical scenarios. Focus is on correctly, safely, and efficiently implementing treatment interventions based on an established plan of care, treatment adjustment, progressions within an established plan of care, written and verbal communications, accurate documentation, time management, fiscal management, and exhibiting all aspects of professional behavior expected of the physical therapist assistant in the clinic setting. The purpose of this course is to allow the students to build confidence in their skills and become more efficient in providing every aspect of patient treatment prior to beginning the last clinical experience of the curriculum and to allow the students to be comfortable performing all aspects of patient care in a clinic setting. (Prerequisite: PT256 Special Populations Therapeutic Interventions)

**PT264 ORTHOTIC AND PROSTHETIC FITTING THERAPEUTIC INTERVENTIONS**  
(38 Clock Hours) 1 Credit  
This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory. (Prerequisites: PT246 Neurological Therapeutic Interventions and PT141 Musculoskeletal Therapeutic Interventions)

**PT267 SPECIAL TOPICS IN PT PRACTICE** (19 Clock Hours) 1 Credit  
This course will cover current topics and trends in the physical therapy field. Portions of this course may be presented by guest lecturers.

**PT275 LICENSURE EXAM PREP** (38 Clock Hours) 1 Credit  
Students will learn test-taking strategies and will utilize various preparatory tools to help them prepare to take their state licensure exam. Students will complete a mock licensure exam to improve success on the state licensure exam.

**PT302 TERMINAL CLINICAL** (300 Clock Hours) 6 Credits  
This terminal off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in all previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to



transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Terminal Clinical is eight (8) weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience. (Prerequisite: PT202 Intermediate Clinical)

- TY101 KEYBOARDING I** (38 Clock Hours) 1 Credit  
In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized during this course. A brief introduction of the current operating system will be included.
- TY102 KEYBOARDING II** (38 Clock Hours) 1 Credit  
This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (Prerequisite: TY101 Keyboarding I)
- VT101 CLINICAL MEDICINE I** (38 Clock Hours) 2 Credits  
This course introduces animal breeds and animal nutrition. Students will learn basic animal terminology, how to identify canine and feline breeds, and the behavior that is typical for the breed. Animal nutrition is also introduced.
- VT102 CLINICAL MEDICINE II** (38 Clock Hours) 2 Credits  
In this course, students will learn about the disease process. Emphasis is placed on various canine and feline communicable diseases, their causes, and their prevention. (Prerequisite: VT101 Clinical Medicine I)
- VT103 CLINICAL MEDICINE III** (38 Clock Hours) 2 Credits  
This course is an in-depth study of canine and feline diseases. Specifically, students will focus on pathology of disease, necropsy, viruses, bacteria, protozoal and vector-borne diseases, zoonosis, dermatology, and the endocrine system. (Prerequisite: VT102 Clinical Medicine II)
- VT104 CLINICAL MEDICINE IV** (38 Clock Hours) 2 Credits  
This course is a continuation of VT103 Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardiorespiratory system are presented. (Prerequisite: VT103 Clinical Medicine III)
- VT109 MATHEMATICS FOR VETERINARY TECHNICIANS** (38 Clock Hours) 1 Credit  
This course will focus on math concepts that are commonly used in the veterinary profession. Emphasis will be placed on developing the technique of setting up mathematical problems and conversions. Students will learn to perform calculations including drug dosages, dilutions, solution composition, and IV fluid administration rates.
- VT111 ANIMAL TECHNOLOGY I** (38 Clock Hours) 1 Credit  
Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, basic grooming, restraint techniques, and the administration of oral and topical medications on dogs, cats, and laboratory species are included.
- VT112 ANIMAL TECHNOLOGY II** (38 Clock Hours) 1 Credit  
This course builds upon VT111 Animal Technology I and is focused on venipuncture and injections. Students will learn how to perform subcutaneous and intramuscular injections, venipuncture on at least two (2) different veins, intravenous catheterization, and fluid therapy. (Prerequisite: VT111 Animal Technology I)
- VT113 ANIMAL TECHNOLOGY III** (38 Clock Hours) 1 Credit  
This course builds upon VT112 Animal Technology II with an emphasis on testing procedures. Instruction will cover laboratory sample collection, principles of blood transfusion, electrocardiogram procedures, and parasite testing and identification. (Prerequisite: VT112 Animal Technology II)
- VT114 ANIMAL TECHNOLOGY IV** (38 Clock Hours) 1 Credit  
This course builds upon VT113 Animal Technology III. Students will study orthopedic, cesarean section, and laparotomy surgical procedures through lecture and video presentations of the surgeries. Animal dentistry is also introduced. (Prerequisite: VT113 Animal Technology III)

- VT118 ANIMAL ANATOMY AND PHYSIOLOGY I** (57 Clock Hours) 2 Credits  
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, integumentary system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.
- VT125 VETERINARY TERMINOLOGY** (38 Clock Hours) 1 Credit  
The student will be introduced to basic medical terminology. Emphasis is placed on understanding the composition of terms including the use of prefixes and suffixes.
- VT126 ANIMAL ANATOMY AND PHYSIOLOGY II** (38 Clock Hours) 2 Credits  
This course builds on VT118 Animal Anatomy and Physiology I. The structure and function of the respiratory, urinary, digestive, sensory, and reproductive systems will be studied. In addition, the unique anatomy of birds, amphibians, and reptiles will also be covered. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisite: VT118 Animal Anatomy and Physiology I)
- VT131 CLINICAL LABORATORY I** (38 Clock Hours) 1 Credit  
This course reviews basic laboratory equipment and glassware. The student is then introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species.
- VT132 CLINICAL LABORATORY II** (38 Clock Hours) 1 Credit  
This course builds upon VT131 Clinical Laboratory I with a more in-depth study of hematology. Blood cell appearance to recognize diseases is emphasized along with cell and platelet counts. Other measurements of blood components are also covered. (Prerequisite: VT131 Clinical Laboratory I)
- VT133 CLINICAL LABORATORY III** (38 Clock Hours) 1 Credit  
This course builds upon VT132 Clinical Laboratory II and emphasizes clinical chemistries. Blood chemistries are used to teach students how to detect organ malfunctions. The study of urine to detect metabolic diseases is covered along with other blood tests for specific canine and feline diseases and coagulation testing. (Prerequisite: VT132 Clinical Laboratory II)
- VT140 ANESTHESIA I** (38 Clock Hours) 1 Credit  
This course concerns the anesthetic process, focusing on anesthetic agents used in veterinary medicine and their effects. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: VT109 Mathematics for Veterinary Technicians)
- VT147 ANESTHESIA II** (38 Clock Hours) 1 Credit  
This course builds on the information presented in VT140 Anesthesia I. Coursework will cover anesthetic equipment, common anesthetic emergencies and the technician's role in reacting to them, anesthetic safety, and special anesthetic techniques. In addition, anesthesia of rodents, rabbits, and large animals will be discussed. (Prerequisite: VT140 Anesthesia I)
- VT150 VETERINARY PHARMACOLOGY I** (38 Clock Hours) 1 Credit  
This course focuses on the veterinary technologist's role in the veterinary pharmacy, the process of drug development, how drugs are active in the body, and rules and regulations governing veterinary drug use. In addition, gastrointestinal drugs and inflammatory drugs will be discussed. A review of veterinary math, focusing on dosage calculations, is also included. (Prerequisite: VT109 Mathematics for Veterinary Technicians)
- VT151 VETERINARY PHARMACOLOGY II** (38 Clock Hours) 1 Credit  
This course builds on the principles of VT150 Veterinary Pharmacology I. Antimicrobial drugs, antiparasitic drugs, respiratory drugs, cardiovascular drugs, nervous system drugs, urinary drugs, hormonal and reproduction drugs, dermatologic drugs, and ophthalmic and otic drugs are covered. (Prerequisite: VT150 Veterinary Pharmacology I)

- VT202 CLINICAL MEDICINE V** (57 Clock Hours) 2 Credits  
This course is a continuation of VT104 Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on the following topics: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. (Prerequisite: VT104 Clinical Medicine IV)
- VT211 ANIMAL TECHNOLOGY V** (38 Clock Hours) 1 Credit  
This course builds upon VT114 Animal Technology IV. Emphasis is placed on advanced technical procedures including intravenous injections of the cephalic and jugular veins and IV catheter placement for the jugular and sphenous veins. (Prerequisite: VT114 Animal Technology IV)
- VT212 ANIMAL TECHNOLOGY VI** (38 Clock Hours) 1 Credit  
This course builds upon VT211 Animal Technology V. Instruction covers diagnostic procedures for ophthalmic disorders, gastric intubation, and clinical procedures for companion birds and laboratory and exotic animals. Principles of advanced kennel management, including USDA regulations for animal care in a research facility, are also included. (Prerequisite: VT211 Animal Technology V)
- VT219 LARGE ANIMAL THEORY I** (38 Clock Hours) 1 Credit  
This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.
- VT222 LARGE ANIMAL THEORY II** (38 Clock Hours) 2 Credits  
This course continues theories introduced in VT219 Large Animal Theory I to include more in-depth information on diseases for farm animal species such as horses, pigs, and cattle. Herd health maintenance measures are also discussed. (Prerequisite: VT219 Large Animal Theory I)
- VT226 VETERINARY OFFICE PROCEDURES** (38 Clock Hours) 1 Credit  
This course focuses on aspects of veterinary practice operations. Appointment scheduling, general office procedures, client relations, and proper telephone procedures are discussed.
- VT229 VTNE PREPARATION** (76 Clock Hours) 3 Credits  
This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test. (Prerequisites: VT202 Clinical Medicine V, VT212 Animal Technology VI, VT219 Large Animal Theory I, VT226 Veterinary Office Procedures, and VT246 Surgical Nursing I and Corequisite: VT234 Clinical Laboratory V)
- VT231 CLINICAL LABORATORY IV** (38 Clock Hours) 1 Credit  
This course builds upon VT133 Clinical Laboratory III. Students will learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens. (Prerequisite: VT133 Clinical Laboratory III)
- VT234 CLINICAL LABORATORY V** (38 Clock Hours) 1 Credit  
This course will focus on parasitology and microbiology. Coursework will focus on identification of internal and external parasites of small and large animals as well as knowledge and identification of common microorganisms that may cause disease in small and large animals. (Prerequisite: VT231 Clinical Laboratory IV)
- VT240 RADIOGRAPHY I** (38 Clock Hours) 1 Credit  
This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety; film reading; and error identification, correction, and prevention are emphasized.

**VT243 SURGICAL NURSING II** (32 Clock Hours) 1 Credit  
This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I to perform actual surgical assisting roles. Students will gain experience in anesthesia administration, sterile and nonsterile assisting, patient preparation, surgical clean up, and recovery of their patient. These duties will be performed as part of a student team under the supervision of the staff veterinarian and RVT. (Prerequisites: VT147 Anesthesia II and VT246 Surgical Nursing I)

**VT245 RADIOGRAPHY II** (32 Clock Hours) 1 Credit  
This course builds upon the material covered in VT240 Radiography I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. The course culminates with the production of a final radiograph project that demonstrates the student's proficiency in the technical and analytical skills of radiography. (Prerequisite: VT240 Radiography I)

**VT246 SURGICAL NURSING I** (38 Clock Hours) 1 Credit  
This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns. (Prerequisite: VT151 Veterinary Pharmacology II)

**VT251 LARGE ANIMAL PRACTICUM** (45 Clock Hours) 1 Credit  
This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species. (Prerequisite: VT222 Large Animal Theory II)

**VT255 VETERINARY EXTERNSHIP** (270 Clock Hours) 6 Credits  
This unpaid externship is scheduled in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VT212 Animal Technology VI, VT234 Clinical Laboratory V, VT240 Radiography I, and a cumulative GPA of at least 2.00 prior to the start of externship)

## ACADEMIC CALENDAR 2018-2019

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

### Summer Session 2018

May 7	Term I Begins
May 28	No Classes: Memorial Day Holiday
June 11-June 15	No Classes: Summer Break
July 4	No Classes: Independence Day Holiday
July 6	Term I Ends
July 9	Term II Begins
August 31	Term II Ends

### Fall Semester 2018

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins
October 26	Term I Ends
October 29	Term II Begins
November 22-23	No Classes: Thanksgiving Holiday
December 21	Fall Semester Ends
December 24-January 4	No Classes: Winter Break

### Spring Semester 2019

January 7	Spring Semester Begins
January 21	No Classes: Martin Luther King Holiday*
March 1	Term I Ends
March 4	Term II Begins

April 19	No Classes: Good Friday Holiday*
April 26	Spring Semester Ends
April 29-May 3	No Classes: Spring Break

**Summer Session 2019**

May 6	Term I Begins
May 27	No Classes: Memorial Day Holiday
June 17-June 21	No Classes: Summer Break
July 4	No Classes: Independence Day Holiday
July 5	Term I Ends
July 8	Term II Begins
August 30	Term II Ends

\*In the event of inclement weather or other emergency, these days may be used to make up cancelled classes.

# ADMINISTRATION, FACULTY, AND STAFF

## ADMINISTRATION

Dennis Bartels, President

Raeann Lee, Director of Admissions

Lisa Martin, Director of Career Services

Daniel Reese, Director of Operations

Christina Richey, Director of Student Services

Christopher Tanner, Culinary Program Director

Beth Wood, Director of Education

## FACULTY

Angela Beal, D.V.M., Program Manager, Veterinary Technology  
B.A., College of Wooster  
D.V.M., The Ohio State University

Terryl Butler, General Studies  
B.A., Morehead State University  
M.A., Morehead State University

Barbara A. Chandler, CMA (AAMA/NCCT), Medical Assisting  
A.A.S., Harrison College  
B.S., Harrison College

Samantha Coe, D.V.M., Veterinary Technology  
D.V.M., The Ohio State University

Laurie Cole, L.M.T., P.T., Physical Therapist Assistant program  
C.M.T., American Institute of Alternative Medicine  
B.S., The Ohio State University

John Curlett, Culinary Arts  
A.O.S., California Culinary Academy  
B.A., Fort Lewis College

Pamela Darr, Culinary Arts  
A.A.S., Columbus Culinary Institute at Bradford School

Tiffany Davis, R.V.T., Veterinary Technology  
A.A.S., Vet Tech Institute at Bradford School



Daineal Donovan, Culinary Arts  
A.A.S., Kendall Culinary Institute  
B.A., Redding University

Justin Dumm, P.T.A., Physical Therapist Assistant program  
A.S., Mount Aloysius College  
B.S., University of Phoenix

Debra Dunkerley, J.D., General Studies  
B.A., Hiram College  
J.D., University of Toledo

Andrea Gibbs, R.V.T., Veterinary Technology  
D.V.M., The Ohio State University

Marcia Ginsberg, Culinary Arts  
A.O.S., Culinary Institute of America

David Goldhammer, General Studies  
B.A., University of California  
M.A., University of Iowa

Tabitha Hosty, General Studies  
B.S., Northwest Missouri State University

Thomas Hunt, C.E.C., A.E.C., A.A.C., Culinary Arts  
A.S., Hocking College

W. Joe Iddings, General Studies  
B.A., Marshall University  
M.A., Marshall University

Holly Kern, P.T., Physical Therapist Assistant program  
B.A., Denison University  
M.P.T., Washington University

Audrey Kessler, Culinary Arts  
B.A., University of Central Florida  
M.S., Eastern Tennessee State University

Lynn Krimmer, P.T., Physical Therapist Assistant program  
B.S., Miami University  
D.P.T., Ohio State University

Rachel McGinty, R.V.T., Veterinary Technology  
A.A.S., Columbus State Community College

Victoria Nash, P.T., Program Director, Physical Therapist Assistant program  
B.A., Ohio University  
B.S., Ohio University  
M.Ed., Ohio University

Benjamin Ober, R.V.T., Veterinary Technology  
A.A.S., Bradford School

Brandie Painter, Culinary Arts  
B.S., The Ohio State University  
M.Ed., Ashland University

Tanya Preston, General Studies  
B.A., University of Cincinnati  
M.A., University of Cincinnati

Toni Ross, R.V.T., Veterinary Technology  
A.A.S., Bradford School

Amanda Rumich, CMA (AAMA), Program Manager, Medical Assisting  
Diploma, Fort Hayes Career Center  
A.A.S., Ashworth College

Laurie Sargent, C.E.P.C., Culinary Arts  
A.O.S., New England Culinary Institute

Jennifer Seaholm, D.V.M., Veterinary Technology  
B.A., University of Findlay  
D.V.M., The Ohio State University

Peter Szabo, Librarian/Media Specialist  
B.A., Rutgers State University  
M.L.S., University of Buffalo  
M.A., Eastern Illinois University

Nicole Terrell, C.E.C., C.C.E., Culinary Arts  
A.O.S., Florida Culinary Institute, A Division of New England Institute of Technology

Pamela Walker, D.V.M., Veterinary Technology  
M.S., University of Illinois at Urbana  
D.V.M., Kansas State University

Michelle Willoughby, C.E.P.C., A.E.C., Culinary Arts

Grace Witherspoon, Ph.D., General Education  
M.A., Marshall University  
Ph.D., Central Michigan University

## **STAFF**

### **Admissions Department**

Molly Bogart, Admissions Representative

Jen Conley, Admissions Administrative Assistant

Jamie Davis, Executive Assistant

Trenton-Joe Keebaugh (T. J.) Davis, Admissions Representative

Kayln Horace, Admissions Representative

Christine Knapp, Admissions Representative

Jamal Luke, Regional Director of Admissions

Amy Rogers, Regional Director of Admissions

### **Education Department**

Kimberlie Bruggeman, Education Assistant

Sonya Cheverez, Vet Tech Administrative Assistant

Tracy Crawford, Culinary Arts Education Assistant

Ramon Lianez, Culinary Arts Purchasing Department

### **Career Services Department**

Michelle Hathaway, Culinary Career Services Director

Leslie Jackson, Career Services Counselor

### **Student Services Department**

Julie Elk, Student Services Assistant

Steven Hiller, Financial Aid Coordinator

Corinne Jenya, Student Services Assistant

Larry Matlock, Maintenance

Kimari Perry, Residence Director

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**ADDENDUM TO THE BRADFORD SCHOOL 2018-2019 ACADEMIC YEAR CATALOG  
PUBLISHED JULY 2018 IN COLUMBUS, OHIO**

**EFFECTIVE FOR STUDENTS BEGINNING CLASSES ON OR AFTER OCTOBER 29, 2018:**

**1.1** Under PROGRAMS OF STUDY, page 42, replace CULINARY ARTS PROGRAM with the following:

**CULINARY ARTS PROGRAM**

The objective of this diploma program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. This program will normally be completed in 12 months of full-time enrollment. This diploma program transfers in full to the Culinary Arts Associate of Applied Science Program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
FI201	Personal Finance	1
PD103	Professional Development	1
	<b>TOTAL</b>	<b>39</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 39

1.2 Under PROGRAMS OF STUDY, page 43, replace ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM with the following:

**ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM**

The objective of this occupational associate degree program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
EN105	Composition	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
CU217	Advanced Culinary Techniques and Trends	3
CU218	Dining and Culinary Operations Capstone	6
CU220	Culinary Externship	5
FI201	Personal Finance	1
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
PD103	Professional Development	1
<b>TOTAL</b>		<b>65</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 65

**1.3** Under COURSE DESCRIPTIONS, pages 51 - 53, add the following:

**CU107 Introduction to the Culinary Profession** (38 Clock Hours) 1 Credit

This course presents the professional culinary industry. Students will be presented with a variety of career possibilities within the culinary industry. Students will learn communication, public speaking, and interaction skills through interaction with guest industry speakers. Students will learn how to prepare a career outline, resume/CV, and personal portfolio.

**CU108 Foundational Cooking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of food preparation for the food service and hospitality industry. This class is a foundation course; and topics covered include mise en place, knife skills, stocks, sauces, soups, vegetables, legumes, and breakfast egg cookery. In addition, students will practice reading and formulating recipes and food and kitchen safety and sanitation.

**CU126 Safety and Sanitation** (38 Clock Hours) 2 Credits

This course provides an overview of the issues relating to the standards of food safety and sanitation within the hospitality industry. Specific topics include microorganisms, employee training, equipment purchasing, integrated pest management, cleaning and sanitizing, and other related subjects. Students prepare for and must pass the ServSafe certification exam from the National Restaurant Association (NRA).

**CU127 Food and Beverage Cost Control** (38 Clock Hours) 2 Credits

This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

**CU130 Protein Cookery and Plating Techniques** (95 Clock Hours) 3 Credits

This course provides experience for reinforcing student skills in the fundamental concepts and introducing advanced techniques of professional cookery. Students are introduced to the fabrication of meat, poultry, and fish and common cuts and the ability to create complete dishes. Upon completion, students should be able to demonstrate competency of the professional cooking skills used in the foodservice industry. (Prerequisite: CU108 Foundational Cooking Skills)

**CU131 Foundational Baking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of baking for professional foodservice establishments. This is a foundations course which includes terms, equipment, and an introduction to the basic mechanics of the baking kitchen. Topics covered include the identification, production, and evaluation of yeast-leavened products, quick breads, pies, tarts, cookies, and basic cakes. (Prerequisite: CU108 Foundational Cooking Skills)

**CU132 American Regional Cuisine** (95 Contact Hours) 3 Credits

This course presents the principles of traditional dishes of various cuisines and related terminology throughout the United States. This class builds upon the basics and utilizes advanced techniques to proceed into the culinary traditions and practices of the different regions in our country. Ingredients, flavor profiles, preparations, and techniques of each region will be analyzed. Students will have the opportunity to prepare, taste, and present dishes from each regional cuisine. (Prerequisite: CU130 Protein Cookery and Plating Techniques)



**CU133 Global Cuisine** (95 Contact Hours)

3 Credits

This course presents the principles of traditional dishes of cuisines from around the globe. Ingredients, flavor profiles, preparations, and techniques of each cuisine will be analyzed. Students will have the opportunity to prepare, taste, and analyze dishes from each cuisine. (Prerequisite: CU132 American Regional Cuisine)

**CU134 Garde Manger** (95 Contact hours)

3 Credits

This course presents the basic principles of Garde Manger for professional foodservice establishments. Topics covered include charcuterie and preservation techniques found in various cultures, hors d'oeuvre and canapés, decorative centerpieces, cheese identification, additional cold food items, and discussion and research of modern buffet displays. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. (Prerequisite: CU133 Global Cuisine)

**CU207 Global Beverages** (38 Contact Hours)

2 Credits

This course is an examination of the roles that alcoholic beverages play in professional foodservice establishments. The course will emphasize styles of alcoholic beverages from around the world; the theory and practice of matching beverages with food; tasting wines, beers, and spirits; and organizing beverage service. Subjects to be explored include beverages of the New World and the Old World as well as purchasing, storing, marketing, and serving wines in a restaurant environment.

**CU208 Menu Planning** (38 Contact Hours)

1 Credit

This course will introduce students into the art of menu writing. Topics include menu layout, design, development, descriptions, government regulations, pricing, sales mix, and management. Students will analyze different types of menus based on concept, cost, design, and efficiency.

**CU217 Advanced Culinary Techniques and Trends** (95 Contact Hours)

3 Credits

This course introduces a variety of modern culinary industry trends and techniques. It covers the role of the five senses, the four basic tastes (salt, sweet, sour, bitter), seasonings, texture, temperature, and balance. On-trend healthful cooking techniques will be explored along with modern techniques and equipment found in contemporary kitchens. (Prerequisite: CU133 Global Cuisine)

**CU218 Dining and Culinary Operations Capstone** (195 Contact Hours)

6 Credits

This course presents the principles of restaurant operations for culinary arts students. This hands-on course will involve production for the public for the college's dining entities enforcing practical skills with public evaluation. Additionally students will learn and execute dining room service skills and will interact directly with guests. Students will be executing full menu production. Also, the etiquette of a kitchen learning lab will allow students to understand the mechanics of full production restaurant operations from menu development to final turnout. (Prerequisite: CU217 Advanced Culinary Techniques and Trends)

**EFFECTIVE September 12, 2018:**

**1.4** Under STUDENT SERVICES, pages 18 – 20, replace Crime Statistics with the following:

**Crime Statistics**

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	1	0	0
Burglary	On Campus*	1	1	1
	On-Campus Housing Facility	1	1	1
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	1	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	1	4	4
	On-Campus Housing Facility	1	4	4
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	1
Drug Law Violations Referred for Disciplinary Action	On Campus*	1	0	0
	On-Campus Housing Facility	1	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

**ADDENDUM TO THE BRADFORD SCHOOL 2018-2019 ACADEMIC YEAR CATALOG  
PUBLISHED JULY 2018 IN COLUMBUS, OHIO**

**EFFECTIVE FOR STUDENTS BEGINNING CLASSES ON OR AFTER OCTOBER 29, 2018:**

**1.1** Under PROGRAMS OF STUDY, page 42, replace CULINARY ARTS PROGRAM with the following:

**CULINARY ARTS PROGRAM**

The objective of this diploma program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. This program will normally be completed in 12 months of full-time enrollment. This diploma program transfers in full to the Culinary Arts Associate of Applied Science Program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
FI201	Personal Finance	1
PD103	Professional Development	1
<b>TOTAL</b>		<b>39</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 39

1.2 Under PROGRAMS OF STUDY, page 43, replace ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM with the following:

**ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM**

The objective of this occupational associate degree program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
EN105	Composition	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
CU217	Advanced Culinary Techniques and Trends	3
CU218	Dining and Culinary Operations Capstone	6
CU220	Culinary Externship	5
FI201	Personal Finance	1
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
PD103	Professional Development	1
<b>TOTAL</b>		<b>65</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 65

**1.3** Under COURSE DESCRIPTIONS, pages 51 - 53, add the following:

**CU107 Introduction to the Culinary Profession** (38 Clock Hours) 1 Credit

This course presents the professional culinary industry. Students will be presented with a variety of career possibilities within the culinary industry. Students will learn communication, public speaking, and interaction skills through interaction with guest industry speakers. Students will learn how to prepare a career outline, resume/CV, and personal portfolio.

**CU108 Foundational Cooking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of food preparation for the food service and hospitality industry. This class is a foundation course; and topics covered include mise en place, knife skills, stocks, sauces, soups, vegetables, legumes, and breakfast egg cookery. In addition, students will practice reading and formulating recipes and food and kitchen safety and sanitation.

**CU126 Safety and Sanitation** (38 Clock Hours) 2 Credits

This course provides an overview of the issues relating to the standards of food safety and sanitation within the hospitality industry. Specific topics include microorganisms, employee training, equipment purchasing, integrated pest management, cleaning and sanitizing, and other related subjects. Students prepare for and must pass the ServSafe certification exam from the National Restaurant Association (NRA).

**CU127 Food and Beverage Cost Control** (38 Clock Hours) 2 Credits

This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

**CU130 Protein Cookery and Plating Techniques** (95 Clock Hours) 3 Credits

This course provides experience for reinforcing student skills in the fundamental concepts and introducing advanced techniques of professional cookery. Students are introduced to the fabrication of meat, poultry, and fish and common cuts and the ability to create complete dishes. Upon completion, students should be able to demonstrate competency of the professional cooking skills used in the foodservice industry. (Prerequisite: CU108 Foundational Cooking Skills)

**CU131 Foundational Baking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of baking for professional foodservice establishments. This is a foundations course which includes terms, equipment, and an introduction to the basic mechanics of the baking kitchen. Topics covered include the identification, production, and evaluation of yeast-leavened products, quick breads, pies, tarts, cookies, and basic cakes. (Prerequisite: CU108 Foundational Cooking Skills)

**CU132 American Regional Cuisine** (95 Contact Hours) 3 Credits

This course presents the principles of traditional dishes of various cuisines and related terminology throughout the United States. This class builds upon the basics and utilizes advanced techniques to proceed into the culinary traditions and practices of the different regions in our country. Ingredients, flavor profiles, preparations, and techniques of each region will be analyzed. Students will have the opportunity to prepare, taste, and present dishes from each regional cuisine. (Prerequisite: CU130 Protein Cookery and Plating Techniques)

**CU133 Global Cuisine** (95 Contact Hours)

3 Credits

This course presents the principles of traditional dishes of cuisines from around the globe. Ingredients, flavor profiles, preparations, and techniques of each cuisine will be analyzed. Students will have the opportunity to prepare, taste, and analyze dishes from each cuisine. (Prerequisite: CU132 American Regional Cuisine)

**CU134 Garde Manger** (95 Contact hours)

3 Credits

This course presents the basic principles of Garde Manger for professional foodservice establishments. Topics covered include charcuterie and preservation techniques found in various cultures, hors d'oeuvre and canapés, decorative centerpieces, cheese identification, additional cold food items, and discussion and research of modern buffet displays. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. (Prerequisite: CU133 Global Cuisine)

**CU207 Global Beverages** (38 Contact Hours)

2 Credits

This course is an examination of the roles that alcoholic beverages play in professional foodservice establishments. The course will emphasize styles of alcoholic beverages from around the world; the theory and practice of matching beverages with food; tasting wines, beers, and spirits; and organizing beverage service. Subjects to be explored include beverages of the New World and the Old World as well as purchasing, storing, marketing, and serving wines in a restaurant environment.

**CU208 Menu Planning** (38 Contact Hours)

1 Credit

This course will introduce students into the art of menu writing. Topics include menu layout, design, development, descriptions, government regulations, pricing, sales mix, and management. Students will analyze different types of menus based on concept, cost, design, and efficiency.

**CU217 Advanced Culinary Techniques and Trends** (95 Contact Hours)

3 Credits

This course introduces a variety of modern culinary industry trends and techniques. It covers the role of the five senses, the four basic tastes (salt, sweet, sour, bitter), seasonings, texture, temperature, and balance. On-trend healthful cooking techniques will be explored along with modern techniques and equipment found in contemporary kitchens. (Prerequisite: CU133 Global Cuisine)

**CU218 Dining and Culinary Operations Capstone** (195 Contact Hours)

6 Credits

This course presents the principles of restaurant operations for culinary arts students. This hands-on course will involve production for the public for the college's dining entities enforcing practical skills with public evaluation. Additionally students will learn and execute dining room service skills and will interact directly with guests. Students will be executing full menu production. Also, the etiquette of a kitchen learning lab will allow students to understand the mechanics of full production restaurant operations from menu development to final turnout. (Prerequisite: CU217 Advanced Culinary Techniques and Trends)

**ADDENDUM TO THE BRADFORD SCHOOL 2018-2019 ACADEMIC YEAR CATALOG  
PUBLISHED JULY 2018 IN COLUMBUS, OHIO**

**EFFECTIVE FOR STUDENTS BEGINNING CLASSES ON OR AFTER OCTOBER 29, 2018:**

**1.1** Under PROGRAMS OF STUDY, page 42, replace CULINARY ARTS PROGRAM with the following:

**CULINARY ARTS PROGRAM**

The objective of this diploma program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. This program will normally be completed in 12 months of full-time enrollment. This diploma program transfers in full to the Culinary Arts Associate of Applied Science Program.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
FI201	Personal Finance	1
PD103	Professional Development	1
	<b>TOTAL</b>	<b>39</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 39



1.2 Under PROGRAMS OF STUDY, page 43, replace ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM with the following:

**ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM**

The objective of this occupational associate degree program is to provide the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled entry-level member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
CU107	Introduction to the Culinary Profession	1
CU108	Foundational Cooking Skills	3
CU120	Computer Applications for Foodservice	1
CU123	Purchasing and Store Room Procedures	1
CU125	Human Relations in the Hospitality Industry	1
CU126	Safety and Sanitation	2
CU127	Food and Beverage Cost Control	2
CU130	Protein Cookery and Plating Techniques	3
CU132	American Regional Cuisine	3
CU133	Global Cuisine	3
EN105	Composition	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
<b>Second Academic Year</b>		
CU131	Foundational Baking Skills	3
CU134	Garde Manger	3
CU207	Global Beverages	2
CU208	Menu Planning	1
CU210	Food and Beverage Management	2
CU217	Advanced Culinary Techniques and Trends	3
CU218	Dining and Culinary Operations Capstone	6
CU220	Culinary Externship	5
FI201	Personal Finance	1
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
PD103	Professional Development	1
<b>TOTAL</b>		<b>65</b>

TOTAL CREDITS REQUIRED FOR GRADUATION: 65

**1.3** Under COURSE DESCRIPTIONS, pages 51 - 53, add the following:

**CU107 Introduction to the Culinary Profession** (38 Clock Hours) 1 Credit

This course presents the professional culinary industry. Students will be presented with a variety of career possibilities within the culinary industry. Students will learn communication, public speaking, and interaction skills through interaction with guest industry speakers. Students will learn how to prepare a career outline, resume/CV, and personal portfolio.

**CU108 Foundational Cooking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of food preparation for the food service and hospitality industry. This class is a foundation course; and topics covered include mise en place, knife skills, stocks, sauces, soups, vegetables, legumes, and breakfast egg cookery. In addition, students will practice reading and formulating recipes and food and kitchen safety and sanitation.

**CU126 Safety and Sanitation** (38 Clock Hours) 2 Credits

This course provides an overview of the issues relating to the standards of food safety and sanitation within the hospitality industry. Specific topics include microorganisms, employee training, equipment purchasing, integrated pest management, cleaning and sanitizing, and other related subjects. Students prepare for and must pass the ServSafe certification exam from the National Restaurant Association (NRA).

**CU127 Food and Beverage Cost Control** (38 Clock Hours) 2 Credits

This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

**CU130 Protein Cookery and Plating Techniques** (95 Clock Hours) 3 Credits

This course provides experience for reinforcing student skills in the fundamental concepts and introducing advanced techniques of professional cookery. Students are introduced to the fabrication of meat, poultry, and fish and common cuts and the ability to create complete dishes. Upon completion, students should be able to demonstrate competency of the professional cooking skills used in the foodservice industry. (Prerequisite: CU108 Foundational Cooking Skills)

**CU131 Foundational Baking Skills** (95 Clock Hours) 3 Credits

This course presents the basic principles of baking for professional foodservice establishments. This is a foundations course which includes terms, equipment, and an introduction to the basic mechanics of the baking kitchen. Topics covered include the identification, production, and evaluation of yeast-leavened products, quick breads, pies, tarts, cookies, and basic cakes. (Prerequisite: CU108 Foundational Cooking Skills)

**CU132 American Regional Cuisine** (95 Contact Hours) 3 Credits

This course presents the principles of traditional dishes of various cuisines and related terminology throughout the United States. This class builds upon the basics and utilizes advanced techniques to proceed into the culinary traditions and practices of the different regions in our country. Ingredients, flavor profiles, preparations, and techniques of each region will be analyzed. Students will have the opportunity to prepare, taste, and present dishes from each regional cuisine. (Prerequisite: CU130 Protein Cookery and Plating Techniques)

**CU133 Global Cuisine** (95 Contact Hours) 3 Credits

This course presents the principles of traditional dishes of cuisines from around the globe. Ingredients, flavor profiles, preparations, and techniques of each cuisine will be analyzed. Students will have the

opportunity to prepare, taste, and analyze dishes from each cuisine. (Prerequisite: CU132 American Regional Cuisine)

**CU134 Garde Manger** (95 Contact hours) 3 Credits

This course presents the basic principles of Garde Manger for professional foodservice establishments. Topics covered include charcuterie and preservation techniques found in various cultures, hors d'oeuvre and canapés, decorative centerpieces, cheese identification, additional cold food items, and discussion and research of modern buffet displays. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. (Prerequisite: CU133 Global Cuisine)

**CU207 Global Beverages** (38 Contact Hours) 2 Credits

This course is an examination of the roles that alcoholic beverages play in professional foodservice establishments. The course will emphasize styles of alcoholic beverages from around the world; the theory and practice of matching beverages with food; tasting wines, beers, and spirits; and organizing beverage service. Subjects to be explored include beverages of the New World and the Old World as well as purchasing, storing, marketing, and serving wines in a restaurant environment.

**CU208 Menu Planning** (38 Contact Hours) 1 Credit

This course will introduce students into the art of menu writing. Topics include menu layout, design, development, descriptions, government regulations, pricing, sales mix, and management. Students will analyze different types of menus based on concept, cost, design, and efficiency.

**CU217 Advanced Culinary Techniques and Trends** (95 Contact Hours) 3 Credits

This course introduces a variety of modern culinary industry trends and techniques. It covers the role of the five senses, the four basic tastes (salt, sweet, sour, bitter), seasonings, texture, temperature, and balance. On-trend healthful cooking techniques will be explored along with modern techniques and equipment found in contemporary kitchens. (Prerequisite: CU133 Global Cuisine)

**CU218 Dining and Culinary Operations Capstone** (195 Contact Hours) 6 Credits

This course presents the principles of restaurant operations for culinary arts students. This hands-on course will involve production for the public for the college's dining entities enforcing practical skills with public evaluation. Additionally students will learn and execute dining room service skills and will interact directly with guests. Students will be executing full menu production. Also, the etiquette of a kitchen learning lab will allow students to understand the mechanics of full production restaurant operations from menu development to final turnout. (Prerequisite: CU217 Advanced Culinary Techniques and Trends)

**EFFECTIVE September 12, 2018:**

**1.4** Under STUDENT SERVICES, pages 18 – 20, replace Crime Statistics with the following:

**Crime Statistics**

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	1	0	0
Burglary	On Campus*	1	1	1
	On-Campus Housing Facility	1	1	1
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	1	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	1	4	4
	On-Campus Housing Facility	1	4	4
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	1
Drug Law Violations Referred for Disciplinary Action	On Campus*	1	0	0
	On-Campus Housing Facility	1	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

**EFFECTIVE October 8, 2018:**

**1.5** Under ADMISSIONS INFORMATION, pages 6 – 7, replace Admissions Requirements with the following:

**ADMISSIONS REQUIREMENTS**

To be accepted for admission to Bradford School, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or in college. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States.

To be accepted for admission to the Veterinary Technology program, an applicant must have achieved a strong overall GPA; must have achieved strong grades/scores in math and science; and must understand and express an interest in a career in veterinary technology.

To be accepted for admissions to the Physical Therapist Assistant program, an applicant must have achieved a strong overall GPA; must have achieved strong grades/scores in math, science, and English; and must demonstrate an interest in a career as a PTA through submission of an essay. Applicants with previous postsecondary education must also submit an official transcript. This transcript will also be evaluated on the basis of the areas above.

To be accepted for admission to the Culinary Arts program, an applicant must have achieved a strong overall GPA and must have achieved strong grades/scores in math and English.

To be accepted for admission to the Medical Assisting program, an applicant must have achieved a strong overall GPA and must have achieved strong grades/scores in English.

Applicants who do not have strong grades/scores may demonstrate an ability to succeed in their program by meeting, in person or by phone, with a designated member(s) of the school's acceptance committee and/or submitting additional information. Such additional information may include previous college transcripts, recommendation letters, or program-specific work or volunteer experience.

**ADMISSIONS PROCEDURE**

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Bradford School, 2469 Stelzer Road, Columbus, Ohio 43219. Students may also apply online at [www.bradfordschoolcolumbus.edu](http://www.bradfordschoolcolumbus.edu).

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school records. Any records of post-high school education should be obtained by the applicant and provided to the

school. Generally, the applicant is notified of the school's decision within four (4) weeks after submission of the application.

Students who wish to appeal an admissions decision must submit their appeal in writing to:

Bradford School  
Attn: Director of Admissions  
2469 Stelzer Road  
Columbus, OH 43219

The written appeal must include documentation of additional information which the Acceptance Committee did not have to review when making their initial admissions decision.