

SCHOOL OF EXTENDED EDUCATION

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School of Extended Education

Our programs are created by the joint effort of Brandman University faculty and instructors, working professionals, and industry experts through a series of collaborative advisory boards. This approach provides sustainable educational solutions that adjust to the needs of the real world. With workshops, seminars, certificate programs, professional credits, and courses leading to certification and academic credit in a variety of fields, you can find a program that fits your goals.

Credits

Academic Semester Credit

Undergraduate Level Coursework

Courses with numbers 100 – 499 provide semester credit. These courses may be used to satisfy requirements in undergraduate level degree or certificate programs.

Graduate Level Coursework

Courses with numbers 500 – 799 provide semester credit. These courses may be used to satisfy requirements in graduate level degree, credential, or certificate programs.

Continuing Education Units

Continuing Education Units (CEU) are calculated at 10 contact hours per one CEU, or fraction thereof. Courses that award CEUs may be useful to move up salary scales, maintain certifications and transition into new career paths. Unless specifically articulated to an academic credit-bearing course or program, these courses may not be used to satisfy coursework in any degree program.

Professional Development Units

Courses with numbers 8000 – 9999 provide Professional Development Units (PDU). Most PDUs are calculated at 15 contact hours per one

PDU. Courses that award PDUs may be useful to move up salary scales, maintain certifications or licensures. Unless specifically articulated to an academic credit-bearing course or program, these courses may not be used to satisfy coursework in any degree program.

Professional Development Units used for recertification with the Project Management Institute are calculated at one contact hour per one PDU. Courses that offer PDUs with this calculation are indicated appropriately.

Continuing Education credits used for license renewal with the Board of Behavioral Sciences are calculated at one clock hour per one CE. Courses that offer CEs with this calculation are indicated appropriately.

Clock Hours

Courses that award CEs may also indicate a Clock Hour equivalency. Clock Hours are used by specific government entities to measure professional and continuing education and determine program eligibility for the awarding of benefits. One Clock Hour is equivalent to one contact hour.

Recertification Credit Hours

Courses that award CEUs may also indicate a Recertification Credit Hour (RCH) equivalency. RCHs are calculated at one contact hour per one RCH and are specific to the professional licensing body.

School of Extended Education Tuition and Refund Policies

Tuition Policy

The School of Extended Education offers courses and programs to non-matriculated students providing opportunities for continuing education outside of the traditional degree program. Tuition is determined by the individual program and may vary from the standard tuition policies governing the degree programs. For the most up-to-date tuition and refund policies on courses and programs offered through the School of Extended Education, please visit the website at <https://www.brandman.edu/academic-programs/extended-education> (<https://www.brandman.edu/academic-programs/extended-education/>).

Students registered in academic courses are required to sign and submit the Financial Responsibility Agreement. This document explains the financial obligations of academic students, regardless of financial aid status.

Students not receiving financial aid or are not enrolled in an approved company tuition assistance program must pay for all active enrollments in full prior to the start of each course. Failure to pay by the first day may result in removal from the class and all future enrollments. A student dropped prior to the start of the course for failure to pay will not be charged tuition. Any outstanding balance from any previous tuition and/or accrued interest will still be due and failure to pay may result in future interest accrual and a referral to a collection agency.

Interest

For any unpaid balance, Brandman University will assess a monthly late payment fee at the rate of 6.5% annually (or 0.5417% per month) on the past due portion until past due charges are paid in full.

Refunds

Refunds are granted based on the type and duration of course taken. The cost of materials is non-refundable.

Refund Policies

Instructor-Led (On-ground or online):

If student drops and/or withdraws	Refundable Amount
Prior to the first day of classes	100%
Within the first week of classes	90%
Within the second week of classes	80%
After the second week of classes	None

- The cost of materials is non-refundable.

For courses of less than five (5) weeks:

If student drops and/or withdraws	Refundable Amount
Prior to the first class meeting	100%
Within the first class meeting	90%
Within the second class meeting	80%
After the second class meeting	None

- The cost of materials is non-refundable

Online Self-Paced/Mentored courses:

If student drops and/or withdraws	Refundable Amount
Prior to logging in to the course AND within 10 days of registration	100%
After 10 days of registration	None
After logging in to the course	None

Online Independent Study courses:

If student drops and/or withdraws	Refundable Amount
Within 30 days of registration AND no grade has been received for the course	100%
After a grade has been entered for the course	None
After 30 days of registration	None

Courses provided by Brandman training partners:

If student drops and/or withdraws	Refundable Amount
Within 30 days of registration AND no grade has been received for the course	100%
After a grade has been entered for the course	None
After 30 days of registration	None

- Education Programs (Pre K-12 Teachers, Administrators and Paraprofessionals) (<http://catalog.brandman.edu/extended-education/professional-development-teachers-administrators-paraprofessionals/>)
- Business Programs (<http://catalog.brandman.edu/extended-education/business-programs/>)
- Leadership Programs (<http://catalog.brandman.edu/extended-education/leadership-programs/>)
- Health, Wellness and Science Programs (<http://catalog.brandman.edu/extended-education/health-wellness-science-programs/>)

- Technology & Telecommunication (<http://catalog.brandman.edu/extended-education/technology/>)
- Alternative Pathways to Undergraduate Admission (<http://catalog.brandman.edu/extended-education/brandman-track-get-bundle/>)
- Corporate Training and Business Services (<http://catalog.brandman.edu/extended-education/corporate-training-custom-solutions/>)