



  
**MILDRED ELLEY**  
Career training for today's world.

Albany, NY

# Academic Catalog

2011-2012



**MILDRED ELLEY**  
**ALBANY, NEW YORK CAMPUS**

**2011-12**  
**ACADEMIC CATALOG**  
**VOLUME VIII**

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## MESSAGE FROM THE PRESIDENT

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Dear Prospective and Current Students, Faculty, Staff, and Friends of Mildred Elley:

For nearly a century, Mildred Elley has provided thousands of women and men in the Capital Region with the education and training that is necessary to succeed in today's world.

The vast majority of students who enroll hold traditional high school diplomas. Many students come directly from high school, while others have been in the workplace for several years.

Students enroll at Mildred Elley to obtain the education they need to learn marketable skills or improve existing job skills.

When you enroll at Mildred Elley, you are making the decision for a successful future. Students are offered the most advanced job training available and comprehensive placement and employment search services. The faculty and staff recognize how crucial up-to-date employment skills are in your professional development.

Whether you complete an associate's degree or a certificate program, the education you will receive from Mildred Elley offers an invaluable advantage as you enter the technology workplace.

The faculty and staff believe that the large number of graduates working throughout the area is testimony to a Mildred Elley education. Many graduates eventually decide to continue their education and go on to receive bachelor, and in some cases, graduate degrees.

Whether your decision represents a first step or a second chance to obtain a quality education, you will emerge well prepared to meet the challenges of the workplace. You can be assured of a future that is both promising and rewarding.

Sincerely,

A handwritten signature in cursive script that reads "Faith A. Takes".

Faith A. Takes, President  
MILDRED ELLEY

## **MILDRED ELLEY MISSION**

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The mission of Mildred Elley is to provide quality career education and technical training to allow students of diverse educational, cultural, and personal backgrounds to become successful in an ever-changing global economy. Mildred Elley strives to afford students quality placement opportunities and instill in all of our graduates a desire for lifelong education and learning.

### **INSTITUTIONAL GOALS**

#### **Curricula**

To offer a well-rounded academic experience that combines professional education and liberal arts and sciences to better prepare our students for careers in a variety of professional fields in health and wellness, business and technology, digital media arts, and service to others, and for advancement to further higher education.

#### **Faculty**

To develop an outstanding faculty consisting of individuals who are highly qualified by experience and preparation and dedicated to individual student development.

#### **Students**

To provide a wide range of academic and student services, including academic advisement, financial aid, tutoring, career counseling, organized activities, and support services that are dedicated to individual student development and life-long learning.

#### **Resources**

To support the academic learning environment with facilities that are student-centric, to provide strong technology resources, and to ensure a safe, respectful, diverse, and collegial learning community for students, faculty, and staff.

## CURRICULUM

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Mildred Elley offers eight Associate in Occupational Studies (A.O.S.) degree programs and eleven credit-bearing undergraduate Certificate programs within its three divisions: School of Business and Technology, School of Digital Media Arts, and School of Health and Wellness Professions. Certificate credits may generally be applied to the A.O.S. degree programs, if a student chooses to continue his/her education.

Each program is designed so that the student learns important skills and acquires knowledge that becomes critical to a lifelong learning plan and employment success.

### REGISTERED DEGREE PROGRAMS

#### Associate in Occupational Studies (A.O.S.) Degree Programs

Title	HEGIS Code	Semester Credit Hours
Advanced Paralegal Studies	5099	65
Business Management	5004	65
Digital Graphics and Multimedia Design	5012	65
Game Design and 3D Animation	5012	65
Information Technology	5104	65
Massage Therapy	5299	72
Medical Assistant	5214	65
Office, Project, and Event Management	5005	65

#### Credit-Bearing Certificate Programs

Title	HEGIS Code	Semester Credit Hours
Accounting Systems Specialist	5002	39
Administrative Assistant	5005	39
Business Technologies Specialist	5101	39
Clinical Medical Assistant	5214	39
Digital Graphics and Multimedia Design	5102	39
Game Design and 3D Animation	5012	39
Massage Therapy	5299	61
Medical Office Assistant	5214	39
Network Administration and Computer Security	5104	39
Paralegal Studies	5099	39
Practical Nursing	5209	54

## **HISTORY OF MILDRED ELLEY**

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For nearly a century, the Capital District of New York has been home to one of the nation's finest business schools. In 1917, when a shortage of office workers in the Capital District occurred because of World War I, many positions previously held by men opened up to women. Many young women became excited about the opportunity to obtain the skills needed to fill these well-paying office positions.

A group of young women turned to Mrs. Augusta Mildred Elley, known in the community as a woman of letters. Educated at a New York City private school, she held a four-year college degree. Mrs. Elley was a well-known suffragette and respected for her intellectual pursuits. She agreed to teach typing and shorthand in her home at 245 Quail Street in Albany, New York.

In 1919 fifty students graduated from Mildred Elley's school. The school soon outgrew the Elley home and, in 1927, the school moved to a "modern commercial building" at 227 Quail Street. For nearly seventy years this building was the home of educational and career opportunities for many women.

In 1985, Faith Ann Takes became President of Mildred Elley School. Under her leadership the school entered an era of change and growth. In ten years, the enrollment grew from thirty-seven to over five hundred students. In 1985, Mildred Elley became co-educational. In 1989, an evening program was created and has grown to nearly the size of the day division. In 2002, a weekend program was added.

Since January 1997, graduates have been able to earn the Associate in Occupational Studies (A.O.S.) degree.

In 2006, the college reorganized its academic programs into three divisions. The three divisions are: School of Business and Technology, School of Digital Media Arts, and School of Health and Wellness Professions. Additionally, the Department of General and Interdisciplinary Studies supports the degree and certificate programs with coursework in written and oral communications, mathematics, natural sciences, humanities, social sciences, and college and career success skills. In 2007, the Extension School was formally added as a fourth division of the college; the Extension School offers credit-free and credit-bearing coursework, as well as summer programs, to non-matriculants, secondary school students, and organizational customers.

In 2008, Mildred Elley moved into its current location at 855 Central Avenue in Albany, thus returning to its city roots. The college shares its campus space with its sister school, Austin's School of Spa Technology, in the three-floor campus building.

In 2010, the college established a branch campus in lower Manhattan, and added a new division to its academic structure, the School of Liberal Arts and Sciences.

## **APPROVALS, ACCREDITATION, AND PROFESSIONAL AFFILIATIONS**

### **APPROVALS**

Mildred Elley is approved by the Board of Regents of the University of the State of New York to offer the Associate in Occupational Studies (A.O.S.) degree and undergraduate Certificate programs, and its programs are registered by the New York State Education Department (NYSED). As a degree-granting institution, Mildred Elley is a member of the University of the State of New York (USNY).

Inquiries to the New York State Education Department should be directed to:

New York State Education Department  
Office of College & University Evaluation  
5 North Mezzanine—Education Building  
Albany, New York 12234  
(518) 474-2593  
[www.nysed.gov](http://www.nysed.gov)

The institution is further approved by the Veterans of the Armed Forces and the Office of Vocational Services for Individuals with Disabilities (VESID). Mildred Elley is approved to enroll non-immigrant international students by the Department of Homeland Security.

### **ACCREDITATION**

Mildred Elley is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, certificates, and the Associate in Occupational Studies (A.O.S.) degree. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Inquiries should be directed to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, D.C. 20002-4241  
(202) 336-6780  
[www.acics.org](http://www.acics.org)

### **PROFESSIONAL AFFILIATIONS**

Mildred Elley, its Schools/Departments, and/or its faculty maintain memberships in the following organizations:

Adirondack Regional Chamber of Commerce  
Albany-Colonie Regional Chamber of Commerce  
American Association of Allied Health Professionals (AAAHP)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Association for Computing Machinery's Special Interest Group on Graphics and  
Interactive Techniques (ACM SIGGRAPH)  
Business and Marketing Educators Association of the Capital District  
Business Teachers Association of New York State  
Capital District Library Council (CDLC)  
International Game Developers Association (IGDA)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Business Education Association (NBEA)  
National College Learning Center Association  
New England Regional Computing Program (NERCOMP)  
New York State College Learning Skills Association  
New York State Disability Services Council  
New York State Financial Aid Administrators Association (NYSFAA)  
Professional Secretaries International

## **ACADEMIC POLICIES AND PROCEDURES**

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### **ADMISSION TO FULL-TIME STUDY**

Mildred Elley accepts applications for admission from candidates who are high school graduates or recipients of a General Equivalency Diploma (GED). A selected number of applicants without a high school diploma or GED may be admitted as Ability-to-Benefit (ATB) students upon successfully passing an approved national examination.

Mildred Elley accepts applications throughout the year for all future enrollment dates. An application can be obtained directly from the Admissions Office. Students may also request an application and a call-back, or even chat with one of our Admissions Representatives online at [www.mildred-elley.edu](http://www.mildred-elley.edu). Students are encouraged to apply well in advance of their enrollment date to ensure all admissions requirements are completed and choice of program is still available.

#### **Application Procedure**

Applicants must submit a completed application, including a non-refundable application fee. Each applicant is required to have a personal interview with an Admissions Representative at one of the admissions offices. Applicants must also submit evidence of high school graduation or receipt of a GED certificate, and proof of immunizations (New York State residents only.). Should a student be unable to obtain evidence of high school completion or GED certificate, a passing score on the Ability-to-Benefit (ATB) entrance examination will be required for admittance.

For programs that follow open enrollment practices, the applicant will be notified of the college's admission decision within two weeks of receiving all required information and completing all admissions/application procedures. Admissions and/or wait-list decisions for other programs may take longer. A high school senior will receive tentative acceptance pending an official graduation notice. Applicants must also complete paperwork and supply documents required by the Office of Financial Aid.

#### **Placement and Testing**

All matriculated degree students must take placement examinations to determine readiness to engage in college-level work in English and subjects requiring the application of mathematics. Depending on examination results, students may be placed in one or more of three non-credit remedial courses (ENG 080, ENG 090, or MAT 099). Students who decline to take placement examinations, and who do not provide evidence of academic attainment equivalent to the successful completion of the college's remedial courses, are automatically placed into remedial courses at the discretion of the campus Academic Dean or his or her designee.

Demonstration of academic attainment equivalent to the successful completion of the college's remedial courses may include one or more of the following:

- Official transcript from another accredited institution of higher education indicating successful completion of an equivalent developmental course with a grade of Pass, or "C" or better, depending on the institution's system of grading.
- Minimum Combined SAT verbal score of 960 or English ACT score of 19.
- Minimum SAT mathematics score of 480 or Math ACT score of 20.
- A grade of 80 or above on the New York State English Regents' examination taken in the junior or senior year of high school.
- A grade of 75 or above on the New York State Math Regents' examination in Sequential Math 2 or 3 or Math A.
- TOEFL Test scores of 550 or above (paper/pencil version) or 213 or above (computerized version).

Students who provide evidence of holding an Associate's or Bachelor's degree from an accredited U.S. institution of higher education or equivalent foreign educational institution are exempt from placement testing.

All remedial course placement decisions are made at the discretion of the campus Academic Dean or his or her designee after a careful evaluation of a student's overall academic record prior to matriculation. The decision of the campus Academic Dean on these matters is final.

Be advised that placement in one or more remedial courses may extend the number of terms a student may need to attend to complete degree requirements. A student placed in remedial courses should consult with an academic advisor to facilitate progress to degree completion. A student ought also to consult with the Office of Financial Aid to determine how financial aid may be affected by remedial course placement.

### **Admissions of International Students**

Mildred Elley is approved by the Department of Homeland Security to enroll non-immigrant students in its programs. Applicants to Mildred Elley who will require an F-1 visa from the college must inform their Admissions Representative so a referral can be made to the Designated School Official for International Students for further processing.

Some programs may have specific admissions requirements, as noted below.

### **Requirements for Admission to the Massage Therapy Programs**

Acceptance to the program(s) in *Massage Therapy* is competitive. Additionally, candidates for admission to the *Massage Therapy* program(s) must meet the following requirements:

- Be a high school graduate or hold a General Equivalency Diploma (GED), *and*
- Be at least 18 years of age as of the first day of scheduled classes, *and*
- Be a United States citizen or an alien lawfully admitted for permanent residence in the United States, *and*
- Demonstrate proficiency in mathematics and natural (biological) sciences, as evidenced by:
  - earning a grade of “C” or above in Math A (or Algebra) and/or Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
  - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
  - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
  - a combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.

### **Requirements for Admission to the Practical Nursing Programs**

Acceptance to the program(s) in *Practical Nursing* is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before intended start date. Candidates for admission to the *Practical Nursing* program(s) must meet the following requirements:

- Be a high school graduate or hold a General Equivalency Diploma (GED), *and*
- Be at least 17 years of age as of the first day of scheduled classes, *and*
- Successfully pass an institutional evaluation measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, *and*
- Demonstrate proficiency in mathematics and natural (biological) sciences, as evidenced by:
  - earning a grade of “C” or above in Math A (or Algebra) and Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
  - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
  - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
  - a combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.
- A student placed in one of more remedial courses may not matriculate into the *Practical Nursing* program. Remedially placed students may matriculate into another Mildred Elley degree program to complete the coursework. For the student to enter the *Practical Nursing* program as a transfer student (see below), the student must complete both remedial courses and pre-professional courses with a grade of B- or better

Due to limitations of the size of each nursing class admitted to the institution, qualified applicants may be placed on waiting lists for future program start dates.

The admissions requirements and procedures for students who have completed college-level work that may be applicable to the program differ; please inquire with the Office of Admissions for more details regarding advanced placement.

Students who wish to transfer into *Practical Nursing* from another Mildred Elley degree program must satisfy the following minimum requirements:

- The successful completion of all remedial courses.
- A grade of “B-“ or better in all pre-professional courses taken.
- Submission of all official high school and college transcripts.
- Take a standardized nurse placement test, administered by the college, to demonstrate appropriate academic aptitude for successful program completion.

Transfer into *Practical Nursing* is highly competitive and only on a seat-available basis. For further information please contact either the Office of Admissions or the campus Academic Dean.

### **Admission to the School of Digital Media Arts Programs**

The candidates for admission are encouraged to participate in an interview with a Department Chair or his/her designee. The interview will be exploratory in its nature, allowing the applicant to discuss his/her interest in the field, career aspirations, and expectations, as well as to learn more about the institution and the program(s) of interest. Students applying to Associate Degree programs must have a GED or High School Diploma. Applicants are encouraged to bring a portfolio of work to identify areas of concentration in the program.

### **Application for Readmission**

Former Mildred Elley students who wish to apply for readmission should contact the Admissions Office for a re-entry application. Students who previously attended a Mildred Elley campus, but have not been enrolled in any courses for a semester or more, are considered re-entry students. A primary admission consideration for any re-entry student is your prior academic record while previously enrolled at a Mildred Elley program. Students who apply for readmission will be subject to the requirements of new program standards, regardless of the amount of time during withdrawal.

There is a re-entry fee for former students wishing to return to Mildred Elley. Returning students are not required to submit duplicate copies of those records already on file with the college. All outstanding account balances must be satisfied, and academic and financial aid clearances must be obtained prior to readmission. If you were previously dropped, suspended, or on academic probation, you may need permission from the Academic Dean for re-entry and consideration. Your academic standing must be resolved prior to readmission.

## **ADMISSION TO PART-TIME STUDY**

Mildred Elley may grant admission to students matriculating in some of its degree and certificate programs on a part-time basis. The requirements for admission in such cases will generally be identical to the requirements for admission for full-time students.

## **ADMISSION AS A NON-MATRICULATED STUDENT**

Mildred Elley regularly opens some of its credit-bearing course sections to non-matriculated students through *College in High School* and *Continuing and Professional Education* programs.

The *College in High School* program allows high school students in grades 10 through 12 to enroll in the institution's credit bearing coursework concurrently with completing their high school graduation requirements, pursuant to approval by their high school principal or designee. The *Continuing and Professional Education* program allows individuals to enroll in courses of their interest at the institution.

Institution's matriculated students will receive first priority for all courses offered.

## **TRANSFER CREDIT**

Mildred Elley, at its discretion, may award transfer credit for college-level work completed at:

- Colleges, universities, and institutions of higher/post-secondary education accredited by national or regional accrediting bodies recognized by the United States Department of Education;
- Institutions approved, chartered, or registered by the New York State Department of Education as degree-granting institutions;
- International post-secondary (tertiary) institutions that are recognized by the ministry of education and/or a similar accrediting body in the home country; and
- Other institutions that offer coursework similar in content and academic vigor, at the discretion of Mildred Elley.

Additionally, the institution will consider the following examinations programs for possible credit award:

- College Level Examination Program (CLEP) offered by College Board;
- Advanced Placement (AP) program offered by College Board, with a grade of 3 or higher;
- Excelsior College examinations;
- DANTES Subject Standardization Test (DSST) examination program; and
- Other programs at the discretion of Mildred Elley.

Students who wish to transfer credit are responsible for:

- Requesting that such credit be evaluated and applied to their program of studies. Applicable credit will be accepted using an approved form available at the Office of the Registrar.
- Arranging for official transcripts to be sent directly to the Office of the Registrar, Attention: Transfer Credit Evaluation.
- Meeting with the student advisor to discuss the results of the institution's assessment of the transfer credit evaluation and its impact on the student's progress towards his/her credential.

The following policies are also in effect:

- Mildred Elley will evaluate for transfer credit only courses that are applicable to the student's program of study at the institution.
- All transfer credit evaluation requests will be assessed on an individual basis at the discretion of the institution. Requests for variances from the policy standards should be forwarded to the Dean of Academic Affairs in a formal appeal to reconsider the transfer credit decision.
- The institution generally applies the following standards and limitations in awarding transfer credit:
  - *General education and liberal arts courses:* Credit for courses earned within **ten years** of the student's matriculation date in the degree or certificate program at Mildred Elley will be awarded. Credit for courses that have been earned more than ten years prior to the student's matriculation will be evaluated on a case-by-case basis.
  - *Professional and major courses (with the exception of courses below):* Credit for courses earned within **five years** of the student's matriculation date in the degree or certificate program at Mildred Elley will be awarded.
  - *Professional and major courses with a significant technological component or in a rapidly evolving field:* Credit for such courses (for example, courses in Digital Literacy and Productivity (DLP), medical insurance, software-based digital media arts courses) will only be awarded if earned within **three years** of the student's matriculation date in the degree or certificate program at Mildred Elley. Alternatively, a student may request that proficiency credit be awarded for coursework taken beyond that time limit per proficiency policy outlined elsewhere in this catalog. The institution reserves the right to require a student to validate their knowledge and skills through taking of an institutional evaluation, even if the courses were taken within three years prior to matriculation at Mildred Elley.
  - *Massage Therapy (New York State campuses only):* no more than the credit hour equivalent of 250 clock hours of coursework applicable to Massage Therapy programs (including both professional, pre-professional, and cognate courses, but excluding general education courses in the Associate's degree program) may be accepted for transfer into the *Massage Therapy* program. Students with more than 250 hours of prior education who wish to gain a more advanced standing in the program are encouraged to contact the Office of Professions of the New York State Education Department (<http://www.op.nysed.gov>) for a written

determination of hours and subjects they must complete to be eligible for licensure in New York State.

- *Nursing programs:* Credit obtained to replace coursework with “BIO” or “MA” prefix must generally be awarded within three calendar years prior to the student’s matriculation at Mildred Elley or being placed on a waitlist for the program.

New students may transfer credits into LPN only for English Composition and Introduction to Psychology, and only if they received a grade of B- or better from their sending institution. The sending institution must be a college that is regionally or nationally accredited, and authorized by the U.S Department of Education. If the sending institution is a non-degree granting school, the individual campus is at liberty to evaluate the college equivalence of the student’s record; however, any granting of credit from such a school must be well-documented and authorized by the campus Academic Dean and recorded by the campus Registrar. Any Mildred Elley student not currently in the LPN program, but who seeks transfer into the program, must also demonstrate B- or better for any pre-professional courses he/she wishes to transfer internally. The Academic Dean and/or Department Chair will review each internal transfer applicant’s transcript to determine course transfer applicability.

- Credit will generally be granted only for the courses that are similar in content and academic rigor to courses offered at Mildred Elley.
- All transfer credit requests must generally be made at the time of first registration/matriculation at the college. Students must receive prior written approval from Mildred Elley to transfer in any additional coursework after first registration/matriculation at the college, using a form available at the Office of the Registrar.
- Generally, no more than 50% of the total credits required for graduation will be granted through transfer credit, proficiency examinations, and standardized testing. The college may increase this limit to 75% of the total credits required for graduation for transfer credit through articulation agreements with other colleges and universities and other special cases, at the discretion of academic administration of the college.
- Acceptance of transfer credit by Mildred Elley will not necessarily enable a student to graduate from a program in less than the standard time frame.
- **In many programs, acceptance of transfer credit may cause the student to drop below full-time status due to scheduling considerations and structure of the programs for one or more semesters in the program, and cause the student to lose some or all of their financial aid benefits as a result.**
- Transfer credit is not included in the calculation of a student’s cumulative grade point average or standards of satisfactory academic progress.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students pursuing a program of study at Mildred Elley must maintain satisfactory academic progress toward graduation. The standards are described below for students enrolled in the institution’s degree and certificate programs.

Mildred Elley reviews academic records of all students on a semester basis. To be in good academic standing and maintain satisfactory academic progress toward graduation, a student must meet or exceed the *qualitative standards* in terms of cumulative grade point average **and** the *quantitative standards* in terms of credit hours attempted versus credit hours completed, or in terms of minimum clock hours completed. Students must also complete their program within a time frame of 150% of the normal program length. Federal regulations limit the amount of time a student can receive financial aid. This review is referred to as “time frame.” After attempting 150 percent of your scheduled degree credit requirements without completing your academic program, you will be placed on Financial Aid Suspension and will be ineligible for Title IV aid for the remainder of your academic requirements. Students who change majors are still required to meet the above time frame requirement.

In addition, a student must be in good academic standing for the purposes of receiving federal and state financial aid funds, veteran’s benefits, and participation in certain campus activities.

### **Standards of Satisfactory Academic Progress for Students Enrolled in Credit Hour Based Degree Programs**

A student will be considered to be maintaining satisfactory academic progress if the student meets or exceeds the quantitative **and** qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

Attempted Credit Hours	Satisfactory Academic Progress <i>Both Quantitative and Qualitative Standards Must Be Met</i>		
	<i>Quantitative Standard (minimum percentage of cumulative credit hours completed)</i>	AND	<i>Qualitative Standard (minimum cumulative grade point average (CGPA) attained)</i>
0.1-13.9	50%		
14.0-27.9	60%		1.500
28.0-41.9	67%		1.700
42.0-55.9	67%		2.000
56.0 and above	67%		2.000

## Standards of Satisfactory Academic Progress for Students Enrolled in the Credit Hour Based Certificate Programs

A student will be considered to be maintaining satisfactory academic progress if the student meets or exceeds the quantitative **and** qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

Attempted Credit Hours	Satisfactory Academic Progress <i>Both Quantitative and Qualitative Standards Must Be Met</i>		
	<i>Quantitative Standard (minimum percentage of cumulative credit hours completed)</i>	<b>AND</b>	<i>Qualitative Standard (minimum cumulative grade point average (CGPA) attained)</i>
0.1-13.9	50%		0.500
14.0-27.9	60%		1.500
28.0 and above	67%		2.000

### CATEGORIES OF ACADEMIC PROGRESS

A student is classified as maintaining satisfactory academic progress if he/she meets or exceeds the minimum standards outlined in the charts above. A student's status is based on a review of student records performed within two weeks after the last day of the semester's examination period. A student is considered to be maintaining satisfactory academic progress in his/her initial semester of enrollment.

#### Probation

A student who fails to meet one or more of the satisfactory academic process requirements, for the first time, will be placed on *Probation* for their next term of attendance at Mildred Elley. While on *Probation*, the student may still be eligible for financial aid. The student will be required to regularly meet with the Academic Probation Advisor during the semester to discuss his/her academic progress, receive referrals to other student services, and create a structure for enabling better student outcomes. If, at the end of your probation term, you have met **ALL** satisfactory academic progress requirements, you will be removed from *Probation*.

The student's satisfactory academic progress following the probation period will be reviewed within two weeks following the last day of the semester's examination period. A student meeting the minimum standards of satisfactory academic progress at the time of the review will be considered to be maintaining satisfactory academic progress. Students on probation will not be permitted to register for courses prior to evaluation of progress. If the student is still failing to meet one or more of the satisfactory academic progress requirements, but has demonstrated improvements in their academic progress, they will be placed on a second *Probation* period defined as *Continued Probation*.

Failure to improve your academic progress after two (2) consecutive probation periods will result in automatic placement on Financial Aid Suspension, if you are dismissed through required academic withdrawal. If you are placed on Financial Aid Suspension, you are ineligible to

receive federal, state, and institutional scholarship aid. However, denial of financial aid eligibility does not automatically result in withdrawal from classes for which you have registered. Reinstatement of financial aid eligibility is **NOT** automatic.

It is your responsibility to contact the Financial Aid Office to initiate the appeal or reinstatement process.

A student failing to meet the minimum standards of satisfactory academic progress will be placed on *Required Withdrawal* by the institution.

The student may appeal being placed on *Required Withdrawal* by petitioning the Dean of Academic Affairs to be placed on one semester of *Continued Probation*.

### **Required Withdrawal**

A required withdrawal from Mildred Elley for academic deficiency constitutes a complete severance of academic attendance. If a student who is notified that he/she has failed to meet the standards required believes that special circumstances in his/her situation should be taken into consideration, he/she may meet with the Academic Dean. In addition, a student's appeal must be presented by a written statement of the circumstances and conditions affecting his/her academic performance. A student must contact the Academic Dean within ten days of receiving notice of the required withdrawal if he/she wishes to appeal. When appealing required withdrawal, a student must appear in person.

### **Continued Probation**

A student who has been placed on *Required Withdrawal* may submit a written petition to the Dean of Academic Affairs to be placed on *Continued Probation* due to mitigating circumstances. Such cases of mitigating circumstances may include a death in the family or a prolonged illness.

The Dean of Academic Affairs will review the petition and evidence submitted in support of the petition, and rule to (1) deny the petition, or (2) grant the petition, placing the student in the *Continued Probation* status for a period of one semester. The student will be considered to be making satisfactory academic progress and will remain eligible for federal financial aid funds during the semester on *Continued Probation*.

### **Extended Enrollment**

A student who fails to meet the minimum published standards of academic progress after the period of *Continued Probation* will be withdrawn from the institution unless the student submits a written petition to the Dean of Academic Affairs to be placed in the *Extended Enrollment* status.

The student in the *Extended Enrollment* status is not eligible for federal financial aid, and is responsible for making his/her own tuition payment arrangements with the institution. A student on *Extended Enrollment* status may restore his/her eligibility for federal financial aid assistance upon meeting the minimum standards of satisfactory academic progress. During this period, all

credits attempted are counted towards the quantitative standards of satisfactory academic progress as well as the 150% maximum time frame for completion of the program and all grades are included in the cumulative grade point average.

### **Appeal Process**

A student who wishes to appeal an adverse decision by the Dean of Academic Affairs (e.g., being placed on *Required Withdrawal*), may appeal such a decision through a written petition to the Campus President within two weeks of an adverse decision being communicated to the student. The petition may (1) appeal such an adverse decision due to mitigating circumstances and thus request being placed on *Continued Probation* for a period of one semester, or (2) request to be placed in the *Extended Enrollment* status, with full responsibility for tuition payment. The petition must be delivered to the Campus President, and will be considered within a week of its submission.

Submitting an appeal does not guarantee reinstatement of financial aid. If your appeal is granted, you will be placed on Financial Aid Probation. Your grades and completion ratio will be reviewed at the end of your probation period to determine if you are meeting ALL satisfactory academic progress requirements for financial aid recipients. Your award(s) will be based on funds available at that time.

### **Re-Establishing Financial Aid Eligibility**

A student will re-establish his/her eligibility for financial aid by meeting the quantitative and qualitative requirements of the standards of satisfactory academic progress for the program of enrollment, as described in the charts in the beginning of this section. The student may also re-establish his/her eligibility for financial aid if he/she applies for and is granted *Continued Probation* status, or if he/she meets the quantitative and qualitative requirements of the standards of satisfactory academic progress while in the *Extended Enrollment* status.

### **Other Standards of Satisfactory Academic Progress Applicable to All Programs**

In addition to the standards outlined elsewhere in this section of the catalog, students are required to complete their program of study within a time frame not exceeding one and a half times the normal program length.

### **Repeating a Course**

Students who withdraw from a course or who receive a failing grade in any required course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation. All failing/unsatisfactory grade notations will appear on a student's transcript, and will count in the calculation of the standards of satisfactory academic progress.

Once a course is repeated, the most recent grade earned will replace the prior grade in the student's cumulative grade point average. Students who fail an elective course may choose to repeat that course or take a different elective. However, if the student chooses to take a different elective, both the original grade and the grade for the new elective are included in the student's

cumulative grade point average. All courses count as credits attempted even if the student repeats a course.

### **Effect of Special Grades on Standards of Satisfactory Academic Progress**

In addition to the regular letter grades and their corresponding GPA values (A 4.00, A- 3.70, B+ 3.30, B 3.00, B- 2.70, C+ 2.30, C 2.00, C- 1.70, D+ 1.30, D 1.00, D- 0.70, and F 0.00) that have an effect on both the quantitative and qualitative standards of satisfactory academic progress, several special letter grades are also used.

For example, grades of I (Incomplete), P (Pass), S (Satisfactory), U (Unsatisfactory), W (Withdraw), and Z (Withdrawal/No Grade) are not calculated in the student's cumulative grade point average, but are included in the calculation of percentage of minimum cumulative credit hours attempted; grades of PR (Proficiency), RW (Requirement Waived), and TC (Transfer Credit) are not included in either the student's cumulative grade point average or the calculation of percentage of minimum cumulative credit hours attempted.

For more information about the institution's grading system and policies, please see the *Academic Information* section of this catalog.

### **Effect of Change of Academic Program or Pursuit of an Additional Academic Program on Standards of Satisfactory Academic Progress**

If a student changes a program of study or pursues an additional academic program, only courses that are applicable to the new program of study, including elective and restricted elective coursework, will be considered for the purposes of the calculation of the quantitative and qualitative standards of satisfactory academic progress.

## TUITION, FEES, AND EXPENSES

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Mildred Elley is proud of its historical record of providing affordable private college experience to all of its students. Many of our students receive significant financial aid packages that considerably reduce their out-of-pocket expenditures on tuition, fees, and books/supplies. For questions about tuition charges or financial aid, please contact the Office of Financial Aid.

### Tuition Charges (All Matriculated and Non-Matriculated Students)

Tuition ( <i>per credit hour</i> ).....	\$ 373.00
Tuition ( <i>per semester/12 credits</i> ).....	\$ 4,476.00
Tuition ( <i>per semester/13 credits</i> ).....	\$ 4,849.00

### Required Fees (All Matriculated and Non-Matriculated Students)

Application Fee ( <i>one-time fee charged to all new and re-entry applicants for admission to the institution</i> ).....	\$ 25.00
Registration and Services Fee ( <i>per credit hour; all courses</i> ).....	\$ 21.00
Computer Lab Fee ( <i>per credit hour; for all courses that incorporate or require outside use of institution's computer labs, software, and other resources</i> ).....	\$ 25.00
Audit and Processing Fee ( <i>one-time fee charged during the first semester</i> ).....	\$ 100.00

### Required Fees (Selected Programs)

Practical Nursing Fee ( <i>per credit hour; for all courses with PN prefix</i> ).....	\$ 75.00
NCLEX Review Fee ( <i>one-time fee upon registration in LPN240</i> ).....	\$ 500.00
Nursing Kit (Nursing PN students ONLY).....	\$ 173.13
Medical Assisting Equipment (MA students only. Prices may vary.).....	\$ 75.00
Biology Lab Kit (ALL Students enrolled in BIO110).....	\$ 38.86
Clinical Make-up Charge (Nursing PN students ONLY).....	\$ 95.00
Massage Table (including 8.00% sales tax) ( <i>Massage Therapy students only</i> ).....	\$ 675.00

### Miscellaneous Fees

Transcript Fee ( <i>per transcript, within five business days</i> ).....	\$ 6.00
Expedited Transcript Fee ( <i>issued within two business days; includes one transcript and overnight delivery within US, if requested; additional transcripts are charged at regular rate</i> ).....	\$ 30.00
Proficiency Examination Fee: ( <i>per exam</i> ).....	\$ 50.00
Proficiency Examination Fee (MCAS Exam and MOS Exam) ( <i>per exam</i> ).....	\$ 75.00
State (New York) Licensure Examination Fees Practical Nursing.....	\$ 143.00
NCLEX Registration Fee for Licensure Examination Practical Nursing.....	\$ 200.00
State (Massachusetts) Licensure Examination Fees Practical Nursing.....	\$ 230.00
Uniforms (One Set of Scrubs: Estimated: Actual cost will vary by size and quantity).....	\$ 75.00
State Licensure Examination Fee (Massage Therapy).....	\$ 358.00
Laptop Purchase (including 8.00% sales tax) ( <i>selected programs only</i> ).....	\$ 972.00

For matriculated students, tuition is based on the assumption that a student will remain in college for the entire program. Student accounts that become past due are subject to collection actions that may include, but are not limited to, referral to a collection agency, at the discretion of the college.

### **Books and Supplies**

Books and supplies are not included in the tuition and fees schedule listed above. Books and supplies can be purchased at the college. A student's cost of books and supplies will vary each module depending upon classes being taken and the books and supplies required for each course. Textbooks and supplies are purchased by the student and become the property of the student. Students are not required to purchase their books or supplies at the college bookstore. The cost of these items is non-refundable.

The college estimates the cost of books to be approximately \$750 to \$1,400 for certificate programs and \$1,500 to \$2,250 for associate's degree programs.

## REFUND POLICIES

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### RETURN TO TITLE IV (R2T4) POLICY

The return of Title IV funds is administered by the institution's Office of Financial Aid. This policy is subject to change at any time. Such changes are often driven by changes in the regulations and guidance provided by the United States Department of Education.

This policy applies to students who:

- withdraw officially, by providing a notice of withdrawal using forms and processes established by the institution;
- withdraw unofficially, by ceasing to attend the institution; or
- are dismissed from enrollment at the institution.

This policy is separate and distinct from the institution's refund policy spelled in the academic catalog. Therefore, the student may still owe funds to the institution to cover unpaid institutional charges. The institution may also attempt to collect from the student any Title IV program funds that it was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The institution has 30 days from the date that it determined that the student is no longer in attendance to perform the calculations necessary in the identification of Title IV eligibility for the period of attendance the student attempted. The institution is required to determine if the student earned credits attempted in the term for which they withdrew prior to completion of a Return to Title IV calculation.

If a *Return to Title IV* [R2T4] calculation is required, the institution has 45 days from the date that the institution determined that the student withdrew to return all unearned funds for which it is responsible. When a return of Title IV funds is due, the institution and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the institution to return must be returned by the student. The institution is required to notify the student if they owe a repayment via written notice.

In some cases, a R2T4 calculation may indicate that Title IV funds not yet received are eligible for disbursement to either the student or the institution after the withdrawal was processed. The institution must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the institution will return any earned funds that the institution is holding to the Title IV programs. **Post-withdrawal disbursement must occur within 180 days of the date the institution determined the student withdrew.**

However, the *Return of Title IV Funds* (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Title IV funds are awarded to a student under the assumption that he/she will attend the institution for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

The institution is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance.

If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A *pro-rata* schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Parent PLUS Loan, Pell Grants, SEOG Grants, and any other Title IV funds.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

### **Withdrawal before 60%**

The institution must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each *payment period*. The institution will use the U.S. Department of Education's *pro-rata* schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

An example of this for R2T4 purposes would occur if:

1. a student was awarded \$1350 of FPELL funds, \$1648 of Subsidized Loan Funds and \$1980 of Unsubsidized Loan Funds [equaling \$4,978 in Title IV funds], and,
2. withdrew after attempting 53 days of study in a payment period term scheduled for 116 days of academic study.

This example student would have attempted 45.7% of their payment period term and would be entitled to  $45.7\% \times \$4,978 = \$2,274.95$  of eligible Title IV funds that could be used for payment of tuition owed from the payment period term.

In addition, the R2T4 calculation would take into consideration the unearned tuition in determining the amount of FSA Title IV financial aid funds that the institution and the student would be required to return.

## Withdrawal after 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the institution will still determine whether the student is eligible for a post-withdrawal disbursement.

Using the same information in the example of R2T4 calculation purposes listed above would require NO return to Title IV funds if the student's determined LDA occurred after the 60% point in the program. An example of this would occur if:

1. the student was enrolled up to and/or through the 70<sup>th</sup> day of scheduled academic study in the payment period, or,
2. the student withdrew after completion of the payment period term.

## Withdrawal after earned credits in a payment period term

For students that withdraw from academic study after completion of a course with passing grade no R2T4 calculation would be required. However, students who withdraw after completion of a class and without attempting the scheduled credits in the payment period would be subjected to a reduction in eligibility of awarded FSA Title IV funds prior to the determination of R2T4. Students that complete a course for credit may owe FSA Title IV funds to the respective program once the recalculation is completed.

## Withdrawals

A student's **official** withdrawal date is determined by using one of the following:

- The date the student submitted his petition to withdraw to the Dean of Academic Affairs using forms and processes approved by the institution.
- The date the student was expelled/dismissed from the institution.

In the event that a student does not go through the proper withdrawal procedures as defined in the catalog, the student's **unofficial** withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the semester;
- The last day of the approved leave of absence, if the student does not return from the approved leave of absence.
- No later than 30 days after the end of the earlier of
  - 1) *the payment period or the period of enrollment;*
  - 2) *the academic year; or*
  - 3) *the student's educational program.*

The student must inform in a timely fashion, in person or by email if personal appearance is not possible, the Dean of Academic Affairs of any withdrawal occurring during a semester.

The institution allows its students to take a medical leave of absence or an emergency leave of absence (LOA) during a semester, when emergencies of medical or personal nature arise. Please refer to the Leave of Absence Policy. (See Index: Leave of Absence Policy.)

The Office of Financial Aid determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid program.

**The return of Title IV funds policy follows these steps:**

**Step 1: Student’s Title IV information**

The Office of Financial Aid will determine:

(a) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the semester in which the student withdrew. *A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew.*

(b) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

**Step 2: Percentage of Title IV Aid Earned:**

The Office of Financial Aid will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. *The total number of calendar day in a semester shall exclude any scheduled breaks of more than five days.*

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

**If the calculated percentage exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.**

**Step 3: Amount of Title IV Aid Earned by the Student**

The Office of Financial Aid will calculate the amount of Title IV Aid earned as follows:

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

**Step 4: Amount of Title IV Aid to be Disbursed or Returned:**

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

If the aid already disbursed is less than the earned aid, the Office of Financial Aid will calculate a Post- Withdrawal Disbursement.

## **Earned Aid**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the campus's Financial Aid Representative.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

### **Return of the Title IV Aid, based on the type of aid disbursed, in the following order:**

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Federal Direct Stafford Loan
4. Subsidized Federal Direct Stafford Loan
5. Federal Perkins Loans
6. Federal Plus Loan received on behalf of the student
7. Federal Direct PLUS received on behalf of the student
8. Pell Grant
9. ACG Grant
10. SMART Grant
11. SEOG Program Aid
12. Teach Grants
13. Other Title IV Aid

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note.

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from the institution. The student should contact the lender if he/she has question regarding their grace period or repayment status.

## **Institutional and student responsibility in regard to the Federal Return of Title IV Funds policy**

Institutional responsibilities in regard to the Return of Title IV funds policy include:

1. Providing each student with the information given in this policy;

2. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
3. Informing the student of the result of the Return of title IV Funds calculation and any balance owed to the University as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdrawal Disbursement, if applicable;

The student's responsibilities in regard to the Return of Title IV Funds policy include:

1. Becoming familiar with the Return of Title IV Funds policy and how withdrawing from all his/her courses effects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the institution resulting from a required return of unearned Title IV aid.

### **Post-Withdrawal Disbursements Return of Title IV Funds (R2T4) Policy**

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases notified in writing of the availability of post-withdrawal disbursements by Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases notified in writing the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the U.S. Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.
5. The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by U.S. Department of Education. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **INSTITUTIONAL REFUND POLICY**

Mildred Elley believes a fair adjustment policy recognizes both the reality that situations occur over which the student has no control, and that the college has incurred a continuing cost in

faculty, space, and equipment for each enrolled student. Students will be billed for tuition and fees for their educational programs on a semester (sixteen-week) basis.

A student who decides to withdraw must give official notice of withdrawal in writing to the Office of the Registrar, where the student's last date of attendance will be determined. The refund will be calculated based upon this date. This refund policy will apply to all tuition, fees, and other charges incurred by the student, with the exception of the application fee and purchases made at the college bookstore. This policy applies to all students. Tuition will be refunded in full for a student who cancels his/her application or registration for any reason prior to the start of classes.

A refund calculation will be performed for each student who withdraws from the college. All students will be subject to the refund policy and procedures stated in the catalog.

The college will charge an Audit and Processing Fee, as described in the *Tuition, Fees, and Expenses* section of the catalog, to each student who withdraws.

The Mildred Elley refund policy will be calculated according to the following semester guidelines:

#### **DAY & EVENING CLASSES**

<b>Withdrawal Date</b>	<b>Refund Percentage</b>
Prior to start of classes or first day of classes	100%
During the 1 <sup>st</sup> week of classes	75%
During the 2 <sup>nd</sup> week of classes	50%
During the 3 <sup>rd</sup> week of classes	25%
After the 3 <sup>rd</sup> week of classes	0%

#### **WEEKEND CLASSES**

<b>Withdrawal Date</b>	<b>Refund Percentage</b>
Prior to start of classes	100%
During the 1 <sup>st</sup> weekend of classes	75%
During the 2 <sup>nd</sup> weekend of classes	50%
During the 3 <sup>rd</sup> weekend of classes	25%
After the 3 <sup>rd</sup> weekend of classes	0%

Please see the Office of Financial Aid for more details concerning refund procedures.

## **FINANCIAL AID – FINANCING YOUR EDUCATION**

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Your education is your most valuable asset. Access to funds for financing your education is both a privilege and a responsibility.

Applicants and students are encouraged to meet with a Financial Aid Advisor in order to determine financial aid eligibility. A representative of the Office of Financial Aid will provide advice on how to complete the necessary forms and what aid may be available.

Generally, the federal and state governments provide a major source of financial aid funds for eligible students. Students who wish to be considered for financial aid should complete the Free Application for Federal Student Aid (FAFSA) and an application for the Tuition Assistance Program (TAP) administered by the State of New York. These forms are used to determine eligibility for the federal financial aid programs (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work-Study Program, Federal Stafford Loans, and other programs) and for the state financial aid programs.

Upon evaluation of the above forms, students will be notified by the Financial Aid Office of eligibility for financial aid or any of the other steps necessary to receive further consideration for assistance. Students may be required to provide the Financial Aid Office with a copy of their or their parents' federal and state income tax returns, including schedules, as well as additional income and asset information. Students are generally required to apply for financial aid consideration on an annual basis.

### **About Financial Aid**

Financial aid is distributed to students based on their computed financial need as determined by the financial aid application(s). "Financial need" is the difference between the cost of the education (tuition and fees, books and supplies, room and board, travel and personal expenses) and the total contribution expected from the student's family. The family's expected contribution is based on an analysis of the data on the FAFSA. Among the items considered are total family income, assets, liabilities, the number of people in the household, the number of family members in college, and the student's own resources, such as savings.

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study (FWS) program are administered through Mildred Elley. Students may apply for these programs directly at the Financial Aid Office. Aid from these programs is awarded on the basis of need; however, each program has different requirements. Consult with the Financial Aid Office for further information on these programs.

### **Other Financial Resources**

There are other potential resources that students should consider for financing their education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which students or their parents may be affiliated. Many companies provide scholarship aid for children of employees, while others directly aid students

who work for them while attending school. Students may also apply for scholarship aid from professional organizations and industrial groups that sponsor scholarship programs for students who plan to major in related business or technical fields.

### **Company Sponsored Tuition Reimbursement**

Many companies provide tuition reimbursement as part of their employee benefits package. Students employed full-time should contact the personnel office of their employer for information about reimbursement programs. Companies often require that the employee pay the tuition for a subject or program out-of-pocket and then be reimbursed by the company upon successful completion of the course or program. It is the student's responsibility to arrange for tuition reimbursement from their employer. The Financial Aid Office will advise students in the completion of any necessary forms.

## **FEDERAL FINANCIAL AID PROGRAMS**

### **Eligibility Requirements**

In order to meet the general eligibility requirements for the federal financial aid assistance programs, a student must:

- Be enrolled or accepted for enrollment in a program leading to a degree, certificate, or diploma at Mildred Elley;
- Be a citizen, national, or a permanent resident of the United States;
- Maintain satisfactory academic progress;
- Not be in default on any federally insured student loans (i.e., Federal Perkins Loans and Federal Stafford Loans) at any institution of higher education previously attended;
- Owe no repayment(s) on federal or state grants at any institution;
- If required, register with the Selective Service;
- Have a valid Social Security Number; and
- Provide evidence of financial need, when applicable.

*Please see the Office of Financial Aid for details for all grant and loan programs.*

## **FEDERAL FINANCIAL AID AT MILDRED ELLEY**

Mildred Elley participates in the following federal financial aid programs:

### **Federal Pell Grant**

The Federal Pell Grant Program provides for annual grant funds for each undergraduate year based on a student's financial need. Students who have earned a bachelor's degree are not eligible. Much like most other forms of federal student aid, the expected family contribution is based on a federal formula which looks at the family's income and assets. Check with the Financial Aid Office to determine the maximum amount of Pell Grant funds available during the current year.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant program provides financial assistance to students who demonstrate exceptional financial need. Students who have earned a bachelor's degree are not eligible. Grants range from \$200 to \$1,000 per academic year. The Financial Aid Office determines eligibility for this grant.

### **Federal Work-Study Program (FWS)**

This is an employment program for students with financial need. Part-time jobs are available on campus including work in offices, the library, computer labs, etc. Off-campus employment, including community service jobs with qualifying agencies, may also be considered.

### **Federal Stafford Loan**

To be eligible for a subsidized and/or unsubsidized Federal Stafford Loan, a student must be at least half-time (six semester hours or more). Unlike the subsidized loan, the interest accrues on an unsubsidized loan as soon as it is disbursed. The interest is included with the principal when the loan goes into repayment. Repayment begins for subsidized and unsubsidized loans six months after the borrower leaves school.

### **Federal PLUS Loan**

This is an unsubsidized loan that allows a parent to borrow on behalf of dependent undergraduate children who are enrolled at least half-time (six semester hours or more). The borrower is responsible for all interest and principal and repayment must start within 60 days of the disbursement of the loan.

### **Veterans**

Veterans and their children may be eligible for educational benefits in approved programs at Mildred Elley. Eligibility requirements and forms can be obtained from the Veterans Administration.

### **Achieving and Maintaining Eligibility for Federal Financial Aid Programs**

Students eligible to receive federal financial aid funds must remain in good academic standing and maintain the standards of satisfactory academic progress as outlined in the appropriate section of this catalog.

## **STATE OF NEW YORK FINANCIAL AID PROGRAMS**

### **Eligibility Requirements**

Students enrolled in credit-hour based degree and certificate programs at Mildred Elley are eligible to participate in the State of New York Tuition Assistance Program (TAP) and other programs sponsored by the State of New York.

The student generally must:

- Be a New York State resident for at least twelve months and a U.S. citizen or permanent resident alien;
- Be enrolled as a full-time matriculated student;
- Not be in default on any federally insured student loans;
- Maintain satisfactory academic progress according to New York State standards as outlined on the pages following this section.
- Provide documentation of required immunizations. (See Index: Immunizations.)

Mildred Elley participates in the following financial aid programs sponsored and/or administered by the State of New York and its agencies.

### **Tuition Assistance Program (TAP)**

TAP is a New York State grant program that is available to New York State residents for full-time study (twelve or more credit hours per semester) at approved institutions. TAP grants are based on the student's family's New York State net taxable income for the prior year. A student's total TAP award depends upon his/her current financial need. Check with the Financial Aid Office for the amount of TAP available for the current year, as well as any changes in the TAP award packaging due to legislative changes.

### **Regents Child of Veteran Awards (CV)**

Children of deceased veterans or veterans who have a service-related disability of 50% or more resulting from military service during one of the war periods: 1917-18; 1941-46; 1950-55; and 1961-75 are eligible for this award. The amount of the award is \$450.00 per year. These awards are independent of family income or tuition charges, and are in addition to other grants or awards to which the applicant may be entitled.

### **Regents Awards for Children of Deceased Police Officers, Firefighters and Corrections Officers**

Children of police officers, firefighters, or corrections officers killed in the line of duty while in service to New York State or any local department within New York State may be eligible for this award. The award is determined by New York State for up to five years depending on the normal length of the program for full-time students.

## **Vietnam Veterans Tuition Award/Persian Gulf Veterans Tuition Award**

A separate application is required for these awards. Full-time awards are \$2,000 per year and part-time awards are \$1,000 per year. A student's Vietnam Veterans Tuition Award or Persian Gulf Veterans Tuition Award cannot exceed the total tuition charges. If a student also receives a TAP award, the combination of the two awards cannot exceed the tuition charges. Please visit the Financial Aid Office for further information.

## **Governmental Agencies**

Various governmental agencies administer programs to assist with educational costs. These agencies may include the Department of Veterans Affairs (VA), the Bureau of Indian Affairs (BIA), the New York Vocational Educational Services for Individuals with Disabilities (VESID), Job Training Partnership Act (JTPA), Trade Readjustment Act (TRA), and others.

## **Achieving and Maintaining Eligibility for State of New York Financial Aid Programs**

Students eligible to receive New York State financial aid funds must remain in good academic standing and maintain satisfactory academic progress. The following criteria are used by Mildred Elley to determine eligibility for the New York State financial aid funds.

## **Standards of Satisfactory Academic Progress for Students Enrolled in Credit Hour Based Degree and Certificate Programs for the Purposes of New York State Financial Aid Funding**

<b>Number of Payments</b>	<b>Percentage of Completed Courses (Annual Basis)</b>
1 <sup>st</sup> (0 - 12 credits)	50% (6 credit hours on a semester calendar)
2 <sup>nd</sup> (13 – 24 credits)	50% (6 credit hours on a semester calendar)
3 <sup>rd</sup> (25 – 36 credits)	75% (9 credit hours on a semester calendar)
4 <sup>th</sup> (37 - 48 credits)	75% (9 credit hours on a semester calendar)
5 <sup>th</sup> (49 credits +)	100% (12 credit hours on a semester calendar)

For the purpose of measuring satisfactory pursuit of program, the grades computed in the cumulative grade point average and the grades of "P," "S," "F," and "U" are utilized.

Satisfactory academic progress is measured according to the following schedule. Only those courses that are used towards the completion of a student's program of study may be included in the measurement. After students have received the equivalent of four semester payments of any state award, students must maintain a cumulative GPA of at least a 2.0 on a 4.0 scale.

**Standards of Satisfactory Academic Progress for New York State Student Aid Calendar:  
Semester Based**

<b>To be eligible for this payment:</b>					
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>a student must have accrued at least this many credits,</b>					
0	3	9	18	30	36+
<b>with at least this grade point average:</b>					
.0	0.5	0.75	1.3	2.0	2.0

**Special Conditions of TAP Program**

Students may lose eligibility for state aid if they do not meet the quantitative standards of Satisfactory Academic Progress. Students can regain eligibility by doing one of the following:

- Making up their academic deficiencies at their own expense;
- Obtaining a one-time waiver. A waiver may be granted only once for undergraduate study. Only the most extreme circumstances would warrant the use of the waiver. It is the decision of the Director of Financial Aid and the Campus President, jointly, to grant such a waiver. Please see the Director of Financial Aid for further information.

Transfer students from other post-secondary institutions will be positioned in the TAP standards chart to their best advantage. This also applies to students in good academic standing who change programs of study while attending Mildred Elley.

## SCHOLARSHIPS

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Mildred Elley is proud to offer scholarship programs to its students. The programs include scholarships that recognize academic merit, reward determination and persistence in achieving the goal of higher education, and encourage an early commitment to college studies. Mildred Elley offers an in-house scholarship program that can be applied for at:

<http://www.mildred-elley.edu/scholarships>

Upon completion of the required essay, the scholarship committee meets once per term to consider applicants and notifies them of any potential awards towards their tuition, fees, or books. The requirements, award amounts, and criteria for scholarship are summarized here:

<b>Scholarship</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Criteria for Selection</b>
The Scholars of Excellence Program	<ul style="list-style-type: none"><li>• Up to \$2,000 per semester</li><li>• May be renewable for a total of 3 semesters (Certificate Program) or 5 semesters (Associate's Degree Program)</li></ul>	<ul style="list-style-type: none"><li>• Full-time student</li><li>• High school senior or adult learner</li></ul>	<ul style="list-style-type: none"><li>• Completed application and essay</li><li>• Academic promise</li><li>• Financial need</li></ul>

## **STUDENT SERVICES AND ACTIVITIES**

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The following services and activities are available to our students.

### **Orientation**

The orientation program at Mildred Elley is held prior to the start of each enrollment period. The participation of faculty, staff, and students helps make new students familiar with services offered at the institution. During orientation, students are introduced to their Department Chairs and academic advisors, and receive a copy of any policies specific to their department. Orientation is mandatory for all new students.

### **Student Activities**

The students, faculty and staff participate in institution-wide events planned and held as part of the regular school day, usually during the lunch period or immediately before or after class. Opportunities for off-campus field trips and activities are also available throughout the academic year.

### **Student Identification Cards**

Photos for student ID cards are taken during new student orientation. ID cards are used for checking out books from the library and for college-related identification. Students are required to wear their ID card at all times and have it readily available for inspection by campus administrators. Replacement ID cards can be obtained at the bookstore.

### **Program-Specific Student Handbooks**

Some programs utilize student handbooks which contain additional policies and information specific to the program. Such handbooks are distributed to students at the time of new student orientation and are also available from the Department Chair in charge of the program.

## **OFFICE OF ACADEMIC SUPPORT AND ADVISING**

The Office of Academic Support and Advising (OASA) offers advising, tutoring, advocacy, and counseling referrals, to meet individual student needs. The well qualified staff helps students develop skills and strategies to be successful in their higher education experience and life-long learning.

The academic support staff works to monitor student progress and advises those in need of academic support.

## **OFFICE OF THE REGISTRAR**

Office of the Registrar staff is responsible for keeping and updating student files and records, scheduling and registration activities, transcript and enrollment verification requests, immunization records, transcript credit evaluations, and is the compliance authority for FERPA.

## **OFFICE OF FINANCIAL AID**

The staff of the Office of Financial Aid is responsible for administering financial aid programs, student account clearance, and similar activities.

## **OFFICE OF LIBRARY SERVICES**

The goals of Mildred Elley Library are to support the information and research needs of students, to support each program with high quality resources, and to provide information literacy instruction to ensure that students are able to make effective use of the wide variety of information sources available to them.

### **Campus Library**

The library offers a collection of books, periodicals, and audio-visual resources to support all Mildred Elley programs of study, as well as titles for leisure reading. Through Capital District Library Council membership, the library also offers Interlibrary Loan and the Direct Access Program, allowing students and faculty to borrow materials from other libraries.

In addition, the library subscribes to three online databases: LexisNexis Academic Universe, Academic OneFile, and CINAHL, which may be accessed through the library homepage. A collection of online databases made available through New York State Library's NOVELny program is also available through the library website at:

<http://library.mildred-elley.edu>

Tutoring services are available at the library for Compass testing.

The library is staffed by professional librarians, and is open from 9:00AM to 8:00PM Monday through Friday, and 9:00AM to 1:00PM on Saturdays when classes are in session. The library staff is also available by appointment. Please inquire with the Office of Library Services staff about additional library services.

## **OFFICE OF INFORMATION TECHNOLOGY SERVICES**

The Office of Information Technology Services (ITS) supports the academic computing experience of students, faculty, and staff of the college. The ITS Help Desk is available by appointment to assist students who have purchased a computer through the college.

Computers in all laboratory classrooms and student services space have broadband internet services capability, as well as run a range of specialized software applications. Students are able

to access the Mildred Elley web page, the student home page, and the library home page, as well as do internet research, and send and receive e-mail. Students are also able to use computers in certain labs during open lab hours. Students should consult the open lab schedule posted outside of the library doors. The Mildred Elley web page is located at:

<http://www.mildred-elley.edu>

## **OFFICE OF CAREER SERVICES**

The faculty and staff of the college are committed to assisting graduates in securing the best possible employment opportunities available in their chosen professional career fields. The Director of Career Services and Career Services Specialists are the student's contact for career-related issues.

Students are well prepared for their job search through the variety of courses completed and the Career Counseling Seminar. In the seminar, students learn job search techniques, resume writing, interviewing skills and specific career-related strategies. Current students approaching the end of their course work are strongly encouraged to visit the Office of Career Services for individual career counseling, further assistance in writing resumes and cover letters, and information about continuing their education.

The Office of Career Services also develops and maintains close relationships with local employers, many of whom list their job openings with the college. The staff forwards the resumes of interested and qualified students and graduates directly to these employers.

Mildred Elley graduates, no matter when they graduated, are always welcome to return to the Office of Career Services for job search assistance in the future.

### **Placement Rates**

Mildred Elley is proud of its graduates' successes in their chosen fields of training and related fields. Mildred Elley's placement rates are a testament to the institution's focus on training its students for careers and to the graduates' unrelenting hard work and determination.

For the academic year of July 1, 2009 through June 30, 2010 (most recent data year available at the time of publication of this catalog), **84.5%** of all graduates found employment in their professional career fields. The following are the placement rates by program:

<b>School, Department, Program</b>	<b>Placement Rate</b>
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<b>OVERALL PLACEMENT RATE, ALL PROGRAMS</b>	<b>84.5%</b>
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**School of Business and Technology**

*Department of Business Management*

Business Management A.O.S.	84.6%
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Office, Project, and Event Management A.O.S.	100.0%
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Accounting Systems Specialist Certificate	N/A
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Administrative Assistant Certificate	100.0%
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Business Technologies Specialist Certificate	N/A
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*Department of Information Technology*

Information Technology A.O.S.	60.00%
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Network Administration and Computer Security Certificate	N/A
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*Department of Paralegal Studies*

Advanced Paralegal Studies A.O.S.	88.2%
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Paralegal Studies Certificate	N/A
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*Department of Hospitality and Travel Management*

Hospitality and Travel Management A.O.S.	100.0%
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Hospitality Professional Certificate	N/A
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**School of Digital Media Arts**

*Department of Digital Graphics and Multimedia Design*

Digital Graphics and Multimedia Design A.O.S.	40.0%
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Digital Graphics and Multimedia Design Certificate	0.0%
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*Department of Game Design and 3D Animation*

Game Design and 3D Animation A.O.S.	75.0%
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Game Design and 3D Animation Certificate	N/A
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**School of Health and Wellness Professions**

*Department of Medical Studies*

Medical Assistant A.O.S.	85.7%
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Clinical Medical Assistant	100.0%
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Medical Office Assistant	83.3%
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*Department of Massage Therapy*

Massage Therapy A.O.S.	80.0%
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Massage Therapy Certificate	100.0%
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*Department of Nursing*

Practical Nursing Certificate	92.0%
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Note: For programs where “N/A” is indicated instead of placement rate, there were no graduates eligible for placement in 2009-2010 academic year.

## **CAMPUS AND BUILDING HOURS**

In 2008, the college moved into its current location at 855 Central Avenue in Albany, thus returning to its Albany roots. This modern 55,000 square-foot facility contains computer, medical assisting, and nursing laboratories; lecture classrooms, library space, faculty and staff offices, student lounges, and a massage therapy clinic.

When classes are in session, the college is open from 7:30AM to 10:00PM Monday through Friday. When weekend classes are in session, the college is open from 7:30AM to 8:00PM on Saturdays. The building is closed on Sunday.

## **NON-ACADEMIC POLICIES AND PROCEDURES**

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### **CAMPUS SECURITY**

In compliance with the Crime Awareness and Campus Security Act of 1990, information about Mildred Elley's security policies and procedures and annual crime statistics reports are made available to students. At orientation and through this catalog, students are provided with Campus Security information, and all students and employees are updated annually on the previous year's crime statistics. These records are housed in the Office of the President. The college has a standing Advisory Committee on Campus Safety and Security, comprised of representatives from the faculty, administration, and students. The Advisory Committee on Campus Safety and Security will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are also available through the United States Department of Education's website:

<http://ope.ed.gov/security/search.asp>

Pursuant to *New York State Education Law Section 6431*, the institution's Advisory Committee on Campus Safety and Security consists of a minimum of six members, at least half of whom are female; one third appointed from students; one third appointed from faculty; and one third selected by the President and/or Vice President for Campus Operations. The committee meets at least on an annual basis, and periodically reviews current policies and procedures for:

- Educating the campus community, including security personnel and persons who advise or supervise students about sexual assault per *New York State Education Law Section 6432*;
- Educating the campus community about personal safety and crime prevention;
- Reporting sexual assaults and dealing with victims during investigations;
- Referring complaints to appropriate authorities;
- Counseling victims; and
- Responding to inquiries from appropriate persons.

The Advisory Committee on Campus Safety and Security reports in writing to the President of the institution, at least on the annual basis. A copy of the annual Campus Security Plan is available at:

<http://www.mildred-elley.edu/disclosures>

### **CODE OF STUDENT CONDUCT**

Mildred Elley takes pride in preparing students for professional positions in the workforce and for future higher education. Therefore, it is expected that students will conduct themselves in a manner consistent with the highest professional standards. Students are expected to treat fellow students, faculty, and staff with respect and maintain a collegiate rapport at all times. Students who fail to comply with any policies of conduct set forth in this catalog may be subject to grounds for dismissal.

## **INSTITUTIONAL GRIEVANCE AND DECISION APPEAL PROCEDURES**

The institutional grievance and decision appeal procedures provide for the prompt and equitable resolution of a complaint from an individual either currently or formerly associated with Mildred Elley. Any person who files a complaint is assured that the institution will not take action, either overt or covert, against that person for filing said complaint and that provision for the final determination of each formal complaint is to be made by a person or persons not directly involved in the alleged grievance.

This process can be used in a variety of situations. These situations include appeals of grades, transfer credit decisions, and other situations where the complaining party believes it might have been treated unfairly and/or in violation of the institutional policies, or where special consideration might be due because of extenuating circumstances.

The institution and its officials will make the best effort to resolve grievances and appeals of institutional decision in an expeditious, equitable, and fair manner.

The following grievance procedures have been developed for student use should a problem arise:

- Step 1. A student with a grievance should attempt to discuss the matter in an informal manner and reach a resolution with the instructor. The next step, should the matter remain unresolved, is to discuss the matter with the student's advisor (usually, the Department Chair for the program of enrollment). Students whose complaint concerns a matter not specific to a given course will begin the grievance/appeal process at the student's advisor level.
- Step 2. If the problem cannot be resolved at the student advisor's level, the student should then submit the matter to the Dean of Academic Affairs in writing. The letter describing the grievance should contain pertinent facts and be signed by the complainant. The Dean will consider the grievance within fifteen (15) business days from the date it was received, and communicate the decision to the complainant in writing within five (5) business days from the date the decision was made.
- Step 3. The student may appeal the decision of the Dean of Academic Affairs to the Campus President within ten (10) business days from the date the decision was mailed or communicated to the student. The Campus President will consider the appeal within fifteen (15) business days from the date it was received, and communicate the decision to the complainant in writing within five (5) business days from the date the decision was made. The Campus President's decision shall be final.

Any student with a grievance that he/she cannot resolve through the college can contact the New York State Education Department, 5 North Mezzanine Education Building, Albany, New York 12234, [www.nysed.gov](http://www.nysed.gov), or the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, [www.acics.org](http://www.acics.org).

## DISCIPLINARY POLICY AND ACTION PROCESS

### Grounds for Disciplinary Action

The institution may take disciplinary action against students for a variety of reasons, including not only commission of the acts described below, but also an attempt to commit such an action or soliciting another member of the institutional community to do so. Grounds for disciplinary action may include:

- 1) Conduct in violation of any federal, state, or local law;
- 2) Conduct that disrupts or interferes with educational processes and operations of the institution or the institution's faculty, administration, and staff in performance of their duties;
- 3) Conduct that violates, endangers, or has the potential to endanger safety and security of the institution and the members of the institutional community, including visitors, students, faculty, administration, and staff members;
- 4) Conduct that violates property rights of the institution and the members of the institutional community, such as theft of property or identity, possession of stolen property, unauthorized access to the institutional property and facilities, use of institutional property (such as computers) to commit such acts, or refusal to leave the institution's premises (including parking lot and auxiliary buildings) when ordered to do so by a person in authority;
- 5) Use, distribution, or possession of alcohol, illegal drugs, or illegal controlled substances on campus; Use, possession, or storage of dangerous weapons, chemicals, explosive materials or devices on the institution's premises; Gambling on the institution's premises (including parking lot and auxiliary buildings);
- 6) Academic dishonesty, as defined elsewhere in the catalog, or engagement in acts that can be construed as copyright infringement;
- 7) Disorderly, lewd, or indecent conduct; use of profanity, hate speech, or vulgar language; bullying, harassment, hazing, assault and/or sexual assault of members of institutional community, including but not limited to visitors, students, faculty, administration, and staff members;
- 8) Failure to pay or honor financial obligations to the institution; or
- 9) Failure to comply with the Code of Student Conduct.

### Disciplinary Actions

The institution may take any of the actions or combinations of actions below against the student as a result of its disciplinary proceedings:

- 1) **Disciplinary Warning:** The institution will warn the student in writing that the behavior is in violation of the institution's rules and engaging in such behavior in the future will lead to more serious actions;
- 2) **Disciplinary Suspension:** The institution will require the student to separate from the institution for a prescribed period of time (such as one academic term or longer);
- 3) **Dismissal from the Institution:** The student will be permanently separated from the institution and be ineligible for readmission to the institution. The student is required to

leave the institution per directions provided by the institution, and may not re-enter the institution's campus (including parking lot and auxiliary buildings) without a prior written permission from the Dean of Academic Affairs.

- 4) **Reduced or Failing Grades for Assignments, Assessments, or Courses:** This action will be taken in cases of academic dishonesty in affected coursework.
- 5) **Alternative Action:** The institution may require the student to take alternative actions, such as formal apologies, completion of training or service to the institutional community, counseling, training, assessment, or other actions it determines fit.

The institution is not obligated to use progressive discipline, and may take any action it determines to be an appropriate fit and remedy for the situation. This means that a student may be dismissed after a single incident of non-compliance with the institution's policies.

In cases of student's separation from the institution, tuition shall be refunded in accordance with the terms of the stated refund policy.

## **Disciplinary Process**

### *A. Initiation of Charges*

Disciplinary charges will be initiated by submitting a written referral to the Dean of Academic Affairs. The referral must state sufficient facts, including specific names(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Dean to decide whether further fact-finding is necessary. The referral cannot be anonymous.

### *B. Interim Action*

At any time following the submission of a written referral, the Dean of Academic Affairs may temporarily suspend the student prior to resolution of the disciplinary proceeding if the Dean believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the institution's campus poses a threat to any individual, property, or institutional function.

### *C. Review and Decision by the Dean*

The Dean of Academic Affairs will, considering all evidence gathered, make a decision of the disciplinary actions needed within fifteen (15) business days of the receipt of the initial written referral. A letter detailing the decision will be placed in the student file within the next five (5) business days following the date of the decision and a copy will be forwarded to the student by mail. The Dean will additionally notify the student in writing if any suspensions or interim suspensions have been lifted.

### *D. Appeal Process*

Students may who wish to appeal any decision of the Dean of Academic Affairs must do so to the Campus President in writing and signed within ten (10) business days from the day the decision was mailed to the student. The student must state why an appeal should

be considered and include any additional evidence that may not have been taken into consideration. The Campus President will consider the situation, evidence, and documentation in order to make the final decision regarding the student status within ten (10) business days of the receipt of the appeal. Decisions made by the Campus President will be communicated to the student in writing by mail within five (5) business days following the date of the decision. The decision made by the Campus President is considered to be final.

## **CAMPUS CLOSINGS**

When it becomes necessary to close the campus, announcements are made on local radio and television stations by 6:00AM. Evening school closings are announced by 3:00PM. The links to the website that track college closings are also posted on the Mildred Elley web page. Students may elect to receive text message notification of school closings by updating their cell phone and carrier information through the student information system or Registrar's Office. Students who attend internships, clinical rotations, and other off-campus events should contact their individual site instructor, or Department Chair for determination of the need to report in the case of inclement weather.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

All Mildred Elley students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974, also referred to as the Buckley Amendment. The detailed procedures for exercising one's rights under the Buckley Amendment are available upon request in the Registrar's Office. The college reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime. Students wishing to file a complaint concerning alleged failures of Mildred Elley to comply with FERPA may be sent to: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **IMMUNIZATIONS**

New York State *Public Health Law* requires that individuals born after January 1, 1957 provide evidence of immunization against mumps, rubella, two series of measles, and submit documentation demonstrating awareness and compliance with *Public Health Law Section 2167* concerning meningococcal disease. Compliance forms are provided with admissions materials and must be provided within time frames established by the New York State Department of Public Health. **Failure to comply with this law will result in an administrative withdrawal from the college within 30 days of notification.** Additional information about immunizations may be obtained from the Office of Admissions and the Office of the Registrar.

Students enrolled in programs of study within the School of Health and Wellness Professions may be required to provide additional immunization documentation for clinical or internship sites. Please inquire about this policy with the respective Department.

## **MAINTENANCE OF PUBLIC ORDER**

Pursuant to *New York State Education Law Section 6430*, the institution prohibits its students, faculty, staff, vendors, visitors, licensees, invitees, and any organizations that operate on campus such as student clubs from creating or contributing to any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. In addition to any penalty pursuant to the penal law or any other law punishing such behavior, the institution will take aggressive action against such violations; immediately eject violators from the campus; take further disciplinary action up to and including permanent expulsion of students from the college, termination of faculty/staff member's employment, and recession of permission for an organization to operate on campus.

## **STUDENTS WITH DISABILITIES**

Mildred Elley is required to provide reasonable accommodations to all students who have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 (the "Acts"). Students requesting reasonable accommodations based on a documented disability should contact the Office of Academic Services and Advising to make arrangements.

## **LEAVE OF ABSENCE POLICY**

The college recognizes that students may encounter emergencies or health-related incidents during their enrollment at the college. These problems may require an interruption in a student's program of study.

A medical leave or emergency leave of absence is not appropriate when a student has completed less than a full semester. A leave may be granted once the student has completed one semester of study, subject to approval by the college's academic administration. The student must provide documentation from licensed physician or other such qualified agent that indicates the start date and the duration of the leave. Students who must take leave due to extenuating family circumstances must provide a letter of request with a date of intention to return. All leaves of absence in any 365-day period may not exceed 180 cumulative days.

A student who goes on a leave within the first week of a term will receive a non-punitive grade of "LOA" or "W" for all courses that he/she was registered for. Upon return from leave the student will need to register for the courses that he/she was in when the student went on leave and meet with the Office of Financial aid to determine eligibility.

If a student leaves for a medical or emergency-related reason after the first week of classes, he/she will receive a grade of "Z" for all courses that he/she was registered for and be withdrawn from coursework at the time of request. The student will be expected to repeat the courses during their program of study.

Students considering a leave must receive the approval of the Dean of Academic Affairs of the college and a clearance from the Department Chair, the Office of Financial Aid, and the Office

of the Registrar. Leaves of absence will be recorded by the Registrar at the conclusion of each term.

### **MILITARY LEAVE POLICY**

In the event of a national emergency, students may have responsibilities that supersede their academic obligations to the college. Written proof of such assignment or duty must be submitted to the Office of the Registrar.

The student will receive an administrative withdrawal-emergency active duty notation on his/her transcript. Each course will be given a *W* designation. The student will receive credit for tuition and fees for the term when he/she withdraws because of emergency active duty in the military. The student will be liable for all books credited against his/her financial aid awards.

### **FREEDOM FROM HARASSMENT POLICY**

Mildred Elley is committed to the fundamental belief that all people should be treated with dignity and respect. Harassment will not be tolerated in any context. All members of the college community have a basic right to work and learn in a comfortable environment, free from derogatory remarks, unwelcome sexual advances, or any other verbal or physical conduct constituting harassment on the basis of race, sexual orientation, religion, disability, veterans' status, or any other category covered under federal, state, or local law.

Students, faculty, or staff who feel they have been harassed should direct their complaint to the Campus President. College officials will act on all complaints within fifteen (15) business days after receipt of the report. Informal resolution including mediation may be attempted before formal proceedings occur.

Formal complaints will include a written complaint and an investigation by appointed school officials. Investigations may include talking to witnesses and taking written statements from all parties involved. At the conclusion of the investigation, a report will be filed that will include recommendations for actions regarding the complaint. If it is determined that a party is responsible for such infractions, it is grounds for disciplinary action against that party, which may include the party's removal from the campus via expulsion or termination of employment, as applicable.

### **SEXUAL ASSAULT PREVENTION POLICY**

Mildred Elley has a strong commitment to the issue of respect, including respect for each person's personal and sexual boundaries. Sexual harassment may include the use of one's authority or power to coerce another person into unwanted sexual relations or to punish another person for his/her refusal; the creation by a member of the college community of an intimidating, hostile, or offensive working/educational environment through repetitive verbal/physical conduct of a sexual nature. Such conduct is a violation of the policy of Mildred Elley and will not be tolerated.

To make the college as safe as possible, all suspected violations of this policy should be reported directly to the Campus President. When a suspected violation is reported, the following actions may be considered, as appropriate. These options include, in no particular order, but are not limited to, directly confronting the alleged offender; having the Campus President talk to the alleged offender; having appropriate mediation with the alleged offender; filing a formal complaint; filing an anonymous or confidential complaint; filing a police report (if the alleged offense is against the law). It is strongly encouraged that suspected violations be reported, and that they are reported as soon as reasonable after an alleged violation has occurred.

Pursuant to the *New York State Education Law Section 6432*, the institution informs all incoming students about sexual assault prevention measures through discussion of this issue at the new student orientation, and includes information about:

- The applicable laws, ordinances, and regulations on sex offenses;
- The penalties for commission of sex offenses;
- The procedures in effect at the institution for dealing with sex offenses;
- The availability of counseling and other support services for the victims of sex offenses;
- The nature of and common circumstances relating to sex offenses on college campuses; and
- The methods the institution employs to advise and update students about security procedures.

Additionally, the institution maintains a permanent exhibit providing this information on one of its prominently displayed information boards.

## **BIAS-RELATED CRIMES**

In accordance with its long-standing institutional mission to provide education to students of diverse backgrounds, non-discrimination policies outlined in this catalog, and *New York State Education Law Section 6436*, the institution strives to create and promote an atmosphere of mutual respect and tolerance among its students, faculty, and staff.

Bias-related crimes are contrary to such atmosphere, and the institution strives to educate its students about bias-related crime, promote discussion of such crimes, encourage reporting of incidents of bias related crime, and facilitate prevention of such incidents. Bias related or hate crime acts are defined as “criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice... [where] victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation” (New York State Hate Crimes Act of 2000, §485.00).

To this effect, the institution informs all incoming students about bias related crime prevention measures through discussion of this issue at the new student orientation, and includes information about:

- The applicable laws, ordinances, and regulations on bias-related crime, including the provisions and coverage of the Hate Crimes Act of 2000, as codified in article 485 of the New York Penal Law;

- The penalties for commission of bias related crime;
- The procedures in effect at the college for dealing with bias related crime;
- The availability of counseling and other support services for the victims of bias related crime;
- The nature of and common circumstances relating to bias related crime on college campuses; and
- The methods the college employs to advise and to update students about security procedures.

Additionally, the institution maintains a permanent exhibit providing this information on one of its prominently displayed information boards.

### **STUDENTS' RIGHT-TO-KNOW**

The Student Right-to-Know Act requires that a college provide information on the completion rates of its full-time students to potential and current students. Such information is available from the Office of the Registrar and to all prospective students before they enter into any financial obligation with the college.

### **INVESTIGATION OF VIOLENT FELONY OFFENSES AND MISSING PERSON REPORTS**

Mildred Elley aims to provide a safe and nurturing environment to its students, faculty, and staff, and thus takes any offenses against order, safety, and security seriously. As mandated by *New York State Education Law Section 6434*, the institution, in cooperation with the Albany Police Department, will promptly investigate any reports of violent felony offenses or reports of missing students that can reasonably be traced to the institution's physical campus. The institution's officer in charge of such investigations shall be the Chairperson of the Advisory Committee on Campus Safety and Security, or his/her designee.

### **PROHIBITION ON MARKETING OF CREDIT CARDS ON CAMPUS**

The institution's policy expressly prohibits all and any credit card advertising, marketing, or merchandising activities directed at the institution's students on campus or via the institution's official electronic, paper-based, and other channels such as the web site, catalogs, or other publications.

### **VOTER REGISTRATION DISSEMINATION PRACTICE**

Mildred Elley encourages all our students to vote and, in election seasons, may send an e-mail to students with a link to their respective state's voter registration website.

### **COPYRIGHT INFRINGEMENT PREVENTION**

Copyright infringement is defined as the unauthorized use of copyrighted material in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it. Mildred Elley

does not tolerate any form of copyright infringement and regularly performs in-services for faculty on the subject and ensures that all students are educated on the subject in their classrooms. In addition students, faculty, and staff are encouraged to report possible infringements directly to executive management. Further, our Information Technology Services team has blocked the downloading of any and all files from the Internet. Students, faculty, or staff that are found infringing on a copyright are subject to the disciplinary actions described in the School Catalog and Employee Handbook, whichever apply.

## **STUDENT DIVERSITY**

Mildred Elley is committed to building and maintaining a diverse school community. We seek to foster an environment where all individuals can study, work and teach comfortably and without fear of prejudice or behaviors that might infringe on universal respect and kindness towards others. We practice a zero tolerance policy on all forms of harassment in order to preserve the dignity of our students, faculty and staff.

## **FIRE SAFETY PROCEDURE**

The following procedure will be followed for a building evacuation:

- 1) Faculty members locate the class roster and announce to class that they will be exiting the building by following you closely through the hallway and the nearest exit.
- 2) Close classroom door.
- 3) Exit with your roster and students out the nearest exit (NOTE: use of elevators is prohibited during an evacuation. There are three stairwells in this building; they are located at the north end of the building, directly in the middle, and at the south end of the building. North/South each face a parking lot: Central Ave and/or Rt. 90).
- 4) The class will be taken to the large parking lot that faces Rt. 90 regardless of what exit is taken. All faculty, staff and students must eventually arrive at this location.
- 5) Attendance will be taken to ensure all students have exited the building.
- 6) Attendance rosters will be provided to executive management upon return to the building.

Please note that students in other areas of the building will be accounted for by the manager or staff in that department (financial aid, student services, registrar, etc.).

Mildred Elley conducts quarterly fire drills during the day, evening, and weekend cohorts (if applicable). In addition a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager. There have been no fires reported at any campus in 2009-2010 academic year.

## **DRUG VIOLATIONS**

Possession of drugs or alcohol on campus is prohibited and disciplinary action associated with this behavior is outlined in the School Catalog and/or Employee Handbook.

According to the Federal Department of Education, “a drug conviction can disqualify a student for financial aid funds. A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses”. (2010-2011 *FSA Handbook*)

## **ACADEMIC INFORMATION**

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Mildred Elley endeavors to ensure each individual student's academic success. Following are the academic policies by which the institution is guided. Mildred Elley maintains the right to make changes without notice at any time, even after a program of study has begun.

### **ACADEMIC DISHONESTY**

Mildred Elley is a community of learners, and takes violations of academic honesty and integrity seriously. Academic dishonesty is basis for disciplinary action. Any work turned in for individual credit must be entirely the work of the student submitting the work. All work must be the student's own and for group projects, the work must be done only by members of the group. Examples of academic dishonesty include, but are not limited to:

- 1) *Plagiarism*: using materials or quotations from someone else's work without acknowledging them or using appropriate paraphrasing, thus representing such work as one's own. This includes cutting and pasting phrases from internet websites and copying and/or modifying another person's electronic or paper document for one's own use without permission and explicitly informing the faculty member of such use;
- 2) *Cheating*: using unauthorized materials in closed-books exams, copying work of other students, or using unauthorized devices (such as calculators or mobile phones) where not expressly allowed by the instructor or staff member;
- 3) *Giving Assistance in Dishonest Acts*: for example, knowingly permitting one's electronic or paper documents to be copied or modified by another student for their own use, or sharing knowledge of test questions with other students.
- 4) *Deception*: providing false information to a faculty or staff member, for example, in claiming that work was submitted or providing untrue reasons about missing an assignment deadline;
- 5) *Other Forms of Academic Dishonesty*: other acts that circumvent or disrupt institutional standards of academic honesty, integrity, and fairness.

In the event that a student commits an act considered academically dishonest by the academic management staff, the instructor or other party observing academic dishonesty will initiate the disciplinary process against the alleged violator, as described in the *Disciplinary Policy and Action Process* section of this catalog.

### **ACADEMIC PEER TUTORS**

If a student has trouble with a particular course and desires help, the Office of Academic Support and Advising may arrange for an academic peer tutor to assist the student. Academic peer tutors are generally students in the same curriculum who have earned above average marks in the subject area desired.

### **ACADEMIC PROGRAM IMPROVEMENT PLANS**

The institution periodically reviews outcome rates (including but not limited to: enrollment, retention, graduation, placement, and if applicable, licensure rates) for all of its programs.

Programs that perform below benchmarks compared to other programs at the institution and/or other similar institutions are reviewed by the Curriculum and Policy Committee for improvements in content, format, student learning objectives, occupational objectives, and faculty effectiveness. The institution reviews every single program at least once every three years on a rolling calendar basis to assure continuous institutional improvement and growth as well.

Mildred Elley—Albany, NY Campus has currently finished revision of its Advanced Paralegal Studies A.O.S. program for possible conversion to an Associate in Applied Studies (A.A.S.) degree and has initiated the procedure of applying for authority to offer such a degree. Other course offerings that are currently undergoing a systemic review include courses within the Departments of General and Interdisciplinary Studies, and Mathematics and Life Sciences, and Massage Therapy A.O.S. and Certificate programs for possible changes in format. Students, graduates, employers, faculty, and staff are encouraged to provide their opinions and feedback about these programs, as well as any other programs offered and ideas for new programs, to Dr. Elliot Pruzan, Chief Academic Officer, at [epruzan@empireed.com](mailto:epruzan@empireed.com)

## **ADD/DROP PERIOD**

**Students may make adjustments to their class schedule only during the Add/Drop period, which concludes at the end of the first week of the module for Day/Evening Session and at the end of the second weekend of the module for the Weekend Session.** Students are cautioned to recognize the possible negative effect of any course withdrawal on their academic progress requirements and eligibility for financial aid. Division changes, program changes, and requests for the applicability of transfer credits, or proficiency credits, must also be processed by the conclusion of the add/drop term, should the outcome affect the student schedule.

## **ADVISEMENT**

Students are assigned an Academic Advisor upon registration for classes. This Academic Advisor meets regularly with the student to help answer questions regarding the student's program of study, scheduling, and academic progress.

## **ATTENDANCE**

Each student is expected to accept total responsibility for meeting all of the academic requirements for each course in which she/he is enrolled. The faculty determines attendance requirements and regulations for each division based upon the academic requirements for each curriculum and/or course. Excessive absenteeism may result in grade reduction and/or other penalties, as deemed appropriate. Students who fail to report to class during the add/drop period of the second module of their semester will receive a forced withdrawal from their courses. Students will be notified in writing of this withdrawal and will be instructed to contact the school to discuss their intent to return. Students who fail to notify the school of an intent to return, or fail to post attendance during the add/drop period of the start of their next semester will be withdrawn from the college.

## **ACADEMIC CALENDAR**

The day and evening divisions of the college operate on a sixteen-week semester calendar consisting of three full semesters in one calendar year. Each semester is further divided into two modules of equal duration of approximately eight weeks.

The weekend division of the college operates on an eighteen-week semester calendar consisting of 2.5 full semesters in one calendar year. Each semester is further divided into two modules of equal duration of approximately nine weeks.

Students will generally take two to three classes per module, with a full-time student taking a minimum of twelve credit hours per semesters. Students who wish to exceed an academic load of 14 credits per semester must seek approval from the Office of Financial Aid and Dean of Academic Affairs.

## **COURSE SCHEDULE CHANGES**

Students who wish to make a change in their schedule should meet with their Academic Advisor. Students are also encouraged to meet with a Financial Aid Advisor, as any schedule changes that increase or decrease academic load, or contain courses not applicable to the program of matriculation, may affect a student's financial aid eligibility. Confirmed schedule changes are made by the Office of the Registrar.

## **EXPERIENTIAL CREDIT**

Mildred Elley does not currently grant experiential credit.

## **TRANSCRIPTS**

Transcripts are issued only with a signed, written request and are mailed directly to the recipient by the Office of the Registrar. A transcript fee is charged for each request. Transcripts are issued when all financial obligations to the college have been fulfilled and any delinquent loans have been cleared.

## **GED AND NEW YORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA**

Mildred Elley students who were admitted on the Ability-to-Benefit (ATB) basis may be eligible to earn a New York State High School Equivalency Diploma through earning college credit as students at the college. The requirements for earning a GED usually include taking the following distribution of twenty four credits of coursework as a part of studies as a matriculated candidate in a degree or certificate program:

- 6 semester credit hours in English Language Arts (courses in English Composition, English Literature, Speech, Creative Writing, etc.);
- 3 semester credit hours in Natural Science (Biology, Chemistry, Physics, Life Science, Geology, Botany, Zoology);

- 3 semester credit hours in Mathematics (Math, Calculus, Statistics, Business Math, Technical Math);
- 3 semester credit hours in Social Sciences (History, Sociology, Psychology, Economics, Political Science, Labor Studies);
- 3 semester credit hours in Humanities (courses in Literature, Foreign Languages, Art History/Art Appreciation, Music Appreciation, Theatre, Philosophy, Religion); and
- 6 semester credit hours in other courses from within the program requirements.

Please see the Office of Academic Support and Advising for more information about this option.

## **GRADUATION REQUIREMENTS**

Candidates for graduation from Mildred Elley must successfully complete the required number of courses and semester credit hours for their chosen curriculum. Students must have a cumulative grade point average (GPA) of 2.0 (a “C”) or better and a minimum of 25 percent of the total credits or hours required for their program must be earned at Mildred Elley. Students who complete program requirements but who fail to achieve a final cumulative grade point average of 2.0 are considered “completers,” and receive a letter of completion, but not the credential sought. Students must fulfill all financial obligations including tuition and any other fees, or make arrangements for repayment of such financial obligations satisfactory to the institution, before their transcripts are released.

Students graduate at the end of the module in which they meet all of the requirements of their program. Formal graduation ceremonies are held twice yearly. Please note that participation in a graduation ceremony does not constitute verification of earned credentials.

## **GRADUATION HONORS**

At commencement exercises, credential recipients will be recognized with honors according to their academic program cumulative GPA as follows: 3.400-3.599, *cum laude*; 3.600-3.799, *magna cum laude*; 3.800-4.000, *summa cum laude*.

## **STUDENT RETENTION RATE**

The most recent data available is for the academic year of July 1, 2009 through June 30, 2010. The college achieved a retention rate of 75.8% for that year.

## **DEFINITION OF CREDIT AND METHOD OF DELIVERY**

In credit-bearing programs, the unit of credit awarded is a semester credit hour. The credit is determined based on the method of delivery. One semester credit hour equals, minimally, fifteen classroom hours of lecture, or thirty hours of laboratory, or forty five hours of internship, or a combination thereof. A class hour is fifty minutes.

## HONORS AND AWARDS

### Dean's List/President's List/Perfect Attendance

A student receiving a GPA of at least 3.500 to 3.799 will be placed on the Dean's List for that module. A student receiving a GPA of 3.800 or higher in any module will be placed on the President's List for that module.

### Course Identification System

Courses are identified by an alphanumeric code. The code starts with an alphabetical designation that indicates curriculum area, as follows:

ACC	Accounting
BIO	Biological Sciences
BM	Business Management
DLP	Digital Literacy and Productivity
DGM	Digital Graphics and Multimedia Design
ECO	Economics
EDU	Education
ENG	English/Oral Communications
ESC	Environmental Science
GEO	Geography
GS	General/Interdisciplinary Studies
GDA	Game Design and 3D Animation
HEA	Health and Wellness
HTM	Hospitality and Travel Management
HUM	Humanities
IL	Information Literacy
IT	Information Technology
LPN	Practical Nursing
MA	Medical Assisting
MT	Massage Therapy
MAT	Mathematics
PHI	Philosophy
PL	Paralegal Studies
PSC	Political Science
POM	Professional Office Management
PSY	Psychology
SOC	Sociology

The curriculum code is followed by a three-digit numerical code. Courses numbered 100-199 are generally introductory and foundation courses. Courses numbered 200-299 are generally courses with more advanced subject matter. These courses are open to students who have completed prerequisites, if applicable.

## GRADING SYSTEM

The following is the grading scale used at the college:

Grade	Description	Value
A	93.000-100.000	4.00
A-	90.000-92.999	3.70
B+	87.000-89.999	3.30
B	83.000-86.999	3.00
B-	80.000-82.999	2.70
C+	77.000-79.999	2.30
C	73.000-76.999	2.00
C-	70.000-72.999	1.70
D+	67.000-69.999	1.30
D	63.000-66.999	1.00
D-	60.000-62.999	0.70
F	UNDER 60	0.00
I	Incomplete	0.00 $\emptyset$
LOA	Leave of Absence	0.00 $\diamond$
P	Pass	0.00 $\emptyset$
PR	Proficiency	0.00 $\diamond$
RW	Requirement Waived	0.00 $\diamond$
S	Satisfactory	0.00 $\emptyset$
TC	Transfer Credit	0.00 $\diamond$
U	Unsatisfactory	0.00 $\emptyset$
W	Withdraw	0.00 $\diamond$
Z	Withdraw-No Grade	0.00 $\emptyset$

$\emptyset$  Grades with this designation are not calculated in the student's cumulative grade point average but are included in the calculation of the quantitative standards of satisfactory academic progress.

$\diamond$  Grades with this designation are not included in the student's cumulative grade point average or the calculation of the quantitative standards of satisfactory academic progress.

All LPN (Practical Nursing) prefixes, the minimum passing grade is "C". Student averaging below 73 will receive a grade of "F" for the course.

All MA (Medical Assisting) clinical courses must also have a minimum grade of a "C".

All MT (Massage Therapy) Core Requirements must also have a minimum grade of a "C".

## APPEAL OF A FINAL GRADE

In the event that a student wishes to make an appeal of a final grade, he/she must do so by following the appeal policy spelled elsewhere in this catalog.

## **CLINICAL OR INTERNSHIP COMPONENT**

Certain courses and certain programs of study may require a clinical experience or internship component to be successfully completed at off-campus locations. Students in programs with these requirements may also need to fulfill hours outside of their enrolled cohort (e.g., a day student may have to complete their hours in the evening), and must arrange their own transportation to and from the sites. Mildred Elley will make every effort to obtain internship opportunities that are accessible by mass transit, and in the student's desired area of concentration, but choice of site cannot be guaranteed. Students will be contacted by their respective Department Chair regarding the internship process. The Medical Assistant internships will reflect the traditional hours of the medical facilities. Students are urged to make the necessary accommodations to be available weekdays, 9am-6pm, sixteen (16) to twenty (20) hours per week, to fulfill their internship requirements. Prior to starting their internship, students enrolled into the Medical Assisting program will need to successfully pass clinical competencies to ensure they are prepared for their internship. In the case of a student who fails their competencies, he/she will not be allowed to proceed with their internship until they successfully show they have mastered their competencies.

## **INCOMPLETE GRADE**

An Incomplete grade (“*I*”) is given to a student experiencing extenuating circumstances that make him/her unable to complete the course's work by the end of the module. An Incomplete grade is recommended by the course instructor and must be approved by the Dean of Academic Affairs. A student will be given thirty days from the end of the module to complete the required work. If the student does not complete the required work, the instructor will award the otherwise earned grade the student should receive, including a failing grade (“*F*” or “*U*”) if applicable. A grade of “*F*” will be included in the student's cumulative grade point average.

## **REPEATING A COURSE**

Students who withdraw from a course or who receive a failing grade in any required course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation.

## **WITHDRAWAL FROM A COURSE**

### **Day/Evening Divisions**

A withdrawal grade (“*W*”) is given to a student who either withdraws from class prior to the end of the first week of class or never attends the class. After that time the student will receive their otherwise earned grade; including a failing grade (“*F*”) or “*Z*” if applicable. A “*W*” grade will not be assigned a grade point value, but an “*F*” grade is assigned a zero point value and is averaged into the student's cumulative grade point average. A “*Z*” grade is included in the calculation of the quantitative standards of satisfactory academic progress.

### **Weekend Division**

A withdrawal grade (“*W*”) is given to a student who either withdraws from class prior to the end of the second weekend or who never attends the class. After that time the student will receive

their otherwise earned grade; including a failing grade (“*F*”) or (“*Z*”) if applicable. A “*W*” grade will not be assigned a grade point value, but an “*F*” grade is assigned a zero point value and is averaged into the student’s cumulative grade point average. A “*Z*” grade is included in the calculation of the quantitative standards of satisfactory academic progress.

## **WITHDRAWAL FROM THE COLLEGE**

A student who plans to withdraw from the college must meet with his Department Chair and Dean of Academic Affairs to complete a Withdrawal Form that outlines further steps to be taken. The last date to withdraw and receive a “*W*” grade is the end of the first week of classes or equivalent. Please see the appropriate section of this catalog for the college’s tuition refund policy.

## **PROGRAM CHANGES**

In order to change a program at Mildred Elley, a student must meet with his/her Academic Advisor or Department Chair to complete a Program Change form. Students must also meet with a Financial Aid Advisor to help assess eligibility based on the new program. Program changes are only processed at the completion of a term or during the add/drop period. Once the student has met with the appropriate staff members, the student’s schedule will be modified to reflect the new program. Any change of program may delay a student’s graduation date. Only those courses that transfer into the new program are included in the calculation of the qualitative and quantitative standards of satisfactory academic progress. Prior to September 2009, courses taken under the previous program of study were designated with the symbol “#” preceding the grade value.

Please note that some programs in the institution, such as Practical Nursing and Massage Therapy, have specific admissions requirements and/or limitations as to the number of students accepted. Thus, applying for transfer to such a program does not mean automatic acceptance, and additional documentation and paperwork may be required in order for the institution to consider the transfer request.

## **PROFICIENCY EXAMINATION POLICY**

Mildred Elley has a Proficiency Examination Policy to accommodate students who may already be accomplished in a specific subject area. Proficiency examinations allow students to “test out” of course(s) required in their program. The only courses for which proficiency examinations are available are DLP (Digital Literacy and Productivity) courses and HEA 100, Principles of First Aid, CPR, and AED. Students who successfully complete a proficiency examination will receive a grade of “*PR*” on their transcript. This grade is not calculated as part of the student’s cumulative grade point average. *PR* grades are only applicable to coursework that has not been attempted at the college and may not be used as a repeated grade. Students are advised to speak with their Financial Aid Advisor before proceeding.

No more than 75 percent of the total required credits will be granted through proficiency examinations, standardized testing, and transfer credits. For more information about transfer credit policy, please consult the section on Admission in this catalog. Fees for Proficiency Examinations are found in the schedule of tuition and fee charges in this catalog.

## **TRANSFER TO ANOTHER COLLEGE AND CAREER PREREQUISITES**

Students who intend to transfer to other colleges or enroll in four-year institutions after completing their program of study at Mildred Elley must determine the requirements of those institutions and plan their program of study accordingly.

Mildred Elley makes no guarantee, claim, or representation that the credits earned at Mildred Elley will transfer to other institutions. The ability to transfer credits will be determined by the college to which the student is transferring.

Mildred Elley, however, has entered into several articulation agreements with area colleges. Please inquire with the Office of the Dean of Academic Affairs for a list of such agreements and transfer requirements.

Similarly, students who intend to take state or foreign examinations, certifications, or licensure tests must determine requirements of those jurisdictions prior to commencing their program of study. Mildred Elley makes no guarantee, claim, or representation that the programs of study completed or credits earned at Mildred Elley will qualify its graduates for or guarantee the passage of such examinations, certifications, or licensure tests.

## **PRACTICAL NURSING (PN) PROGRAM-SPECIFIC ACADEMIC POLICIES**

Practical Nursing (PN) Certificate program is a full-time program. Its graduates are eligible to sit for the licensure exam as a Licensed Practical Nurse in the State of New York. Student and applicants are reminded that their ultimate career goal is dependent upon their ability to pass the state licensure examination, and the institution established its policies for the program in order to help its graduates meet this goal.

The PN program consists of two components:

- A pre-professional component (3 academic terms, or approximately six (6) months), in which students take coursework in human biology, medical terminology, English, psychology, and other foundational courses; and
- A professional component (5 academic terms, or approximately ten (10) months), in which students take practical nursing theory, lab, and clinical rotations at various healthcare agencies.

### **Passing Grades**

For students matriculated in the Practical Nursing program, all courses required in the program (including all courses with BIO, MA, ENG, GS, LPN, and PSY prefixes) must be completed with a minimum grade of “B-“ or above. Grades below “B-“ for any of required courses are considered to be failing grades for the purpose of the program. Students who receive grades below a “B-“ in any two (2) pre-professional courses will be automatically withdrawn from the LPN program, and must choose another course of study. Students may reapply to the LPN program after successfully completing another program.

## **Student Performance in the Pre-Professional Component and Progression to the Professional Stage**

A student accepted into the Practical Nursing program will be admitted to the professional stage of the program per established enrollment schedule, provided that:

- They earn a grade of B- or higher for every course taken in the pre-professional stage of the program;
- They have fulfilled all special conditions on their acceptance, such as satisfactory completion of remedial/developmental or unfulfilled pre-requisite courses;
- They maintain satisfactory academic progress;
- They have not been subject to any disciplinary violations or other incidents at the college;
- They have no outstanding financial obligations to the institution, i.e. their student accounts are fully paid or are scheduled to be paid through the appropriate financial aid programs.
- They take a standardized nurse placement test, administered by the college, to demonstrate appropriate academic aptitude for successful program completion.

Students who do not meet any of the above requirements will be evaluated on an individual basis for progression into the professional stage of the program, if seats are available; transfer to another program offered by the college; or separation from the institution.

## **Student Performance in the Professional Component of the Program**

Students admitted to the professional component of the program are required to:

- Be available for and attend all scheduled lectures, labs, and clinical experiences. Clinical rotations are scheduled at a variety of locations in the Greater Capital Region area, and students are responsible for their own transportation to these sites.
- Clinical experiences are normally scheduled in eight-hour shifts, twice per week. The college will make an effort to accommodate student needs by scheduling day students for clinical experiences in the 7AM-3PM shift; and evening and weekend students for clinical experiences in the 3PM-11PM weeknight and varied weekend shifts. However, scheduling of clinical experiences is driven by the health care agency needs, availability of instructors, and the need to maintain high educational quality of the program and, as such, cannot be guaranteed for certain days or times.

## **Program Withdrawal**

Students who fail more than one course in the program will be withdrawn from the program. Students subject to this rule may be re-admitted after completing another collegiate program in health sciences, and demonstrating to the administration of the institution their readiness and ability to perform in the practical nursing program.

## REGISTERED DEGREE PROGRAMS

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Mildred Elley's Associate's degree and undergraduate Certificate programs are designed to prepare each student for quality job opportunities with career potential. The college tailors each program to meet the student's goals and provides the support necessary for success.

The faculty's goal is for students to succeed in their programs and obtain secure jobs with promising futures.

The investment of the student's time and energy is matched by the college's commitment to providing students with a meaningful, quality education. The successful student will be prepared for further study, an exciting new career, and/or advancement in a current job through newly learned skills.

Mildred Elley offers two levels of programs: Associate in Occupational Studies (A.O.S.) degree and undergraduate Certificate.

The Associate in Occupational Studies (A.O.S.) degree programs are designed to be completed in five semesters, or 80 weeks (90 weeks for the Weekend Division programs). The *Massage Therapy* A.O.S. degree program normal length of study is six semesters, or 96 weeks (108 weeks for the Weekend Division program); however, this program may also be completed in five semesters, or 80 weeks (90 weeks for the Weekend Division program).

The undergraduate Certificate programs are designed to be completed in three semesters, or 48 weeks (54 weeks for the Weekend Division programs). The *Massage Therapy* certificate program normal length of study is five semesters, or 80 weeks (90 weeks for the Weekend Division program); however, this program may also be completed in four semesters, or 64 weeks (72 weeks for the Weekend Division program). The *Practical Nursing* certificate program normal length of study is four semesters, or 64 weeks (72 weeks for the Weekend Division program, respectively).

Each course is usually offered at least once during the calendar year. All of the courses in every program are not are offered every semester. The college reserves the right, without prior notice, to change the semester in which a course is offered, to change a course description, or to cancel or add any course. Additional course information may be secured from the Office of the Registrar or the appropriate Department Chair. The Dean of Academic Affairs, Campus President, and/or their designee may waive the prerequisite requirement for a course.

To further prepare graduates for employment, all degree and certificate students are offered an opportunity to participate in an employer-based internship or clinical experience program. This experience provides students with actual work assignments that are related to their field of study. An internship is a program requirement in several programs offered by the institution. This requirement may be waived by the Dean of Academic Affairs or Department Chair in individual cases; for example, when a student in the program is already employed in the industry. In such cases, students will be required to take a restricted elective in lieu of the internship.

## **SCHOOL OF BUSINESS AND TECHNOLOGY**

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The School of Business and Technology consists of three academic Departments that offer the following degree and certificate programs:

### **Department of Business Management**

- Business Management (Associate in Occupational Studies)
- Office, Project, and Event Management (Associate in Occupational Studies)
- Accounting Systems Specialist (Certificate)
- Administrative Assistant (Certificate)
- Business Technologies Specialist (Certificate)

### **Department of Information Technology**

- Information Technology (Associate in Occupational Studies)
- Network Administration and Computer Security (Certificate)

### **Department of Paralegal Studies**

- Advanced Paralegal Studies (Associate in Occupational Studies)
- Paralegal Studies (Certificate)

The detailed descriptions of programs offered within the School of Business and Technology follow this page.

Descriptions of courses sponsored by the Departments within the School of Business and Technology are available in the Course Description section of this catalog.

## DEPARTMENT OF BUSINESS MANAGEMENT

**Business Management** A.O.S. Degree Program

65 Semester Credit Hours

*HEGIS Code 5004 | College Curriculum Code BMA03 (effective Fall I, 2009)*

Business management is the process of managing resources, including time, money, and people. Necessary skills include: the ability to interpret financial data, exercise leadership, communicate ideas, and use technology to acquire and apply information in decision-making. Graduates of this A.O.S. degree program will have an educational experience in accounting principles, business organization and management, software applications, and human resource management. The program builds upon the certificates in *Accounting Systems Specialist* and *Business Technologies Specialist*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
ACC 110	Principles of Financial Accounting	3
ACC 118	Computerized Accounting Applications	3
ACC 120	Principles of Managerial Accounting	3
ACC 225	Payroll Accounting	3
BM 112	Business Organization and Management	3
BM 200	Customer Service and Sales Management	3
BM 213	Human Resource Management	3
BM 217	Marketing	3
BM 263	Internship	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
PL 116	Business Law	3
	Restricted Elective(s) ♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
PSY 105	Introduction to Psychology*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Electives(s)</i></b>		
	Elective(s)	9
<b>Total Semester Credit Hours</b>		<b>65</b>

\* General Education Course

♦ Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Accounting Systems Specialist** Certificate Program  
 HEGIS Code 5002 | College Curriculum Code ACC03 (effective Fall I, 2009)

39 Semester Credit Hours

With the number, size, and complexity of businesses, the demand for accounting services has increased dramatically. Students will learn principles of financial and managerial accounting, computerized accounting, and software applications used to record and analyze financial information and transactions.

This certificate program also provides the foundation courses needed to pursue an A.O.S. degree in *Business Management*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
ACC 110	Principles of Financial Accounting	3
ACC 118	Computerized Accounting Applications	3
ACC 120	Principles of Managerial Accounting	3
BM 112	Business Organization and Management	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
	Restricted Elective(s) ♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Electives(s)</i></b>		
	Elective(s)	7
<b>Total Semester Credit Hours</b>		<b>39</b>

\* *General Education Course*

♦ *Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

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**Business Technologies Specialist Certificate Program**

39 Semester Credit Hours

*HEGIS Code 5101 | College Curriculum Code BTS03 (effective Fall I, 2009)*

Technology has vastly increased productivity and independence in the workplace, as computers put both flexibility and computing power at every workstation. This program is designed to include information processing theory and the hands-on use of software applications, such as Microsoft Office Suite.

Students will develop skills with integrated software packages as well as stand-alone products. Applications include word processing, spreadsheets, and databases. Additionally, this program stresses the interpersonal and written communication skills required by employers in this field.

The *Business Technologies Specialist* certificate program also provides the foundation courses needed to pursue an A.O.S. degree in *Business Management*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BM 112	Business Organization and Management	3
BM 200	Customer Service and Sales Management	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing I	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
	Restricted Elective(s)♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Electives(s)</i></b>		
	Elective(s)	8
<b>Total Semester Credit Hours</b>		<b>39</b>

\* *General Education Course*

♦ *Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Office, Project, and Event Management** A.O.S. Degree Program  
 HEGIS Code 5005 / College Curriculum Code OPE01 (effective Fall I, 2009)

65 Semester Credit Hours

This program offers advanced training in professional office management, Microsoft Office Suite computer applications (such as word processing, presentation graphics, spreadsheets, and databases), special event planning and management, and the fundamental principles of project management. The development of written and oral communication skills is stressed for a well-rounded educational experience.

This curriculum has undergone a name change as a result of recent revisions and was previously titled *Professional Office Management*. This program builds upon the Certificate in *Administrative Assistant*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BM 112	Business Organization and Management	3
BM 200	Customer Service and Sales Management	3
BM 213	Human Resource Management	3
BM 222	Office Information and Management Systems	3
BM 230	Project Management	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
HTM 232	Special Event Management	3
	Restricted Elective(s)♦	6
POM 110	Introduction to Professional Office Management	3
POM 114	Professional Office Management Seminar	3
POM 263	Internship	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
PSY 105	Introduction to Psychology*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	9
<b>Total Semester Credit Hours</b>		<b>65</b>

\* General Education Course

♦ Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Administrative Assistant Certificate Program**  
 HEGIS Code 5005 | *College Curriculum Code ADA03 (effective Fall I, 2009)*

39 Semester Credit Hours

In today’s economy, skilled administrative assistants are essential in all professional offices. Administrative support personnel are responsible for producing professional correspondence, handling confidential records, creating newsletters and brochures, maintaining office organization, and providing outstanding customer service to both internal and external customers. This program provides hands-on computer training that allows students to compete in today’s technological environment.

This program also provides the foundation courses needed to pursue an A.O.S. degree in *Office, Project, and Event Management*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BM 200	Customer Service and Sales Management	3
BM 222	Office Information and Management Systems	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
	Restricted Elective(s)♦	3
POM 110	Introduction to Professional Office Management	3
POM 114	Professional Office Management Seminar	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	8
<b>Total Semester Credit Hours</b>		<b>39</b>

\* *General Education Course*

♦ *Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

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## DEPARTMENT OF INFORMATION TECHNOLOGY

**Information Technology** A.O.S. Degree Program

65 Semester Credit Hours

*HEGIS Code 5104 | College Curriculum Code ITA03 (effective Spring I, 2011)*

The *Information Technology* A.O.S. degree program provides training and instruction in computer network administration; computer, network, and Internet security; computer hardware and operating systems; and end user support. Additionally, this program prepares students to take several Microsoft certification examinations that collectively lead to certifications as a Microsoft Technology Associate (MTA<sup>®</sup>), Microsoft Certified Technology Specialist (MCTS<sup>®</sup>), Microsoft Certified Information Technology Professional (MCITP<sup>®</sup>), and CompTIA<sup>®</sup> A+. Mildred Elley is an advanced level Microsoft IT Academy member, and uses Microsoft-approved materials, textbooks, and software for many of its courses that support preparation for these credentials.

Support of computer networks, securing network resources and infrastructure, network troubleshooting, repairing hardware, loading, upgrading, supporting operating systems and application software, supporting computer peripherals, developing programs and web services using programming languages, scripts, and web development software as well as user support are among the primary functions of an Information Technology professional. Students will receive instruction so their skills allow for growth and specificity within their chosen field. The program is designed for students who want a wider breadth and depth of instruction in the field of information systems with a focus on network administration. This program builds upon Certificate program in *Computer Administration and Network Security*.

The courses below prepare students for taking the certification exams as follows:

- *IT 123, Microcomputer Hardware* and *IT 223, Microcomputer Operating Systems* prepare students for taking the CompTIA<sup>®</sup> A+ certification exam, an entry-level IT technicians' examination that covers hardware repair, preventative maintenance, basic networking, installation, troubleshooting, communication, and professionalism.
- Microsoft Technology Associate (MTA<sup>®</sup>) certification is an entry-level information technology certification designed to help individuals to take a first step towards a career in information technology. As of January 2011, Mildred Elley's information technology curricula cover material related to three MTA<sup>®</sup> exams on an Information Professional track as follows:
  - *IT 222, Networking I* prepares students for taking *Microsoft Exam 98-366, Networking Fundamentals*.
  - *IT 224, Networking II* prepares students for taking *Microsoft Exam 98-365, Windows Server Administration Fundamentals*.
  - *IT 232, Computer Security* prepares students for taking *Microsoft Exam 98-367, Security Fundamentals*.
- Microsoft Certified Technology Specialist (MCTS<sup>®</sup>) certification is designed to validate your skills on the features and functionality of key technologies. Microsoft Certified Information Technology Professional (MCITP<sup>®</sup>) certification helps validate that an individual has the comprehensive set of skills necessary to perform a particular job role. As of January 2011, Mildred Elley's information technology curricula cover material related to the following certification exams and credentials:
  - *IT 226, Client Operating Systems* prepares students for taking *Microsoft Exam 70-680, TS: Windows 7, Configuring* and designation as a *Microsoft Certified Technology Specialist (MCTS<sup>®</sup>)*.
  - *IT 230, Help Desk Management and User Support* prepares students for taking *Microsoft Exam 70-685, PRO: Windows 7, Enterprise Desktop Support Technician* and designation as a *Microsoft Certified Technology Specialist (MCTS<sup>®</sup>)*.

- *IT 270, Network Server Management* prepares students for taking *Microsoft Exam 70-640, TS: Windows Server 2008 Active Directory, Configuring* and designation as a *Microsoft Certified Technology Specialist (MCTS®)*.
- *IT 272, Network Infrastructure* prepares students for taking *Microsoft Exam 70-642, TS: Windows Server 2008 Network Infrastructure, Configuring, Configuring* and designation as a *Microsoft Certified Technology Specialist (MCTS®)*.
- Successful completion of exams associated with IT 226 and IT 230 allows students to be certified as *MCITP: Enterprise Desktop Support Technician 7*.
- Successful completion of exams associated with IT 226, IT 270, and IT 272 fulfill three out of five exam requirements for certification as *MCITP: Enterprise Administrator*.

For more information about Microsoft® certifications, please visit:

<http://www.microsoft.com/learning/en/us/certification/cert-default.aspx>

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Major Core Requirements</b>		
DLP 100	Principles of Digital Literacy	1
DLP ***	Digital Literacy and Productivity (DLP) Restricted Elective(s)	3
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 224	Networking II	3
IT 226	Client Operating Systems	3
IT 230	Help Desk Management and User Support	3
IT 232	Computer Security	3
IT 263	Internship	3
IT 270	Network Server Management	3
IT 272	Network Infrastructure	3
<b>General Studies Requirements</b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
MAT ***	Mathematics (MAT) Elective*	3
PSY 105	Introduction to Psychology*	3
<b>Interdisciplinary and Career Studies Requirements</b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b>General Elective(s)</b>		
	Elective(s)	9
<b>Total Semester Credit Hours</b>		<b>65</b>

\* General Education Course

◆ Restricted electives in this program include all courses in Information Technology (IT) and Computer Science (CS) not otherwise included in the program, or related courses in other curricula (for example, software courses in Business Management (BM), Digital Graphics and Multimedia Design (DGM), Digital Literacy and Productivity (DLP), Game Design and 3D Animation (GDA), etc.) by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Network Administration and Computer Security Certificate**  
 HEGIS Code 5104 | College Curriculum Code NAS03 (effective Spring I, 2011)

39 Semester Credit Hours

The *Network Administration and Computer Security* certificate program provides training and instruction in network administration, computer repair, and end user support. Among the primary functions of a Network Administration and Computer Security Technician are support of computer networks, network troubleshooting, repairing computer hardware, loading and upgrading system and application software, supporting computer peripherals, and providing user support. Students will receive broad instruction so that the skills can be applicable to a variety of situations and allow for growth and specialization within their chosen field.

Additionally, this program prepares students to take several Microsoft certification examinations that collectively lead to certifications as a Microsoft Technology Associate (MTA®), Microsoft Certified Technology Specialist (MCTS®), and CompTIA® A+. Mildred Elley is an advanced level Microsoft IT Academy member, and uses Microsoft-approved materials, textbooks and software for many of its courses that support preparation for these credentials. For a description of alignment of individual courses with exams and certifications, please refer to the description for the Information Technology A.O.S. degree program.

The certificate program provides the foundation courses needed to pursue an A.O.S. degree in *Information Technology*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DLP 100	Principles of Digital Literacy	1
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 224	Networking II	3
IT 226	Client Operating Systems	3
IT 232	Computer Security	3
	Restricted Elective(s)♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
MAT ***	Mathematics (MAT) Elective*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	1
<b>Total Semester Credit Hours</b>		<b>39</b>

\* General Education Course

♦ Restricted electives in this program include all courses in Information Technology (IT) and Computer Science (CS) not otherwise included in the program, or related courses in other curricula (for example, software courses in Business Management (BM), Digital Graphics and Multimedia Design (DGM), Digital Literacy and Productivity (DLP), Game Design and 3D Animation (GDA), etc.) by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## DEPARTMENT OF PARALEGAL STUDIES

**Advanced Paralegal Studies** A.O.S. Degree Program

65 Semester Credit Hours

*HEGIS Code 5099 | College Curriculum Code APS03 (effective Fall I, 2009)*

In the professional legal environment, paralegals work independently and accurately under deadlines and pressure situations. The *Advanced Paralegal Studies* A.O.S. degree program prepares paralegal graduates to work with greater independence and confidence in legal research, case development, legal writing, and law office management. This program builds upon a Certificate in *Paralegal Studies*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
PL 105	Introduction to Paralegal Studies and Civil Litigation	3
PL 114	Family Law	3
PL 116	Business Law	3
PL 118	Real Estate Law	3
PL 120	Legal Research & Writing I	3
PL 211A	Wills, Estates, and Trusts	3
PL 212	Torts	3
PL 213	Criminal Law and Procedures	3
PL 263	Internship	3
POM 110	Introduction to Professional Office Management	3
	Restricted Elective(s)♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
PSY 105	Introduction to Psychology*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	9
<b>Total Semester Credit Hours</b>		<b>65</b>

\* *General Education Course*

♦ *Restricted electives in this program include all courses in Paralegal Studies (PL), Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Paralegal Studies** Certificate Program  
*HEGIS Code 5099 | College Curriculum Code PLC03 (effective Fall I, 2009)*

39 Semester Credit Hours

The paralegal is a critical member of the legal support team. Paralegals are responsible for conducting legal research, drafting legal documents, maintaining legal files, and interacting with clients as well as providing critical administrative support in the office. The program introduces students to the essential computer applications necessary to the legal field. This program also provides the foundation courses needed to pursue an A.O.S. degree in *Advanced Paralegal Studies*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
PL 105	Introduction to Paralegal Studies and Civil Litigation	3
PL 114	Family Law	3
PL 116	Business Law	3
PL 120	Legal Research and Writing I	3
PL 212	Torts	3
	Restricted Elective(s)♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	4
<b>Total Semester Credit Hours</b>		<b>39</b>

\* *General Education Course*

♦ *Restricted electives in this program include all courses in Paralegal Studies (PL), Accounting (ACC), Business Management (BM), Digital Literacy and Productivity (DLP), Economics (ECO), Hospitality and Travel Management (HTM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## **SCHOOL OF DIGITAL MEDIA ARTS**

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The School of Digital Media Arts consists of two academic departments that offer the following degree and certificate programs:

### **Department of Digital Graphics and Multimedia Design**

- Digital Graphics and Multimedia Design (Associate in Occupational Studies)
- Digital Graphics and Multimedia Design (Certificate)

### **Department of Game Design and 3D Animation**

- Game Design and 3D Animation (Associate in Occupational Studies)
- Game Design and 3D Animation (Certificate)

The detailed descriptions of programs offered within the School of Digital Media Arts follow this page.

Descriptions of courses sponsored by the Departments within the School of Digital Media Arts are available in the Course Description section of this catalog.

## DEPARTMENT OF DIGITAL GRAPHICS AND MULTIMEDIA DESIGN

**Digital Graphics and Multimedia Design** A.O.S. Degree Program 65 Semester Credit Hours  
*HEGIS Code 5012.00 | College Curriculum Code DGA02 (effective Fall I, 2009)*

The Associate's degree program in *Digital Graphics and Multimedia Design* provides students with the skills necessary to obtain entry-level employment in the fields of digital graphics and multimedia design through intensive, hands-on training in the industry-standard software (including digital image manipulation, print and web publishing, and illustration software), general studies (including arts, film, communications, English, and research methods), theoretical foundations of visual communications (including principles of design, typography, and color theory), drawing skills, professional practices and entrepreneurship, portfolio development, and career/employment skills. Students will have an opportunity to select a concentration within the degree program to acquire further specialized skills and knowledge according to their interests and career objectives. This program builds on Certificate in *Digital Graphics and Multimedia Design*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DGM 100	Principles of Visual Communications	3
DGM 110A	Drawing for Digital Media	3
DGM 124	Typography: From Print to Digital	3
DGM 130	Digital Image Manipulation	3
DGM 132	Digital Publishing and Design	3
DGM 134	Digital Illustration	3
DGM 272	Professional Practices and Entrepreneurship	1
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
	Restricted Elective(s) (DGM, GDA, MAT, CS, IT)♦	6
<b><i>Major Concentration Requirements: Choose One (12 credits)</i></b>		
<b><i>Design for Advertising Concentration</i></b>		
BM 217	Marketing	3
DGM 220	Developing Corporate Style and Identity	3
DGM 222	Design for Advertising	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3
<b><i>Digital and Print Publishing Concentration</i></b>		
DGM 140	Digital Photography	3
DGM 222	Design for Advertising	3
DGM 238	Pre-Press and Production Management	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3
<b><i>Digital Video Design and Production Concentration</i></b>		
DGM 142	Digital Video and Streaming	3
DGM 242	Advanced Digital Video and Streaming	3
GDA 140	Digital Editing and Compositing Techniques	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3

*(continued on next page)*

<i>Multimedia Design and Authoring Concentration</i>		
DGM 142	Digital Video and Streaming	3
DGM 150	Multimedia Design and Authoring	3
IT 248	Web Authoring Applications	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3
<i>Web Design and Authoring Concentration</i>		
DGM 140	Digital Photography	3
DGM 248	Web Site Production and Management	3
IT 248	Web Authoring Applications	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3
<i>General Education Requirements</i>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
	<i>Social Sciences Elective (3 credit hours):</i>	
SOC 210	Media and Society*, or approved Social Sciences course	3
	<i>Humanities Elective (3 credit hours):</i>	
HUM 110	Survey of Film*, or	3
HUM 112	Survey of Art History*, or approved Humanities course	3
<i>Interdisciplinary and Career Studies Requirements</i>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<i>General Elective(s)</i>		
	Elective(s)	9
<b>Total Semester Credit Hours</b>		<b>65</b>

\* General Education Course

◆ Restricted electives in this program include all courses in Digital Graphics and Multimedia Design (DGM), Game Design and 3D Animation (GDA), Mathematics (MAT), Computer Science (CS), and Information Technology (IT) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Digital Graphics and Multimedia Design** Certificate Program

39 Semester Credit Hours

HEGIS Code 5012.00 | College Curriculum Code DGC01 (effective Fall I, 2009)

The undergraduate Certificate program in *Digital Graphics and Multimedia Design* provides students with the skills necessary to obtain support-level and entry-level employment in the fields of digital graphics and multimedia design through intensive, hands-on training in the industry-standard software (including digital image manipulation, print and web publishing, and illustration software), theoretical foundations of visual communications (including principles of design, typography, and color theory), a limited number of general education courses, and career/employment skills. The certificate program also serves as a foundation for the A.O.S. degree program in *Digital Graphics and Multimedia Design*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DGM 100	Principles of Visual Communication	3
DGM 110A	Drawing for Digital Media	3
DGM 124	Typography: From Print to Digital	3
DGM 130	Digital Image Manipulation	3
DGM 132	Digital Publishing and Design	3
DGM 134	Digital Illustration	3
DGM 270A	Portfolio Project in Digital Graphics and Multimedia Design	3
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
	<i>Humanities/Social Sciences Elective (3 credits):</i>	
HUM 110	Survey of Film*, or	3
HUM 112	Survey of Art History*, or	3
SOC 210	Media and Society*, or	3
	<i>another approved Humanities/Social Sciences elective</i>	
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	3
<b>Total Semester Credit Hours</b>		<b>39</b>

\* General Education Course

Gainful Employment information for this program can be found at <a href="http://www.mildred-elley.edu/disclosures">www.mildred-elley.edu/disclosures</a>
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## DEPARTMENT OF GAME DESIGN AND 3D ANIMATION

**Game Design and 3D Animation** A.O.S. Degree Program

65 Semester Credit Hours

*HEGIS Code 5012.00 | College Curriculum Code GDA02 (effective Fall I, 2009)*

The Associate's degree program in *Game Design and 3D Animation* provides students with skills necessary to obtain entry-level employment in the fields of computer game design and three-dimensional animation through intensive, hands-on training in the industry-standard software (including 3D animation and modeling, digital image manipulation, and editing and compositing), general studies (including arts, film, communications, English, and research methods), theoretical foundations (including principles and history of game design and animation), drawing skills, professional practices and entrepreneurship, portfolio development, and career/employment skills. Students will have an opportunity to select a concentration within the degree program to acquire further specialized skills and knowledge according to their interests and career objectives. The program builds upon the undergraduate certificate in *Game Design and 3D Animation*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DGM 100	Principles of Visual Communications	3
DGM 110A	Drawing for Digital Media	3
DGM 130	Digital Image Manipulation	3
GDA 110	3D Modeling and Animation Techniques I	3
GDA 112	3D Modeling and Animation Techniques II	3
GDA 130	Storytelling and Storyboarding for Digital Media	3
GDA 170	3D Character Modeling	3
GDA 172	3D Character Rigging and Animation	3
GDA 174	Texturing and Lighting	3
GDA 272	Professional Practices and Entrepreneurship	1
IT 110	Computer Concepts	3
	Restricted Elective(s) (DGM, GDA, MAT, CS, IT)♦	6
<b><i>Major Concentration Requirements: Choose One (12 credits)</i></b>		
<b><i>Advanced Game Design Concentration</i></b>		
GDA 126	Game Design and Play Experience	3
GDA 250	Game Prototyping and Production	3
GDA 270A	Portfolio Project in Game Design and 3D Animation	3
<b><i>Choose one:</i></b>		
IT 240	Introduction to Visual Basic Programming, <i>or</i>	3
IT 245	Introduction to C++ Programming	3
<b><i>Advanced 3D Animation Concentration</i></b>		
DGM 230	Advanced Digital Image Manipulation	3
GDA 120	Principles of Animation	3
GDA 140	Editing and Compositing Techniques	3
GDA 270A	Portfolio Project in Game Design and 3D Animation	3

*(continued on next page)*

***General Education Requirements***

ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
	<i>Social Sciences Elective (3 credit hours):</i>	
SOC 210	Media and Society*, or approved Social Sciences course	3
	<i>Humanities Elective (3 credit hours):</i>	
HUM 110	Survey of Film*, or	3
HUM 112	Survey of Art History*, or approved Humanities course	3

***Interdisciplinary and Career Studies Requirements***

GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
	General Elective(s)	3
<b>Total Semester Credit Hours</b>		<b>65</b>

\* General Education Course

◆ Restricted electives in this program include all courses in Digital Graphics and Multimedia Design (DGM), Game Design and 3D Animation (GDA), Mathematics (MAT), Computer Science (CS), and Information Technology (IT) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Game Design and 3D Animation** Certificate Program

39 Semester Credit Hours

HEGIS Code 5012.00 | College Curriculum Code GDC02 (effective Fall I, 2009)

The undergraduate Certificate program in *Game Design and 3D Animation* provides students with skills necessary to obtain support-level and entry-level employment in the fields of computer game design and three-dimensional animation through intensive, hands-on training in the industry-standard software (including 3D animation and modeling, digital image manipulation, and editing and compositing), theoretical foundations of game design and 3D animation, and career/employment skills. The certificate program also serves as a foundation for the A.O.S. degree program in *Game Design and 3D Animation*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
DGM 100	Principles of Visual Communications	3
DGM 110A	Drawing for Digital Media	3
DGM 130	Digital Image Manipulation	3
GDA 110	3D Modeling and Animation Techniques I	3
GDA 112	3D Modeling and Animation Techniques II	3
GDA 170	3D Character Modeling	3
GDA 172	3D Character Rigging and Animation	3
GDA 270A	Portfolio Project in Game Design and 3D Animation	3
IT 110	Computer Concepts	3
	Restricted Elective(s) (DGM, GDA, MAT, CS, IT)♦	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
	<i>Humanities/Social Sciences Elective (3 credit hours):</i>	
HUM 110	Survey of Film*, or	3
HUM 112	Survey of Art History*, or	3
SOC 210	Media and Society*, or	3
	<i>another approved Humanities/Social Sciences elective</i>	
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b>Total Semester Credit Hours</b>		<b>39</b>

\* General Education Course

♦ Restricted electives in this program include all courses in *Digital Graphics and Multimedia Design (DGM)*, *Game Design and 3D Animation (GDA)*, *Mathematics (MAT)*, *Computer Science (CS)*, and *Information Technology (IT)* not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## **SCHOOL OF HEALTH AND WELLNESS PROFESSIONS**

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The School of Health and Wellness consists of three academic Departments that offer the following degree and certificate programs:

### **Department of Massage Therapy**

- Massage Therapy (Associate in Occupational Studies, New York State Licensure-Qualifying)
- Massage Therapy (Certificate, New York State Licensure-Qualifying)

### **Department of Medical Assisting**

- Medical Assistant (Associate in Occupational Studies)
- Clinical Medical Assistant (Certificate)
- Medical Office Assistant (Certificate)

### **Department of Nursing**

- Practical Nursing (Certificate, New York State Licensure-Qualifying)

The detailed descriptions of programs offered within the School of Health and Wellness Professions follow this page.

Descriptions of courses sponsored by the Departments within the School of Health and Wellness Professions are available in the Course Description section of this catalog.

## DEPARTMENT OF MASSAGE THERAPY

Massage Therapy A.O.S. Degree Program

72 Semester Credit Hours

HEGIS Code 5299 | College Curriculum Code MTA01 (effective Fall I, 2008)

The Massage Therapy Associate's degree program offer students the education, practice, and skills necessary to satisfy the academic requirements to qualify for the New York State Massage Therapy Examination. After licensure by New York State, graduates will possess the depth of knowledge and practical experience from their studies to successfully practice massage therapy. The program builds on the Massage Therapy Certificate program, adding a core of general studies electives.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Major Core Requirements</b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
HEA 121	First Aid & CPR	3
MA 112	Medical Terminology	3
MT 101	Western Massage I	3
MT 103	Western Massage II	3
MT 111	Professional Development and Ethics I	2
MT 113	Professional Development and Ethics II	2
MT 121	Myology and Kinesiology I	3
MT 123	Myology and Kinesiology II	3
MT 125	Myology and Kinesiology III	3
MT 127	Myology and Kinesiology: Palpation and Muscle Testing Lab	1
MT 171	Sports Massage	3
MT 173	Neuromuscular Therapy	2
MT 175	Reflexology	1
MT 201	Oriental Massage I	3
MT 203	Oriental Massage II	3
MT 211	Pathology I	3
MT 213	Pathology II	3
MT 221	Neurology	3
MT 231	Myofascial Release Therapy	1
MT 237	Craniosacral Therapy	1
MT 251	Clinic I	1
MT 253	Clinic II	1
	Restricted Elective(s)♦	2
<b>General Education Requirements</b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
PSY 105	Introduction to Psychology*	3
<b>Total Semester Credit Hours</b>		<b>72</b>

\* General Education Course

♦ Restricted electives in this program include all courses in Massage Therapy (MT) not otherwise included in the program, and selected courses in BIO (Biological Sciences) by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Massage Therapy Certificate Program**  
*HEGIS Code 5299 | College Curriculum Code MTC01 (effective Fall I, 2008)*

61 Semester Credit Hours

Students who successfully complete the Massage Therapy certificate program will possess the education, practice and skills necessary to satisfy the academic requirements to qualify for the New York State Massage Therapy Examination. This program also serves as a foundation for the Massage Therapy A.O.S. degree program.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Major Core Requirements</b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
HEA 121	First Aid & CPR	3
MA 112	Medical Terminology	3
MT 101	Western Massage I	3
MT 103	Western Massage II	3
MT 111	Professional Development and Ethics I	2
MT 113	Professional Development and Ethics II	2
MT 121	Myology and Kinesiology I	3
MT 123	Myology and Kinesiology II	3
MT 125	Myology and Kinesiology III	3
MT 127	Myology and Kinesiology: Palpation and Muscle Testing Lab	1
MT 171	Sports Massage	3
MT 173	Neuromuscular Therapy	2
MT 175	Reflexology	1
MT 201	Oriental Massage I	3
MT 203	Oriental Massage II	3
MT 211	Pathology I	3
MT 213	Pathology II	3
MT 221	Neurology	3
MT 231	Myofascial Release Therapy	1
MT 237	Craniosacral Therapy	1
MT 251	Clinic I	1
MT 253	Clinic II	1
	Restricted Elective(s)♦	1
<b>Total Semester Credit Hours</b>		<b>61</b>

♦ *Restricted electives in this program include all courses in Massage Therapy (MT) not otherwise included in the program, and selected courses in BIO (Biological Sciences) by permission of Department Chair.*

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## DEPARTMENT OF MEDICAL ASSISTING

**Medical Assistant** A.O.S. Degree Program

65 Semester Credit Hours

*HEGIS Code 5214 | College Curriculum Code MAA03 (effective Fall I, 2009)*

Health care professions are one of the fastest growing career fields in the country. The Associate's degree program in *Medical Assistant* encompasses both administrative and clinical skills, enhancing a graduate's success in the medical field, and builds upon the foundations provided by the Certificate programs in *Clinical Medical Assistant* and *Medical Office Assistant*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
BIO 211	Pharmacology	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
HEA 100	Principles of First Aid, CPR, and AED	1
MA 112	Medical Terminology	3
MA 114	Medical Insurance	3
MA 118	Medical Office Management	3
MA 120	Clinical Lab I	3
MA 220	Clinical Lab II	3
MA 263	Internship	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
ENG 103	Oral Communications*	3
IL 100	Principles of Information Literacy*	1
PHI 213	Bioethics*	3
PSY 105	Introduction to Psychology*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	8
<b>Total Semester Credit Hours</b>		<b>65</b>

\* *General Education Course*

◆ *Restricted electives in this program include all courses in Medical Assisting (MA), Health (HEA), and Biological Sciences (BIO) not otherwise included in the program, and selected courses in other curricula by permission of Department Chair.*

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Clinical Medical Assistant** Certificate Program  
 HEGIS Code 5214 | College Curriculum Code CMA02 (effective Fall I, 2009)

39 Semester Credit Hours

In the growing health care field, clinical and technical skills are critical for success. This program offers students the specialized skills and training necessary to meet the demands of medical offices and allied health care facilities.

The *Clinical Medical Assistant* program provides an in-depth analysis of human anatomy and physiology, clinical and laboratory procedures, and patient contact skills utilized in a clinical environment. This core curriculum also provides the foundation courses necessary to pursue an A.O.S. degree in *Medical Assistant*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
BIO 211	Pharmacology	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
HEA 100	Principles of First Aid, CPR, and AED	1
MA 112	Medical Terminology	3
MA 120	Clinical Lab I	3
MA 220	Clinical Lab II	3
MA 263	Internship	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	3
<b>Total Semester Credit Hours</b>		<b>39</b>

\* General Education Course

◆ Restricted electives in this program include all courses in Medical Assisting (MA), Health (HEA), and Biological Sciences (BIO) not otherwise included in the program, and selected courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

**Medical Office Assistant** Certificate Program  
 HEGIS Code 5214 | College Curriculum Code MOA03 (effective Fall I, 2009)

39 Semester Credit Hours

With the technological advances in the health care field, the office staff plays a key role in the medical office environment. The *Medical Office Assistant* program offers students the skills necessary to meet the administrative requirements of medical offices and allied health care facilities. This program offers an intensive study of medical office management and procedures, insurance processing and transcription of medical reports.

The core curriculum also provides the foundation courses necessary to pursue an A.O.S. degree in *Medical Assistant*.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
HEA 100	Principles of First Aid, CPR, and AED	1
MA 112	Medical Terminology	3
MA 114	Medical Insurance	3
MA 118	Medical Office Management	3
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b><i>General Elective(s)</i></b>		
	Elective(s)	3
<b>Total Semester Credit Hours</b>		<b>39</b>

\* General Education Course

◆ Restricted electives in this program include all courses in Medical Assisting (MA), Health (HEA), and Biological Sciences (BIO) not otherwise included in the program, and selected courses in other curricula by permission of Department Chair.

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## DEPARTMENT OF NURSING

### Practical Nursing Certificate Program

54 Semester Credit Hours

*HEGIS Code 5209.20 | College Curriculum Code LPN02 (effective Fall I, 2009)*

The Practical Nursing program is a credit-bearing, college-level program that prepares its graduates for licensure as a practical nurse (LPN) in the state of New York and subsequent practice of the profession of practical nursing as defined in the Commissioner’s Regulations (“performing tasks and responsibilities within the framework of case-finding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized under the regulations”).

The graduates of the program will be well prepared for successful passing of the NCLEX-PN examination, obtaining NYS licensure as LPNs, and subsequent employment in the field, as well as for future advancement to two-year professional nursing degrees and four-year baccalaureate programs in nursing, health sciences, and related fields.

Students are reminded that the Practical Nursing Certificate program has several program-specific policies for progression to the professional stage of the program, minimum grades required for each course, and other program-relevant items. Please refer to a specific section in Academic Policies of this catalog for more information, and to a Practical Nursing Student Handbook, available from the program faculty.

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b><i>Major Core Requirements</i></b>		
BIO 100	Introduction to Biology of the Human Organism	1
BIO 110	Anatomy & Physiology I	4
BIO 210	Anatomy & Physiology II	4
BIO 211	Pharmacology	3
MA 112	Medical Terminology	3
LPN 120	Practical Nursing in New York State	1
LPN 122	Mathematics for Nursing	1
LPN 130	Introduction to Practical Nursing	4
LPN 210	Practical Nursing I	5
LPN 220	Practical Nursing II	5
LPN 230	Practical Nursing III	6
LPN 240	Practical Nursing IV	6
LPN 280A	Special Topics in Practical Nursing: Nursing Leadership and Exam Preparation	1
<b><i>General Education Requirements</i></b>		
ENG 102	English Composition*	3
PSY 105	Introduction to Psychology*	3
<b><i>Interdisciplinary and Career Studies Requirements</i></b>		
DLP 100	Principles of Digital Literacy	1
GS 101	Freshman Seminar	2
GS 251A	Career Counseling Seminar	1
<b>Total Semester Credit Hours</b>		<b>54</b>

\*General Education Course

**Gainful Employment information for this program can be found at [www.mildred-elley.edu/disclosures](http://www.mildred-elley.edu/disclosures)**

## **SCHOOL OF LIBERAL ARTS AND SCIENCES**

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The School of Liberal Arts and Sciences consists of two academic departments:

**Department of General and Interdisciplinary Studies** is responsible for courses in:

- Humanities, including English/Oral Communications (ENG), Humanities (HUM), and Philosophy (PHI);
- Social sciences, including Economics (ECO), Geography (GEO), Political Science (PSC), Psychology (PSY), and Sociology (SOC); and
- General and Interdisciplinary Studies (GS) and Information Literacy (GS);

**Department of Life Sciences and Mathematics** is responsible for courses in:

- Natural sciences, including Biological Sciences (BIO) and Environmental Sciences (ESC); and
- Mathematics (MAT).

These Departments offer no degree or certificate programs. However, they offer coursework that supports other Departments' degree- and certificate-granting programs. A majority of courses offered by these Departments also qualify as liberal arts and sciences courses that form the general education core of the institution's programs.

Descriptions of courses sponsored by these Departments are available in the Course Description section of this catalog. Courses that fulfill the General Education course requirements for each program are indicated with an asterisk (\*) next to the course title.

## COURSE DESCRIPTIONS

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### ACC: Accounting

#### **ACC 110 Principles of Financial Accounting 3 semester credits**

If accounting is the language of business, then this is where you learn how to speak it! Coverage of basic financial accounting concepts, including accounting cycle and recording and presenting data through formal financial statements, is presented. An emphasis is placed on application of financial accounting concepts to business activities and usage of information technology in accounting and operations support.

*Prerequisite(s): None.*

#### **ACC 118 Computerized Accounting Applications 3 semester credits**

Students are prepared to implement traditional accounting and business knowledge in the modern computer environment as it relates to entrepreneurship and the small business. Students review fundamental accounting, interpret and analyze financial data, and investigate source documents while working with the QuickBooks software application. Specific topics include theory and practice in debit and credit journals, ledgers, inventories, taxes, depreciation, amortization, and financial statements.

*Prerequisite(s): ACC 110, Principles of Financial Accounting.*

#### **ACC 120 Principles of Managerial Accounting 3 semester credits**

This course covers accounting techniques and concepts used by managers in daily operations. An emphasis is placed on cost and profitability accounting in production and service activities, budgeting methods, and usage of information technology in accounting and operation support. *Prerequisite(s): None.*

#### **ACC 222 Intermediate Managerial Accounting 3 semester credits**

In today's highly competitive market, there is an added emphasis on the ability of managers to use information to make sound business decisions. Accounting, going beyond its traditional role of collecting and creating information, is now also sharing information with the management team and sharing in the decision-making process. This course provides the background accounting information and tools necessary to make decisions that are based on accurate and effective information. The emphasis is on the analysis and interpretation of information, rather than on its preparation. *Prerequisite(s): ACC 120, Principles of Managerial Accounting.*

#### **ACC 225 Payroll Accounting 3 semester credits**

Payroll accounting has become a major component in today's workplace. This course allows the student to develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system. Students are exposed to tax rules, tax rates, and the tax reports that form the core of a payroll accountant's responsibilities. *Prerequisite(s): ACC 110, Principles of Financial Accounting, and ACC 120, Principles of Managerial Accounting.*

#### **ACC 235 Principles of Finance 3 semester credits**

The aim of this course is to introduce students to the concepts of both corporate and managerial finance, with an emphasis on business planning and data analysis and manipulation. Students learn to prepare and analyze data necessary for decision making in the business world. *Prerequisite(s): ACC 110, Principles of Financial Accounting, and ACC 120, Principles of Managerial Accounting; or permission of the Department Chair.*

## **BIO: Biological Sciences**

### **BIO 100 Introduction to Biology of the Human Organism 1 semester credit**

This course is an introduction to the principles and concepts of biology of the human organism. Students will explore scientific issues related to functioning of the human body, including selected issues from cellular biology, basic biochemistry, and organization of the body structures. *Prerequisite(s): None.*

### **BIO 110 Anatomy and Physiology I 4 semester credits**

Preceded by an overview of principles of basic chemistry, cellular biology, bio-organization, and body systems, this course concentrates on examination of the gross and microscopic structures and functions of the integumentary, skeletal, muscular, nervous, endocrine, and sensory systems. Basic laboratory techniques and microscopy are taught to further enhance lecture material. Please note that *BIO 110, Anatomy and Physiology I*, and *BIO 210, Anatomy and Physiology II*, are independent in their content coverage and can be taken in any order upon meeting the prerequisite(s). *Prerequisite(s): BIO 100, Introduction to Biology of the Human Organism, and MA 112, Medical Terminology.*

### **BIO 210 Anatomy and Physiology II 4 semester credits**

Preceded by an overview of principles of basic chemistry, cellular biology, bio-organization, and body systems, this course concentrates on examination of the gross and microscopic structures and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Basic laboratory techniques and microscopy are taught to further enhance lecture material. Please note that *BIO 110, Anatomy and Physiology I*, and *BIO 210, Anatomy and Physiology II*, are independent in their content coverage and can be taken in any order upon meeting the prerequisite(s). *Prerequisite(s): BIO 100, Introduction to Biology of the Human Organism, and MA 112, Medical Terminology.*

### **BIO 211 Pharmacology 3 semester credits**

This course introduces the student to the essentials of pharmaceuticals. Drug calculations, drug classifications, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in the medical office today, are the focus of instruction. *Prerequisite(s): MAT 099, Basic College Mathematics; or Placement Test Waiver and MA 112, Medical Terminology.*

### **BIO 281-6 Special Topics in Biological Sciences 1-6 semester credits**

In this course, topics of special interest in biological sciences will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **BM: Business Management**

### **BM 112 Business Organization and Management 3 semester credits**

This course is a rigorous overview of business management principles, functions, and challenges. Students explore topics such as managerial functions; globalization and its effect on the business environment; ethical behavior; business ownership forms; organizational structures; human resource management; marketing; fundamentals of financial decision-making; and topics of current interest in the field. *Prerequisite(s): None.*

### **BM 116 Organizational Behavior 3 semester credits**

In this course, students develop an understanding of the behavioral aspects of management within an organization setting. Students learn about individual and group behaviors and the effects they have within an organization. *Prerequisite(s): None.*



process, record keeping, forecasting and budgeting, market strategies, start-up costs, and securing capital. As part of the course, the student develops a new business plan. *Prerequisite(s): None.*

**BM 261-6 Internship 1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**BM 281-6 Special Topics in Business Management 1-6 semester credits**

In this course, topics of special interest in business management will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**DGM: Digital Graphics and Multimedia Design**

**DGM 100 Principles of Visual Communication 3 semester credits**

This course introduces students to the visual elements and fundamental principles of design that are used in contemporary visual communication. Basic elements of design (space, line, shape, value, texture, and color) and their usage will be covered, as well as their selected applications in two-dimensional (2D) and three-dimensional (3D) design. *Prerequisite(s): None.*

**DGM 110A Drawing for Digital Media 3 semester credits**

This course introduces students to the basic concepts, media, and methods of drawing from observation. Because solid drawing skills are essential for digital art-making, this class will focus on traditional observational drawing fundamentals, including line, gesture, contour, shape, form, perspective, and drawing from life. This course also covers rapid visualization techniques required for quick visualization and communication of creative ideas to others, and techniques of transferring paper-based drawings into a digital format. *Prerequisite(s): None.*

**DGM 124 Typography: From Print to Digital 3 semester credits**

An exploration of typographic use in contemporary design, this course will range from the digital outlines of fonts to their screen and print behavior. Conventions of style usage and terminology will be explained in depth while emphasizing the historical origins of letterforms and the attributes of fonts. Students will apply the principles learned in this course to digital and print publishing, and demonstrate mastery of these principles through projects assigned by the instructor. *Prerequisite(s): None.*

**DGM 130 Digital Image Manipulation 3 semester credits**

Using a specialized software application, students will engage in digital manipulation of images and photographs for use in animation and multimedia. Some of the topics covered include: tools, menus and palettes; photo correction; selections; layers; masks and channels; retouching and repairing; painting and editing; basic pen tool techniques; type, scanning. *Prerequisite(s): None.*

**DGM 132 Digital Publishing and Design 3 semester credits**

In this course, students will learn the background basics of publication construction and design. Using desktop publishing software, students will construct a variety of publications while learning the

capabilities and characteristics of the software. Some of the topics covered include: design basics, publication set-up, printing considerations, computer and printing color modes, raster and vector uses and limitations, and trapping. *Prerequisite(s): None.*

**DGM 134 Digital Illustration 3 semester credits**

This course covers in depth the process of creating and editing line-based drawings for use in animation, web publishing, and desktop publishing, using a specialized software program. Some of the topics covered include: using shape tools, filling and stroking, editing curves and objects, transforming objects, blending, using palettes and styles, layers, masking, using color, and graphics for the web. *Prerequisite(s): None.*

**DGM 140 Digital Photography 3 semester credits**

Using a digital camera, the students will explore various aspects of photography and create original photographic images for use in animation. Topics covered include an introduction to principles of photographic materials and techniques in general, as well as principles of digital image construction, manipulation, retouching, and collage. *Prerequisite(s): None.*

**DGM 142 Digital Video and Streaming 3 semester credits**

This course covers the principles of production of digital video, emphasizing acquisition of hands-on skills in both production and post-production. Integration of digital video with other components of multimedia is emphasized. Streaming and webcasting techniques, and current industry trends, formats, and standards are discussed. Students will produce a short video to demonstrate mastery of the concepts learned, which will be incorporated in their career portfolio. *Prerequisite(s): None.*

**DGM 150 Interactive Design and Authoring for Multimedia 3 semester credits**

Principles and practice of creating successful multimedia designs for operator-computer interaction are covered in this course. Students will engage in a group and/or individual multimedia authoring project using an industry-standard software application, combining digital images, videos, and sound. Additional topics may include scripting languages, cross-platform publishing, and other specialized software applications. *Prerequisite(s): IT 120, The Internet and Web Page Design.*

**DGM 170 Information Design and Management 3 semester credits**

Graphics are instruments for reasoning about quantitative information. Enabling end users to access, understand, and use data effectively through graphic presentation and organization of data is the focus of this course. Students will learn how to organize data/information in an appropriate manner for digital, print, and web publishing, multimedia design and authoring, and game design and animation. Some features of digital publishing, image manipulation, word processing, spreadsheet, and data/file management software will be explored in this course. *Prerequisite(s): None.*

**DGM 220 Developing Corporate Style and Identity 3 semester credits**

In this course, students will learn how to design, develop, and refine corporate identity and house style that is consistent with the corporate goals. Students will design logotypes and trademarks, stationery, manuals, business cards, and templates for B2B (business-to-business) and B2C (business-to-consumer) communications. Students will develop identity manuals that spell out and showcase house styles and learn how to present them to clients. Projects completed in this course will become a part of students' professional portfolios. *Prerequisite(s): DGM 130, Digital Image Manipulation; DGM 132, Digital Publishing and Design.*

**DGM 222 Design for Advertising 3 semester credits**

This course will introduce the students to the principles and history of advertising and explore the advertising agency workflow process, as well as engage the students in a series of hands-on, customer-centric advertising projects. Through an in-house advertising agency, students will produce both digital

and print advertisements for local businesses. Advertising projects produced in this course will become a significant part of the students' career portfolios. *Prerequisite(s): DGM 130, Digital Image Manipulation, DGM 132, Digital Publishing and Design; DGM 134, Digital Illustration.*

**DGM 224 Point of Purchase and Packaging Design 3 semester credits**

Design of three-dimensional consumer goods packaging and its extension to a variety of point-of-purchase graphic displays are covered in this course. Working individually and in teams, students will engage in production of several packaging projects, from concept to finished product. Projects produced in this course will become a significant part of the students' career portfolios. *Prerequisite(s): DGM 130, Digital Image Manipulation, and DGM 134, Digital Illustration.*

**DGM 230 Advanced Digital Image Manipulation 3 semester credits**

This course will concentrate on advanced digital image manipulation skills, building on the material covered in previous image manipulation courses. Using a specialized software application, students will engage in digital manipulation of images and photographs for usage in animation, web publishing, and desktop publishing. Advanced color management techniques, usage of special filters, industry standard techniques, and web animation techniques are some of the topics covered in this course. *Prerequisite(s): DGM 130, Digital Image Manipulation.*

**DGM 232 Advanced Digital Publishing and Design 3 semester credits**

Building on the concepts explored in DGM 132, Digital Publishing and Design, students will learn advanced functions and capabilities of page layout software commonly used by graphic design professionals. *Prerequisite(s): DGM 132, Digital Publishing and Design.*

**DGM 238 Pre-Press and Production Management 3 semester credits**

In this course, students will learn how to prepare publications for printing and manage the process of delivering a finished job to a client within time and budget constraints. Some of the topics covered in this course include paper, methods of printing, scheduling, coordination, budgeting, pre-press preparation, and proofing. *Prerequisite(s): DGM 132, Digital Publishing and Design.*

**DGM 242 Advanced Digital Video and Streaming 3 semester credits**

Using a digital video camera, students will engage in production of digital video and study advanced camera techniques. Integration of digital video with web and other multimedia is emphasized. Lectures, demonstrations, technical assignments, and individual/team production projects are utilized. *Prerequisite(s): DGM 142, Digital Video and Streaming.*

**DGM 244 ENG/EFP (Electronic News Gathering/Electronic Field Production) 3 semester credits**

Electronic News Gathering (ENG) and Electronic Field Production (EFP) are the foci of this course. Applying concepts learned in previous courses, students will engage in production of digital video for news reporting, commercials, television shows, and other purposes. Integration of digital video with web and other multimedia is emphasized. Projects produced in this course will become a significant part of the students' career portfolios. *Prerequisite(s): DGM 142, Digital Video and Streaming.*

**DGM 248 Web Site Production and Management 3 semester credits**

This course will cover the integration of various elements of web design into production of multimedia-rich, interactive web sites. Dynamic web programming and database management are also covered in this course. Team work is extensively used to simulate a real-world production environment. *Prerequisite(s): IT 248, Web Authoring Applications.*

**DGM 250      Advanced Interactive Design and Authoring for Multimedia      3 semester credits**  
Advanced study of designing successful multimedia designs for operator-computer interaction is the subject of this course. Building on knowledge and hands-on skills acquired in DGM 150, Interactive Design and Authoring for Multimedia, students will learn advanced tools and techniques of interactive multimedia design and engage in advanced interface design and authoring. *Prerequisite(s): DGM 150, Interactive Design and Authoring for Multimedia.*

**DGM 261-6      Internship      1-6 semester credits**  
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**DGM 270A      Portfolio Project in Digital Graphics and Multimedia Design      3 semester credits**  
In this course, students will engage in conceptualization and production of a major portfolio project that demonstrates the depth and variety of skills learned in their program/concentration; identify their most marketable skills; showcase these skills through assembly of a coherent portfolio of projects completed throughout their studies at the institution in a variety of media; and participate in portfolio critiques and mock interviews. *Prerequisite(s): Permission of the Department Chair.*

**DGM 272      Professional Practices and Entrepreneurship      1 semester credits**  
This course will introduce students to various aspects of the business of graphic/digital media design, including management issues; relationships with clients, employees, and suppliers; rights; marketing strategies; and ethical standards. The course will also explore the essential elements needed to successfully plan for and start a small business. *Prerequisite(s): Permission of the Department Chair.*

**DGM 281-6      Special Topics in Digital Graphics and Multimedia Design      1-6 semester credits**  
In this course, topics of special interest in the digital graphics and multimedia design field will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the industry. Possible topics may include hardware and software packages, business skills relevant to the industry (e.g. marketing and e-commerce), usability design, and other graphics and multimedia design issues. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

### **DLP: Digital Literacy and Productivity**

**DLP 100      Principles of Digital Literacy      1 semester credit**  
This course provides a comprehensive introduction to digital literacy and productivity in higher education and in the workplace. Students will explore a variety of topics in computing, such as: fundamentals of computer hardware and software; finding credible information on the Web; digital communications; productivity software; computer security and privacy; and emerging digital technologies and applications. A special emphasis is placed on helping students develop critical thinking and problem solving skills in the use of technology. *Prerequisite(s): None.*

**DLP 105 Document Processing 3 semester credits**

While using interactive software to develop the skill of touch typing, students learn to create standard office documents with Microsoft Word. Proper formatting of letters, reports, tables, memos, and other types of personal and business communications are studied. The development of keyboarding speed and accuracy and the review of language arts are major components of this course. *Prerequisite(s): None.*

**DLP 110 Word Processing and Presentation Applications 3 semester credits**

In this comprehensive course, students receive instruction in the use of word processing and presentation graphics software applications. Topics generally covered in the word processing component of the course include preparation of memos, letters, tables, charts, reports, mail merges, and templates. The presentation graphics component of the course emphasizes use of presentation graphics software in the business world; preparation of multimedia presentations using graphics, tables, clip art, and slides; some advanced presentation customization options; and an overview of presentation skills. *Prerequisite(s): None.*

**DLP 120 Spreadsheet and Database Applications 3 semester credits**

This course covers usage of both spreadsheet and database applications. Topics generally covered in the spreadsheets component of the course include: creation and formatting of a worksheet, formulas and functions to do calculations, moving and copying data, graphing of the results, use of command buttons for automation, and other advanced spreadsheet functions. The database applications component of the course emphasizes both general principles of database organization and practical skills for creating and modifying tables and queries, building customized reports and forms, structure of tables, use of primary keys and foreign keys, and maintenance of referential integrity. *Prerequisite(s): None.*

**ECO: Economics**

**ECO 110 Survey of Economics\* 3 semester credits**

This course introduces students to the discipline of economics, a social science that examines the decision-making processes of individuals, households, firms, and the society at large, and the corresponding allocation of limited resources to a variety of uses. An emphasis is placed on teaching students to think like an economist – that is, analyze choices in terms of alternatives; evaluate both visible and hidden costs and benefits of choices; and critically examine interrelated consequences of decisions using a variety of visual tools and logical models. Topics covered in this course are drawn from both micro- and macroeconomics, and generally include: efficiency, specialization, and opportunity costs; markets as allocation mechanisms; supply and demand; behaviors of consumers, firms, and industries; the role of government; economic growth, employment, and inflation; monetary and fiscal policy; and international trade. *Prerequisite(s): None.*

**ECO 220 Economics of Tourism and Leisure\* 3 semester credits**

This course examines economic issues of recreation, tourism, and leisure from a non-technical perspective, concentrating on application of economic logic and reasoning tools to topics discussed. Starting with an introduction to economic theory and tools that economists use to analyze issues, students will explore questions such as: What is the importance of the hospitality industry to the national and local economies? What is the role of hospitality and service industry in changing economic demographics on macro and micro levels? How could economic development, sustainable growth, and environmental protection be compatible? What are the economic issues pertinent to tourism and leisure and local economic development? *Prerequisite(s): None.*

**ENG: English Communications**

**ENG 080 Essential Reading Skills 0 semester credits**

The purpose of this course is to help students develop and refresh the analytical reading skills necessary for success in higher education and beyond. Course topics include reading comprehension, vocabulary

development, and critical reading. Skills are developed and emphasized through locating main ideas, organizing information, and by participation in critical thinking discussions based on a variety of interdisciplinary academic reading sources. *This course is graded on a satisfactory/unsatisfactory basis and cannot be applied to satisfying degree and/or certificate program requirements. Prerequisites: None/Enrollment in Course Determined by Placement Test.*

**ENG 090      Essential Writing Skills      0 semester credits**

This course will provide the student with an opportunity to develop and refresh grammar and composition skills. Students will be introduced to the standards of post-secondary writing, establishing a foundation for success in higher education and beyond. The primary focus is on basic skills, style, and structure for writing an essay. Spelling, vocabulary, grammar, punctuation, and fundamental English skills are emphasized through writing grammatically correct sentences and organizing short compositions. *This course is graded on a satisfactory/unsatisfactory basis and cannot be applied to satisfying degree and/or certificate program requirements. Prerequisites: None/Enrollment in Course Determined by Placement Test.*

**ENG 102      English Composition\*      3 semester credits**

This course introduces students to the elements of written communication: methods, forms, and styles of composition. The focus is on improving writing ability through concentration on the writing processes: prewriting, writing, and revision. Other concerns of the writer, particularly form, structure, and organization of the essay, as well as audience, diction and correctness are addressed. Idea development and support and research paper techniques are included. *Prerequisite(s): Prerequisite(s): ENG 080, Essential Reading Skills; and ENG 090, Essential Writing Skills; or Placement Test Waiver.*

**ENG 103      Oral Communications\*      3 semester credits**

In this course, students explore the elements of communications. Through a series of interpersonal exercises and oral presentations, students experience a variety of roles including those of speaker, listener, public speaker, and group member. Techniques for counteracting stage fright and methods of preparation help the student develop confidence and an awareness of the demands of oral presentations. Listening to and discussing the diverse ideas and opinions presented provide opportunities to enhance sensitivity to and appreciation for the ideas and cultures of others. *Prerequisite(s): None.*

**ENG 281-6      Special Topics in English Communications\*      1-6 semester credits**

In this course, topics of special interest in English communications will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**ESC: Environmental Science**

**ESC 100      Introduction to Environmental Science\*      3 semester credits**

Environmental science is an interdisciplinary field of study that helps us understand how the natural world functions and develops scientifically sound solutions to environmental problems. This course focuses on the insights developed by ecologists, atmospheric scientists, environmental chemists, geologists, geographers, and even economists to understand, predict, and prevent environmental problems, and to follow sustainable, efficient, and ethical environmental practices. *Prerequisite(s): None.*

## **GDA: Game Design and 3D Animation**

### **GDA 110      3D Modeling and Animation Techniques I      3 semester credits**

Students will be introduced to 3D modeling and animation techniques in a computerized environment, going through a series of specially developed tutorials of increasing difficulty. Topics covered in this course generally include an introduction to the software package used, creation and animation of simple characters and objects, the rendering process, use of special effects such as particles, curves, surfaces, and others. Lab time will be utilized intensively throughout this hands-on course. *Prerequisite(s): None.*

### **GDA 112      3D Modeling and Animation Techniques II      3 semester credits**

This course is a continuation of GDA110. 3D modeling and animation techniques are studied in a computerized environment using a series of specially developed tutorials of increasing difficulty. Topics covered in this course generally include secondary animation, more advanced rendering tools, creation and animation of more difficult characters and objects, and a variety of more advanced special effects. Lab time will be utilized intensively throughout this hands-on course. *Prerequisite(s): GDA 110, 3D Modeling and Animation Techniques I.*

### **GDA 114      3D Modeling and Animation Techniques III      3 semester credits**

3D modeling and animation techniques are studied in a computerized environment using a series of specially developed tutorials of increasing difficulty. Topics covered in this course generally include animation of life-like characters, motion, finer details of human and animal forms, setting up sets, texture mapping and lighting, and other topics as appropriate. Lab time will be utilized intensively throughout this hands-on course. *Prerequisite(s): Permission of the Department Chair.*

### **GDA 120      Principles of Animation      3 semester credits**

The twelve principles of traditional animation and their application to digital animation are examined in this course. Students will complete some short projects demonstrating mastery of these principles, both in non-digital and digital formats. *Prerequisite(s): None.*

### **GDA 122      History of Animation      3 semester credits**

This course surveys the history of animation from its origins in silent film to computer-generated graphics. Current industry developments and new trends, including employment opportunities for program graduates within the industry, will also be discussed. *Prerequisite(s): None.*

### **GDA 124      History of Gaming and Game Production      3 semester credits**

The history of games, from ancient to modern, is surveyed. The emphasis is placed on electronic games; the birth and development of the electronic game industry and its symbiotic relationship with the entertainment industry at large is discussed. The topic of employment opportunities for program graduates is also covered in this course. *Prerequisite(s): None.*

### **GDA 126      Game Design and Play Experience      3 semester credits**

This course will introduce the students to the principles of game design and development, focusing on the multiple perspectives of parties involved in the process of game development. The fundamental principles of game design and their application in the real world, with examples and case studies, will be discussed in the class. Students will design a game to demonstrate the mastery of principles learned in class. *Prerequisite(s): None.*

### **GDA 130      Storytelling and Storyboarding for Digital Media      3 semester credits**

This course explores storytelling, a medium of communication that was established in ancient times, from a modern perspective of its relevance to digital media design, animation, and game design. Students will explore the elements of storytelling and storyboarding for digital media, apply their storyboarding skills

to hands-on projects, and use their scriptwriting skills to create digital projects that appeal to their end users. *Prerequisite(s): DGM 110, Drawing for Digital Media.*

**GDA 140      Digital Editing and Compositing Techniques      3 semester credits**

This course introduces students to the functions, techniques, and terminology of digital editing and compositing systems for digital multimedia design and animation. The theoretical foundations and principles of editing and compositing will be applied in practice using advanced software and hardware. *Prerequisite(s): None.*

**GDA 170      3D Character Modeling      3 semester credits**

The 3D Character Modeling course explores several ways to model 3D characters. In this course, students will refine use of modeling techniques which they have been introduced to in previous coursework, as they build 3D characters. Students will learn advanced techniques of character modeling with polygon modeling as well as NURBS (Non-Uniform Rational B-Splines) modeling. *Prerequisite(s): GDA 112, 3D Modeling and Animation Techniques II.*

**GDA 172      3D Character Rigging and Animation      3 semester credits**

In this course, students will learn how to “give” life and motion to stationary 3D characters. This course will demonstrate how to create a skeleton rig with adjustable joints, a starting point for animating a character. The skeleton rig transforms the stagnant 3D character into a deformable character. Students will further engage in character animation of deformable characters, adding some of their work to their professional portfolios. *Prerequisite(s): GDA 112, 3D Modeling and Animation Techniques II.*

**GDA 174      Texturing and Lighting      3 semester credits**

The Texturing and Lighting course concentrates on effective usage of color, lighting, shading, and reflection to simulate vibrancy of real world scenery and images. Students will learn about coordinate systems (UVW) and create shading networks and texture maps. They will apply techniques learned in this course to other projects for their portfolios. *Prerequisite(s): GDA 112, 3D Modeling and Animation Techniques II.*

**GDA 176      Dynamics and Special Effects      3 semester credits**

This course investigates the extra details that add an impressive influence to 3D scenes. Students will learn how to manipulate particles to add smoke, dust and other details. They will learn how to use fields of gravity, air, drag, vortex, and turbulence, and create life-like physics in their 3D environments. Students will also create rigid bodies and soft bodies, as well as other effects. *Prerequisite(s): GDA 112, 3D Modeling and Animation Techniques II.*

**GDA 210      Advanced 3D Character Modeling      3 semester credits**

This course is the continuation of the 3D Character Modeling course, exploring advanced techniques of modeling and animating 3D characters. In this course, students will learn advanced techniques of character modeling with polygon modeling as well as NURBS (non-uniform rational b-splines) modeling. *Prerequisite(s): GDA 170, 3D Character Modeling.*

**GDA 212      Advanced 3D Character Animation      3 semester credits**

This course continues to refine concepts introduced in GDA172, 3D Character Rigging and Animation, and introduces a new layer of complexity to student projects. Students will learn advanced techniques of 3D animation and create animated sequences of high complexity. Effective usage of camera, multiple character interaction, and simulation of reality are emphasized in this course. *Prerequisite(s): GDA 172, 3D Character Rigging and Animation.*

**GDA 240      Advanced Digital Editing and Compositing Techniques      3 semester credits**

This course covers advanced features and techniques of digital editing and compositing systems. Students will complete several projects and tutorials to demonstrate mastery of concepts learned, combining still images, animated sequences, and advanced audio and video special effects. *Prerequisite(s): GDA 142, Digital Editing and Compositing Techniques, and DGM 130, Digital Image Manipulation.*

**GDA 250      Game Prototyping and Production      3 semester credits**

In this course, students will apply their technical, design, storyboarding, and editing skills to create a functional prototype of a computer game. Stages of the game creation process will be studied in depth and applied to the game prototype. *Prerequisite(s): Permission of the Department Chair.*

**GDA 261-6      Internship      1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**GDA 270A      Portfolio Project in Game Design and 3D Animation      3 semester credits**

In this course, students will engage in conceptualization and production of a major portfolio project that demonstrates the depth and variety of skills learned in their program/concentration; identify their most marketable skills; showcase these skills through assembly of a coherent portfolio of projects completed throughout their studies at the institution in a variety of media; and participate in portfolio critiques and mock interviews. *Prerequisite(s): Permission of the Department Chair.*

**GDA 272      Professional Practices and Entrepreneurship      1 semester credit**

This course will introduce students to various aspects of the business of game design and 3D animation, including management issues; relationships with clients, employees, and suppliers; rights; marketing strategies; and ethical standards. The course will also explore the essential elements needed to successfully plan for and start a small business. *Prerequisite(s): Permission of the Department Chair.*

**GDA 281-6      Special Topics in Game Design and 3D Animation      1-6 semester credits**

In this course, topics of special interest in the game design and 3D animation field will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the industry. Possible topics may include computer hardware and software packages, business skills relevant to the industry (e.g. marketing and e-commerce), programming languages, and game design. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**GS: General Studies**

**GS 101      Freshman Seminar      2 semester credits**

This course gives students the opportunity to enhance skills necessary for success in the academic world and in the job market, and introduces them to the variety of institutional resources available. Students will conduct self-evaluations of their mastery of time management, practice basic writing skills, and work to enhance their interpersonal communication skills, such as working cooperatively, demonstrating

professional work attitudes, and communicating effectively with peers and supervisors. Goal setting and achievement of goals also will be emphasized throughout the course. Students will also be introduced to the institution's distance learning platform. *Prerequisite(s): None.*

**GS 251A Career Counseling Seminar 1 semester credit**

This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of “soft” skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. *Prerequisite(s): None.*

**GEO: Geography**

**GEO 110 World Geography\* 3 semester credits**

In this course, students will learn to examine the world through the eyes of a geographer, concentrating on broad geographic regions, their unique characteristics, and interrelationships. Students will examine a range of historical, economic, political, cultural, and physical issues that make regions and countries unique, engage in hands-on exercises, and write and present short papers demonstrating mastery of concepts covered. Some field trips may be scheduled. *Prerequisite(s): None.*

**HEA: Health and Wellness**

**HEA 100 Principles of First Aid, CPR, and AED 1 semester credit**

This course introduces the students to essential skills and techniques in first aid, cardiopulmonary resuscitation (CPR), basic life support (BLS), automatic external defibrillator (AED) use protocol, and prevention of bloodborne and airborne pathogen transmission. *Prerequisite(s): None.*

**HEA 105 Introduction to Human Nutrition 3 semester credits**

This course is an introduction to human nutrition that focuses on the relationship between nutrition and health within the contextual framework of biology of the human organism. Students will explore biological foundations of human nutrition and nourishment; process of digestion and absorption of food; energy-yielding nutrients and alcohol; role of vitamins and minerals in nutrition and health; changes in nutritional needs throughout the human lifecycle; issues of current scientific and popular controversy in nutrition; and other topics as appropriate. *Prerequisite(s): None.*

**HEA 121 First Aid, CPR, and AED 3 semester credits**

This course provides students with a comprehensive set of practical skills and theoretical knowledge necessary to successfully pass a national first aid and cardio-pulmonary resuscitation (CPR) certification examination; prevent transmission of bloodborne and airborne pathogens; prevent occurrence of emergency situations; apply first aid and triage skills in a variety of emergency situations; utilize an automatic external defibrillator (AED); and critically assess situations requiring intervention. *Prerequisite(s): None.*

**HTM: Hospitality and Travel Management**

**HTM 110 Introduction to Hospitality and Travel Management 3 semester credits**

This course is an introduction to the hospitality and travel industry, with a particular emphasis on the aspects of management. Topics covered in this course include: a general introduction to the profession and careers in the field; principles of organization and management of food service, lodging, travel and tourism, and special events segments of the industry; general concepts of service management; changes and trends in the industry; issues of local interest; and other topics as appropriate. *Prerequisite(s): None.*

**HTM 232 Special Event Management 3 semester credits**

Special event planning is one of the fastest growing specialization tracks in the field of hospitality and travel. This course aims to help students explore special event planning and management, whether in preparation for becoming an event planner or as a part of exploration of career options in the industry. Lectures, discussion, and projects replicate stages of event planning, from creating preliminary concepts and feasibility studies to leadership, safety, and crowd control. While this course concentrates on larger-scale events, some discussion of smaller-scale events, like weddings and parties, is also included. *Prerequisite(s): None.*

**HUM: Humanities**

**HUM 110 Survey of Film\* 3 semester credits**

This course studies film as both a mass medium and a creative process that had transformed our society in the twentieth century. Theory, principles, and history of film and television, as well as the influence and convergence of these ‘traditional’ media with newly emerging and established digital media will be explored. The relationship between film and storytelling, perspectives of the narrator, film genres, and the practical processes and components of filmmaking are some of the topics that will be discussed in this course. *Prerequisite(s): ENG 080, Essential Reading Skills; and ENG 090, Essential Writing Skills; or Placement Test Waiver.*

**HUM 112 Survey of Art History\* 3 semester credits**

This course will introduce students to the visual arts, including painting, sculpture, architecture, and new media. Students will learn about different artistic periods, cultures, and themes; articulate and refine their understanding and appreciation of art; and explore ways of incorporating art into their lives and careers. Lectures will be supplemented with slide/media presentations, discussions, and field trips to local museums and/or galleries. *Prerequisite(s): None.*

**HUM 281-6 Special Topics in Humanities and the Arts\* 1-6 semester credits**

In this course, topics of special interest in humanities and the arts will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**IL: Information Literacy**

**IL 100 Principles of Information Literacy\* 1 semester credit**

This course concentrates on the fundamental principles of information literacy required for a successful higher education experience. Students will explore techniques and methods for collection, critical evaluation, and presentation of information from a variety of sources. *Prerequisite(s): None.*

**IT: Information Technology**

**IT 110 Computer Concepts 3 semester credits**

In this course, students are provided with up-to-date knowledge of the PC environment with a strong emphasis on connectivity issues including networks and the Internet. The history, present, and future of computing are included along with the impact of the PC, networks, and the World Wide Web on society and the workplace. The course also provides an overview of PC hardware, software, operating systems, and peripherals. *Prerequisite(s): None.*

**IT 120                    The Internet and Web Page Design                    3 semester credits**

In this course, students learn to develop and maintain Web documents, create hyperlinks, insert and format graphics, create tables, forms, and frames. The student will also learn to add dynamic elements and user interactivity to Web documents through the use of scripting languages. *Prerequisite(s): None.*

**IT 123                    Microcomputer Hardware                    3 semester credits**

Students learn the identity, function, and interrelatedness of the hardware components that make up the contemporary microcomputer. Students learn the start-up process, management of storage devices, and hardware troubleshooting. The student will build and document a microcomputer from components. *Prerequisites: IT 110, Computer Concepts.*

**IT 222                    Networking I                    3 semester credits**

Students learn the basic characteristics of computer networks, the open system interconnection (OSI) model, and network protocols with an emphasis on TCP/IP. They learn network media and basic cabling; network architecture; and network hardware such as hubs, bridges, switches, and routers. The students learn the characteristics of local area networks (LANs), wide area networks (WANs), and remote connectivity. *Prerequisite(s): IT 110, Computer Concepts.*

**IT 223                    Microcomputer Operating Systems                    3 semester credits**

Students learn the relationship between operating systems and hardware and application software and how this relationship is managed in current operating systems. Students learn to format storage devices for operating systems and to install operating systems. The detailed functioning of several current operating systems is covered along with troubleshooting software related problems. *Prerequisite(s): IT 123, Microcomputer Hardware.*

**IT 224                    Networking II                    3 semester credits**

This course concentrates on helping students build substantive knowledge and hands-on skills for installation, configuration, administration, maintenance, and troubleshooting of a Microsoft Windows Server network infrastructure. Topics generally covered in the course include implementation, management, and monitoring of dynamic host configuration protocol (DHCP); name resolution and management of domain name system (DNS); security of network and network traffic; network routing; and network infrastructure maintenance. *Prerequisite(s): IT 222, Networking I.*

**IT 226                    Client Operating Systems                    3 semester credits**

This course provides a detailed, hands-on overview of a Microsoft Windows-based client operating system. Topics generally covered in this course include operating system requirements and major features; installation, upgrades, and migration; configuration of system settings; disk management; user and group settings and policies; drivers and printers; network connectivity issues; security settings configuration; applications configuration; optimization of performance; troubleshooting; and mobile client issues. *Prerequisite(s): IT 110, Computer Concepts.*

**IT 228                    Relational Databases                    3 semester credits**

This course provides a detailed, hands-on overview of activities and best practices involved in managing a Microsoft SQL server. Topics generally covered in this course include Microsoft SQL server installation; navigation; building and modifying data tables; writing and executing queries; backing up and restoring data files; utilization of the database management system interface; monitoring and automation of tasks; data migration; and other topics and concepts. This course also prepares students for taking an appropriate Microsoft certification exam associated with the Microsoft SQL server system covered. *Prerequisite(s): IT 110, Computer Concepts; IT 222, Networking I recommended.*

**IT 230 Help Desk Management and User Support 3 semester credits**

The course presents a systematic approach to user support through theoretical and practical explorations of the help desk model. Aspects of on-site and off-site user support are also explored, including procedures for customer service, documentation, and follow-up. Topics covered include resolving desktop application issues, networking issues, and security issues with a focus on new desktop operating systems and mobile user support. *Prerequisite(s): IT 226, Client Operating Systems.*

**IT 232 Computer Security 3 semester credits**

This course provides a detailed, hands-on overview of implementing and administering security in a network environment. Topics covered in this course include planning and configuring physical, internet, and wireless security by using core security principles and operating system security with user authentication, permissions, password policies, and encryption. Emphasis will be placed on network security by using both hardware and software applications. *Prerequisite(s): IT 222, Networking I.*

**IT 240 Introduction to Visual Basic Programming 3 semester credits**

An introduction to object-oriented, event-driven programming using Microsoft Visual Basic, students learn how to plan an application, design the user interface, and code, test, debug, and document the application. Structured programming techniques are emphasized. *Prerequisite(s): A Mathematics (MAT) course.*

**IT 245 Introduction to C++ Programming 3 semester credits**

The course presents fundamental concepts of the C++ programming language, such as data types, variables, conditional statements, loops, arrays, functions arithmetic operations, and program design. *Prerequisite(s): A Mathematics (MAT) course.*

**IT 248 Web Authoring Applications 3 semester credits**

An introduction to multimedia Web building applications with a special emphasis on applying good design principles to products such as dynamic graphics, Web sites, animation, and video. The course uses the industry leading Macromedia MX suite. *Prerequisite(s): IT 120, The Internet and Web Page Design.*

**IT 250 Electronic Commerce 3 semester credits**

The course is intended as an introduction to doing business on the World Wide Web, and combines information technology with business management principles. Course content includes e-commerce technologies, business-to-business and business to consumer strategies, and discussion of international, legal, and ethical issues. *Prerequisite(s): None.*

**IT 256 JavaScript 3 semester credits**

The course is intended as an introduction to adding dynamic functionality to Web pages through the use of JavaScript. The course covers the basic concept of client side scripting to enhance and automate features of web pages. *Prerequisite(s): IT 120, The Internet and Web Page Design.*

**IT 270 Network Server Management 3 semester credits**

In this course, students continue gaining advanced knowledge and hands-on skills in installation, configuration, administration, maintenance, and troubleshooting of a Microsoft Windows Server. Topics generally covered in the course include management and maintenance of the server operating system and Active Directory through the administration of users, groups, and computers as well as shared resources (such as file systems and output devices) and hardware. *Prerequisite(s): IT 224, Networking II.*

**IT 272 Network Infrastructure 3 semester credits**

In this course, students continue gaining advanced knowledge and skills in network infrastructure management. Topics covered in this course include: configuring addressing and services through DHCP, routing, and firewalls with advanced security; names resolution with DNS servers, zones, and replication

to include configuration of client computers; configuration of file and print servers; and monitoring and analysis of network infrastructure event logs and other data for the purpose of improving network performance. *Prerequisite(s): IT 224, Networking II.*

**IT 261-6 Internship 1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**IT 281-6 Special Topics in Information Technology 1-6 semester credits**

In this course, topics of special interest in information technology will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**LPN: Practical Nursing**

**LPN 120 Practical Nursing in New York State 1 semester credit**

This course introduces students to the role of practical nursing within the healthcare delivery system, the history of nursing, and ethical and legal aspects of nursing in New York State and other jurisdictions in the United States. Students explore practical nurses' legal responsibilities and scope of practice, as regulated by the state, and discuss practical nurses' interaction and communications with other members of the healthcare delivery team. In this course, students are also introduced to the nursing process as a tool to develop safe, effective and holistic care for their clients. *Prerequisite(s): Matriculation in the Practical Nursing Program.*

**LPN 122 Mathematics for Nursing 1 semester credit**

This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician's orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. *Prerequisite(s): Matriculation in the Practical Nursing Program; MA 112, Medical Terminology.*

**LPN 130 Introduction to Practical Nursing 4 semester credits**

This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on-campus laboratory. *Prerequisite(s): Matriculation in the Practical Nursing Program; BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II.*

**LPN 210 Practical Nursing I 5 semester credits**

This course concentrates on utilizing the nursing process to develop safe, effective, and holistic care for geriatric and mental health clients; introduces the concepts of therapeutic nutrition; accentuates issues important in provision of care for clients with culturally diverse backgrounds; and continues the development of clinical skills in the on-campus laboratory setting and clinical experiences in acute and

long-term healthcare settings. *Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 120, Practical Nursing in New York State; LPN 130, Introduction to Practical Nursing; and LPN 122, Mathematics for Nursing (as pre- or co-requisite).*

**LPN 220      Practical Nursing II      5 semester credits**

Through this course, students will utilize the nursing process to focus on the special needs of clients across the continuum of the pediatric, adolescent, and maternal clients in the context of growth and development and from the perspective of the family unit. Students are also introduced to the client with mental health and/or problems with substance abuse or addiction. Students advance in development of their clinical skills in the on-campus laboratory setting and off-campus clinical experiences. *Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 210, Practical Nursing I; and LPN 122, Mathematics for Nursing.*

**LPN 230      Practical Nursing III      6 semester credits**

The focus of this course is on care of the client with common health problems. Students will refine critical thinking skills in applying theoretical concepts and technical skills to care of the client in the acute care setting. Students will further develop their understanding and use of the nursing process in clinical practice in caring for patients with medical-surgical health problems. *Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 220, Practical Nursing II.*

**LPN 240      Practical Nursing IV      6 semester credits**

In this course, students will expand their theoretical and clinical focus to include emphasis on clients with acute healthcare problems as well as more complicated healthcare issues. Students will refine their understanding and use of the nursing process in clinical practice in caring for patients with acute medical-surgical health problems. Clinical experiences will be provided in a variety of healthcare settings. *Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 230, Practical Nursing III.*

**LPN 280A      Special Topics in Practical Nursing:  
Nursing Leadership and Exam Preparation      1 semester credit**

This course prepares students to make the transition from student to the role of practical nurse within the healthcare delivery system, emphasizing issues important in advancement to a nursing leadership position. This course also helps to prepare students for the NCLEX-PN licensing examination. *Prerequisite(s): Matriculation in the Practical Nursing Program; Permission of the Department Chair. Normally taken in the last semester of program enrollment.*

**MA: Medical Assisting**

**MA 112      Medical Terminology      3 semester credits**

Students learn how to “translate” medical terms by discovering that most of these terms are composed of interchangeable parts used again in different combinations. An understanding of these word parts and the rules for using them enable the student to recognize and write thousands of medical terms. *Prerequisite(s): None.*

**MA 114      Medical Insurance      3 semester credits**

This course will introduce students to common insurance carriers, government programs, legal issues, and related standards of the health insurance industry. Students learn medical billing procedures, claims processing, and basic skills in diagnostic and procedural coding. Students are provided with application exercises for commonly used medical billing forms and documents used in medical office environments. *Prerequisite(s): MA 112, Medical Terminology.*

**MA 118 Medical Office Management 3 semester credits**

In this course, students learn the standards, skills, and procedures that are performed by administrative medical assistants. Practical experience is given in medical information and record management, scheduling appointments, medical office finances, and written and verbal communications. Role-playing is utilized to increase critical thinking skills in simulated office situations. *Prerequisite(s): MA 112, Medical Terminology; DLP 105, Document Processing.*

**MA 120 Clinical Lab I 3 semester credits**

The student is instructed in medical asepsis, vital signs, patient exam, CPR, first aid, sterilization and disinfection, microbiology, minor office surgery, and charting. OSHA guidelines and universal precautions are stressed. The student is expected to maintain professionalism and confidentiality at all times. *Prerequisite(s): MA 112, Medical Terminology.*

**MA 122 Multiculturalism in the Healthcare Environment 3 semester credits**

This course provides a theoretical framework of a transcultural communication plan that will enable students to apply multicultural health care communication skills to their professional practice. An awareness of cultural influence on the biological, psychological, sociological, intellectual, and spiritual dimensions of the individual is developed and specific health care values and practices of different cultural groups are identified. Students will utilize case studies to illustrate possible obstacles to care and learn specific strategies to address the problems encountered among patients and health care professionals while remaining culturally sensitive. *Prerequisite(s): Permission of the Department Chair.*

**MA 220 Clinical Lab II 3 semester credits**

The student is instructed in specialty examinations and procedure, pharmacology, dosage calculation and medication administration, specimen collection, electrocardiography, lab examinations, diagnostic tests, and venipuncture. These clinical skills are fine-tuned through a comprehensive hands-on approach. The student is expected to maintain professionalism and confidentiality at all times. *Prerequisite(s): MA 120, Clinical Lab I.*

**MA 222 Diagnostic and Procedural Coding 3 semester credits**

This advanced course in medical coding instructs students in the proper ICD-9-CM (diagnostic) coding and CPT-4 (procedural) coding techniques. Students develop the ability to abstract pertinent information from patient records in order to code accurately. *Prerequisite(s): MA 114, Medical Insurance.*

**MA 261-6 Internship 1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**MA 281-6 Special Topics in Medical Studies 1-6 semester credits**

In this course, topics of special interest in medical studies will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **MAT: Mathematics**

### **MAT 099      Basic College Mathematics      0 semester credits**

This course covers the foundational material needed for success in math. Topics covered include operations with whole numbers, fractions, decimals, ratios and proportions, measurement, geometry, statistics and introduction to Algebra. *This course is graded on a satisfactory/unsatisfactory basis and cannot be applied to satisfying degree and/or certificate program requirements. Prerequisites: None/Enrollment in Course Determined by Placement Test.*

### **MAT 150      Finite Mathematics\*      3 semester credits**

This course covers methods for solving equalities/inequalities; explores sets, counting techniques, algebraic expressions, principles of probability and statistics, and systems of equations and matrices. Other topics covered may include mathematical applications in a variety of fields. *Prerequisites: MAT 099, Basic College Mathematics; or Placement Test Waiver.*

### **MAT 170      College Algebra      3 semester credits**

Topics include concepts of functions, numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, exponential, and logarithmic; complex numbers; applications; and systems of equations. The textbook used in this course utilizes Connect Math (hosted by ALEKS Corporation). Connect Math is an online service that is available to students enrolled in this course. As students complete problems, Connect Math assesses student strength/weakness and will modify its approach to ensure success. Connect Math is included with textbook purchase. *Prerequisites: MAT 099, Basic College Mathematics; or Placement Test Waiver.*

### **MAT 180      Introductory Statistics      3 semester credits**

This course introduces the basic concepts of statistical analysis, with a focus on both univariate (single-variable) and bivariate (two-variable) data. The course offers an introduction to statistical terms and organization/display of data. Analysis of univariate data by way of measures of central tendency, dispersion, and asymmetry is examined, with an introduction to probability theory. *Prerequisites: MAT 099, Basic College Mathematics; or Placement Test Waiver.*

### **MAT 281-6      Special Topics in Mathematics\*      1-6 semester credits**

In this course, topics of special interest in mathematics will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisites: MAT 099, Basic College Mathematics; or Placement Test Waiver.*

## **MT: Massage Therapy**

### **MT 101      Western Massage I      3 semester credits**

The course begins with an overview of the history and evolution of massage therapy. The course centers on Swedish massage, including effleurage, petrissage, friction, tapotement, and vibration. These will serve as a foundation for the development of students' sensitivity and perception. Students will practice the demonstrated techniques, body mechanics, self-care, and hand exercises. Students are also instructed in communication skills, draping, and positioning techniques. The course will introduce students to the benefits, contraindications, and modifications of massage therapy. *Prerequisite(s): Matriculation in a Massage Therapy program.*

**MT 103 Western Massage II 3 semester credits**

The course builds upon the skills learned in Western I. Swedish massage techniques are reviewed and students are introduced to Swedish gymnastics, hands free techniques, hydrotherapy, use of essential oils, and chair massage. The client intake, health history, assessment, confidentiality, consent forms, documentation and clinical applications are discussed and practiced. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 111 Professional Development and Ethics I 2 semester credits**

The course begins with an overview of Massage Therapy as a career. Students will be introduced to the myriad of professional opportunities and what to expect as a practicing massage therapist. This course will aim to develop skills necessary for self-employment or job opportunities. Consideration will be given to the advantages and disadvantages of being an independent contractor versus an employee, working with other therapists, legal, safety, confidentiality, and hygiene issues. Students will work on a business plan, marketing, and a professional image. *Prerequisite(s): Matriculation in a Massage Therapy program.*

**MT 113 Professional Development and Ethics II 2 semester credits**

The course continues to survey the profession of massage therapy while enhancing skills necessary for employment. The course outlines basic business operations, maintaining accurate business and clients records, local and state taxes, and labor laws. Students will design a brochure, complete a resume, and register for the New York State licensing exam, liability insurance, and/or a professional association. Burnout prevention techniques and professional growth opportunities will be discussed. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I.*

**MT 121 Myology and Kinesiology I 3 semester credits**

This course provides a detailed exploration of the human muscular and skeletal systems. Attention is given to movement, posture, and action terminology. Bones of the axial and appendicular skeleton, their significant landmarks and functions, structural and functional aspects of joints, as well as their motions and locations in the body will be covered. This course will focus on the origins, insertions, and actions of the upper extremities. *Prerequisite(s): Matriculation in a Massage Therapy program.*

**MT 123 Myology and Kinesiology II 3 semester credits**

This course continues to provide a detailed exploration of the human muscular and skeletal systems begun in Myology and Kinesiology I. This course will focus on the origins, insertions, and actions of the upper extremities as well as the lower extremity. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I.*

**MT 125 Myology and Kinesiology III 3 semester credits**

This course continues to provide a detailed exploration of the human muscular and skeletal systems. This course will focus on the origins, insertions, and actions of the muscles of the axial skeleton: head, neck, trunk, vertebral column, as well as muscles of respiration. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.*

**MT 127 Myology and Kinesiology: Palpation and Muscle Testing Lab 1 semester credit**

This laboratory is a complement to Myology and Kinesiology. It is designed to provide students with a detailed hands-on exploration of the human muscular and skeletal systems. Palpation exercises are used to stimulate sensitivity in the hands, as well as focus on the origins, insertions, and actions of the muscles, ligaments, and bones studied in Western science classes. The course will also cover muscle testing and innervations of muscles relevant in assessing common musculoskeletal dysfunction. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.*

**MT 171 Sports Massage 3 semester credits**

The course covers the essential concepts and techniques of sports massage, including pre-event, post-event, restorative, rehabilitative, and preventative maintenance massage, and elementary screening skills for assessing athletes at sporting events. Mechanisms of injury and tissue repair, pain-spasm-ischemia cycle, principles of therapeutic and proprioceptive neuromuscular facilitation techniques will be studied. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 173 Neuromuscular Therapy 2 semester credits**

The course covers the essential concepts and techniques of neuromuscular therapy, including St. John method of neuromuscular therapy, trigger point therapy, and muscle energy techniques. The relationship between the nervous and the muscular systems and how they work to create reflex responses will be examined. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

**MT 175 Reflexology 1 semester credit**

The course deals with the fundamentals of reflexology - the art of working specific pressure points primarily on the feet and hands. We will study the correspondence of these points to other organs and areas of the body. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 177 Massage in a Healthcare Environment 1 semester credit**

This course is designed for a massage therapist who has 1-10 minutes with their patient, friend, or family member and wishes to offer him/her the physical, mental, and emotional benefits of touch and massage. This course will provide a variety of techniques that are easily incorporated into a patient's regular day. We will also consider the emotional component, the basic concept of asking for permission, and contraindications of massage. This course is recommended for students that are interested in community outreach work during Clinic II or working after licensure in such a setting. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 178 Medical Massage 1 semester credit**

This course is designed to give students a practical understanding of the relationship between specific massage techniques and human pathologies. Students will learn how to employ their technical skills in an effort to accommodate common health conditions. This class will stress the importance of working within a therapist's scope of practice. It will review contraindications and situations where it is appropriate to refer a client out to other health practitioners. The therapeutic benefits and precautions concerning hydrotherapy applications will also be covered. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I; MT 211, Pathology I.*

**MT 201 Oriental Massage I 3 semester credits**

The course opens with the history and theoretical basis for eastern bodywork. Students are introduced to concepts of the Tao, Yin and Yang, Five Element theory, and Qi (Chi), as well as the pathways of the 12 meridians and the Governing and Conception vessels. Students will begin to expand the strength and flexibility necessary to perform Shiatsu, as well as cultivate Qi with exercise. This course prepares students to perform a basic Shiatsu sequence working two of the five meridians. For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 203 Oriental Massage II 3 semester credits**

The course continues the study of Shiatsu and the Five Element theory. The students will perform a basic Shiatsu sequence working all of the five meridians (Earth, Metal, Water, Fire, and Wood). For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. Students will

become familiar with the evaluation areas of the Hara and the Mu and Shu points. Students will continue to further develop skills in body mechanics, placement, stretches, and Qi cultivation. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 201, Oriental Massage I.*

**MT 211 Pathology I 3 semester credits**

This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client and will reinforce knowledge of disease awareness and infection control. Students will use the client intake and health assessment forms to provide an appropriate session taking into consideration pharmacological agents. The course will examine dermatological, musculoskeletal, endocrine, cardiovascular, and lymphatic pathologies. *Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I; MT 101, Western Massage I.*

**MT 213 Pathology II 3 semester credits**

This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client. Students will use client intake and health assessment forms to tailor the massage session taking into consideration lifestyle habits in helping to maintain health. The course will examine respiratory, gastrointestinal, urinary, reproductive, and immune pathologies, as well as cancer. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 211, Pathology I.*

**MT 221 Neurology 3 semester credits**

This course analyzes the basic kinds of cells that comprise nerve tissue, the physiology of the nerve impulse, and the role of neurotransmitters. Significant structures, divisions, and functions of the spinal cord, spinal nerves, meninges, nerve plexuses, nerve pathways, and potential points of entrapment will be discussed. The brain will be studied, including cranial nerves, sensory processing, pain, and proprioception. How the autonomic nervous system maintains homeostasis, kinesthetic awareness, and the special senses will be covered. *Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I.*

**MT 231 Myofascial Release Therapy 1 semester credit**

The course introduces myofascial release therapy and techniques that manipulate fascia (connective tissue), which runs throughout the body's musculature in three dimensions. Restrictions, adhesions, and build-up of fascia are discussed with respect to fascia's thixotropic character and techniques that take advantage of this quality to change the nature of restricted tissues. Emphasis will be placed on palpation, "end feel," ROM, and stretch. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

**MT 233 Polarity Therapy 1 semester credit**

This course serves as an introduction to Polarity therapy. Students will be taught the fundamental principles of natural healing by focusing on the organization of energy fields around the human body. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 235 Thai Massage 1 semester credit**

This course covers the basic theories of Thai massage and compares and contrasts it with the theories of Shiatsu. Students are introduced to the basic body mechanics and positioning, as well as some stretches and transitions with the clients in both lying and seated positions. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 203, Oriental Massage II.*



visitation, paternity, foster care, and termination of parental rights, as well as emerging issues in family law. *Prerequisite(s): None.*

**PL 116 Business Law 3 semester credits**

This course examines the legal environment of business in the United States. Topics covered in this course include: structure of the US legal system; types and sources of law; law of agency; law of contracts; commercial contracts and UCC; forms of business organization; and other topics of current interest in the field. *Prerequisite(s): None.*

**PL 118 Real Estate Law 3 semester credits**

This course provides an overview of the real property law with an emphasis on estates in land, incidents of ownership, landlord/tenant relationships, evictions, easements, and adverse possession, real estate transactions, and other topics of current interest in the field. Students review procedures and legal documents used in transactions, such as contracts, mortgages, and deeds; recording and title searches; and closing documents. *Prerequisite(s): None.*

**PL 120 Legal Research and Writing I 3 semester credits**

This course introduces students to legal research and writing skills. Students become familiar with state and federal source materials, including statutes, case law, legal encyclopedias, digests, Shepard's, and online research materials. Students will utilize resources available at both the institution's library and law libraries in the area. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*

**PL 202 Hospitality Law 3 semester credits**

This course examines the legal aspects of the hospitality industry. Some of the topics covered in this course are: history of hospitality law; contracts; business types, their advantages, and disadvantages; property management; federal, state, and local regulations; insurance; employment law; employee management; responsibilities and liabilities in general, to guests, and guests' property; food preparation and service; tour operators; and safety and security issues. *Prerequisite(s): None.*

**PL 207 Evidence 3 semester credits**

This course covers both federal and state statutes governing collection, retention, analysis, and presentation of evidence. A special emphasis is placed on the issues and processes that impact the role and the scope of practice of a paralegal professional; practical application of the rules of evidence; and ethical considerations and dilemmas. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*

**PL 211A Wills, Estates, and Trusts 3 semester credits**

This course provides students with an in-depth examination of law dealing with wills, estates, and trusts, and topics such as: execution and revocation of wills; organization, jurisdiction, and the scope of powers of surrogate courts; and issues in administration and planning of estates. These topics are explored through the perspective of a paralegal professional, concentrating on issues, tasks, and documents likely to be encountered in future practice. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*

**PL 212 Torts 3 semester credits**

Tort law, being an aggressively developing area of law in our society, requires an in-depth study of its origins, its current status, and rules governing it. Subject matter covered includes negligence, intentional torts, product liability, strict liability, class actions, medical and legal malpractice, defamation, vicarious liability, joint liability, available defenses, and worker's compensation. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*

**PL 213 Criminal Law and Procedures 3 semester credits**

Designed to acquaint students with both federal and state issues and processes in criminal law, this course investigates theories and purposes of punishment, definitions of criminal intent, and criminal defenses. Students explore the Model Penal Code's Definition of Crimes and Analysis of Fault, as well as the Constitutional protections afforded to all citizens under the Fourth, Fifth, Sixth, and Eighth Amendments of the United States Constitution. *Prerequisite(s): None.*

**PL 216 Corporate Law 3 semester credits**

This course examines the legal foundations, issues, and processes in formation, operation, and liability and risk management of business organizations (sole proprietorships, general and limited partnerships, corporations, and limited liability companies). The issues are examined through a dual perspective of business management and paralegalism. *Prerequisite(s): PL 116, Business Law.*

**PL 220 Legal Research and Writing II 3 semester credits**

Designed to build upon and refine legal research and writing skills acquired in pre-requisite coursework, this course provides the student with the opportunity to research and write several legal memoranda. The course's practical application of learned skills further complements other areas of the law as the research topics are culled from other substantive paralegal studies courses at the institution. *Prerequisite(s): PL 120, Legal Research and Writing I.*

**PL 261-6 Internship 1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**PL 281-6 Special Topics in Paralegal Studies 1-6 semester credits**

In this course, topics of special interest in paralegal studies will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**PHI: Philosophy**

**PHI 100 Ethics, Morality, and Values\* 3 semester credits**

In this course, students will be introduced to the study of ethics, a branch of philosophy that examines various human activities and dilemmas, attempts to distinguish right actions from the wrong actions, and helps us determine how to live our lives. Students will both examine theoretical foundations of ethics (such as perspectives on ethics advanced by Aristotle, Kant, Mill, and others) and analyze various ethical dilemmas faced by our society. *Prerequisite(s): None.*

**PHI 213 Bioethics\* 3 semester credits**

In this course, students will be introduced to the philosophical foundations of ethics and human value development, and explore in detail ethical controversies brought about by advances in biology and medicine. *Prerequisite(s): None.*

## **PSC: Political Science**

### **PSC 110 American Government and Politics\* 3 semester credits**

This course examines the structure and functions of the United States government. Students engage in critical analysis of the Constitution, civil liberties and civil rights, principles of federalism, politics and interest groups, elections processes, the three branches of government, and the policy-making process. *Prerequisite(s): None.*

### **PSC 210 Constitutional Law\* 3 semester credits**

This course provides a comprehensive overview of the essential principles and history of constitutional law, with discussion of federal and state court decisions that have interpreted the U.S. Constitution. Topics covered in this course include: federal system of government, separation of powers, fundamental rights, due process and equal protection, discrimination, and the Bill of Rights. *Prerequisite(s): None.*

## **POM: Professional Office Management**

### **POM 110 Introduction to Professional Office Management 3 semester credits**

This course introduces students to the role and functions of professional office managers and administrative professionals, concentrating on technology, procedures, and best practices in the field. Some of the topics covered in this course include work environment and career advancement; information processing and communications; customer service, human resource, and accounting/financial functions; issues in managing travel, meetings, and conferences; and other topics of current interest in the field. *Prerequisite(s): None.*

### **POM 114 Professional Office Management Seminar 3 semester credits**

This course concentrates on best practices for professional office managers and administrative professionals in paper and electronic records management; filing and organization systems; record retention, disposition, and security policies; processing of electronic mail, facsimile communications, USPS, and courier mail; effective telephone communications; further issues in internal and external customer service; ethics in business; and other topics as appropriate. An emphasis is placed on cultivating transferable skills and learning best practices that are applicable to any professional office setting (medical, legal, business, non-profit, home office, and others). *Prerequisite(s): POM 110, Introduction to Professional Office Management.*

### **POM 261-6 Internship 1-6 semester credits**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **PSY: Psychology**

### **PSY 105 Introduction to Psychology\* 3 semester credits**

This course provides an introduction to the major areas in the field of psychology. The areas emphasized are: major models in psychology, major principles of memory applicable to learning psychology, social psychology, the organization of the human brain and the biological bases of behavior, principles of learning, major theories of personality development, stress and its effects on health, intelligence, development in infancy and childhood, and psychological disorders. *Prerequisite(s): ENG 080, Essential Reading Skills; and ENG 090, Essential Writing Skills; or Placement Test Waiver.*

**PSY 210      Psychology of Child and Adolescent Development\*      3 semester credits**

This course is designed as an overview of human development from birth through adolescence. Students will examine a variety of theories and current research on child and adolescent development. The effects of community and culture on the development and growth of children and their education will also be explored. *Prerequisite(s): PSY 105, Introduction to Psychology.*

**PSY 281-6      Special Topics in Psychology\*      1-6 semester credits**

In this course, topics of special interest in psychology will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

**SOC: Sociology**

**SOC 210      Media and Society\*      3 semester credits**

This course examines the phenomenon of media in a modern society through a sociological perspective, with coverage of both traditional (books, newspapers, and magazines) and electronic mass media (television, movies, video games, radio, podcasts, social networking, blogs and wikis, and many others). Students will discuss historical development and evolution of media; develop an understanding of media's influence on individuals, society, and culture; and debate current dilemmas about media freedom, regulation, and ethical responsibilities. *Prerequisite(s): None.*

## COLLEGE ADMINISTRATION

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### SYSTEM ADMINISTRATION

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*President and CEO*

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*Chief Academic Officer*

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*Associate Vice President for Curriculum and Instructional Technology*

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*Campus President*

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*Dean of Academic Affairs*

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*Associate Dean of Students*

**Michelle Paige**  
*Campus Service Specialist*

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*Bookstore Manager*

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*Assistant Director, Career Services*

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*Director, Library Services*

**Rebecca DeJesus**  
*Librarian, Part-time*

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*Registrar*

**Nicole Dintrone**  
*Associate Registrar*

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*High School Coordinator*

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*Assistant Director of Admissions*

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*Assistant Director of Admissions*

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*Admissions Representative*

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*High School Admissions Assistant*

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*Financial Aid Representative*

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*Sr. Financial Aid Representative*

**Kevin Walker**  
*Sr. Financial Aid Representative*

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## FACULTY

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**SCHOOL OF DIGITAL MEDIA  
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and

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## SCHOOL OF HEALTH AND WELLNESS PROFESSIONS

### DEPARTMENT OF MASSAGE THERAPY

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**SCHOOL OF LIBERAL ARTS AND SCIENCES**

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**Michael Meyer***Senior Instructor*

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**Zachary Rosenau***Instructor*

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## ACADEMIC CALENDAR, 2010-2011 DAY AND EVENING DIVISIONS

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<b>Academic Term</b>	<b>Important Dates</b>
<b>Fall I, 2010</b>	<b>Monday, September 20, 2010 – Friday, November 12, 2010</b> ☼ Holiday: Monday, October 11 (Columbus Day) Midterm Week: Tuesday, October 12 – Friday, October 15 Finals Week: Monday, November 8 – Friday, November 12
<b>Fall II, 2010</b>	<b>Monday, November 15, 2010 – Friday, January 14, 2011</b> ☼ Thanksgiving Break: Thursday, November 25 – Friday, November 26 Midterm Week: Monday, December 6 – Friday, December 10 ☼ Winter Break: Friday, December 24, 2010 – Sunday, January 2, 2011 Finals Week: Monday, January 10 – Friday, January 14
<b>Spring I, 2011</b>	<b>Tuesday, January 18, 2011 – Friday, March 11, 2011</b> ☼ Holiday: Monday, January 17 (Martin Luther King Jr. Birthday) Midterm Week: Monday, February 7 – Friday, February 11 ☼ Holiday: Monday, February 21 (Presidents' Day) Finals Week: Monday, March 9 – Friday, March 11 ☼ Spring Break: Monday, March 14 – Friday, March 18
<b>Spring II, 2011</b>	<b>Monday, March 21, 2011 – Friday, May 13, 2011</b> Midterm Week: Monday, April 11 – Friday, April 15 Finals Week: Monday, May 9 – Friday, May 13
<b>Summer I, 2011</b>	<b>Monday, May 16, 2011 – Friday, July 8, 2011</b> ☼ Holiday: Monday, May 30 (Memorial Day) Midterm Week: Monday, June 6 – Friday, June 10 ☼ Holiday: Monday, July 4 (Independence Day) Finals Week: Tuesday, July 5 – Friday, July 8 ☼ Summer Break: Monday, July 11 – Friday, July 15
<b>Summer II, 2011</b>	<b>Monday, July 18, 2011 – Friday, September 9, 2011</b> Midterm Week: Monday, August 8 – Friday, August 12 ☼ Holiday: Monday, September 5 (Labor Day) Finals Week: Tuesday, September 6 – Friday, September 9 ☼ Late Summer Break: Monday, September 12 – Friday, September 16

*Note: This calendar is subject to change without further notice.*

## ACADEMIC CALENDAR, 2010-2011

### WEEKEND DIVISION

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#### Academic Term      Important Dates

##### Summer II 2010

Class Dates:

- July 30-31;
- August 6-7, 13-14, 20-21, 27-28;
- September 3-4, 10-11, 17-18, 24-25

Midterms: Friday, August 27, and Saturday, August 28, 2010

Finals: Friday, September 24, and Saturday, September 25, 2010

##### Fall I 2010

Class Dates:

- October 1-2, 8-9, 15-16, 22-23, 29-30;
- November 5-6, 12-13, 19-20;
- December 3-4

Midterms: Friday, October 29, and Saturday, October 30, 2010

Finals: Friday, December 3, and Saturday, December 4, 2010

##### Fall II 2010

Class Dates:

- December 10-11, 17-18;
- January 7-8, 14-15, 21-22, 28-29;
- February 4-5, 11-12, 18-19

Midterms: Friday, January 21, and Saturday, January 22, 2011

Finals: Friday, February 18, and Saturday, February 19, 2011

##### Spring I 2011

Class Dates:

- February 25-26;
- March 4-5, 11-12, 18-19, 25-26;
- April 1-2, 8-9, 15-16, 22-23

Midterms: Friday, March 25, and Saturday, March 26, 2011

Finals: Friday, April 22, and Saturday, April 23, 2011

##### Spring II 2011

Class Dates:

- April 29-30;
- May 6-7, 13-14, 20-21, 27-28;
- June 3-4, 10-11, 17-18, 24-25

Midterms: Friday, May 27, and Saturday, May 28, 2011

Finals: Friday, June 24, and Saturday, June 25, 2011

##### Summer 2011

Class Dates:

- July 8-9, 15-16, 22-23, 29-30;
- August 5-6, 12-13, 19-20, 26-27;
- September 2-3

Midterms: Friday, August 5, and Saturday, August 6, 2011

Finals: Friday, September 2, and Saturday, September 3, 2011

*Note: The Weekend Division classes are usually scheduled for Friday nights and all day Saturday. Students enrolled in internships and Practical Nursing students in the clinical stage of their programs will be required to make additional arrangements for week day/evening and/or Sunday internship/clinical rotations in order to complete hours required for the respective courses. This calendar is subject to change without further notice.*

## ACADEMIC CALENDAR, 2011-2012

### DAY AND EVENING DIVISIONS

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<b>Academic Term</b>	<b>Important Dates</b>
<b>Fall I, 2011</b>	<b>Monday, September 19, 2011 – Friday, November 11, 2011</b> ☼ Holiday: Monday, October 10 (Columbus Day) Midterm Week: Tuesday, October 11 – Friday, October 14 Holiday Make-Up Day: Friday, November 4 Finals Week: Monday, November 7 – Friday, November 11
<b>Fall II, 2011</b>	<b>Monday, November 14, 2011 – Friday, January 13, 2012</b> ☼ Thanksgiving Break: Thursday, November 24 – Friday, November 25 Midterm Week: Monday, December 5 – Friday, December 9 ☼ Winter Break: Saturday, December 24, 2011 – Monday, January 2, 2012 Holiday Make-Up Day: Friday, January 6 Inclement Weather Make-Up Day(s)*: Friday, January 13 Finals Week: Monday, January 9 – Friday, January 13
<b>Spring I, 2012</b>	<b>Tuesday, January 17, 2012 – Friday, March 9, 2012</b> ☼ Holiday: Monday, January 16 (Martin Luther King Jr. Birthday) Midterm Week: Monday, February 6 – Friday, February 10 ☼ Holiday: Monday, February 20 (Presidents' Day) Holiday Make-up Day: Friday, March 2 (mandatory, runs on Monday class schedule) Finals Week: Monday, March 5 – Friday, March 9 Inclement Weather Make-Up Day(s)*: Monday, March 12, and Tuesday, March 13 ☼ Spring Break: Wednesday, March 14 – Friday, March 16
<b>Spring II, 2012</b>	<b>Monday, March 19, 2012 – Friday, May 11, 2012</b> Midterm Week: Monday, April 9 – Friday, April 13 Finals Week: Monday, May 7 – Friday, May 11
<b>Summer I, 2012</b>	<b>Monday, May 14, 2012 – Friday, July 6, 2012</b> ☼ Holiday: Monday, May 28 (Memorial Day) Midterm Week: Monday, June 4 – Friday, June 8 ☼ Holiday: Wednesday, July 4 (Independence Day) Holiday Make-up Day: Friday, June 29, 2012 (mandatory, runs on Monday/Wednesday class schedule) Finals Week: Monday, July 2 – Friday, July 6 ☼ Summer Break: Monday, July 9 – Friday, July 13
<b>Summer II, 2012</b>	<b>Monday, July 16, 2012 – Friday, September 7, 2012</b> Midterm Week: Monday, August 6 – Friday, August 10 Holiday Make-Up Day: Friday, August 31 ☼ Holiday: Monday, September 3 (Labor Day) Finals Week: Tuesday, September 4 – Friday, September 7 ☼ Late Summer Break: Monday, September 10 – Friday, September 14

*Note: This calendar is subject to change without further notice.*

*\* Inclement weather make-up day(s) will run according the schedule of the day originally missed. If there were no inclement weather days declared by the institution for the term, students will receive the day(s) off.*

## ACADEMIC CALENDAR, 2011-2012

### WEEKEND DIVISION

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#### Academic Term      Important Dates

##### Fall I 2011

###### Class Dates:

- September 16-17, 23-24, 30-October 1;
- October 7-8, 14-15, 21-22, 28-29;
- November 4-5, 11-12

Midterms: Friday, October 14, and Saturday, October 15, 2011

Finals: Friday, November 11, and Saturday, November 12, 2011

##### Fall II 2011

###### Class Dates:

- November 18-19;
- December 2-3, 9-10, 16-17;
- January 6-7, 13-14, 20-21, 27-28
- February 3-4

Midterms: Friday, January 6, and Saturday, January 7, 2012

Finals: Friday, February 3, and Saturday, February 4, 2012

Inclement Weather Make-Up Day(s)\*: Friday, February 10, and Saturday, February 11, 2012

##### Spring I 2012

###### Class Dates:

- February 17-18, 24-25;
- March 2-3, 9-10, 16-17, 23-24, 30-31
- April 6-7, 13-14

Midterms: Friday, March 16, and Saturday, March 17, 2012

Finals: Friday, April 13, and Saturday, April 14, 2012

Inclement Weather Make-Up Day(s)\*: Friday, April 20, and Saturday April 21, 2012

##### Spring II 2012

###### Class Dates:

- April 27-28;
- May 4-5, 11-12, 18-19, 25-26;
- June 1-2, 8-9, 15-16, 22-23

Midterms: Friday, May 25, and Saturday, May 26, 2012

Finals: Friday, June 22, and Saturday, June 23, 2012

##### Summer 2012

###### Class Dates:

- July 6-7, 13-14, 20-21, 27-28
- August 3-4, 10-11, 17-18, 24-25, 31-September 1

Midterms: Friday, August 3, and Saturday, August 4, 2012

Finals: Friday, August 31, and Saturday, September 1, 2012

***Note:** The Weekend Division classes are usually scheduled for Friday nights and all day Saturday. Students enrolled in internships and Practical Nursing students in the clinical stage of their programs will be required to make additional arrangements for week day/evening and/or Sunday internship/clinical rotations in order to complete hours required for the respective courses. This calendar is subject to change without further notice.*

*\* Inclement weather make-up day(s) will run according the schedule of the day originally missed. If there were no inclement weather days declared by the institution for the term, students will receive the day(s) off.*

## **NON-DISCRIMINATORY POLICIES**

Mildred Elley does not discriminate on the basis of race, color, creed, sex, age, handicap, sexual preference, or national or ethnic origin as defined by law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the college's Campus Presidents, who is generally available Monday-Friday from 8:30AM to 5:30PM, or by appointment, at the above address.

## **CATALOG INFORMATION**

The effective date of this catalog is August 1, 2011.

Please see the Office of the Dean of Academic Affairs for additional catalog information.

## **STATEMENT OF OWNERSHIP**

MILDRED ELLEY  
is owned and operated by

Empire Education Corporation  
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Faith Ann Takes  
*President and CEO*

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ALBANY, NY  
CAMPUS

SCHOOL OF  
BUSINESS & TECHNOLOGY

SCHOOL OF  
DIGITAL MEDIA ARTS

SCHOOL OF  
HEALTH & WELLNESS PROFESSIONS

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**New York City Metro Campus**  
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New York, NY 10004

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University of the State of New York and  
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