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BROWN COLLEGE OF COURT REPORTING

A LEADER IN COURT REPORTING EDUCATION SINCE 1972
Table of Contents

Welcome to Brown College of Court Reporting ..........................................................3
History ..........................................................................................................................4
Accreditations and Approvals...................................................................................4
Memberships ..............................................................................................................4
Our Mission ..............................................................................................................5
Policies, Procedures, and General Information ..........................................................7
Admissions Requirements and Procedures ..............................................................8
Cancellation and Refund Policy ..............................................................................9
Withdrawal and Readmission ..............................................................................10
Licensure and Regulation ....................................................................................11
Entrance with Advanced Standing ......................................................................11
Transfer of Credits From Other Schools ................................................................11
Transfer of Credits: Within the Institution ............................................................12
Credit Through Proficiency Examination ..............................................................12
Financial Responsibility .......................................................................................13
Tuition and Finances ..............................................................................................14
Financial Assistance .............................................................................................15
Rules of Conduct for Students .............................................................................17
Attendance and Punctuality ..................................................................................18
Class Breaks .........................................................................................................19
Dress Code ...........................................................................................................20
Facilities ................................................................................................................20
Textbooks and Supplies .......................................................................................21
Student Complaint/Grievance Procedure .........................................................22
Academic Standards and Procedures .................................................................23
Grading Standards and Procedures ..................................................................24
Satisfactory Academic Progress (SAP) ...............................................................25
Requirements for Graduation ............................................................................27
Career Services Assistance ................................................................................28
Transcripts........................................................................................................................................... 29
Audit Policy........................................................................................................................................... 29
Academic Programs ............................................................................................................................ 31
Stenography Track ................................................................................................................................ 32
Voice Writing Track .............................................................................................................................. 36
Judicial Reporting ................................................................................................................................. 39
Court Reporting Academic Course Descriptions .................................................................................. 44
General Education Course Descriptions ............................................................................................... 49
Speed Building Course Descriptions .................................................................................................... 50
Notes Test Requirements ....................................................................................................................... 58
Elective Course Descriptions ................................................................................................................ 58
Court Reporting Advisory Board ............................................................................................................ 59
Faculty and Staff ..................................................................................................................................... 59
Academic Calendar ................................................................................................................................. 61
Welcome to Brown College of Court Reporting

Your interest in career training is an important first step in your journey toward a more successful life. Many factors will influence your ability to obtain and hold meaningful and satisfying employment. As you explore the education options open to you, you will make choices about your future career and the training leading to it. At Brown College, we are prepared to help you make informed career-training decisions. Your training will provide skills and knowledge to meet the changing needs of the court reporting industry.

Your training at Brown College will incorporate hands-on skills training and job-related classroom study. Course design is guided by professionals in the court reporting field, whose expertise helps ensure that your training remains current, relevant, and in demand.

Every Brown College degree and diploma is backed by more than 45 years of career training excellence, along with our commitment to every student’s academic and career success. Career Services, from tutoring and technical advising to career development and career placement assistance, are structured to enhance career preparation by addressing each student’s unique needs.

At Brown College, your career success is the goal of every staff and faculty member. You are welcome to discuss any matter of concern with any of us. We are eager for the opportunity to be a part of your personal journey.

RUSSELL T. FREEMAN, President
History
Founded in 1972 by Forrest Brown, Brown College has grown its educational programs to meet the changing needs of the court reporting industry. By embracing technology and change, Brown College has become a leader in court reporting education by producing a highly qualified graduate capable of meeting the demands of this exciting profession. In addition to the day classes, Brown College also offers evening and online classes, which greatly increased the number of students who attend. The low student-to-teacher ratio allows our students more personalized attention.

Brown College is currently the only National Court Reporters Association (NCRA) certified court reporting program in the state of Georgia. Its local and national reputation for excellence is one of the many reasons a high percentage of our graduates are employed in their field of study.

Brown College offers:

- Flexible, career-focused programs,
- Industry-experienced instructors,
- Small class sizes for personalized attention,
- Financial assistance for those who qualify, and
- Career services support for graduates.

The college moved to its current location, 1100 Spring Street NW, Atlanta, GA, in April 2015. Brown College was acquired in March 2009 by Mr. Russell Freeman, President/Owner of Coyne College. Coyne is located in the Chicago area and has over a century of career training excellence in construction trades and health-related fields.

Accreditations and Approvals
- Accrediting Commission of the Council on Occupational Education (COE),
- Authorized under the Nonpublic Postsecondary Education Institutions Act of 1990,
- Approved by the National Court Reporters Association (NCRA),
- Affiliated with the National Verbatim Reporters Association (NVRA), and
- Approved for Veterans Training by the Department of Veterans Service – State Approving Agency.

Memberships
- Association of Private Sector Colleges and Universities
- Better Business Bureau of Atlanta
- Alpha Beta Kappa National Honor Society
Educational Philosophy
Mission Statement
Brown College serves a single purpose: to prepare our students for the professional positions they will assume after graduation.

The Purpose We Serve
The staff and faculty do everything in their power to provide students with the skills needed to qualify them for entry-level employment. They encourage and foster the students’ desire to gain new skills for entry and advancement in their chosen fields, and they dedicate themselves to helping students find the means to gain lifelong educational assets and personal growth.

In addition, because a working career is only one part of a larger whole, we devote equal effort to stimulating intellectual and cultural growth, both through the courses we offer and through daily interaction with the diversity of background and experience among our faculty and student body. We make a special effort to treat each student as an individual deserving respect and as a “professional-in-training” deserving the fullest measure of knowledge and experience we have to offer.

In fulfilling these commitments to our students, we provide the legal, business, and communications communities with highly qualified professional court reporters and information reporters, and we help prepare responsible citizens to take their place in society as professionals.

Statement of Business Practices
No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity by Brown College of Court Reporting.
Policies, Procedures, and General Information
Admissions Requirements and Procedures

Admissions Procedures

Admission to Brown College is based on various requirements. All applicants must have a diploma from an accredited high school or its equivalent. Also, they must complete a proficiency test in spelling, grammar, punctuation, and vocabulary, the results of which are used as criteria for admission. Prior to registration for classes, applicants will need to submit transcripts and all required documents.

In addition to the proficiency test, a typing test is administered to all applicants to measure their finger dexterity and knowledge of the computer keyboard. A speed of 25 words per minute on a standard keyboard is required.

Although success at Brown College includes exercising practical skills and academic knowledge, it also involves demonstrating such qualities as commitment, integrity, dependability, a positive attitude, and a sense of professional responsibility.

We fulfill our obligation to our students in helping them achieve success and to the professions we serve in providing them with court reporters who meet the highest professional standards.

All prospective in-house students are required to schedule a visit to Brown College to see our facilities and discuss their program of interest with our admissions staff. Students are required to forward proof of high school graduation or passing the GED examination and, if applicable, a college transcript to Brown College.

If a student who has been accepted for admission is unable to begin in the intended quarter, he or she may submit a written request to the Director of Admissions to defer enrollment. Once submitted, an application is valid for three consecutive terms including the term of application. After that time, a new application is required.

Anyone wishing to apply by mail should return the application form to our Admissions Office, along with a $50 application fee. One of our Admissions Representatives will then schedule a personal interview and administer the proficiency and typing tests.

Classes are held on a quarterly basis, beginning each fall, winter, spring, and summer. Interested students should apply as early as possible to allow adequate time for completion of the admissions and financial aid procedures.

Enrollments are accepted year round. Classes are scheduled to start quarterly. (See current Academic Calendar for start dates.) As the first step in the admissions process, students must complete and sign the enrollment application for admission to Brown College and satisfy the following entrance requirements.

Entrance Requirements

- $50 application fee (non-refundable);
- All transcripts must be official. They must be mailed directly to Brown College or hand delivered in person in the original sealed envelope to the Admissions or Registrar’s Office. In lieu of official transcripts, we may accept an official diploma, delivered in person, to the Admissions or
Registrar’s Office. All applicants educated outside of the United States should submit an evaluated transcript;

- Copy of two forms of identification: valid driver’s license and social security card (A valid passport or birth certificate is also acceptable);
- Passing scores on two entrance exams (English and Typing);
- A signed “Student Right to Know” form if attending full-time classes; and
- Proof of education is required no later than no later than add/drop deadline.

All documents submitted become and remain the property of Brown College and will not be returned to the applicant, duplicated or transferred to another institution. Any applicant falsifying application data or documentation is subject to dismissal without refund.

**Distance Learning**

Brown College’s distance education program offers a valuable opportunity for students to earn a Court Reporting Certificate (stenography and voice reporting) or a Judicial Reporting Associate Degree (stenography) via online. Brown College brings the same commitment to providing quality courses and instruction to our online classes that we bring to our in-house classes, and each online class is equivalent to the course taught on campus. Education is a cooperative effort between student and instructor, and Brown College’s distance-learning students can expect to benefit from the full support and experience of our faculty.

Online entrance exams are available for applicants living more than 40 miles from our location.

**Starting Dates**

Student enrollments are accepted year round. (See current academic calendar for start dates.) Enrollments for each class are accepted in order of receipt until the available space is filled.

**Orientation**

Admitted students are required to attend an orientation session to acquaint them with the program, facilities, and procedures of training. Distance-education students are required to attend an online orientation session. At the orientation session, students are informed about rules and regulations, grading policies, attendance requirements, advising, and other student services. They will have an opportunity to ask questions on any subject.

**Cancellation and Refund Policy**

**Refund Policy**

All moneys paid by the prospective student, including application fees, are refunded if requested within three (3) business days after signing a contract with Brown College. Prior to beginning classes, the applicant receives a full refund of all moneys paid, with the exception of the application fee.

Federal Policy of Return of Title IV Funds: This federal policy is effective only if the student completely terminates enrollment and stops attending class before completing at least 60.1% of the quarter. Refunds of tuition and institutional charges are calculated based on a pro rata percentage determined by dividing the number of calendar days in the quarter that the student completed by the total calendar days in the quarter. The last day of attendance in a class determines the number of days completed. Students who withdraw from the institution when the calculated percentage of completion is at least
60.1% of the quarter are not entitled to a refund of any portion of tuition or institutional charges. After credits are issued and posted on a student account according to the refund calculation, the remaining credit balance or amount due back to or for the student will be distributed in the order and amounts prescribed by the Title IV guidelines.

The following will not be included as institutional charges in calculating pro rata refunds:
1. Fees charged to the student outside of the payment period in which the student withdrew;
2. Equipment or software not suitable for resale or reuse (includes voice silencer equipment or nonrepairable equipment);
3. Late fees;
4. Equipment or software not returned in good condition to Brown College within 20 days of withdrawal date;
5. Collection fees; and
6. Shipping fees.

Institutional Refund Policy
Brown College has selected as its institutional refund policy the Federal Policy for Return of Title IV Funds which is used by the state licensing agency in calculating return of Title IV funds.

Brown College of Court Reporting ensures that:
• Refunds are based on tuition paid for segments of the program as described in the enrollment agreement as quarters;
• Refunds are made in full to the student within thirty (30) days of the date of withdrawal;
• The applicant requesting cancellation more than three (3) business days after signing the contract or the student completing no more than five percent (5%) of instructional time is refunded no less than ninety-five percent (95%) of tuition;
• The student completing more than five percent (5%) but no more than ten percent (10%) of instructional time is refunded no less than ninety percent (90%) of tuition;
• The student completing more than ten percent (10%) but no more than twenty percent (20%) of instructional time is refunded no less than eighty percent (80%) of tuition;
• The student completing more than twenty-five percent (25%) but no more than fifty percent (50%) of instructional time is refunded no less than fifty percent (50%) of tuition; and/or
• The student completing more than fifty percent (50%) of instructional time is informed that the institution is not required to issue a refund.

Credit Adjustments After Drop/Add
The drop/add day for each quarter is the seventh (7th) business day. Any credits, attempted or earned, after the drop/add period will not be factored into financial aid eligibility. Financial aid funding will be requested based on credits reported on the first day after the drop/add period has ended. No adjustments will be granted for additional aid due to additional credit increases recorded at the end of the quarter.

Withdrawal and Readmission
Students who must withdraw from Brown College must notify the Director of Education prior to withdrawal and meet with the Registrar for processing of this procedure. Students who withdraw may apply for readmission at any time by submitting an application for readmission and a $25 fee. Reenrolled students will be charged the current tuition rate in effect at the time of their return.
Readmission to Brown College is based on the approval of several administrative officers:

- The Director of Education, based on a review of past academic performance;
- The Student Accounts officer, to ensure that the applicant is in good standing and does not owe any balances;
- The Financial Aid Officer, to ensure that the applicant has not defaulted on federal student loans and to confirm that the applicant has enough aid remaining to complete their training.

In the event that a student experiences a life crisis, such as family death or serious illness, he or she may apply for a Hardship Withdrawal. If granted, the student’s tuition rate will remain the same as when the student left, assuming the return is at the time agreed upon by the student and Brown College at the time of withdrawal. To apply for a Hardship Withdrawal, students should see the Director of Education at the time of or prior to the hardship event. Students must provide documentation verifying the circumstances surrounding the hardship and explain the adverse impact it will have on their Satisfactory Academic Progress. Final approval or rejection of the request will be granted by the Director.

**Licensure and Regulation**

Prior to enrolling in certain programs, students are advised to review the applicable licensure/certification procedures, requirements, and state laws of the profession to ensure that they are eligible to receive certification following completion of the program at Brown College of Court Reporting. Eligibility for certification may be limited by results of a criminal background investigation.

For example, a person who has a felony conviction should contact the Georgia Board of Court Reporting to determine whether or not he or she would qualify to be licensed.

**Entrance with Advanced Standing**

Students who have qualified for admission to Brown College may apply for entrance with advanced standing in two ways: transfer of credit and credit through proficiency examination.

Applications for Advanced Standing will be accepted only if the applicant was not previously enrolled in the course and the application is made prior to entrance of the course.

**Transfer of Credits From Other Schools**

Transfer credit from other schools is accepted under the following conditions:

1. The institution previously attended must be accredited by a regional or national accrediting body recognized by the US Department of Education;
2. The student must have an official transcript sent directly to Brown College of Court Reporting from each transferring institution or must submit a sealed official transcript from the transferring institution(s);
3. The student must supply a catalog course description, college course outline, or syllabus for each course to be considered for transfer credit;
4. Credit may be transferred only from college-level courses in which a grade of ‘C’ or better has been earned. Courses with “Pass” grades may not satisfy the transfer requirement unless the transferring institution awarded credit;
5. The course must be comparable to a course taught in the student’s major. Students should note that some of Brown College’s courses, such as English 102 (punctuation), have curricula...
designed specifically for application to the court reporting fields and may only be accepted for transfer from an accredited, NCRA-approved school that teaches a comparable course;

6. Credits must have been earned within the ten years prior to the date of admission into Brown College, with the exception of credits for CAT classes; these credits must have been earned within the past five years;

7. To be eligible for graduation, a transfer student must have satisfactorily completed a minimum of 28 credits in residence at Brown College;

8. Transfer course grades will not be included in the computation of grade-point averages at Brown College;

9. Credit from countries outside the United States may be considered. A certified evaluation by Educational Credential Evaluators, Inc., or by World Education Services, Inc., is required;

10. Court reporting students may only transfer theory, speed building, and other court reporting specific classes from accredited, NCRA approved programs. Students transferring from programs that are not NCRA approved may be granted credit based on an evaluation of the course content and grade by the Director of Education. Students desiring to do this are responsible for providing a catalog, course outline, or syllabus from the previous school to the Director of Education in addition to their official transcript; and

11. Court reporting transfer students desiring to join a speed level may be tested to measure their current stenography or voice reporting speed and accuracy to ensure correct placement in the appropriate speed class.

Transfer of Credits: Within the Institution

Discontinued Courses: Students who have completed discontinued coursework at Brown College may apply for transfer of credit. Credit for discontinued coursework will be granted only if Brown College determines a match exists between the discontinued course and a course in the student’s intended program. Criteria for matching coursework include comparable objectives, length, content, and era of technology. Transfer course grades for matched course will not be included in the computation of Grade-Point Averages in the intended program.

Current Course: Students who have completed courses currently offered at Brown College may apply for transfer of credit in another Brown College program at either the same or different award level (diploma or degree). Credit will be granted if the course is a requirement of the intended program or if Brown College determines a match exists between the course and a course in the student’s intended program. Criteria for matching coursework include comparable objectives, length, content, and era of technology. Transfer course grades for required courses will be included in the computation of Grade-Point Averages in the intended program.

Limitations on transfer Credit within the College: Applications for transfer of credit within Brown College will not be considered for courses completed more than five years prior to the date of application. Students whose coursework falls outside of the five-year limitation may apply for credit through proficiency examination.

Credit Through Proficiency Examination

If a student has extensive college-level education in or work experience in a particular area relating to an academic class required here at Brown College, he or she may be granted the opportunity to earn credit for that class by passing an exemption test. Petition to exempt a class through proficiency testing should be made to the Director of Education. Due to the nature of our program, we do not recommend
the students exempt a class unless they believe they have a complete understanding of the topics the class will cover. Because of the specialized knowledge required in the programs offered by Brown College, exemption tests are not offered for every academic class.

To exempt a class, the student should register for the course he or she wishes to exempt. Should the student exempt the class, the class will count as one of the student’s scheduled classes for the quarter, and “EX,” meaning “exempt,” will appear on the student’s transcript for the class. Thus, a class may only be exempted in a quarter in which it is offered and in which the student has met the prerequisites for the course.

The student should contact the Director of Education prior to the first day the class meets in order to petition for the opportunity to exempt by proficiency testing. Students are encouraged to speak to the Director of Education early enough that the student may acquire any supporting documentation, such as school transcripts, necessary to prove past education in or experience with the topic. Upon approval by the Director of Education, the student must meet with the teacher of the class or the Program Coordinator to arrange to take the proficiency test. The proficiency test is taken during the first week of classes. In no case will an exemption test be given after the drop/add period has ended.

All students are eligible to take the exemption tests in English Fundamentals, Introduction to Computers, Keyboarding I, and Keyboarding II. In the case of all other classes, the student must demonstrate extensive education or work experience in the particular course’s subject matter in order to qualify for the opportunity to exempt the class by proficiency examination. The score required to pass the exemption test varies from course to course. The teacher or Director of Education will inform the student of the score required to exempt prior to the student’s taking the examination.

Financial Responsibility

2017 Tuition Rates effective April 1st

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time (Days)</td>
<td>$4,150.00 per quarter</td>
<td>Minimum of 12 credits</td>
</tr>
<tr>
<td>Part Time (Nights)</td>
<td>$2,150.00 per quarter</td>
<td>6 to 8 credits</td>
</tr>
<tr>
<td>Part Time (Online)</td>
<td>$2,350.00 per quarter</td>
<td>6 to 8 credits</td>
</tr>
</tbody>
</table>

Additional fees for books and equipment will apply. Prices are subject to change and additional fees may apply if a part time student enrolls for more than 8 credit hours. Please contact an Admissions Representative for current rates.

Applying for Financial Aid

At Brown College we strive to assist you with achieving your educational goals. Financial aid is available to those who qualify.

You can complete the online application for federal student aid at www.fafsa.ed.gov (school code to be entered: 013624)

Please contact our Financial Aid Office for assistance.
Tuition and Finances

Tuition and Fees
Application fees of $50 for new students and $25 for returning students are charged to cover the cost of enrolling a student. Brown College is in session four quarters each year. Each quarter is considered to be an enrollment or payment period. All tuition, fees, or other charges are subject to change at the end of any quarter. We will honor the policy for current students that states they are not affected by tuition increases as long as they have continuous enrollment.

Hardship withdrawals, when granted by the Director, will continue to fall under the current policy and will, therefore, return to Brown College at their same tuition rate as when they left. Students who withdraw and return will pay the rate of tuition and fees in effect at date of return.

Brown College reserves the right to add or change lab, shipping, and other fees regardless of enrollment history. Brown College reserves and intends to exercise the right to withhold copies of educational records and/or to withdraw from classes any students who owe the institution money and have not made timely payments.

Payment of Tuition and Fees
Because we are a private institution and depend primarily on tuition for operational funding, prompt payment is essential. A “Tuition Agreement” document will be prepared for each student every quarter by the Student Accounts Representative. The “Tuition Agreement” will list tuition, fees, and, if eligible for Title IV funding, an estimate of expected financial aid for the term. If a balance remains after financial aid funds are applied, the amount due will be listed on the tuition agreement and the student is responsible for paying the amount due. The “Tuition Agreement” serves as a financial contract between the college and the student and must be signed by the drop/add date of each term. Students interested in a payment plan for their balance must get approval through the Student Accounts Department.

All balances must be paid in full by the end of the current term and, in accordance with the signed tuition agreement. Payments are due on the first day of the term. The college reserves the right to charge a $50 late fee if the student has not made their payment or an arrangement to pay with the student accounts representative, by the drop/add date. Any student with an overdue balance will not be allowed to register for a new quarter until their account is in good standing.

Collection of Tuition and Fees
All students are expected to pay tuition and fees as due at the Student Accounts Office of Brown College of Court Reporting. Normally accepted business methods will be utilized to collect past due accounts.

If a student withdraws with a balance due to Brown College, it is the responsibility of the student to inform Brown College, in timely fashion, of any address changes. When a balance is due at withdrawal date, at least two attempts will be made by Brown College to contact the student to establish payment terms. If no response is received from the student, Brown College will forward the account to an outside collection agency. The student is responsible for reimbursing the college for any collection agency cost and expenses at a maximum of 33.3% of the debt (details on college tuition agreement).
Financial Assistance

Financial Aid

Although Brown College is a private, postsecondary college, we believe that students who are truly able to benefit from our specialized programs should not miss that opportunity for financial reasons. Applicants and students may contact our Financial Aid Office for information regarding grants, loans, and other funding sources that may be available.

Brown College administers funds in accordance with the nationally established philosophies that the family is the primary resource for helping a student meet his or her education costs and that student financial aid is available to meet the difference between the student’s potential resources and college expenses. Brown College utilizes the results from the Free Application for Federal Student Aid (FAFSA) application as well as other need-analysis programs in determining a student’s level of financial need. A determination of a family’s financial strength is made based on gross adjusted income, number of family members, allowable expenses, debts, and total assets. Students must submit a Federal Student Aid Application each academic year.

Categories of Federal Financial Aid

Brown College of Court Reporting is approved by the US Department of Education to participate in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Stafford Loan (formerly GSL), Federal Unsubsidized Stafford Loan, Federal Plus/Supplemental for Students (FSLS), the Federal Perkins Loan (NDSL), and the Federal Work-Study Program (FWS).

Grant programs are designed to provide financial assistance that does not have to be repaid. Loan programs are generally available to provide access to funds that do have to be repaid, typically in a manner that is more favorable to the borrower than a regular consumer loan.

Applicants and students may meet with the Financial Aid Coordinator to determine what federal programs they may be eligible for and to make the necessary arrangements to utilize these funds.

Application for Financial Aid

To apply for federal financial aid at Brown College, the student must meet the following criteria:

1. be a US citizen or eligible noncitizen,
2. be accepted for admission at Brown College,
3. be enrolled, at least part time, in at least six (6) credit hours,
4. not be in default on a Title IV federal student loan or owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (SEOG),
5. be meeting standards of academic progress, and
6. unless there are extenuating circumstances, an individual cannot obtain federal funding with a prior drug conviction.

A student enters Brown College as a freshman. Upon becoming a sophomore, the student will become eligible for an increase in loan limit. The criteria for advancing to sophomore status are as follows:

- A student will become a sophomore in both the Stenography and Voice Writing program once the student has fully completed their 140 WPM Speed Building class and the courses that are listed in the Information Reporting Program (see pages 31 and 36 respectively). This includes all notes, tests, and required work to meet the speed criteria.
If a student reaches the sophomore level after the quarter has already begun, the change will become effective the following quarter.

The Test Records Monitor will update the Financial Aid Department at the end of each quarter as to who is eligible for a grade level increase.

Other Funding Sources
There are many possible sources of funding for students, based on individual eligibility, which may help defray the cost of attendance. Brown College is approved for VA education benefits. Other sources would include employer educational benefits and private scholarship opportunities.

Refund and Repayment of Title IV Policies
Federal Regulations (the Higher Education Amendments of 1998, regulation 34 CFR part 668.22) require each school to have a written policy for the refund and return of Federal Title IV aid received by students who withdraw during an enrollment period for which Title IV aid payment has been received. These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing at least 60.1% of the quarter. The return of Title IV funds regulations do not dictate an institutional refund policy and do not prohibit a school from developing its own refund policy or complying with refund policies required by a state or other outside agencies. Although the calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges, Brown College has adopted the pro rata refund method as its institutional refund policy in the interest of preventing students from being left with money owing Brown College after financial aid funds have been returned. However, there may be instances in which a balance will be owed to Brown College after return of Title IV funds.

Pro Rata Policy for Return of Title IV Funds
For calculating the return of Title IV funds, Brown College determines the earned and unearned Title IV aid for a student as of the date the student ceased attendance based on the amount of time the student spent in attendance using a pro rata formula. Under this method, Brown College refunds an amount proportional to the portion of the payment period that was not completed by the student. The percentage of the period completed is determined by dividing the number of calendar days completed in the payment period by the total number of calendar days in the same period, as of the day the student withdrew. The day the student withdrew is counted as a completed day. Therefore, the percentage of the period is calculated by subtracting the amount completed from 100%. If a student attends at least 60.1% of the payment period, then 100% of the amount was earned by Brown College.

Returning Credit Balances of Withdrawn Students
The return of Title IV aid provisions require a different treatment of a Title IV credit balance when a student withdraws as opposed to when a student is still in school. Except for Federal Work-Study funds (which must always be paid to a student who worked), a Title IV credit balance created during the withdrawal period is handled as described below.
1. School does not release any portion of a Title IV credit balance to the student after withdrawal and does not return any portion to the Title IV program funds prior to performing the Return Calculation.
2. School performs the Return Calculation including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. School applies the applicable refund policy to determine if doing so creates a new or larger Title IV credit balance.
4. School returns any unearned financial aid as described below under return of unearned financial aid.
5. School allocates any remaining Title IV credit balance first to repay any grant overpayment owed by the student as of the current withdrawal.
6. School pays the remaining credit balance in one or more of the following ways:
   a. Reduce student’s Title IV loan with the student’s authorization;
   b. Pay balance to student (or parent for a PLUS loan); and/or
   c. If Brown College cannot locate the student (or parent) to whom a Title IV credit balance must be paid, return the credit to the Title IV programs.

Return of Unearned Financial Aid
If the student receives more Federal Student Aid than the amount earned, Brown College must return the unearned funds in the order specified below. Brown College will return Title IV funds to the programs from which the student received aid during the payment period up to the net amount disbursed from each source.

1. Unsubsidized Federal Stafford Loans;
2. Subsidized Federal Stafford Loans;
3. Federal Perkins Loans;
4. Federal PLUS Loans;
5. Federal Pell Grant for which a return of funds is required;
6. Federal SEOG grants for which a return of funds is required; and
7. The student.

Rules of Conduct for Students
Students are expected to conduct themselves professionally and with integrity in keeping with the career they have chosen. Misconduct will not be tolerated. If a student is found to have engaged in the following misconduct, this will result in penalties up to and including expulsion from Brown College and/or referral to the authorities for prosecution:

- Cheating, plagiarism, and other academic dishonesty. Cheating on a speed test or a timed test will result in immediate expulsion. Collaboration on tests is considered cheating. Collaboration on other class requirements may be considered cheating. While some classes may allow or encourage students to work together, other classes have written requirements that specifically refer to collaboration as cheating. It is each student’s responsibility, upon entering a class, to find out what the requirements are and how they are to be met. Students must be sure to read any requirements they are given by the instructor. Further inquiries regarding the permissibility of collaboration in a specific course should be addressed to the instructor.
- Furnishing any false information to Brown College, including personal, academic, or financial aid information.
- Alteration or use of Brown College documents or identification with intent to defraud.
• Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, or other college activities.
• Physical (sexual or nonsexual) or verbal abuse, to include sexual harassment of any person on college premises or at college-sponsored functions.
• Theft or intentional damage of college property or theft of personal property of a member of the Brown College on college premises.
• Participation in any form of illegal gambling.
• Being under the influence of drugs or alcohol or possessing or distributing drugs, alcohol, or drug paraphernalia.

Staff and faculty members may file complaints against any student for misconduct. The complaints are to be submitted to the campus Director. A hearing will be held within five days to allow the accused to become aware of the charges. If necessary, an additional hearing will be held within the next five days. A decision will be made at the first or second hearing and the accused notified.

A student may appeal the decision made relating to the violation of the Code of Conduct by filing a request for a hearing by the Academic Review Committee, which consists of the Director of Education, at least one member of the faculty, and additional faculty and/or administrators as appointed by the Director of Education. The request for an appeal must be made in writing to the Director of the College. The ruling of the Committee will be documented in the student’s file.

**Attendance and Punctuality**

Brown College believes that developing discipline and good business habits in school prepares students to meet employers’ expectations of regular and punctual attendance. In addition, consistent attendance is critical for maintaining academic progress in school. For these reasons, attendance is reported on a daily basis and recorded on the student’s permanent record throughout training.

All students, including those enrolled online, must attend classes before the drop/add deadline within the first week of the quarter to ensure enrollment.

With regard to placement, students should be aware that prospective employers regularly inquire about the student’s attendance record in making their hiring decisions.

The school standard for regular attendance is no less than 80%, and students are encouraged to exceed this standard.

To be eligible for a grade of ‘A’ in any class, a student must attend a minimum of 80% of the class hours scheduled. (Meeting this requirement does not in any way guarantee an A. See your course syllabus for grading criteria.)

To be eligible for a grade of ‘B’ in any class, a student must attend 70% of the class hours scheduled. (Meeting this requirement does not in any way guarantee a B. See your course syllabus for grading criteria.)
To be eligible for a grade of ‘C’ in any class, a student must attend 60% of the class hours scheduled. (Meeting this requirement does not in any way guarantee a C. See your course syllabus for grading criteria.)

A student who attends less than 60% of the class hours scheduled will automatically fail the course.

If a student is late to class, this will be noted on the attendance sheet by the teacher. The minutes missed from class due to tardiness will constitute a percentage of an hour absent. For example, 15 minutes late would be one-fourth hour absent.

An excused absence will not count against the student. Only the Director or the Director of Education can authorize an excused absence; a teacher cannot do so.

If a student, in-house or online, has missed classes for four (4) consecutive class days and these absences are unexcused, he or she will be automatically terminated from Brown College.

Brown College reserves the right to terminate a student’s enrollment if, in the examination of the records, along with the recommendation of the faculty, the student is not as serious and dedicated as is necessary to successfully complete the program in the designated overall time period.

Classroom Etiquette
Classrooms should offer a safe and comfortable environment that is conducive to learning. To that end, we expect students and staff to comport themselves in a professional manner and to abide by the following rules:

• Cell phone use and texting are strictly prohibited during class. Cell phone ringers should be turned off in class. Violations of this rule may subject a student to disciplinary action.
• Food and drink (other than in a bottle with a twist-on cap) are not allowed in the classrooms. Drinks are not allowed at all in the computer lab and at the computers in the testing lab.
• No children are allowed.
• If a student arrives late to class, the student should set up his or her equipment in the hall outside of the classroom. If a dictation is in progress, the student should wait until the dictation is completed before entering the classroom.
• Stenography machine tripods should never be carried in the hallways with the legs of the tripod extended. Tripods should be folded before the student leaves the classroom.

Class Breaks
Students are allowed 10 minutes of break at prescribed times between classes. Vending machines are available to provide snacks during the breaks.

Student Lounge
The student lounge is open to students for relaxation. Vending machines are provided for snacks and refreshments.

All refuse should be placed in the proper receptacles. Food and drink (other than in a bottle with a twist-on cap) may not be taken into the classrooms or designated study areas. Brown College faculty is responsible for enforcing this policy in the classrooms.
**Dress Code**
The dress standards are designed to promote an environment of safety and professionalism.

At Brown College, we have found that students’ appearance and the way they dress reflect the way they perform in class and their actions towards others. We believe that school appearance should be in line with the way employers would expect employees to dress on the job.

The following attire is not allowed:
- short shorts,
- miniskirts,
- low-riding pants or shorts that expose undergarments,
- tube tops/halter tops,
- sleepwear, and/or
- inappropriately tight clothing.

If such clothing is worn, a student will be sent home or disciplined. Many courtrooms would also discourage the above attire.

Do not use perfume, cologne, or perfumed products.

Important information is disseminated to students via their personal email accounts. Students are responsible for notifying the Registrar in writing should their email addresses or contact information change. Bulletin boards are maintained throughout the corridors of the building. Students should periodically check the boards for personal notices and announcements. Student announcements are distributed and posted at various times during the week. Students are responsible for information listed in the student announcements.

**Facilities**

**Our Facilities and Campus Resources**
Brown College is conveniently located at 1100 Spring Street, NW, Suite 101 (near the intersection of 12th Street and Spring Street) in Atlanta. We occupy about 14,000 square feet of spacious, fully air-conditioned classrooms, labs, lounges, and offices. There are a number of restaurants nearby.

Because court reporting makes use of increasingly sophisticated technology, we provide a full complement of educational resources and industry standard equipment for our students’ training.
- Computer-aided transcription (CAT software) allows students a fully automated translation for their voice reporting or stenography notes. It also aids them in editing and correcting transcripts before making the final printout.
- Our library contains numerous periodicals and books, including a specialized collection of reference materials in law and medicine. We utilize extensive online library resources, including the Georgia virtual university library GALILEO and the Atlanta-Fulton County Public Library online catalog.
- Our audio media collection provides students with a wealth of information relating to stenography and voice writing theory, speed building, English, and legal and medical terminology.
• Our digital library of audio and video dictation and Realtime Coach® gives students practice material at speeds ranging from 60 to 260 words per minute in preparation for the various optional professional examinations.

• Our students gain valuable hands-on experience while working during their required externships. They also have opportunities to gain real-world experience by participating in functions such as mock depositions and trials at local law schools and county courthouses.

Together with comprehensive classroom training, these resources provide our students with the knowledge and skills they need to take advantage of the wonderful opportunities awaiting them in their careers as court reporters.

**Textbooks and Supplies**

Students may purchase textbooks and other materials from the vendors of their choice. Some required textbooks are available for purchase from the front desk.

Students are not required to buy their textbooks from Brown College, with the exception of a few which are available exclusively from the college. Brown College does not buy or sell used books.

**Textbook Refund Policy.**

Textbooks purchased from Brown College may be returned for a full refund subject to the following conditions:

1. Books must be returned within one week from the first day of class.
2. Books must be accompanied by your bookstore sales invoice.
3. Books must be free of any markings. Do not write in new books until you are positive you are going to keep them.
4. Defective books will be replaced.
5. Books must be in the original shrink wrap if wrapped by the publisher.

**Stenography Machines, Voice Writing Equipment, and Software**

All students are required to purchase stenographic machines or voice reporting equipment to be used throughout the duration of the program.

All stenography machines must be compatible with CaseCATalyst software in order to take advantage of some of the programs in use in our institution. In-house stenography students may rent a manual stenography machine from Brown College while taking theory classes. Once theory classes are completed, students are expected to purchase their own realtime-capable stenography machines. Brown College offers a time-payment plan to students to facilitate their purchase of a student stenography machine; however, students are not obligated to purchase their stenography machines from Brown College.

Voice reporting students are required to purchase a laptop computer and program-specific software several quarters into the program. Students are required to purchase the voice reporting equipment/software from Brown College because of the technical requirements.

Students who purchase equipment through Brown College’s time-payment plan should be aware that this equipment is owned by Brown College until the full purchase price of the equipment and software
has been charged on the student account and the account has been paid in full. This equipment should not be perceived by the student to be the property of the student until they have been notified by the registrar that the equipment is wholly owned by the student.

Upon the decision to withdraw from school, if the equipment has not been paid for in full, the student may either pay the remaining debt within seven (7) days from the date of withdrawal or return the equipment and software to Brown College within seven (7) days of withdrawal. It is the responsibility of the student to pay for shipping and insurance when returning machines and software. Adequate packaging and proper mode of delivery should alleviate any damage or loss to the value of the machine. The Registrar will determine the condition of the machine and software and notify Student Accounts of repairs needed or other conditions that may affect the ability to resell the item. A letter will be sent to the student along with a copy of his or her account notifying them of any further responsibility on his or her part.

If the equipment is not paid for in full or returned to Brown College within seven (7) days of withdrawal, Brown College will take necessary steps to obtain possession of the equipment and software through whatever legal resources are available.

It is important to understand that graduates will need to purchase upgraded, professional equipment and software upon entering the court reporting profession. Software designated as a student version is not adequate for professional work.

Student Complaint and Grievance Procedure
Brown College of Court Reporting is committed to treating all students fairly and respectfully. Policies that apply to students are published in the Brown College Catalog and are also available on the website.

The college recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If a resolution cannot be reached, a formal complaint process is provided in order to assure impartial and equitable resolution for those conflicts.

The institution’s procedure for filing a student complaint includes:

- instructions to the complainant;
- the sequential steps available to the student;
- the time limitations for filing and resolving a complaint;

Step 1: Students are encouraged to discuss the matter with the staff, faculty, or department in which the issue originated.

Step 2: If the issue is not resolved, the student should submit in writing, to the Director of Education and/or the Director of the College, the nature of the complaint and the reasons for dissatisfaction. The Director will investigate the concerns and respond within 15 working days of receiving the written complaint. The complainant will be provided with the school’s final decision regarding the complaint and the reasons for the decision. Anonymous complaints will not be recognized.

Step 3: If a student does not feel that the school has adequately addressed their complaint or concern, the student may consider contacting the following accrediting or certification bodies:
In the event any disputes arise between the student and school that cannot be settled at the school level, either party can request arbitration. We believe this is the best and least expensive method to deal with such disputes in a fair and orderly fashion.

Both parties agree that if arbitration of a dispute is necessary, the process will be conducted under the rules of the American Arbitration Association. This is a nonprofit organization whose function is to provide alternative means for resolution of disputes.

The American Arbitration Association is headquartered in New York City and can be reached at 221-716-5800 or in Atlanta at 404-325-0101. Nothing in this agreement to arbitrate shall be interpreted as circumventing the student’s right to refer unresolved grievances and/or complaints to any regulatory agency listed above.

**Academic Standards and Procedures**

**Class Hours**

Day classes at Brown College are held Monday through Thursday from 8 am until 2:30 pm. Evening classes are held Monday, Tuesday, and Thursday from 6 pm until 10 pm. Online classes are offered on Monday through Thursday from 6 pm until 10 pm. Although no classes are held on Fridays, students are welcome to come into the school between 9 am and 3 pm unless the school is closed for a holiday.

**Program Length**

Students progress primarily according to their individual levels of proficiency in all programs at Brown College. Due to the skill-based nature of progress in all programs, the length of time for completion may vary greatly from one student to the next. Full-time or day students enroll for a minimum of 12 credit hours. Part-time or evening students, including online, enroll for 6 to 8 credit hours.

The Court Reporting Stenography Certificate program at Brown College should take, on average, 12 quarters to complete, and the Judicial Reporting Associate Degree program should take, on average, 13 quarters to complete for full-time students.
Because students self-pace through their speedbuilding classes, the Voice Writing program takes, on average, 8 quarters.

Brown College of Court Reporting does not and cannot guarantee the success of any particular individual enrolled in our programs. Additionally, Brown College cannot predict the length of time it will take a student to complete our program. A student’s ability to progress through the program is greatly influenced by a number of factors, among which are:

- attendance
- practice habits
- attitude
- manual dexterity

Part-time students in all programs typically take about twice the amount of time. This varies greatly, as the individual’s desire and practice time can substantially reduce the time necessary to complete the program. Any student who has not completed his or her program within one and a half (1.5) times the applicable program length will not be eligible for federal financial aid.

**Definition of Academic Year**
An academic year is defined as three quarters for full-time students and six quarters for part-time students.

**Grading Standards and Procedures**
Students must adhere to high educational standards. The minimum average grade required for successful completion of all programs is ‘C’. A permanent transcript is maintained for all students. This record will reflect all courses completed and grades received by the student.

The following is Brown College’s academic grading system except where specifically noted in a class syllabus:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal, Passing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal, Failing</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt by Examination</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>HW</td>
<td>Hardship Withdrawal</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
</tr>
</tbody>
</table>

In an effort to acknowledge student progress in keyboarding and speed building, Brown College will assign a grade of ‘IP’ (In Progress). The ‘IP’ is a grade that reflects the student’s progress. When the student fulfills the requirements of the speed building class or application level, a letter grade will be earned. A grade of ‘IP’ is assigned when a student has not yet completed all the requirements of the speed/keyboarding courses in which the student is enrolled. The ‘IP’ grade does have an impact on the overall completion rate and cumulative GPA. Please refer to course syllabi to determine ‘IP’ eligibility.

In special circumstances and with prior approval from the instructor and Director of Education, a grade of ‘I’ will be assigned to students who fail to complete the requirements of an academic course at the end of the quarter. The course requirements must be completed by the end of the drop/add period of
the next quarter, or the ‘I’ will change to an ‘F’. Students should be careful not to confuse the requirements of the grade of ‘I’ with the grade of ‘IP’.

Progress in stenography or voice reporting is reflected in the speed tests given on unfamiliar material for five minutes, which must be transcribed at 95%, 96%, and/or 97.5% accuracy. A student will remain in the assigned speed building class until all requirements for the class have been met.

The grade of ‘EX’ indicates that the student has earned credit by passing the required exemption test or has passed a test at a level higher in accuracy/speed.

The grade of ‘TR’ indicates that the student received credit from another institution that is transferable to Brown College, although no quality points are assigned to the transferable grade.

The grade of ‘WP’ indicates that the student was permitted to withdraw from Brown College while doing satisfactory work.

The grade of ‘WF’ indicates that the student was permitted to withdraw from Brown College while doing unsatisfactory work. Withdrawal from Brown College under these circumstances is equivalent to a failure.

In the event that a student experiences a life crisis, such as family death or serious illness, he or she may apply for a Hardship Withdrawal (HW).

Any student who receives a grade of ‘F’ in an academic course must repeat the course the next quarter it is offered. A second grade of ‘F’ in the same academic course will result in the student being dismissed from school.

After a required period of two (2) quarters has passed, a student dismissed for receiving a second ‘F’ in an academic course may appeal for readmission by submitting a letter to the Director of Education and the Director. If the appeal is granted, the normal reenrollment fee will be assessed.

**Satisfactory Academic Progress (SAP)**

Federal regulations require that students who receive federal financial aid, including grants and work-study, have met and continue to meet basic academic progress standards. Progress is measured on all students enrolled, whether or not they receive Title IV funding. Failure to maintain Satisfactory Academic Progress may result in loss of federal financial aid and/or dismissal. Please note that while transfer credits do not count towards a student’s GPA, they do count towards Credit Completion Rate Standard for Satisfactory Academic Progress. To maintain Satisfactory Academic Progress (SAP), students must meet all of the following requirements:

1. All students must complete their programs within 150% of the Maximum Time Frame for Completion (MTFC).
2. All students must maintain a cumulative grade-point average (GPA) of 2.0 or higher.
3. All students must successfully complete 67% of the courses attempted. Pace of progression is calculated by dividing the cumulative number of credits a student has successfully completed by the cumulative number of credits a student has attempted.
Maximum Time Frame for Completion (MTFC)
All students must complete their programs within 150% of the Maximum Time Frame for Completion (MTFC). Title IV financial aid eligibility expires once the time frame is exceeded. Students fully in the 225 WPM speed building level who have shown a progressive history and have a GPA of 2.0 or higher may request financial accommodations in order to finish the program by contacting the Director.

Minimum Cumulative GPA Standard
Cumulative Grade-Point Average (GPA) is measured every quarter. Students must maintain a Cumulative GPA of 2.0 or higher to maintain satisfactory academic standing. Grades of ‘A’, ‘B’, ‘C’, ‘F’, and ‘WF’ count toward a student’s cumulative GPA. If a student repeats a course for credit, both grades earned will count toward the student’s Cumulative GPA. ‘TR’ (Transfer credits), ‘HW’ (Hardship Withdrawals), and ‘IP’ (In Progress) do not count toward the student’s cumulative GPA. A grade of ‘I’ (Incomplete) must be replaced with the final grade for the course by the end of the succeeding quarter’s drop/add period. The final grade for the course will count toward the student’s Cumulative GPA.

If you drop below a Cumulative GPA of 2.0, you will be placed in financial aid warning. Once you are in financial aid probation, you may continue to receive financial aid, but you will be expected to meet the minimum standard of 2.0 cumulative GPA by the end of your probation term in order to continue to receive financial aid. Failure to meet the minimum standards after your probation term will result in financial aid suspension and the loss of federal student aid including loans, grants, and work-study.

How to Regain Aid Eligibility for Minimum GPA Standard
Enroll in and complete credits to increase cumulative GPA to 2.0 or higher. Students will not be eligible for federal financial aid until their cumulative GPA increases to 2.0 or higher.

Credit Completion Rate Standard
All students must successfully complete (pass) 67% of the courses attempted. The credit completion rate is measured every quarter. Pace of progression is calculated by dividing the cumulative number of credits completed by the cumulative number of credits attempted. Credits completed are defined as all classes in which a student earned a passing grade (‘A’, ‘B’, or ‘C’). Credits attempted are defined as all classes in which a student earned a passing grade (‘C’ or higher), an ‘IP’, a ‘F’, a ‘WP’, or a ‘WF’ and all accepted transfer credits. If a class is repeated for credit, credits from both times the class was taken will count toward credits attempted. Credits attempted do not include classes in which students received an ‘HW’ (Hardship Withdrawal) or an ‘IP’ (In Progress). A grade of ‘I’ (Incomplete) must be replaced by the student’s final grade in a course by the end of the succeeding quarter’s drop/add period. The final grade will count toward the student’s credits attempted and, if a passing grade, towards the student’s credits completed.

SAP Review
If a student’s credit completion rate (SAP percentage) falls below 67% prior to the quarter in which the credit completion rate is measured, the student will be placed on SAP review and advised of the seriousness of their failure to meet Satisfactory Academic Progress. Students on SAP review should meet with the Director of Education to design a progress plan. The plan may be monitored by the Director of Education or the student’s speed building lead teacher. Students are usually notified of SAP Review in writing.
Financial Aid Probation
If a student’s credit completion rate (SAP percentage) falls below 67%, the student will be placed on financial aid probation during the student’s next term of attendance. A student will still be eligible for financial aid while on probation. Students on financial aid probation must meet with the Director of Education to design a progress plan to increase the student’s rate of progress and bring the student back into Satisfactory Academic Progress. To be removed from financial aid probation, a student must demonstrate progress and meet all SAP minimum standards (GPA, credit completion ratio, and time frame) by the end the probation period. Students who fail to meet minimum SAP standards at the end of their period of probation will be placed on financial aid suspension and will become ineligible for aid.

Financial Aid Suspension
Students who fail to meet minimum SAP standards will be placed on financial aid suspension. Students on financial aid suspension are ineligible for federal and state financial aid, including loans, grants, and work study.
If the student continues classes and once again meets all minimum standards for SAP, the student will regain eligibility for aid.

Restoring Satisfactory Academic Progress
Students restore satisfactory progress by successfully completing attempted courses and consequently raising both their GPA and their pace of completion to meet or exceed the required minimums within the time frame established by the Academic and Financial Aid Review or Academic and Financial Aid Probation periods.

Appeal Procedures
If a student has been suspended from financial aid because of failure to meet the minimum SAP requirements and has mitigating circumstances which kept the student from making satisfactory progress, then the student may appeal by submitting a written appeal to the Director of Education. The appeal must describe the specific circumstances which prevented the student from meeting minimum SAP requirements, supporting documentation, and a detailed written plan/corrective action plan to improve academic progress. The plan should be written with the aid of the student’s Program Coordinator or lead speed teacher and should be signed by the Program Coordinator or lead teacher. Appeals are reviewed within five days of receipt, and the student will be notified by email, phone call, or in person of the outcome of the appeal. Incomplete appeals, such as those lacking documentation, will not be considered for approval. If the appeal is approved, financial aid eligibility may be reinstated on a probationary basis.

Requirements for Graduation
Brown College will award certificates to students who complete the following:

Information Reporting
Successful completion of all required academic and stenography or voice reporting speed building courses and fulfillment of all financial obligations to Brown College.

Court Reporting
Successful completion of all required academic, stenography or voice reporting speed building courses and externships and the fulfillment of all financial obligations to Brown College.
As a result, a court reporting graduate will be proficient in many academic and machine or voice reporting skill areas and will have specifically accomplished the following:

- Passed, with 97.5% accuracy, two 5-minute 180 WPM tests in each discipline (literary, jury charge and question and answer), passed with 96% accuracy two 5-minute 200 WPM in the jury charge and question and answer disciplines, and passed three five-minute 225 WPM Q&A tests at 95% accuracy.

- Passed, with a maximum of five errors, three 5-minute timed writings in keyboarding at 60 WPM.

- Any enrolled student who has successfully passed the RPR examination administered by NCRA or the CVR examination administered by the NVRA will be considered a graduate if they have otherwise completed or exempted all the required academic courses, including externship, and have fulfilled all financial obligations associated with their training and education.

- Completed 80 verified hours of externship.

**Judicial Reporting**

All of the above requirements for the stenography certificate plus completion of all general education courses.

Students participating as honorees in a graduation ceremony will be charged a one-time graduation fee.

**Career Services Assistance**

Career Services’ primary responsibility is to assist graduates and completers in finding field related employment. Assistance is available for all Brown College graduates and completers. To receive assistance, graduates and completers must register with Career Services in person, provide current copies of their resume and maintain contact with the office on a scheduled basis.

Students may receive assistance with their resumes, career search documents, and interview preparation. Students eligible for Externship must contact Career Services to begin the process. Once approved for Externship, students will be placed under the supervision of seasoned professionals in efforts to expand their knowledge and gain valuable hands-on experience in the field.

In addition, the Director of Career Services teaches the Professional Development course, organizes mock trials and depositions, and secures guest speakers for seminars, both on-campus and online. Overall, the purpose is to prepare students to make a successful transition into the court reporting profession.

No school can guarantee a student a job, but Brown College of Court Reporting has a long history of helping students and graduates establish solid career opportunities.
Transcripts
An official transcript can be obtained by contacting the Registrar. Currently enrolled students may request a copy of their transcript at no charge. For each additional transcript, including official transcripts to be sent to other institutions, a fee of $5 is required. Transcript requests cannot be processed for any former students or graduates who have not fulfilled all financial obligations to Brown College.

Audit Policy
A person not enrolled in Brown College may wish to take one or more classes on an audit basis, meaning that they do not earn credits for any hours attempted. To do so, the following guidelines apply:

1. Audit students must prove that they will have the ability to be successful in the class or classes they wish to audit by way of the admission interview and/or documentation of previous related training.
2. A course may be audited only with the permission of the Director of Education, and there must be space available in the class.
3. Credit is not given for classes audited, nor is attendance recorded for audit students. However, homework and tests may be graded according to Brown College’s academic standards at the sole discretion of the instructor.
4. Federal financial aid may not be used by audit students.
5. Audit students must submit an application as well as a $50 processing fee when applying for a class to be audited.
6. The fee charged is based on the credit hours of the class or classes taken. The fee is calculated by dividing the current full-time tuition by 12 and multiplying that amount by the number of credit hours. The student must also pay any other fees associated with the class(es).
7. Once audit students attend class, they are not eligible for any refund if they do not complete the quarter.
8. The Director of Education may, at his or her sole discretion, modify these guidelines on an individual basis if necessary.

Currently enrolled students and Brown College graduates may audit a class given the following:

1. It must be a class they previously passed.
2. There must be space available in the class.
3. Credit is not given for classes audited, nor is attendance recorded for audit students. However, homework and tests may be graded according to Brown College’s academic standards at the sole discretion of the instructor.
Academic Programs
**Stenography Track**  
*Information Reporting Certificate Program (Stenography Track)*

**Program Mission:**  
The Information Reporting Program at Brown College is designed to prepare stenography students for an entry-level position in a variety of text-entry environments and is a **prerequisite for progression into the Court Reporting Certificate Program**.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE100</td>
<td>Introduction to Stenography Theory</td>
<td>14.0</td>
</tr>
<tr>
<td>THYREF</td>
<td>Theory Reinforcement</td>
<td>2.0</td>
</tr>
<tr>
<td>THE101</td>
<td>Advanced Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>IRR101</td>
<td>Introduction to Realtime Reporting</td>
<td>2.0</td>
</tr>
<tr>
<td>DJR06A</td>
<td>60 WPM Speed Building (1)</td>
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</tr>
<tr>
<td>DJR06B</td>
<td>60 WPM Speed Building (2)</td>
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</tr>
<tr>
<td>DJR08A</td>
<td>80 WPM Speed Building (1)</td>
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<td>DJR10A</td>
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<td>DJR10C</td>
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<td>D5L12</td>
<td>120 WPM Speed Building Literary (95%)</td>
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<tr>
<td>D7L12</td>
<td>120 WPM Speed Building Literary (97.5%)</td>
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<td>D5L14</td>
<td>140 WPM Speed Building Literary (95%)</td>
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<tr>
<td>EN10</td>
<td>English Fundamentals</td>
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<td>EN20</td>
<td>Punctuation and Usage</td>
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<td>EN30</td>
<td>Vocabulary Development</td>
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<td>LEG102</td>
<td>Legal Terminology</td>
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<tr>
<td>TRM10</td>
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**Total Credits:** 62.0
**Court Reporting Certificate**  
**Program (Stenography Track)**

**Program Mission:**  
The Court Reporting Program at Brown College is designed to prepare stenography students to take the NCRA national certification exam and to prepare the students for an entry-level position in the court reporting field. *Prerequisite: Information Reporting Certificate Program.

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CRT303  Court Reporting Technology III  2.0
CRT404  Court Reporting Technology IV  2.0

*Total Credits:  160.0

*Includes prerequisite program credits
# Voice Reporting Track

## Information Reporting Certificate Program (Voice Reporting Track)

**Program Mission:**
The Information Reporting Program at Brown College is designed to prepare voice reporting students for an entry-level position in a variety of text-entry environments and is a prerequisite for progression into the Court Reporting Certificate Program.

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**Total Credits:** 46.0

*Courses exempted upon completion of THE200V*
Court Reporting Certificate
Program (Voice Reporting Track)

Program Mission:
The Court Reporting Program at Brown College is designed to prepare voice reporting students to take the NVRA national certification exam and to prepare the students for an entry-level position in the court reporting field. *Prerequisite: Information Reporting Certificate Program.

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**Total Credits: 144.0

*Courses exempted upon completion of THE200V

**Includes prerequisite program credits
Judicial Reporting
Associate Degree Program

Program Mission:
The Judicial Reporting Program at Brown College is designed to prepare stenography students to take the NCRA national certification exam and to prepare the students for an entry-level position in the court reporting field.

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**Total Credits:** 180.00
Course Descriptions
### Court Reporting Academic Course Descriptions

#### THE100
**Introduction to Stenography Theory**  
Credits: 14.0  
This course introduces the student to basic theory principles: brief forms, phrases, writing by sound, and mastering the keyboard. Students are exposed to business letters, literary material, proper names, and numbers. Read back and basic transcription skills are introduced. Daily assignments are given. At the completion of this course, students should be writing approximately 50 WPM with 97.5% accuracy.

#### IRR101
**Introduction to Realtime Reporting**  
Credits: 2.0  
This course begins with an introduction to court reporting and court reporting in America today, with a short history of court reporting.

#### THE101
**Advanced Theory**  
Credits: 4.0  
This course introduces the student to all the common functions of the stenography machine. Additionally, students will master the theory concepts introduced in THE100.  
**Prerequisite:** THE100.

#### THE100V
**Voice Reporting Theory I**  
Credits: 12.0  
This course introduces the student to basic voice reporting theory, speech recognition engines, dictation techniques, and voice reporting equipment. This course is designed to provide students with the knowledge needed to maintain, update, diagnose, and operate a laptop and Windows operating system for the purpose of voice reporting. Daily assignments are given. At the completion of this course, students should be writing approximately 100 WPM with 97.5% accuracy.

#### THE200V
**Voice Reporting Theory II**  
Credits: 8.0  
This course focuses on the interaction of the multiple software applications used to produce accurate, sustained realtime voice reporting recognition. It will reinforce the skills mastered in Voice Reporting Theory I, including basic voice reporting theory, speech recognition engines, dictation techniques, voice reporting equipment, building transcriptions, and attending mock trials. Daily assignments are given. At the completion of this course, students should be writing at 120 WPM with 97.5% accuracy.  
**Prerequisite:** THE100V.

#### THYREF
**Theory Reinforcement**  
Credits: 2.0  
This course reinforces theory skills and introduces new writing principles and abbreviations to speed building classes.  
**Prerequisite:** THE101.

#### KYB101
**Keyboarding I**  
Credits: 2.0  
This course teaches the fundamentals of keyboarding. Students are introduced to proper keying of the alphabetic and numeric keys, as well as basic formatting of documents. Emphasis is placed on building proper keyboarding skills at 50 words per minute.

#### KYB102
Keyboarding II  
Credits: 2.0
This course teaches correct typing techniques to develop speed and accuracy at 60 words per minute. The practice, production, and testing materials cover a wide variety of topics. The student must pass three five-minute tests at each level with a maximum of five errors on each test to receive an ‘A’ in the course. *Prerequisite: KYB102.*

EN20
Punctuation and Usage  
Credits: 4.0
Because spoken English often does not conform to the formal rules of grammar, this course teaches students how to punctuate anything they may be required to transcribe. In addition to punctuation, subjects covered are numbers, hyphens, capitalization, and abbreviations. *Prerequisite: EN10.*

EN30
Vocabulary Development  
Credits: 2.0
The study of word origins, structure, and meaning presented in this course improves students’ vocabularies and their confidence in word usage.

EN40
Proofreading  
Credits: 2.0
This is an introduction to proofreaders’ marks and the principles of proofreading, as well as a comprehensive review of problem areas, including sound-alikes, one-word/two-word confusions, spelling, possessives, capitalization, hyphenation, and general punctuation. *Prerequisite: 160 speed level; EN10, EN20, EN30.*

LEG101
Civil and Criminal Law  
Credits: 2.0
This course provides a basic introduction to the American legal system. The role of the Supreme Court is discussed, as well as the organization and jurisdiction of the federal and state courts. Students also learn how to research citations and use reference materials. Civil and criminal procedural and substantive laws are surveyed.

LEG102
Legal Terminology  
Credits: 2.0
Students study the origin and use of legal terms and how they are applied in the law of equity, torts, domestic relations, agency, bailments, real estate, etc.

LEG103
Court Reporting Procedures  
Credits: 2.0
This course prepares students to perform their official reporting responsibilities: marking exhibits; indexing and storing notes; and preparing financial records, information sheets, and other materials. Instruction is also given in expert witness testimony, voir dire, speaker identification, interruptions, procedures in chamber, and sidebar conferences. Official and freelance reporters’ ethical responsibilities are discussed in detail. *Prerequisite: 140 speed level.*
TRM10
Medical Terminology Credits: 3.0
This course covers both general medical terminology and medical terminology connected with specific body systems. Prerequisite: 100 speed level.

JTMLAB
Medical Terminology Lab Credits: 1.0
Students produce transcripts of medical material from audio files, applying what they learn in the concurrent Medical Terminology course. For students in the Judicial Reporting program, emphasis is on medical testimony. Prerequisite: 200 speed level, preferably concurrent enrollment in TRM10.

AP10
Anatomy and Physiology Credits: 3.0
This course covers general anatomy (structure) and physiology (function) and the anatomy and physiology of specific body systems. Prerequisite: 200 speed level, preferably concurrent enrollment in JAPLAB.

JAPLAB
Anatomy and Physiology Lab Credits: 1.0
Students produce transcripts of medical material from audio files, applying what they learn in the concurrent Anatomy and Physiology course. For students in the Judicial Reporting program, emphasis is on medical testimony.

IC100
Introduction to Computers Credits: 1.0
This course teaches the fundamentals of computers, including identifying major components and using various Windows-related programs. Students will also learn file management processes as well as trouble-shooting techniques for resolving computer-related printing and software issues. Additionally, students will be given a basic overview of Microsoft Word.

CRT202
Court Reporting Technology II Credits: 2.0
Students will learn the basic operation of a CAT software, concluding with the production of a transcript using the computer. The basics of realtime transcription will also be discussed. Prerequisite: 140 speed level, LEG103.

CRT303
Court Reporting Technology III Credits: 2.0
This course is a continuation of CRT202. Students will continue refining skills needed for production of transcripts on the computer and for reporting jobs on a realtime system. Prerequisite: LEG103, CRT202.

CRT404
Court Reporting Technology IV Credits: 2.0
This course prepares students to use the knowledge gained in CRT 202 and CRT 303 and apply it to transcript production. Initial application was accomplished in the final weeks of CRT 303. This course will act as a continuation of applied Case CATalyst or Total Eclipse knowledge in actual use in transcript production. Several transcripts will be taken down step by step, incorporating the use of Speaker IDs,
style pages, and parentheticals. Takedown, editing, proofreading, and final transcript delivery will all be repeated until the process is familiar to the student. Prerequisite: LEG103, CRT202, CRT203.

VRT202
Voice Reporting Technology II  Credits: 2.0
Students will learn the basic operation of a CAT software to write a job and produce a deposition transcript.

VRT303
Voice Reporting Technology III  Credits: 2.0
This course is a continuation of VRT202. Students will continue refining skills needed for production of transcripts on the computer and for reporting jobs on a realtime system. Prerequisite: VRT202.

VRT404
Voice Reporting Technology IV  Credits: 2.0
In this course, students will learn about the many career choices available to realtime reporters and about the technologies and skills required for these aspects of reporting. Speakers who have worked in areas such as captioning, classroom reporting, computer-integrated courtrooms, and on-line technologies will discuss the evolving role of the reporter.

MVD160
Multi-Voice Reporting Dictation I  Credits: 1.0 (each)
Students in the 160 through 225 WPM speed building classes will takedown multiple-voice reporting dictation sessions, where they apply learned reporting procedures to simulated trials, depositions, and administrative hearings. Prerequisite: LEG103, preferable concurrent enrollment in VRT303.

MVD180
Multi-Voice Reporting Dictation II  Credits: 1.0 (each)
Students in the 160 through 225 WPM speed building classes takedown multiple-voice reporting dictation sessions, where they apply learned reporting procedures to simulated trials, depositions, and administrative hearings. Prerequisite: 140 speed level, MVD160.

MVD200
Multi-Voice Reporting Dictation III  Credits: 1.0 (each)
Students in the 160 through 225 WPM speed building classes takedown multiple-voice reporting dictation sessions, where they apply learned reporting procedures to simulated trials, depositions, and administrative hearings. Prerequisite: 160 speed level, MVD160, MVD180.

MVD225
Multi-Voice Reporting Dictation IV  Credits: 1.0 (each)
Students in the 160 through 225 WPM speed building classes takedown multiple-voice reporting dictation sessions, where they apply learned reporting procedures to simulated trials, depositions, and administrative hearings. Prerequisite: 180 speed level, MVD160, MVD180, MVD200.
RPD120 / RPD220  
**Reporter Dictation**  
Credits: 1.0 (each)  
Students in the 120 and 220 WPM speed building classes learn how to prepare a salable transcript, including a title page, appearance page, headings, index page, errata sheet (if needed), certification page, and such other entries as may appear in a given case. Students also learn how to use a style sheet and conduct research. The 180 WPM students will produce three 10-page transcripts. The 200 WPM students will produce two 30-page and three 10-page transcripts. **Prerequisite:** RPD180/160 speed level, RPD200/180 speed level, LEG103, VRT202, VRT203.

PD100  
**Professional Development**  
Credits: 1.0  
This course introduces students to factors that can spell the difference between success and failure on the job, such as time management, communication skills, resume writing, job interviewing, and freelance as well as official reporting exposure. Students are also introduced to the components of business, including sole proprietorship, insurance, and finance.

CRX101  
**Court Externship**  
Credits: 2.0  
The college arranges for students at the 200 wpm speed building level who have passed one of the 200 wpm Q&A tests to spend at least 30 hours with a certified court reporter. **A minimum of 15 hours must be during actual court sessions.** The remaining 15 hours may be spent outside of a court setting. The supervising reporter(s) must verify that the student experienced at least 20 hours of actual writing time. The student must transcribe 40 pages of court proceedings for grading purposes and submit a one page narrative summarizing the externship experience for course credit. **Prerequisite:** D7L18B, D7J18B, D5Q18B, D5Q20A, CRTII, CRTIII, MDV180.

CRX102  
**Freelance Externship**  
Credits: 2.0  
The college arranges for students at the 200 wpm speed building level who have completed the 200 wpm Q&A tests to spend at least 30 hours with a certified court reporter. **A minimum of 15 hours must be spent in a freelance setting.** The remaining 15 hours may be spent outside of a freelance setting. The supervising reporter(s) must verify that the student experienced at least 20 hours of actual writing time. The student must transcribe 40 pages of depositions for grading purposes and submit a one page narrative report summarizing the externship experience for course credit. **Prerequisite:** D7L18B, D7J18B, D7Q20B, CRTII, CRTIII, MDV180.

TD180A  
**Technical Dictation-Transcription (180)**  
Credits: 1.0  
This class is for students at the 180 WPM speed level. Unfamiliar technical material is taken down at varying speeds. Credit is awarded for attendance and completion of satisfactory transcripts from class dictation. **Prerequisite:** 160 speed level.
General Education Course Descriptions

EN10
English Fundamentals
This course is a comprehensive review of descriptive English grammar: parts of speech, phrases, clauses, and sentence patterns. Also included are selected areas of prescriptive English grammar: pronoun case, pronoun-antecedent agreement, and subject-verb agreement.

PSY100
Introduction to Psychology
This course offers a survey of knowledge about human behavior with an emphasis on the practical application of psychology to daily life.

HIS100
Recent History of the United States
This course offers a survey of the history of the United States since the end of World War II through examination of national economic and political power, both in the United States and abroad, and through examination of the domestic conflicts and controversies that have grown out of the postwar expansion of the economic and political power of the United States.

ECO100
Essentials of Ecology
This course is designed to emphasize ecological concepts related to our understanding of environmental issues that confront us: population growth, resource depletion, climate changes, pollution, loss of diversity, habitat destruction. It is an introduction to how the world we live in works, how we use and abuse nature, and what we can do to protect our environment for ourselves and for future generations.

GEO100
Introduction to Geography
This course will examine the major research traditions of geography. The key elements to be examined include the foundation of geography, mapping, the earth science tradition, the culture-environment tradition, the locational tradition, and the area analysis tradition.

MTH100
Mathematics
This basic college mathematics course offers all the review, drill, and practice students need to develop solid mathematical proficiency and confidence.
Speed Building Course Descriptions

60-WPM Stenography Speed Building Classes
DJR06A
60 WPM (1)  Credits: 2.0
This class develops speed and skill. Students must pass one five-minute test at 60 WPM with 97.5% accuracy. Readback skills and theory skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: THE100.

DJR06B
60 WPM (2)  Credits: 2.0
This class develops speed and skill. Students must pass one five-minute tests at 60 WPM with 97.5% accuracy. Readback skills and theory skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: THE100.

80-WPM Stenography Speed Building Classes
DJR08A
80 WPM (1)  Credits: 2.0
Students must pass one five-minute test at 80 WPM with 97.5% accuracy. Read-back skills are extensively reinforced. Vocabulary development is stressed. They must also achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 60 or 80 WPM. Prerequisite: 60 speed level.

DJR08B
80 WPM (2)  Credits: 2.0
Students must pass one five-minute test at 80 WPM with 97.5% accuracy. Readback skills are extensively reinforced. Vocabulary development is stressed. They must also achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 60 or 80 WPM. Prerequisite: 60 speed level.

DJR08C
80 WPM (3)  Credits: 2.0
Students must pass one five-minute test at 80 WPM with 97.5% accuracy. Read-back skills are extensively reinforced. Vocabulary development is stressed. They must also achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 60 or 80 WPM. Prerequisite: 60 speed level.

100-WPM Stenography Speed Building Classes
DJR10A
100 WPM (1)  Credits: 2.0
Students must pass one five-minute test at 100 WPM with 97.5% accuracy. Vocabulary development is stressed. Readback skills are extensively reinforced. Notes on one passed 80 or 100 WPM test must have an accuracy level of 93% accuracy. Prerequisite: 80 speed level.

DJR10B
100 WPM (2)  Credits: 2.0
Students must pass one five-minute test at 100 WPM with 97.5% accuracy. Vocabulary development is stressed. Readback skills are extensively reinforced. Notes on one passed 80 or 100 WPM test must have an accuracy level of 93% accuracy. Prerequisite: 80 speed level.
DJR10C
100 WPM (3)  
Credits: 2.0
Students must pass one five-minute test at 100 WPM with 97.5% accuracy. Notes on one passed 80 or 100 WPM test must have an accuracy level of 93% accuracy. Vocabulary development is stressed. Readback skills are extensively reinforced. Prerequisite: 80 speed level.

120-WPM Stenography Speed Building Classes

D5L12
120 Literary at 95%  
Credits: 1.0
Students must pass one five-minute, 120-WPM Literary test at 95% accuracy. Students must complete required production work. Students must achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 100 or 120 WPM. Exemption credit will be given for this class if the student passes D7L12 prior to passing this class. Prerequisite: 100 speed level.

D7L12
120-Literary at 97.5%  
Credits: 2.0
Students must pass one five-minute, 120 WPM Literary test at 97.5% accuracy. Students must achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 100 or 120 WPM. Students must complete required production work. Prerequisite: 100 speed level.

D5J12
120-Jury Charge at 95%  
Credits: 1.0
Students must pass one five-minute, 120-WPM Jury Charge test at 95% accuracy. Students must complete required production work. Students must achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 100 or 120 WPM. Exemption credit will be given for this class if the student passes D7J12 prior to passing this class. Prerequisite: 100 speed level.

D7J12
120-Jury Charge at 97.5%  
Credits: 2.0
Students must pass one five-minute, 120 WPM Jury Charge test at 97.5% accuracy. Students must complete required production work. Students must achieve an accuracy level of 93% accuracy on one set of notes on a test passed at 100 or 120 WPM. Prerequisite: 100 speed level.

D5Q12
120-Q&A at 95%  
Credits: 1.0
Students must pass one five-minute, 120-WPM Q&A test at 95% accuracy. Students must complete required production work. Students must achieve an accuracy level of 93% on one set of notes on a test passed at 100 or 120 WPM. Exemption credit will be given for this class if the student passes D7Q12 prior to passing this class.

D7Q12
120-Q&A at 97.5%  
Credits: 2.0
Students must pass one five-minute, 120-WPM Q&A test at 97.5% accuracy. Students must complete required production work. Students must achieve an accuracy level of 93% on one set of notes on a test passed at 100 or 120 WPM. Prerequisite: 100 speed level.
**140 Speed Building Classes**

**D5L14**
140-WPM Literary at 95%  
Credits: 1.0
Students must pass one five-minute, 140-WPM Literary test at 95% accuracy. Students must complete required production work. Students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7L14 prior to passing this class. **Prerequisite:** 120 speed level, EN10, THE200V.

**D7L14**
140-WPM Literary at 97.5%  
Credits: 2.0
Students must pass one five-minute, 140-WPM Literary test at 97.5% accuracy. Students must complete required production work. Students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). **Prerequisite:** 120 speed level, EN10, THE200V.

**D5J14**
140 WPM Jury Charge at 95%  
Credits: 1.0
Students must pass one five-minute, 140-WPM Jury Charge test at 95% accuracy. Students must complete required production work. Students must also achieve an accuracy level of 93% accuracy on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7J14 prior to passing this class. **Prerequisite:** 120 speed level, EN10, THE200V.

**D7J14**
140-WPM Jury Charge at 97.5%  
Credits: 2.0
Students must pass one five-minute, 140-WPM Jury Charge test at 97.5% accuracy. Students must complete required production work. **Prerequisite:** 120 speed level, EN10, THE200V.

**D5Q14**
140-WPM Q&A at 95%  
Credits: 1.0
Students must pass one five-minute, 140-WPM Q&A test at 95% accuracy. Students must complete required production work. Students must also achieve an accuracy level of 93% accuracy on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7Q14 prior to passing this class. **Prerequisite:** 120 speed level, EN10, THE200V.

**D7Q14**
140-WPM Q&A at 97.5%  
Credits: 2.0
Students must pass one five-minute, 140-WPM Q&A test at 97.5% accuracy. Students must complete required production work. Students must also achieve an accuracy level of 93% accuracy on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). **Prerequisite:** 120 speed level, EN10, THE200V.
**160-WPM Speed Building Classes**

**D5L16**

**160-WPM Literary at 95%**

Credits: 1.0

Students must pass one five-minute, 160-WPM Literary test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7L16 prior to passing this class. **Prerequisite:** 140 speed level, EN20; EN20.

**D7L16**

**160-WPM Literary at 97.5%**

Credits: 2.0

Students must pass one five-minute, 160-WPM Literary test at 97.5% accuracy. Students must also pass a notes test. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. **Prerequisite:** 140 speed level, EN20.

**D5J16**

**160-WPM Jury Charge at 95%**

Credits: 1.0

Students must pass one five-minute, 160-WPM Jury Charge test at 95% accuracy. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Students must complete required production work. Exemption credit will be given for this class if the student passes D7J16 prior to passing this class. **Prerequisite:** 140 speed level, EN20.

**D7J16**

**160-WPM Jury Charge at 97.5%**

Credits: 2.0

Students must pass one five-minute, 160-WPM Jury Charge test at 97.5% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). **Prerequisite:** 140 speed level, EN20.

**D5Q16**

**160-WPM Q&A at 95%**

Credits: 1.0

Students must pass one five-minute, 160-WPM Q&A test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7Q16 prior to passing this class. **Prerequisite:** 140 speed level, EN20.

**D7Q16**

**160-WPM Q&A at 97.5%**

Credits: 2.0

Students must pass one five-minute, 160-WPM Q&A test at 97.5% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 120 or 140 WPM (literary, jury charge, or Q&A). **Prerequisite:** 140 speed level, EN20.
180-WPM Speed Building Classes Part A

D5L18A
180-WPM Literary at 95%, Part A
Credits: 1.0
Students must pass one five-minute, 180-WPM Literary test at 95% accuracy. Student must complete all required production work. Voice students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A). Exemption credit will be given for this class if the student passes D7L18 prior to passing this class. Prerequisite: 160 speed level, EN20.

D7L18A
180-WPM Literary at 96%, Part A
Credits: 2.0
Students must pass one five-minute, 180-WPM Literary test at 95% accuracy. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A). Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 160 speed level, EN20.

D5J18A
180-WPM Jury Charge at 95%, Part A
Credits: 1.0
Students must pass one five-minute 180-WPM jury charge test at 97.5% accuracy. Voice track students must also have achieved an accuracy of 93% on one set of notes on a test passed at 160 or WPM (literary, jury charge, or Q&A). Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7J18A prior to passing this class. Prerequisite: 160 speed level, EN20.

D7J18A- 2.0 credits
180-WPM Jury Charge at 97.5%, Part A
Credits: 2.0
Students must pass one five-minute 180-WPM jury charge test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A). Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 160 speed level, EN20.

D5Q18A
180-WPM Q&A at 95%, Part A
Credits: 1.0
Students must pass one five-minute 180-WPM Q&A test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A). Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7Q18A prior to passing this class. Prerequisite: 160 speed level, EN20.

D7Q18A
180-WPM Q&A at 97.5%, Part A
Credits: 2.0
Students must pass one five-minute 180-WPM Q&A test at 97.5% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A). Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 160 speed level, EN20.
**180-WPM Speed Building Classes Part B**

**D5L18B**
*180-WPM Literary at 95%, Part B*  
Credits: 1.0  
Students must pass one five-minute, 180-WPM Literary test at 95% accuracy. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A*). Students must complete all required production work. This course is not eligible for exemption. Exemption credit will be given for this class if the student passes D7L18B prior to passing this class. **Prerequisite: 160 speed level.**

**D7L18B**
*180-WPM Literary at 96%, Part B*  
Credits: 2.0  
Students must pass one five-minute, 180-WPM Literary test at 96% accuracy. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A*). Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. **Prerequisite: 160 speed level.**

**D5J18B**
*180-WPM Jury Charge at 95%, Part B*  
Credits: 1.0  
Students must pass one five-minute 180-WPM jury charge test at 97.5% accuracy. Voice track students must also have achieved an accuracy of 93% on one set of notes on a test passed at 160 or WPM (literary, jury charge, or Q&A*). Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7J18B prior to passing this class. **Prerequisite: 160 speed level.**

**D7J18B**
*180-WPM Jury Charge at 97.5%, Part B*  
Credits: 2.0  
Students must pass one five-minute 180-WPM jury charge test at 97.5% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A*). Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7J18B prior to passing this class. **Prerequisite: 160 speed level.**

**D5Q18B**
*180-WPM Q&A at 95%, Part B*  
Credits: 1.0  
Students must pass one five-minute 180-WPM Q&A test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A*). Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7Q18B prior to passing this class. **Prerequisite: 160 speed level.**

**D7Q18B**
*180-WPM Q&A at 97.5%, Part B*  
Credits: 2.0  
Students must pass one five-minute 180-WPM Q&A test at 97.5% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 85% on one set of notes on any test passed at 160 or 180 WPM (literary, jury charge, or Q&A*). Readback skills are extensively reinforced. Vocabulary development is stressed. **Prerequisite: 160 speed level.**

* Voice track students must pass a notes test for 180 WPM Speed Building, Part A, and second notes test for 180 WPM Speed Building, Part B.
200-WPM Speed Building Classes Part A

D5J20A
200-WPM Jury Charge at 95%, Part A
Credits: 1.0
Students must pass one five-minute 200-WPM jury charge test at 95% accuracy. Voice track students must also have achieved an accuracy of 93% on one set of notes on any test passed at 180 WPM or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 180 speed level.

D7J20A
200-WPM Jury Charge at 96%, Part A
Credits: 2.0
Students must pass one five-minute 200 WPM jury charge test at 96% accuracy. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 180 speed level.

D5Q20A
200-WPM Q&A at 95%, Part A
Credits: 1.0
Students must pass one five-minute 200 WPM Q&A test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7Q20A prior to passing this class. Prerequisite: 180 speed level.

D7Q20A
200-WPM Q&A at 96%, Part A
Credits: 2.0
Students must pass one five-minute 200 WPM Q&A test at 96% accuracy. Voice track students must also have achieved an accuracy of 93% on one set of notes on any test passed at 180 or 200 WPM. Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 180 speed level.

200-WPM Speed Building Classes Part B

D5J20B
200-WPM Jury Charge at 95%, Part B
Credits: 1.0
Students must pass one five-minute 200 WPM jury charge test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7J20B prior to passing this class. Prerequisite: 180 speed level.

D7J20B
200-WPM Jury Charge at 96%, Part B
Credits: 2.0
Students must pass one five-minute 200-WPM jury charge test at 96% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 180 speed level.
D5Q20B  
200-WPM Q&A at 95%, Part B  Credits: 1.0  
Students must pass one five-minute 200-WPM Q&A test at 95% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Exemption credit will be given for this class if the student passes D7Q20B prior to passing this class. Prerequisite: 180 speed level.

D7Q20B  
200-WPM Q&A at 96%, Part B  Credits: 2.0  
Students must pass one five-minute 200-WPM Q&A test at 96% accuracy. Students must complete required production work. Voice track students must also achieve an accuracy level of 93% on one set of notes on any test passed at 180 or 200 WPM. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 180 speed level.

225-WPM Speed Building Classes  
D225A  
225-WPM Speed Building A  Credits: 4.0  
Students must pass one five-minute 225 WPM Q&A test at 95% accuracy. Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 200 speed level.

D225B  
225-WPM Speed Building B  Credits: 4.0  
Students must pass one five-minute 225 WPM Q&A test at 95% accuracy. Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 200 speed level.

D225C  
225-WPM Speed Building C  Credits: 4.0  
Students must pass one five-minute 225 WPM Q&A test at 95% accuracy. In addition to the test requirements, students must transcribe one mock RPR or mock CVR test in its entirety in order to complete the 225 speed level requirements. (No segment of the actual RPR or CVR need be passed to complete this requirement. However, any segment of the actual RPR or CVR passed will be credited to the student as a speed test, if applicable.) Students must complete required production work. Readback skills are extensively reinforced. Vocabulary development is stressed. Prerequisite: 200 speed level.
Notes Test Requirements
The notes test accuracy requirements are as follows:

- 80 WPM through 140 WPM: Notes tests must be passed at 93% accuracy for both steno and voice track students.
- 160 WPM through 200 WPM: Notes tests must be passed at 93% accuracy.

Elective Course Descriptions

DRL10A
Beginning Drill Credits: 1.0
DRL10B
Beginning Drill Credits: 1.0
DRL10C
Beginning Drill Credits: 1.0

Stenography students in the 60, 80, and 100 WPM speed building classes review theory principles and drill on words and word endings, challenging strokes and combinations, numbers and names, and other skill-building exercises. Voice reporting students work to improve realtime accuracy. Production work is required. This course may be repeated three times for credit as level A, B, or C.

DRL20A
Intermediate Drill Credits: 1.0
DRL20B
Intermediate Drill Credits: 1.0
DRL20C
Intermediate Drill Credits: 1.0

Stenography students in the 120, 140, and 160 WPM speed building classes drill on words and word endings, challenging strokes and combinations, number, names, retention practice, two-voice dictation, extended-time endurance practice, and other skill-building exercises. Voice reporting students work to improve realtime accuracy. Production work is required. This course may be repeated three times for credit as level A, B, or C.

DRQ30A
Advanced Drill Credits: 1.0
DRL30B
Advanced Drill Credits: 1.0
DRL30C
Advanced Drill Credits: 1.0

Stenography students in the 180, 200, and 225 WPM speed building classes drill on words and word endings, challenging strokes and combinations, number, names, retention practice, two-voice dictation, extended-time endurance practice, and other skill-building exercises. Voice reporting students work to improve realtime accuracy. Production work is required. This course may be repeated three times for credit as levels A, B, and C.
Court Reporting Advisory Board
Forrest Brown, Co-Chairman, Esquire Solutions
Maxyne Bursky, Freelance Court Reporter
Richard Bursky, Freelance Court Reporter
LeToi Conner, Official Court Reporter, Cobb County
Carl Forte, Court Reporter, Cobb County
Debbie Hennings, Court Reporter, Accutran, Inc.
Trish Johnson, Official Court Reporter, Gwinnett County
Alison Jordon, Official Court Reporter, Cobb County
Heidi Thomas, Broadcast Captioner and CART Provider: Director, EduCaption, Inc.

Faculty and Staff
Administrative Staff
The principal function of any school is to educate. But effective teaching cannot take place without the support of a competent administrative staff. The administrators are especially important in a small school such as Brown College, where contact with students takes place on a more intimate and a more informal basis than at larger institutions.

The members of the administrative staff at Brown College are thorough professionals, both through training and experience. But they also add an important touch of personal service to their dealings with students. It is largely through their efforts that Brown College retains the feel of a close-knit community while fulfilling its educational responsibilities.

Russell Freeman, President
Carlette Jennings, Director of Admissions
Mark Green, Director of Career Services
Roxane Lawson, Student Accounts
Erica Johnson, Admission Representative
Carol Craft, Test Records Monitor
Barinda Edwards, Receptionist
Marita Carey, Director
Julie Morris, Director of Education
Lisa Lowe, Registrar
Daryl Osborne, Admissions Representative
Felicia Chess-Glore, Financial Aid Advisor
Fernando Sandoval, IT Support

Faculty
The national reputation for excellence that Brown College enjoys is due in large part to the quality of our teaching staff. Many members of our faculty have been with Brown College for extended tenure. This longevity attests both to the strength of their dedication and to the academic stature of Brown College.

Beyond skill and experience, there is a further quality necessary for any program’s success, and that is a personal involvement in each student’s progress. Without interaction on a one-to-one basis, learning is an abstract process that deprives students of the rounding, human element of a complete education.
Our teachers share this sense of concern and have made personal involvement a part of their teaching philosophy. These collective qualities of knowledge, skill, and dedication make our teaching staff the foundation of our academic distinction.

**Full-Time Faculty**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Art Cochran</td>
<td>B.A., Dartmouth College</td>
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<td></td>
<td>M.F.A., University of Iowa</td>
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<tr>
<td>Eric Edwards</td>
<td>B.A., University of Georgia, Journalism</td>
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<td></td>
<td>Brown College of Court Reporting</td>
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<tr>
<td>Nancy Smith-Wells</td>
<td>University of California- Chaffy College, Certificate in Court Reporting</td>
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<tr>
<td>Robert Tanner – CRI</td>
<td>A.A., Strayer Business College</td>
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<td>Court Reporting</td>
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<tr>
<td>Jeff Tyson</td>
<td>B.A., Yale University</td>
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<tr>
<td>Todd Vancel</td>
<td>B.A., University of Georgia</td>
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<td></td>
<td>Diploma, Brown College of Court Reporting</td>
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**Adjunct Faculty**

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<th>Name</th>
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<tbody>
<tr>
<td>India Harrison</td>
<td>B.A., Indiana University- Criminal Justice</td>
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<td></td>
<td>A.A.S., Brown College of Court Reporting</td>
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<tr>
<td>Tony Saucelo, J.D.</td>
<td>Thomas M. Cooley Law School, Juris Doctor</td>
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<tr>
<td>Judith Wolff – Certified Court Report</td>
<td>Minnesota School of Business, Court Reporting</td>
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<tr>
<td>Steven Wolfin</td>
<td>Berkley Business School</td>
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<td>Court Reporting</td>
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<tr>
<td>Selene Thompson</td>
<td>B.A., Indiana University- Criminal Justice</td>
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<td>A.A., Strayer Business College</td>
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<td>Court Reporting</td>
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<td>Michael Branch</td>
<td>B.A., Atlanta College of Art</td>
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<td></td>
<td>Online Program Coordinator</td>
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<tr>
<td>Janice A. Fisher</td>
<td>B.S., University of Memphis</td>
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<td></td>
<td>Edmonds Community College</td>
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<td>Certificate in Court Reporting</td>
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<td>Glendine Lipford, CSR, CRI</td>
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<td>A.A.S., Court Reporting Institute of Dallas</td>
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<td>StenoTech Career Institute</td>
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<td>Court Reporting Diploma</td>
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<tr>
<td>Bonnie Lee</td>
<td>B.A. Degree, King’s College, English</td>
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<td>A.A.S., Luzerne County Community College</td>
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<td>Court Reporting Institute, St. Louis, Missouri</td>
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<td>Brenda Roberts</td>
<td>A.A. Degree, Mattatuck Community College</td>
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<tr>
<td>Danielle Trahan – CRI</td>
<td>A.A.B., Academy of Court Reporting</td>
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2016-2017 Academic Calendar

WINTER 2017 – 12 week term

Jan 9  Winter Quarter Begins
Jan 16  No Classes – Martin Luther King, Jr. Day
Jan 17  Last Day to Add/Drop
Feb 20  No Classes – President’s Day
Mar 30  Winter Quarter Ends
Mar 31 – Apr 9  Spring Break

SPRING 2017 – 12 week term

Apr 10  Spring Quarter Begins
Apr 18  Last Day to Add/Drop
May 29  No Classes – Memorial Day
June 29  Spring Quarter Ends
Jun 30 – Jul 9  Summer Break

SUMMER 2017 – 12 week term

Jul 10  Summer Quarter Begins
Jul 18  Last Day to Add/Drop
Sep 4  No Classes – Labor Day
Sep 21  Summer Quarter Ends
Sep 22– Oct 1  Fall Break

FALL 2017 – 12 week term

Oct 2  Fall Quarter Begins
Oct 10  Last Day to Add/Drop
Nov 10  No Classes – Veteran’s Day
Nov 23-24  Thanksgiving Holiday
Dec 21  Fall Quarter Ends
Dec 22 – Jan 7  Winter Break
Notes