



STUDENT HANDBOOK

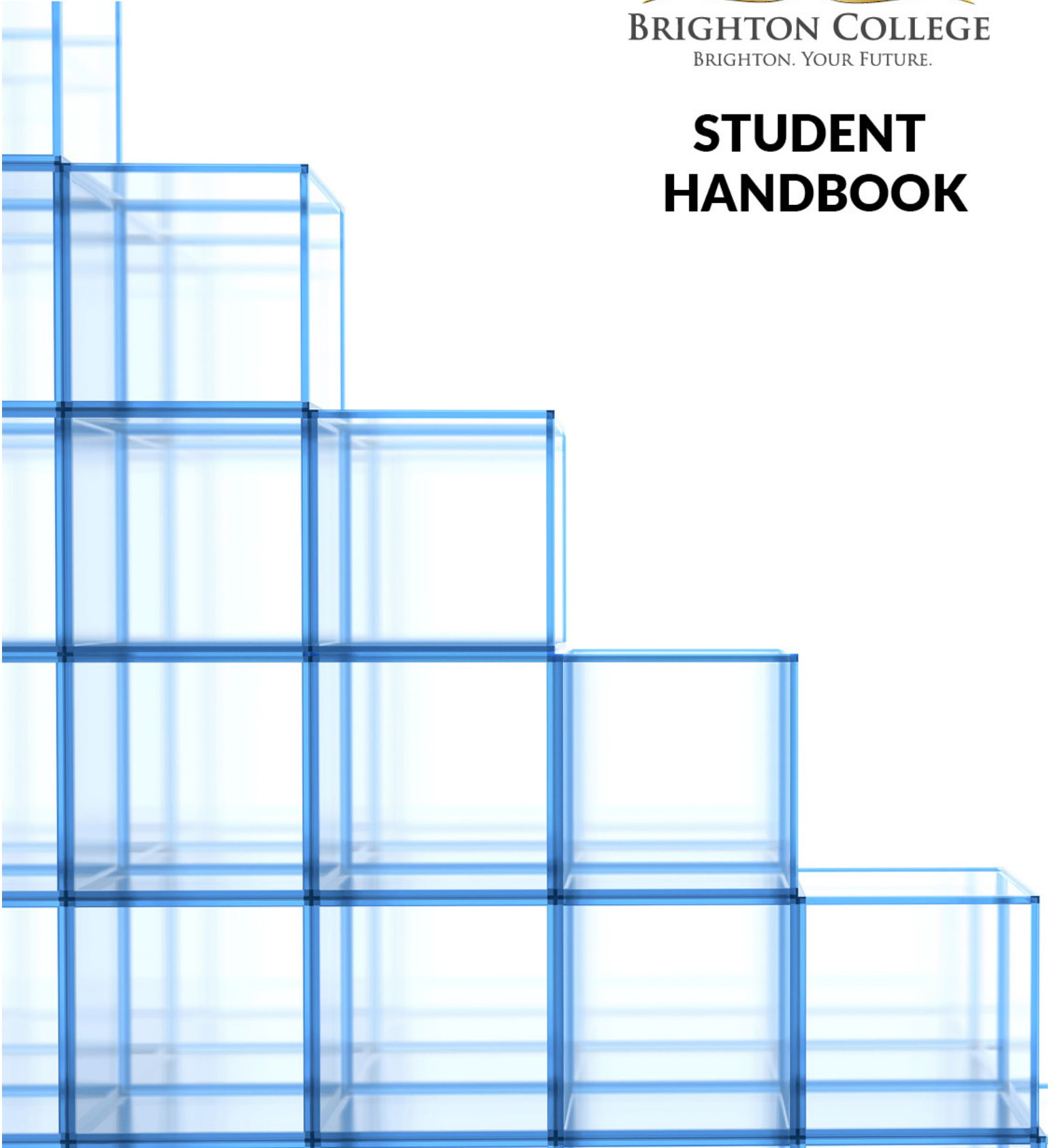


Table of Contents

Introduction - Welcome	4
History of Brighton College	5
Mission Statement, Goals and Objectives	5
Programs	7
Certificate Programs	7
Associate Degrees	7
Admissions/Enrollment	9
Transfer Credit	9
Orientation	10
Academic Policies	11
Leave of Absence (LOA)	11
Extension Policy	11
Probation	11
Re-Enrollment	12
Graduation Requirements	12
Job Placement	12
Institutional Policies	13
Non-discrimination Policy	13
American Disabilities Act of 1990	13
Sexual Harassment and Gender Discrimination	13
Family Educational Rights and Privacy Act (FERPA) of 1974	13
Intellectual Property Policy	13
Grievance Policy	14
Program Withdrawal	14
Refund Policy	15
Technology Requirements, Course Materials, and Course Delivery	17
Technology Requirements	17
Course Materials	17
Online Library Resources	17

Course Delivery	17
General Program Information, Assessment of Student Learning	18
Academic Calendar	18
Program Overview/Courses in Program	18
Assessment of Student Learning	18
Types of Assessments	18
Lesson Exams	19
Writing Assignments	19
Discussion Boards	19
Comprehensive Final Exams	19
Proctored Exams	19
Grading Policy	20
Examinations	20
Grade Appeal Process	22
Time Commitment for Completion – Satisfactory Academic Progress (SAP)	24
Appendix A	27
Brighton College - Discussion Board Policy	27
Appendix B	29
Sample Writing Assignment Rubric	29



Introduction - Welcome

The administrators, staff, and faculty of Brighton College are committed to achieving its mission through a strong belief in our vision and values as an educational institution. This Student Handbook sets out the principles of fairness and decency with which we operate.

The mission of Brighton College is to offer affordable, employability-focused, distance education programs to all qualified students in a flexible, personalized manner. It guides the development of all educational offerings and it sets the ethical and behavioral standards embraced by all faculty members, administrators and staff. We believe faculty members hold a special place of trust within the college. We expect them to operate with fairness and ethical conduct. As a faculty member, you are expected to be familiar with this manual and operate under all of its guidelines.

Sincerely,

Gilda Rada

Vice President of Academic Affairs

History of Brighton College

Brighton College, and the former Paralegal Institute, share a long history of providing relevant, affordable, career-oriented education that position students for success in the workforce. Brighton College was founded in 1961 in Hudson, Ohio and later, in 2007 combined with The Paralegal Institute, founded in 1974 in Phoenix, AZ. Today, Brighton College and The Paralegal Institute are one in the same, sharing in their executive management, faculty, student services team, accreditation, mission, and vision. We are committed to providing affordable education while maintaining quality, online pathways to students seeking preparation for a new career or to enhance their current career.

Brighton College is an Arizona Educational Corporation. Brighton College has the following licenses issued by the Arizona State Board for Private Postsecondary Education:

- Regular Vocational License Number V1389 to provide the Medical Coding and Billing, Medical Records Technician, Pharmacy Technician, Medical Office Specialist, Paralegal and Legal Nurse Consultant diploma programs, CompTIA, CISCO Certificate, Advanced Security Practitioner Certificate, and Certified Information Systems Security Practitioner (CCISP)
- Regular Degree License Number D1389 to provide the Associate Degree in Health Services Management, Associate Degree in Paralegal Studies degree programs, Associate of Science in Business Management, Customer Support Representative and Business Accounting Clerk, Home Inspection Certificate, and Home Inspection Arizona Short Course

Brighton College is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036, phone: 202-234-5100. Website: www.deac.org

Brighton College is owned by LearnKey Inc. and Paul Zagnoni. Brighton College's Board of Directors consist of Paul Zagnoni, Lori Coruccini, Jeff Coruccini, John Clemmons, and David Clemmons. Brighton College's President is Paul Zagnoni, the Vice President of Academic Affairs is Gilda Rada, and the Director of Student Services is Sean Dixon.

Mission Statement, Goals and Objectives

The mission of Brighton College is to offer affordable, employability-focused, distance education programs to all qualified students in a flexible, personalized manner.

The mission is accomplished through these goals:

- To provide quality distance education to students from diverse backgrounds seeking preparation for a career in an employer driven field.
- To offer programs that are affordable and assist students to graduate with no or minimal debt.
- To deliver curriculum that is current, relevant, and prepares students for success in their chosen field.
- To ensure that every student progresses toward their educational goals in a supportive and positive environment.
- To provide quality instruction from practicing professionals, specializing in their respective area and sharing their expertise and experience ensuring that what students are learning is relevant and current in today's world.

- To assist graduates in realizing their career goals upon completion of their program and throughout their careers by offering job-readiness training services.
- To provide students access to a community of partnerships within targeted industries and organizations.
- To ensure institutional stability by maintaining highly efficient processes, and high standards of student support

Objectives -The mission and goals of Brighton College are accomplished by successfully achieving the following objectives:

- To provide a positive, supportive distance learning environment through excellent student services that leads to learning new skills and accomplishing educational goals.
- To prepare competently skilled graduates for a position in their chosen field through a curriculum that incorporates practical application of the skills learned.
- To deliver a curriculum that prepares students to successfully sit for a certification exam when appropriate to the program of study.
- To continually review, update, or add new curriculum in order to offer the most current information and meeting industry standards.
- To assess its mission and achievement of institutional effectiveness through student academic progress, faculty effectiveness, student satisfaction, affordability, and graduate outcomes.
- To increase our strategic alliances with community outreach organizations, workforce, and educational partners.

Programs

Brighton College offers programs in allied health professions including medical coding, medical billing, medical records, medical office specialist, health services management, pharmacy technician. The college also offers business programs (including business management and customer support representative); information technology (including CompTIA, Cisco, Advance Securities Practitioner, and CISSP), Home Inspection Certificate paralegal studies, and legal nurse consulting.

Certificate Programs

Brighton College's certificate programs are designed to prepare students with the academic knowledge and necessary skills to prosper in entry level positions in the healthcare environment. The courses completed within the certificate programs earn college credit and may be eligible to transfer into the associate degree at Brighton College.

Associate Degrees

The Associate of Health Services Management degree prepares graduates to work in a specific department of management, such as patient records, coding, or billing. Subjects in this program include medical office procedures, law and ethics in medicine, anatomy and physiology, business, coding procedures, medical transcription, principles of management, accounting, and human resource management. The general education courses include the fundamental academic disciplines: English, Interpersonal Communications, American History, Mathematics, and Psychology.

The Associate of Paralegal Studies degree core program provides a foundation in law and legal analysis and writing. Upon successful completion, students will be able to use legal research tools and techniques necessary to find laws, rules and regulations, prepare professional legal documents, establish case files, interview experts or witnesses, carry out investigations, and demonstrate a broad knowledge of litigation practice, law, and procedure. You will acquire core knowledge in the following areas of law: business law, family law, criminal law, real property, torts, and contract. Your legal training will be enhanced by choosing five specialty courses in the areas of law that interest you most. Brighton College's associate degree programs also include a foundation comprised of comprehensive general education curriculum to prepare students for future career opportunities.

The Paralegal Institute Programs					
Program	Tuition	Credit Hour /Courses	Cost/Credit Hour	Est. Length	Max. Length
Nurse Paralegal/LNC Certificate	\$4,840.00	22 credits / 7 courses	\$195.00	10 Months	15 Months
Paralegal Studies – A.S.	\$10,950.00	60 credits / 20 courses	\$165.00	2 Years	3 Years
Paralegal Studies - Certificate	\$4,745.00	21 credits / 7 courses	\$195.00	8 Months	12 Months

Brighton College Programs					
Program	Tuition	Credit Hour /Courses	Cost/Credit Hour	Est. Length	Max. Length
Business Management – A.S.	\$10,950.00	60 credits / 20 courses	\$165.00	2 Years	3 Years
Health Services Management – A.S.	\$10,950.00	60 credits / 20 courses	\$165.00	2 Years	3 Years
Pharmacy Tech – Certificate	\$3,375.00	15 credits / 5 courses	\$195.00	6 Months	9 Months
Medical Records Tech – Certificate	\$4,445.00	21 credits / 7 courses	\$195.00	8 Months	12 Months
Medical Coding & Billing – Certificate	\$4,740.00	22 credits / 8 courses	\$195.00	9 Months	14 Months
Medical Office Specialist – Certificate	\$4,250.00	20 credits / 6 courses	\$195.00	10 Months	15 Months
Home Inspection – Certificate (long)	\$1,150.00	250 clock hours/ 5 courses	N/A	4 Months	6 Months
Home Inspection – Certificate (AZ short)	\$790.00	115 clock hours/ 1 course	N/A	10 Weeks	15 Weeks
Business Accounting – Certificate	\$4,645.00	21 credits / 7 courses	\$195.00	8 Months	12 Months
Customer Support Rep - Certificate	\$4,780.00	24 credits / 8 courses	\$165.00	10 Months	15 Months

Brighton College Information Technology Programs					
Program	Tuition	Credit Hour /Courses	Cost/Credit Hour	Est. Length	Max. Length
CompTIA	\$7,325.00	34 credits / 6 courses	\$195.00	13 Months	20 Months
CISCO	\$6,740.00	31 credits / 6 courses	\$195.00	12 Months	18 Months
Advanced Security Practitioner (ASP)	\$3,230.00	13 credits / 2 courses	\$195.00	5 Months	8 Months
Certified Information Systems Security Practitioner (CISSP)	\$4,790.00	21 credits / 4 courses	\$195.00	8 Months	12 Months

*All programs include \$100.00 Enrollment Fee

**All programs include a Resource Fee

Admissions/Enrollment

Candidates seeking admission to Brighton College can apply online at www.brightoncollege.edu or www.theparalegalinstitute.edu, or call 800.354.1254. In order to apply, candidates must be 18 years of age or older, or provide permission from responsible parties.

Interested candidates should submit the following:

- A completed application

At time of enrollment, applicants should submit the following to enroll:

- Initial down payment according to chosen payment plan
- Evidence of earning a high school certificate or GED, or the recognized equivalent (degree programs only)

Students who have attended an accredited university or college in the United States recognized by the U.S. Department of Education and have completed 12 or more college credits may submit an official college transcript in lieu of a high school transcript to qualify for associate degree programs.

Candidates for admission must meet the following requirements upon enrollment:

- Be 18 years of age or older or provide permission from responsible parties to enroll
- Have the ability to speak, read, and write English fluently
- Have the ability to be self-motivated and work independently
- Have the ability to use a personal computer and the internet
- Have the ability to receive and send email
- Nurse Paralegal students must submit evidence of L.P.N, R.N., B.S.N., or M.D. credential, or a two-year Associate Degree in Nursing.
 - In addition, LPN prospective students must submit transcripts from an LPN state approved program, a LPN license from the National Council Licensure Examination (NCLEX-PN), and one year of working experience under the supervision of an RN or MD.

If, for any reason, you are not accepted into Brighton College, all monies remitted with the Enrollment Application will be promptly returned.

Brighton College must take reasonable measures to ensure that students accepted for enrollment have no physical limitations that might prevent them from successfully completing the program or gaining employment in the field for which the training is offered. Please inform Brighton College if you have any special needs that might prevent successful completion of the program or require further action by the college.

Transfer Credit

Students pursuing an associate degree or a certificate may receive transfer credit not to exceed 50% of the total credits in the program. The courses must satisfy the subject matter and curriculum requirements of

the student's degree or certificate program. Brighton College reserves the right to accept or reject any or all academic credits offered for transfer. The courses must have been college-level, completed with a grade C or better, and for core program coursework. They must have been completed within the last five years, as well. General education courses may have been taken at any time. The credits must have been awarded by institutions accredited by agencies that are recognized by the United States Secretary of Education and/or The Council for Higher Education Accreditation. The student must supply an official transcript(s) from the previous institution(s) within 90 days of enrollment. Brighton College does not consider grade points or hours attempted for work completed at other institutions; therefore, transfer credit neither raises nor lowers a student's grade point average.

Veterans: Brighton College will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate.

Orientation

After the enrollment process is complete, student services department will contact each student to assign access to the New Student Orientation (NSO) and connect one on one. During this orientation, students will virtually walk through the online classroom, review expectations and resources, and learn how to navigate the Learning Management System (LMS) to access courses, turn in assignments, and submit assessments. Each student is assigned a specific student services representative (Success Coach) who will be their point of contact for the duration of their enrollment agreement period.

Contact information for Student Services:

Toll free: 800.354.1254

Main office: 602.212.0501

Email: studentservices@brightoncollege.edu

Academic Policies

Leave of Absence (LOA)

A student may request an LOA due to illness, injury, or emergency. An LOA form is available online under the Student Services section. The request must state the reason the LOA is being sought. The student may be granted a leave of absence up to three months. The school will notify the student in writing when the LOA is approved. The LOA date will begin on the day the school officially notifies the student of approval. For students participating in the in-house Brighton College payment plan, no tuition payments are required during the leave of absence.

If additional leave is needed, the student will need to make an additional written request to the school. The school may grant up to two leaves of absence during the course of the training program. Extenuating circumstances will be evaluated on a case-by-case basis.

Once the LOA is completed, if the student does not begin the program again within thirty days, the student will be administratively withdrawn from the college.

For a student who fails to return from a leave of absence as scheduled, the termination date will be the last day he or she was to resume attendance, unless the student has notified the school of the intent not to return. In these cases, the date of termination is the date the school was notified.

Extension Policy

You may request an extension by submitting a request to Brighton College along with an explanation for your request. The school will determine the amount of time granted up to six months. Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the program to be considered for an extension. There is a \$500.00 fee for the program extension of up to six months. Once the extension is exhausted, a student will be required to re-enroll in Brighton College's current program and pay the appropriate tuition. Students who have not completed a course at the end of the extension period will receive zeroes for all incomplete assignments and a final letter grade will be calculated.

Extensions are subject to the current extension policy at the time of purchase.

Probation

Attendance is monitored on a daily basis, with an expectation that students demonstrate their participation online at least once per week. Students are expected to actively participate each week of their assigned course. A variety of learning activities and assessments, graded and ungraded, are required to successfully complete each scheduled course. Only graded items are counted toward attendance and include submitting assignments, posting in a graded discussion area, and completing a quiz or exam. Students are urged to participate in each course a minimum of twice per week to maintain academic progress. Some activities may be required but are not graded. For example, an ungraded introduction discussion post may be required for some courses but does not qualify for attendance because it is ungraded. Earning attendance does not constitute earning a passing grade.

New and continuing students are expected to establish participation by demonstrating academic activity within the first week of the course and are subject to course and/or institutional withdrawal or cancellation if there is no activity within 14 calendar days of the course start date. Students who have no graded activity for 14 or more days will be placed on academic Probation-1 for 30 days. Students have access to their online classes during this period.

If a student reinstates after probation and inactivity continues for 30 days, the student will be placed on academic Probation-2. On Probation-2 students are suspended from their classes and required to pay a \$25 reinstatement fee to return to active status, return on Academic Warning, and are held to the Satisfactory Academic Progress policies.

Re-Enrollment

If a student does not successfully complete their program, they have one opportunity to reinstate their enrollment, providing the curriculum has not changed and all financial obligations have been met.

The student would need to do the following:

- Contact Brighton College in writing to re-enroll.
- State the reason for the previous withdrawal.
- State what conditions have changed that would allow the them to continue successfully in the program.
- State that they agree to comply with the established educational plan and submit a payment of \$200, the re-admission fee.

Upon re-admission, the student will be responsible for the remaining tuition of the program, including any tuition increases. If the student has lost or misplaced the training materials/books, he or she will be responsible for purchasing a new set of materials. If new textbooks were added or updates in the program of study since the withdrawal date, the student will be responsible for their purchase.

Graduation Requirements

An associate degree or certificate is awarded to each student who successfully meets the requirements for graduation.

Eligibility requirements for graduation:

1. Completion of assignments and exams.
2. Achieve a 70% or better on each course in the program of study.
3. All fees and financial debts to the school are paid.

Job Placement

Brighton College does not guarantee job placement to graduates upon program/course completion or upon graduation. All Brighton College graduates have the option to take the Career Exploration course at no additional charge. This course provides a step-by-step approach to conducting a comprehensive job search. Students will explore career planning, job search techniques, resume preparation, and interviewing skills. Students may also find relevant employment information posted on Brighton College's Facebook page.

Institutional Policies

Non-discrimination Policy

Consistent with the tenets that lie at the foundation of an institution for higher learning, Brighton College has a strong commitment to the principle of non-discrimination. In the admission and employment practices, administration of educational policies, and other school-administered programs, Brighton College does not discriminate on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, or any other basis prohibited by applicable federal, state, or local laws.

American Disabilities Act of 1990

https://www.ada.gov/ada_intro.htm

Brighton College follows the guidelines set forth by the Americans with Disabilities Act and is dedicated to providing reasonable accommodations for any qualified individual with a disability to insure their equal participation in educational opportunities. All requests for accommodations are initiated by the student, request form submitted to Student Services, and processed in accordance to the ADA policy. Faculty will be notified of approved accommodations on a need-to-know basis.

Sexual Harassment and Gender Discrimination

Brighton College does not participate in unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. Harassment because of race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information is not tolerated.

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) was designed to protect the privacy of educational records, to establish the right so students can inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Except for in circumstances permitted by law, Brighton College will not disclose a student's education record without obtaining the student's prior written consent.

Students may inspect and review their own records pertaining to admissions and academic standing.

Brighton College depends on the accuracy of the records submitted by its students. False information on an application, an act to intentionally mislead or misinform a faculty member or administrator, or submission of work written or produced by another as his or her own will be grounds for disciplinary action, including dismissal from the College. Students seeking access or amendment of their educational records should contact student services.

Intellectual Property Policy

Brighton College owns all proprietary rights, including patent, copyright, trade secret, and trademark rights, to all Brighton College materials provided in conjunction with enrollment. No portion of the materials may be copied or otherwise duplicated, nor may the materials be distributed or transferred to any other person or entity. The materials are for the use of the individual student in a Brighton College course. Any other use of the materials violates the enrollment agreement. Intellectual Property rights in

scholarly works belong to the faculty member or student who created the work, unless an agreement provides otherwise. Faculty scholarship does not include courses.

Grievance Policy

If a student, faculty member, or staff at Brighton College feels they have been unfairly treated with administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness, library services, or misrepresentation by the college they may file a grievance.

The Brighton College's grievance procedure is as follows:

- Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the instructor or staff member involved.
- If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Director of Student Management. The student should request this appointment within five (5) business days of the instructor or staff member's response. The Director of Student Management will schedule the conference within five (5) days of the student's request.
- If the previous steps have not solved the complaint, the student must present in writing, all facts of the grievance to the President at: 8777 E Via De Ventura, Suite 300, Scottsdale, Arizona 85258.
- The student should present the facts within seven (7) business days of the phone conference with the Director of Student Management. The Vice President will either address the grievance him/herself or take action to form a grievance committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.
- After a decision has been rendered by the grievance committee, the student may request that the Vice President review the process and outcomes of the grievance.

If the student complaint cannot be resolved after exhausting Brighton College's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams, Suite 3008, Phoenix, AZ 85007, www.azppse.gov

- Brighton College is accredited by the Distance Education Accrediting Commission, DEAC (Formerly Distance Education and Training Council), 1101 17th Street N.W., Suite 808, Washington D.C. 20036, (202) 234-5100.

Program Withdrawal

If for any reason a student wants to discontinue their studies, Brighton College has established cancellation and refund policies for student protection. A grade of "W" will be recorded in the course(s) the student was in the process of completing but had not yet finished.

A student may voluntarily withdraw from a training program at any time in any manner including in writing, by email or phone.

8777 E. Via de Ventura Blvd., Suite 330, Scottsdale, AZ 85258
Website: www.brightoncollege.edu and/or www.theparalegalinstitute.edu
Telephone: 1.800.354.1254 | Facsimile: 602.212.0502

Refund Policy

Situation 1: Five-Day Cancellation: An applicant who provides written notice of cancellation within five (5) calendar days after signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Situation 2: After the Five-Day Cancellation with no submissions: An applicant who provides written notice of cancellation after five days having not submitted any materials in a for credit course of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Situation 3: When a student cancels after completing at least one graded assignment but less than 50% of the graded assignments, the institution may retain the enrollment fee and a one-time registration fee of no more than 20% of the tuition not to exceed \$200, plus a percentage of tuition paid by the student in accordance with the following schedule:

Up to and including completion of the first 10% of the course, 10% of the tuition after deducting the enrollment fee.

After completing more than 10% of the course and up to and including completion of 25% of the course, 25% of the tuition after deducting the enrollment fee.

After completing more than 25% of the course and up to and including completion of 50% of the course, 50% of the tuition after deducting the enrollment fee.

If the student completes more than half of the course, Brighton College shall be entitled to retain the total course tuition. Any course in the program which has not been started but has been paid for will be entitled to a full refund. The refund amount of the course in progress shall be the ratio of completed lesson assignments received by the institution to the total lesson assignments required to complete the course.

If a student goes past the Terms of Agreement found in the enrollment agreement, Brighton College shall be entitled to retain the full tuition of the program.

The Electronic Resource Fee (ERF), as disclosed in the enrollment agreement, will be a percentage based non-refundable item. The ERF will be calculated by the number of courses completed versus courses in the program. For instance, if the student completes 2 out of 7 courses, the percentage non-refundable would be 29% of the ERF. The courses that will count as completed will be any courses that are more than half way completed matching the Flex Time Refund Policy. For students who receive credit for transfer courses, the total of the course's transfers will be deducted from the original ERF.

Brighton College uses the cancellation/refund policy for third party funding. This complies with the information listed in the enrollment agreement and catalog according to DEAC.

View refund sample calculation here: [Refund Sample](#)

Refund Procedure

If for any reason you discontinue your studies, Brighton College has established a cancellation and refund policy for your protection. A student may terminate an enrollment at any time by notifying Brighton College in any manner.

Student Accounts

Brighton College

8777 E. Via de Ventura, Suite 300

Scottsdale, Arizona 85258

Email: studentservices@brightoncollege.edu

Telephone: 800.354.1254 | Fax: 602.212.0502

Technology Requirements, Course Materials, and Course Delivery

Technology Requirements

Students are required to have consistent Internet and email access, word processing software, printing capability, and a Microsoft Windows compatible computer.

Course Materials

Brighton College provides students with an ebook subscription for each course they are enrolled in. If students wish to have hard copy textbooks instead, they will need to pay the difference between the hard copy cost and the ebook cost for each course.

Online Library Resources

All students and faculty receive a subscription from the Learning Information Resources Network (LIRN). The legal program faculty and students have access to the Westlaw Online Library if enrolled in or teaching within certain courses. Westlaw provides a series of tutorials on doing online research. Upon completion, students receive a certificate from Westlaw. In addition, relevant links to online resources can be accessed from the Brighton College classroom library. Students may be assigned activities to encourage the use of online library resources.

Course Delivery

Brighton College has an open enrollment policy. Rather than a semester system, students may enroll at any time and complete their courses at any time. This means that students will continuously join and complete course(s).

General Program Information, Assessment of Student Learning

Academic Calendar

Hours of Operation, Administrative Office: Monday - Friday, 8am to 5pm Mountain Standard Time (Arizona). Please note that Arizona does **not** follow Daylight Savings.

Holidays

Brighton College honors the holidays listed below. The administrative office will therefore be closed on these dates. When the holidays fall on the weekend, Brighton will typically align with the federal observance, usually the Friday prior or the Monday following such holiday. Current students will be informed of specific office closures by email and/or website updates.

Observed Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day, and the following Friday
Independence Day	Christmas Eve and Christmas Day

Program Overview/Courses in Program

In the Brighton College catalog there is a description of each program offered. Included is an overview of the program, the program goals and objectives, a list of the courses included in the program, and a course description for each.

Each course includes a syllabus, a study guide for each lesson with learning objectives listed, reading assignments, quizzes, writing assignments, and a comprehensive final exam. A handout for study instructions provides students with guidelines and expectations for completing each type of assignment.

Assessment of Student Learning

Brighton College embraces assessment as a tool to help meet its mission by improving student learning. Learning objectives have been identified for all of the college's courses and programs. All graduates are expected to demonstrate that they have met goals associated with their program. The college's faculty members are expected, on a regular basis, to assess whether or not students are meeting the course and program level goals for student learning and to use the results of assessments in an ongoing effort to improve student learning.

Types of Assessments

Each course lesson has associated objectives designed so that the student, through the successful completion of the assignment, is able to acquire and demonstrate the intended skills and competencies of the course.

Student learning is evaluated in a number of ways:

- Quizzes containing multiple choice, true/false, matching or fill in the blank questions.
- Writing assignments: short answer and essay.
- Case study assignments.
- Writing letters, memos, presentations, and similar correspondence.
- Participating in discussion boards on specific topics led by the instructor.
- One-to-one discussions with an instructor.

Lesson Exams

Lesson exams are taken open-book. When completing a lesson exam, students may use their textbook, notes, and other available materials for assistance. Students are instructed to put forth their best effort when taking lesson exams. These exams test knowledge as students move through the courses.

Writing Assignments

Writing is an important part of a student's academic development, and ultimately, his/ her effectiveness as a legal, business, or health services professional. The skills a student develops are directly transferable to the program discipline area. The bulk of legal and health records communication is written. A student learns the best approach to the writing process for his or her respective discipline in order to communicate in the workplace.

Discussion Boards

The Discussion Board is a forum that allows a student, his or her classmates (as assigned), and the instructor to conduct rich and fruitful discussions about the subjects being studied in the course. *See Appendix A Discussion Board Policy.*

Comprehensive Final Exams

After successful completion of all lessons in a course, a student takes a final exam. It is recommended that the student study his/her lesson exams and review any areas of weakness before taking the exam. The Final Exam tests the comprehension of the course and requires that the student demonstrate that he/she can apply the material learned throughout the course.

Proctored Exams

Proctored exams are a requirement for the associate degree programs. These exams are taken without the assistance of online search engines or access to course content, including quizzes. Proctored exams must be administered by a Brighton College verified and approved proctor.

Grading Policy

Examinations

The assessment tools measure three different types of learning: factual, application, and analysis. The programs at Brighton College are vocational and the writing assignments are often practical in nature, asking students to apply the skills they are learning. Some writing assignments instruct students to view a video and analyze using critical thinking skills. The discussion boards give students the opportunity to question, interpret, and apply the material while collaborating with others.

Assessments are used throughout the course. In a typical course, each lesson has a quiz or a quiz for a block of related lessons, and a writing assignment with several short answer or essay questions. When all assignments are completed, a comprehensive final exam covers the stated course objectives and the overall program objectives.

In order to ensure fairness and consistency of grading, faculty members use grading rubrics for writing assignments and discussion boards. Objective tests comprised of multiple choice and true/false questions are auto-graded in the classroom.

Quizzes and exams are created asking three different kinds of questions:

- **Factual Questions** These questions ask students to identify isolated facts. These questions can relate to generalizations, concepts, principles, processes, procedures, theories, or specific facts. Factual questions ask one question: *What is something?*
- **Application Questions** These questions require simple interpretation or application of data, requiring students to translate information into different data pieces. Application questions ask: *How do you interpret this?*
- **Analysis Questions** These questions require evaluation of data. Students must bring the information together, make an analysis, and arrive at a conclusion. Analysis questions ask students to: *Identify issues and put them together in the form of an analysis, thus arriving at a conclusion.*

Generally, written assignments are graded on the following criteria:

- **Content:** Assignment addresses the issue, has a focus and central idea, and develops upon major aspects of the central idea.
- **Organization:** Assignment shows awareness of importance of main ideas, structure or pattern is clear with an introduction, body, and conclusion. Each section is coherent, and transitions from one idea to another in logical sequence. Assignment is in appropriate format.
- **Mechanics:** Assignment shows control of grammar and syntax, and has minimum misspellings and punctuation errors.
- **Evidence:** Statements in the assignment are accurate and opinions adequately supported. Sources of information are identified and cited appropriately.
- **Clarity:** Length of response to essay questions is not as important as clarity of ideas.

A final grade is issued at the end of each course. Letter grades earn a number of points and are measured on the following scale:

Grade	Numeric	Standard	Quality Points
A	90 – 100	Excellent	4
B	80 – 89	Very Good	3
C	70 – 79	Average	2
D	60 – 69	Below Average	1
F	00 – 59	Failed	0
W		Withdrawal	0
F/W		Failed/Withdrawn	0
I		Incomplete	0
T		Transfer	0

Descriptions of Special Grades and Credits

F = Failed

The student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade will replace the “F” and the cumulative grade point average (CGPA) will be adjusted accordingly.

W = Course Withdrawal

Students requesting to be withdrawn from a course up to the 75% of course completion point, will be assigned a W grade. W grades are treated as credits attempted but not earned for SAP purposes. Course withdrawals will be treated as credits attempted but not earned for SAP purposes.

WF = Withdrawal Failing

Students requesting to be withdrawn after the 75% of course completion point, will be assigned a WF grade. WF grades are treated as credits attempted but not earned for SAP purposes.

I = Incomplete Grades

Incomplete grades may be granted for extenuating circumstances that prevent a student from completing the necessary coursework. The request must be submitted by the course end date, before grades are posted. The student must have demonstrated active participation through at least 75% of course completion point and have the potential to earn a passing grade.

If an approval is granted, an appropriate timeframe for submission of the additional work will be determined on a case-by-case basis, not to extend beyond two weeks after the semester end date. The VA certification period will not be extended for the duration of the incomplete grade; however, if the student begins a new term, students will be accountable for participation in the subsequent course while

completing work for any course with an incomplete grade. Incompletes will not be used in the SAP evaluation until a final grade is entered.

T = Transfer Credits

A transcript will reflect coursework evaluated and accepted for transfer when granted for courses applied to the student's program of study. Official transcripts must be submitted to the college according to the transfer credit policy and will be evaluated and applied as awarded. All approved transfer credits will only be applied to courses that the student has not begun to work in. All transfer credits that are accepted by Brighton College and applied to the student's program of study will be treated as both credits attempted and credits earned for SAP pace calculations. Transfer credits are not factored into CGPA calculations for SAP or graduation considerations.

Grade Appeal Process

The courses are developed with grade weights assigned and clearly communicated to students and faculty members. Wherever possible, courses are developed to ensure the grading is impartial and objective. However, in many courses, good pedagogy demands faculty members to make critical judgments about the acceptability of assignments and exams. In such cases, faculty members have final responsibility for all grades.

Students who disagree with an assignment or exam grade should contact the faculty member involved. If, during the discussion with the student, the faculty member discovers a potential error in grading, the student should be instructed to return the entire assignment or exam. If warranted, the grade for that assignment or exam may be changed. If the grade change is not warranted, the instructor will provide clarification to the student, explaining why the change was not made. If the student does not agree with the instructor's change or explanation, the student may appeal this decision as part of an appeal of the final course grade as described below.

The College's grievance procedure is as follows: (This information can be found in the catalog.)

Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the instructor or staff member involved.

If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Director of Student Services. The student should request this appointment within five (5) business days of the instructor or staff member's response. The Director of Student Services will schedule the conference within five (5) days of the student's request.

If the previous steps have not solved the complaint, the student must present in writing, all facts of the grievance to the Vice President of Academic Affairs at:

Brighton College
8777 Via de Ventura, Suite 330
Scottsdale, Arizona 85258

The student should present the facts within seven (7) business days of the phone conference with the Director of Student Services. The Vice President of Academic Affairs will either address the grievance or take action to form a grievance committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

After a decision has been rendered by the grievance committee, the student may request that the Executive Vice President review the process and outcomes of the grievance.

If the student complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

1740 W Adams St., Suite 3008

AZ 85007 Phone: 602.542.5709

website: <http://azppse.state.az.us>

Time Commitment for Completion – Satisfactory Academic Progress (SAP)

Students must demonstrate satisfactory academic progress by completing their program at a rate of completion per the terms of agreement on the student enrollment agreement.

Quantitative Evaluation: Students must maintain consistent progress in each course in order to successfully complete the program.

Extensions beyond the required time to complete a program will only be approved for students who have maintained satisfactory academic progress, have paid in full, or are current with their payment plan during the time period of the program. Students must have completed 50% of the program measured in credit hours during the required time period in order to be considered for an extension. If a student has not completed 50% of the program measured in credit hours during the required time period, the student will be dropped.

Qualitative Evaluation: One aspect of academic progress is the student's cumulative grade point average (CGPA). To meet the requirements for graduation, students must be advancing toward or maintaining a 2.0 or above CGPA for all coursework. Students who fall below the required minimum CGPA at their first designated incremental evaluation point will be placed on academic probation during which time the CGPA must be brought to the required minimum of 2.0. Students at Brighton College take one course at a time. The evaluation point occurs after the completion of each course in a program.

Coursework and quizzes must be submitted prior to taking the final exam in each course. Students must achieve a 70% or better in each course to achieve satisfactory progress. Students who do not meet this requirement by the end of each course will be notified and the course must be repeated and passed. An instructor is available to assist with any problems or concerns a student may have with the material. If a student does not meet the academic requirements for a course or continues to fall below 2.0 CGPA at their third evaluation point the student will be dropped.

Credit Hour Satisfactory Academic Progress Policy

Academic Review: At the end of each course completion, Student Services and the Academic Department, will review and take action on the record of every student whose cumulative GPA is below 2.00. Students will be placed on Academic Warning or Academic Probation accordingly and are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek assistance early on from the appropriate resources, if they find themselves in difficulty.

Warning: Students are placed on Academic Warning for non-attendance for 14 consecutive days of non-submission of assigned course work and/or after earning a cumulative GPA below 2.00 for the first time or immediately following a semester of good academic standing (2.00 term GPA or higher). Students receive individual email notifications of Warning status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a cumulative GPA of 2.00 or higher. Students placed on Academic Warning may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Warning may result in further restrictions on registration, Academic Suspension, or Dismissal.

Probation: Students are placed on Academic Probation after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Probation status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a term GPA of 2.00 or higher. Students placed on Academic Probation may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Probation may result in further restrictions on registration, Academic Suspension, or Dismissal.

Clock Hour Satisfactory Academic Progress Policy

Academic Review: At the end of each week, Student Services and the Academic Department, will review and take action on the record of every student who has maintained less than ½ time progress. Students who maintain less than ½ time progress for two consecutive weeks will be placed on Academic Warning or Academic Probation accordingly and are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek assistance early on from the appropriate resources, if they find themselves in difficulty.

Warning: Students are placed on Academic Warning for non-attendance for 14 consecutive days of non-submission of assigned course work and/or after two consecutive weeks of maintaining less than ½ time progress, and/or after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Warning status that explain the requirements that must be met for return to good academic standing.

Criteria: Student work includes direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, contributing to an academic online discussion, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Preparation is typically homework, such as reading and study time, and completing assignments and projects.

Probation: Students are placed on Academic Probation after non-attendance for 14 consecutive days of non-submission of assigned course work and/or after two consecutive weeks of maintaining less than ½ time progress, and/or after earning a cumulative GPA below 2.00 for two or more consecutive grading periods. Students receive individual email notifications of Probation status that explain the requirements that must be met for return to good academic standing. Students are returned to good academic standing upon earning a term GPA of 2.00 or higher. Students placed on Academic Probation may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Probation may result in further restrictions on registration, Academic Suspension, or Dismissal.

Student work is documented in the curriculum materials and syllabi, including a reasonable approximation of the time required for the student to complete the assignments. Evaluation of a student's work is identified as a grading criterion and weighted appropriately in the determination of a final grade for a course.

Suspension and Dismissal Policy: Students whose academic performance has deteriorated to the point of Dismissal present myriad reasons for their poor performance. The goal of the Dismissal policy is not to punish students in academic difficulty but rather to help guide them toward a pathway to academic

success. Academic Suspension is based on the cumulative GPA and rate of completion. Students' cumulative GPA are reviewed at the end of each course to ensure that all students are making adequate and consistent progress towards degree completion. Students who are able to raise their cumulative GPA sufficiently will be taken off of the Suspension or Dismissal List at the end of the course but may be placed on Warning or Probation for the upcoming course, as determined by their term GPA in the preceding course.

Appeal: Students dismissed from their program may appeal, in writing, within 10 days of the date of their initial letter of suspension or dismissal. Grounds for appeal include technical error or extenuating circumstances (e.g., severe medical problems or family crisis). Students are allowed to present information to the Academic Committee only in writing by emailing their student advisor. The letter of appeal must be written by the student, must state the reasons for the appeal, and should be accompanied by appropriate documentation. Decisions of the Academic Committee are final. Students are notified in writing within one week of the Committee's decision.

Appendix A

Brighton College - Discussion Board Policy

At Brighton College, the discussion board is a forum that allows the student, his or her classmates, and the instructor to conduct rich and fruitful discussions about the subjects covered in the course. In keeping with Brighton College's mission to provide quality distance adult education in an online, supportive learning environment, the discussion board forum provides a sense of community and encourages interaction that promotes self-development and self-discipline.

Each course must have at least two discussion board assignments. The first will be posted early in the course. It may be, for example, simply an introduction of the student to his or her classmates. This serves as an icebreaker and students will recognize classmates from other courses helping to create a sense of community. The second discussion board will be midway through the course and focus on the subject matter of the course.

The topics for discussion should be relevant to something currently happening in the field of study and directly map to at least one of the course objectives. The course objectives are listed in the syllabus.

Instructors will use the Discussion Board Grading Rubric as a guideline for points earned.

A Discussion Board topic:

- May ask the student to introduce him or herself to the class.
- May be an invitation to students to visit the Board throughout the course to ask questions that they feel may benefit others as well.
- May encourage critical thinking by posting a case study type scenario with questions.
- May give extra support, for example, post along with a topic that is particularly difficult and/or typically causes anxiety, for example the chapters covering mathematics and drug calculations in the Pharmacy Practice course.
- May encourage students to give an opinion, for example, post an ethical dilemma a student may come across in his or her field of study.
- May be about something in the news that is relevant to the course subject matter in order to ensure the posts relate to today's environment in the student's chosen field of study.

Instructors will encourage students to respond to each other. They will assure students that they are reading all of the posts, even if they do not respond to every post. The focus should be on the students' conversation.

STUDENT INSTRUCTIONS

Students access all discussion boards from their assigned classroom(s). They are given instructions and a sample Grading Rubric in the Study Instructions Handout in the classroom. To receive full credit, students must, at a minimum, post a substantive comment and respond to a classmate comment (as applicable). Students are encouraged to post multiple times in order to have a better grasp of the course material and to build connections with the instructor and fellow classmates (as applicable). Students are instructed to access the discussion board at least once per week during their time in a course.

As a general guideline, each comment must be approximately 25 to 50 words or more. A student is graded on the content of the post and his/her ability to advance the discussion. This means that the responses to classmates must go beyond statements of encouragement or agreement. To advance the discussion, students need to bring something additional to the discussion. For example, a student could agree with something a classmate posted, and then discuss his/her own ideas on the topic. Alternatively, a student could respectfully disagree and then explain why he/she disagrees.

It is suggested that students answer the question in a Word document first and then copy and paste the answer into the classroom. This will give the opportunity for the student to think about his or her answer, ensure that nothing is skipped over, and combat any “lost entry” of work if typed directly in the LMS. It also allows students to use the spelling and grammar check functions within Word, and edit before posting.

DISCUSSION BOARD RUBRIC

Score	Quality of Post	Relevance of the Post	Contribution to the Learning Community
100%	Comments are appropriate: thoughtful, reflective, and respectful of others' postings.	Posts topics related to discussion topic; prompts further discussion of topic.	Aware of needs of community, attempts to motivate group discussion; presents creative approaches to topic.
90%	Appropriate comments and responds respectfully to others' postings.	Posts topics that are related to discussion content.	Attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely.
80%	Responds with minimum effort. (e.g. "I agree with Mark.")	Posts topics, which do not relate to the discussion content; makes short or irrelevant remarks.	Does not make an effort to participate in learning community as it develops.
70%	Content unrelated to question.	Posting has minimum content and shows little effort.	No feedback provided to fellow students.
Fail 0%	No posting	No posting	No posting

Appendix B

Sample Writing Assignment Rubric

Score	Content	Organization	Development	Use of Language
100%	Answer is appropriate to the question and addresses the issue.	Clear sense of order. Begins with a thesis or topic sentence. Supporting points are presented in a logical progression.	Develops each point with specific details. Answers question completely. Content is factually correct.	Uses terminology related to subject area appropriately and correctly. No major grammatical or spelling errors.
90%	Answer is appropriate to the question. Content may have one or two factual errors.	May lack a thesis sentence, but points are presented in a logical progression.	Each point supported with some details and evidence. All important points included.	Accurate word choice. No more than two major errors and a few minor errors.
80%	Content relates peripherally to the question; contains significant factual errors.	Logic of argument is minimally perceivable. Points presented in a seemingly random fashion, but all support argument.	Sparse details or evidence. Question only partially answered.	Ordinary word choice; use of terminology from the subject area avoided. Some serious errors (but they don't impair communication).
70% (Give student the opportunity to resubmit for credit.)	Content unrelated to question.	Lacks clear organizational plan. Reader is confused.	Statements are unsupported by any detail or explanation. Repetitious, incoherent, illogical development.	Limited vocabulary; errors impair communication.
Fail – 0% (Give student the opportunity to resubmit for credit.)	No answer or content unrelated to question.			



8777 E. Via De Ventura, Suite 330

Scottsdale, AZ 85258

Phone: 602.212.0501 or Toll Free: 1.800.354.1254

Fax: 602.212.0502

www.brightoncollege.edu

www.theparalegalinstitute.edu