MILDRED ELLEY
A career college in Albany, NY
The Power to Change Your Life

2015-16 Academic Catalog

Catalog Effective Date: 12/10/2015

www.mildred-elley.edu
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the President</td>
<td>1</td>
</tr>
<tr>
<td>Mildred Elley Mission and Institutional Goals</td>
<td>2</td>
</tr>
<tr>
<td>Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>History of Mildred Elley</td>
<td>4</td>
</tr>
<tr>
<td>Approvals, Accreditation, and Professional Affiliations</td>
<td>5</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Admission to Full-Time Study</td>
<td>7</td>
</tr>
<tr>
<td>Basic Skills Education Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Admission to Part-Time Study</td>
<td>9</td>
</tr>
<tr>
<td>Admission to Non-Credit Bearing Certificate Programs</td>
<td>10</td>
</tr>
<tr>
<td>Admission as Non-Matriculated Students</td>
<td>10</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>10</td>
</tr>
<tr>
<td>Non-Credit Bearing Certificate Programs: Acceptance of Courses for Transfer</td>
<td>11</td>
</tr>
<tr>
<td>Standards of Satisfactory Academic Progress</td>
<td>11</td>
</tr>
<tr>
<td>Categories of Academic Progress</td>
<td>12</td>
</tr>
<tr>
<td>Tuition, Fees, and Expenses</td>
<td>15</td>
</tr>
<tr>
<td>Tuition, Fees, and Expenses – Non-Credit Bearing Programs Only</td>
<td>17</td>
</tr>
<tr>
<td>Refund Policies</td>
<td>18</td>
</tr>
<tr>
<td>Return to Title IV (R2T4) Policy</td>
<td>18</td>
</tr>
<tr>
<td>Institutional Refund Policy</td>
<td>20</td>
</tr>
<tr>
<td>Non-Credit Bearing Programs Refund Policy</td>
<td>20</td>
</tr>
<tr>
<td>Financial Aid – Financing Your Education</td>
<td>22</td>
</tr>
<tr>
<td>Federal Financial Aid Programs</td>
<td>23</td>
</tr>
<tr>
<td>Federal Financial Aid at Mildred Elley</td>
<td>23</td>
</tr>
<tr>
<td>State of New York Financial Aid Programs</td>
<td>24</td>
</tr>
<tr>
<td>Non-Credit Bearing Programs Student Funding and Financing Options</td>
<td>26</td>
</tr>
<tr>
<td>Scholarships</td>
<td>27</td>
</tr>
<tr>
<td>Student Services and Activities</td>
<td>28</td>
</tr>
<tr>
<td>Office of Academic Support and Advising</td>
<td>28</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>28</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>29</td>
</tr>
<tr>
<td>Office of Library Services</td>
<td>29</td>
</tr>
<tr>
<td>Office of Information Technology Services</td>
<td>29</td>
</tr>
<tr>
<td>Office of Career Services</td>
<td>29</td>
</tr>
<tr>
<td>Placement Rates</td>
<td>30</td>
</tr>
<tr>
<td>Campus and Building Hours</td>
<td>31</td>
</tr>
<tr>
<td>Non-Academic Policies and Procedures</td>
<td>32</td>
</tr>
<tr>
<td>Academic Information</td>
<td>41</td>
</tr>
<tr>
<td>Registered Degree Programs</td>
<td>54</td>
</tr>
<tr>
<td>Registered Non-Credit Bearing Programs</td>
<td>55</td>
</tr>
<tr>
<td>Department of Business Management</td>
<td>56</td>
</tr>
<tr>
<td>Department of Information Technology</td>
<td>61</td>
</tr>
<tr>
<td>Department of Paralegal Studies</td>
<td>64</td>
</tr>
<tr>
<td>Department of Massage Therapy</td>
<td>66</td>
</tr>
<tr>
<td>Department of Medical Assisting</td>
<td>68</td>
</tr>
<tr>
<td>Department of Nursing</td>
<td>71</td>
</tr>
<tr>
<td>Non-Credit Bearing Programs</td>
<td>72</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>76</td>
</tr>
<tr>
<td>Non-Credit Bearing Programs Course Descriptions</td>
<td>97</td>
</tr>
<tr>
<td>College Administration</td>
<td>100</td>
</tr>
<tr>
<td>Faculty</td>
<td>102</td>
</tr>
<tr>
<td>Academic Calendar, 2015-2016</td>
<td>105</td>
</tr>
<tr>
<td>Non-Discriminatory Policies, Catalog Information, and Statement of Ownership</td>
<td>107</td>
</tr>
<tr>
<td>Glossary</td>
<td>108</td>
</tr>
<tr>
<td>General Index</td>
<td>109</td>
</tr>
</tbody>
</table>
MESSAGE FROM THE PRESIDENT

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 with the education and training that are 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 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,

Faith A. Takes
President
MISSION STATEMENT
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 prepare our students better 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

Mildred Elley - Albany Campus offers one Associate in Applied Sciences (A.A.S) degree program, seven Associate in Occupational Studies (A.O.S.) degree programs and eleven credit-bearing undergraduate Certificate programs within its three divisions: the School of Business and Technology, the School of Digital Media Arts, and the School of Health and Wellness Professions. Certificate credits may generally be applied to the A.A.S. and A.O.S. degree programs if a student chooses to continue one’s education.

Each program is designed so that the student may learn important skills and acquire knowledge foundational to lifelong learning and success in employment.

REGISTERED DEGREE PROGRAMS

Associate in Applied Sciences (A.A.S.) Degree Programs

<table>
<thead>
<tr>
<th>TITLE</th>
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Associate in Occupational Studies (A.O.S.) Degree Programs

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<td>Medical Assistant</td>
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<td>Office, Project, and Event Management</td>
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Credit-Bearing Certificate Programs

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<td>Medical Office Assistant</td>
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<td>51.0710</td>
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<td>Network Administration and Computer Security</td>
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<td>11.1003</td>
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</tr>
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<td>Paralegal Studies</td>
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</tr>
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<td>Practical Nursing</td>
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<td>53</td>
</tr>
</tbody>
</table>

Non-Credit Bearing Certificate Programs (Offered Online Only)

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<thead>
<tr>
<th>TITLE</th>
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</tr>
</thead>
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</tr>
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</tr>
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<td>Non-Medical Transcription</td>
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</tr>
<tr>
<td>Physician-Based Billing and Coding</td>
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<td>51.0713</td>
<td>168</td>
</tr>
</tbody>
</table>
HISTORY OF MILDRED ELLEY

For nearly a century, the Capital District of New York has been home to Mildred Elley, 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.

In February of 1991, Mildred Elley opened a campus in Pittsfield, Massachusetts. Enrollment at that campus has grown from thirty students to over two hundred. Mildred Elley Pittsfield has been educating students in the Berkshires for over twenty years.

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

The college currently has two divisions: the School of Business and Technology, and the School of Health and Wellness Professions. In addition, 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 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.

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

In 2012, Mildred Elley launched its first ever online Non-Credit Bearing Programs providing an educational vehicle for those who want to learn from home. Online courses include Hospital-Based Coding, Medical Transcription, Non-Medical Transcription and Physician-Based Billing and Coding.

Mildred Elley also began offering an A.A.S. degree in Paralegal Studies in 2012 on the Albany campus.
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 Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S.) degrees, and undergraduate Certificate programs. Its programs are registered by the New York State Education Department (NYSED). As a degree-granting institution of higher education, Mildred Elley is a member of the University of the State of New York (USNY).

Inquiries to the New York State Education Department may 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

The college is also 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 Applied Science (A.A.S.) 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 may 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

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

- Academy of Management
- Adirondack Health Information Management Association (AdHIMA)
- Adirondack Regional Chamber of Commerce
- Albany-Colonie Regional Chamber of Commerce
- Albany County Bar Association
- Albany Holistic Nurses Society
- Ambassador for the Arts Ambassador Institute
- American Association of Allied Health Professionals (AAAHP)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association for Microbiology
- American Association of Anatomist
- American Association of Critical Care Nurses
- American Association of Neuropathic Physicians (AANP)
- American Chiropractic Association
- American College Personnel Association
- American Federation of Musicians
American Health Information Management Association (AHIMA)
American Institute of Certified Public Accountants
American Library Association
American Massage Therapy Association
American Medical Technologists
American Public Health Association
American School Counselor Association
Associated Bodywork & Massage Professionals
Association for Computing Machinery’s Special Interest Group on Graphics and Interactive Techniques
Association for Healthcare Documentation Integrity (AHDI)
Association for Science Teacher Education
Beta eta Beta – National biological Honor Society
Beta Gamma Sigma
Binghamton University Alumni Association
Business and Marketing Educators Association of the Capital District
Business Teachers Association of New York State
Capital Area Physician Assistants Society Capital District
Capital District Counseling Association
Capital District Library Council (CDLC)
Capital District Linking
Capital District School Counseling
Capital District Women’s Bar Association
Career Thought Leaders Consortium
Careers in Transition Forum
Certiport
College of Saint Rose Alumni Association
Colonie Art League
Council of Practical Nurse Educators
Delta Epsilon Sigma
Delta Mu Delta
Eastern Psychological Association
Estate Planning Council of Eastern New York, Inc.
Habitat for Humanity
Health Occupation Students of America
Independent Game Developers Association
Institute of Management Accountants
Interactive Techniques (ACM SIGGRAPH)
International Game Developers Association (IGDA)
International Nursing Association for Clinical Simulation and Learning
International Society for Business Education
Justinian Honor Society
Kappa Gamma Pi Honor Society
Legal Project Panel-Homeowner Foreclosure
Legal Project Panel-Victims of Domestic Violence
MBA Women International
Microsoft IT Academy
Microsoft IT Advisory Council
National Association for Practical Nurse Education and Service, Inc.
National Association for the Education of Young Children
National Association of Student Financial Aid Administrators (NASFAA)
National Business Education Association (NBEA)
National Career Development Association
National Certification Board for Therapeutic Massage & Bodywork
National College Learning Center Association National League for Nursing
New England Regional Computing Program (NERCOMP)
New York Academy of Science
New York Association of Neuropathic Physicians (NYANP)
New York Black Nurses Association
New York Council of Massage Therapy Educators
New York Library Association
New York Medical Group Management Association (NYMGMA)
New York State Association of Criminal Defense Lawyers
New York State Bar Association
New York State College Learning Skills Association
New York State Defenders Association
New York State Disability Services Council
New York Health Occupation Educators of Association
New York State United Teachers Association
Nurse Practitioner Association of New York State
Nextridge, Inc.
Phi Kappa Phi
Professional Secretaries International
Psi Chi – International Psychology Honor Society
Rensselaer County Chamber of Commerce
Rensselaer County Medical Reserve Corp
Rensselaer county Panel – Child Representation
Schenectady Valley Arts Network
Schenectady Federation of Teachers Association
Science Teachers Association of New York State
Sigma Beta Delta
Sigma Chi – International Psychology Honor Society
Sigma Xi - State University of New York at Albany Alumni Association
Sigma Xi – The National Scientific Research Society
TestOut
The Science Teachers Association of New York State
ToastMaster’s International
Upstate Artists’ Guild
Upstate NY Professionals Group
Western Turnpike Rescue Squad
Wyoming Seminary Preparatory School Alumni Association
ACADEMIC POLICIES AND PROCEDURES

ADMISSION TO FULL-TIME STUDY
Mildred Elley accepts applications for admission principally from candidates who are high school graduates or recipients of a General Equivalency Diploma (GED).

Mildred Elley accepts applications throughout the year for all future enrollment dates. Students may obtain an application 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. Students may apply well in advance of their enrollment date to ensure that 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. An applicant's notarized attestation of high school graduation is acceptable; however, the institution reserves the right to request proof of a High School Diploma or an equivalency certificate, such as a Certificate of High School Equivalency (GED), issued by a recognized State Department of Education. Additionally in New York State, applicants must submit proof of immunizations.

For programs that follow open enrollment practices, the college will notify the applicant of the admissions 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.

Mildred Elley Career Pathways Program
The goal of the Mildred Elley Career Pathways Program is to provide a combination of rigorous and high-quality education, training, and support services that are aligned with the skill needs of industries in State or regional economies, preparing individuals to be successful in secondary or postsecondary education programs and the labor market.

The Mildred Elley Career Pathways Program is designed to provide opportunities and pathways for individuals without a valid high school credential to obtain adult or remedial education in concert with quality career education and technical training that will lead to employment and/or further education. Eligible students can enroll in high school equivalency preparation courses, complete credit bearing college credit, earn a high school equivalency diploma, graduate, and seek employment or pursue additional articulated educational opportunities.

Before entry into the Mildred Elley Career Pathways Program, a student will take a federally approved ability-to-benefit examination and attain a specified minimum score. The purpose of the federally approved ability-to-benefit examination is to ensure that students entering the Mildred Elley Career Pathways Program have a minimum educational foundation and have a measured opportunity for academic and career success.

Once enrolled, a student in the Mildred Elley Career Pathways Program has access to academic and career support services which include the Office of Academic Support and Advising, faculty advisor support, instructor support, and career services support. While enrolled in the Mildred Elley Career Pathways Program, a student receives counseling and supportive services at each level designed to foster student academic and career success.
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 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 demonstrated 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 the 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 institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) 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 demonstrated 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.
  - Achieve a minimum composite score of 50 on the TEAS V exam.
Admission will depend in part on how well the student performed in completing other Mildred Elley college coursework. The Practical Nursing program faculty expect all Mildred Elley transfer candidates to achieve a grade of B- or better in any Practical Nursing preparatory course the student may have taken (see below).

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:

- A grade of “B- or better in all preparatory 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 Dean of Academic Affairs.

TEAS Exam
The TEAS V exam is an entrance exam designed to predict candidate success in the practical nursing program. The TEAS test may be taken once per cohort cycle. The TEAS V exam may be taken at the Mildred Elley campus or at another approved TEAS exam testing center.

Students may wish to visit https://www.atitesting.com/solutions/pre-program/teas.aspx for recommended books, study guides, and online help.

Application for Re-Entry and 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 fewer than six months are considered re-entry students. A primary admission consideration for any re-entry student is the student’s prior academic record while previously enrolled in 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 while away from college.

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 a student previously dropped, or was placed on suspension or academic probation, the student will need permission from the Dean of Academic Affairs for re-entry. The student must resolve one’s academic standing 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 TO NON-CREDIT BEARING CERTIFICATE PROGRAMS

Candidates for admission to Non-Credit Bearing Certificate Programs must meet the following requirements:

Requirements for Admission to the Medical Transcription Programs

- Be a high school graduate or hold a General Equivalency Diploma (GED), and
- Pass prerequisite testing with a score of 80% or higher in:
  - Basic Computer Knowledge, and
  - Microsoft Word Knowledge, and
  - Grammar & Punctuation
- Pass a typing test with a minimum 50 wpm

Requirements for Admission to the Non-Medical Transcription Program

- Be a high school graduate or hold a General Equivalency Diploma (GED), and
- Pass prerequisite testing with a score of 80% or higher in:
  - Basic Computer Knowledge, and
  - Microsoft Word Knowledge, and
  - Grammar & Punctuation
- Pass a typing test with a minimum 50 wpm, and
- Pass a criminal background check

Requirements for Admission to the Coding Programs

- Be a high school graduate or hold a General Equivalency Diploma (GED), and
- Pass prerequisite testing with a score of 80% or higher in:
  - Basic Computer Knowledge

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.

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

TRANSFER CREDIT

Mildred Elley will accept transfer credit for courses taken at other accredited institutions of higher learning provided:

- The course is required for the student’s enrolled degree or certificate program at Mildred Elley
• The content of the course to be transferred is equivalent to the content of the course required at Mildred Elley
• The level of the course to be transferred must be equivalent to the level of the course required at Mildred Elley
• The length, credits hours, and contact hours of the course to be transferred is equivalent to the length, credit hours, and contact hours of the course required at Mildred Elley
• The student earned a grade of “C” or better in course (at least a 2.0 on a 4.0 grading scale)
• For any Anatomy and Physiology courses, the course must have been taken within five calendar years
• Transfer credit may only be granted once for any given course
• An earned grade of B- or better may be required of some Practical Nursing Courses being transferred

**NON-CREDIT BEARING CERTIFICATE PROGRAMS: ACCEPTANCE OF COURSES FOR TRANSFER**

If a student successfully completes a Medical Terminology or Anatomy & Physiology course at an accredited college or university with a grade of B or higher within the past three years, or if the prospective student is currently working in a closely related field of study and/or is currently licensed in the field of study, the student may request exemption from taking the courses as a prerequisites for enrolling in the medical transcription, hospital-based coding, or the physician coding & billing programs. The college strongly recommends that anyone granted exemption from a course under this policy takes a placement exam (at no cost to the student) to assess proficiency and to allow for proper academic advisement in the course of study. If the student has taken a Medical Terminology or Anatomy & Physiology course more than three years prior to enrollment, please refer to the Non-Credit Bearing Programs Proficiency Examination Policy.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All students pursuing a program of study at Mildred Elley must maintain satisfactory academic progress toward graduation. The standards described below apply to 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. Federal regulations limit the amount of time a student may receive financial aid. This review is referred to as “time frame.” After attempting 150 percent of one’s scheduled degree credit requirements without completing your academic program, one is placed on Financial Aid Suspension and becomes ineligible for Title IV aid for the remainder of one’s academic program. 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**

The college determines that a student is 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.
### Standards of Satisfactory Academic Progress for Students Enrolled in the Credit Hour Based Certificate Programs

The college determines that a student is 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.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDIT HOURS</th>
<th>SATISFACTORY ACADEMIC PROGRESS</th>
<th>Both Quantitative and Qualitative Standards Must Be Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantitative Standard (minimum percentage of cumulative credit hours completed)</td>
<td>AND</td>
</tr>
<tr>
<td>0.1-13.9</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>14.0-27.9</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>28.0-41.9</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>42.0-55.9</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>56.0 and above</td>
<td>67%</td>
<td></td>
</tr>
</tbody>
</table>

### CATEGORIES OF ACADEMIC PROGRESS

The college classifies a student as maintaining satisfactory academic progress if the student 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. The college determines that the student is maintaining satisfactory academic progress in his/her initial semester of enrollment.

#### Warning

The college places on **Warning** a student in one’s second term of attendance who fails to meet one or more of the satisfactory academic progress requirements at the conclusion of the first term of attendance. While on **Warning**, the student may still be eligible for financial aid. The college may require the student to meet regularly 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 one’s warning term, the student has met **ALL** satisfactory academic progress requirements, the college removes the student from **Warning**.

The college reviews the student’s satisfactory academic progress following the warning period within two weeks following the last day of the semester’s examination period. The college considers a student meeting the minimum standards of satisfactory academic progress at the time of the review as maintaining satisfactory academic 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, the student may petition to be placed on **Probation**.

A student’s failure to improve one’s academic progress may result in automatic placement on Financial Aid Suspension, if one is dismissed through required academic withdrawal. If a student is placed on Financial Aid Suspension, the student becomes 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 a student has registered. Reinstatement of financial aid eligibility is **NOT** automatic.
Required Withdrawal

The college places the status of Required Withdrawal on a student who fails to meet the minimum standards of satisfactory academic progress. A Required Withdrawal from Mildred Elley for academic deficiency constitutes a complete severance of academic attendance.

The student may appeal being placed on Required Withdrawal by petitioning the Dean of Academic Affairs to be placed on one semester of Probation if the student believes that special circumstances in his/her situation should be taken into consideration. In addition, a student must present a written appeal stating the circumstances and conditions affecting his/her academic performance. A student must contact the Director of Academic Support and Advising to complete appeal paperwork within ten (10) days of receiving notice of the Required Withdrawal if he/she wishes to appeal. The appeal is then presented to the Dean of Academic Affairs for final approval/denial. When appealing required withdrawal, a student must appear in person.

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 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 Probation status for a period of one semester. If the petition is granted the college considers the student as making satisfactory academic progress and the student remains eligible for federal financial aid funds during the semester on Probation.

Extended Enrollment

The college withdraws a student who fails to meet the minimum published standards of academic progress after the period of Probation, or after denial of Probation 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 calendar weeks of an adverse decision being communicated to the student. The petition may (1) appeal such an adverse decision due to mitigating circumstances, requesting placement on 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 ten calendar days of its submission.

Submitting an appeal does not guarantee reinstatement of financial aid. If an appeal is granted, the college places the student on Financial Aid Probation. The student’s grades and completion ratio will be reviewed at the end of the probation period to determine if one is meeting ALL satisfactory academic progress requirements for financial aid recipients. The college bases student’s award(s) 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 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, the college requires students to complete one’s 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), are not calculated in the student’s cumulative grade point average or in the calculation of percentage of minimum cumulative credit hours attempted; grades of PR (Proficiency), and RW (Requirement Waived) are not included in either the student’s cumulative grade point average or the calculation of percentage of minimum cumulative credit hours attempted. All TC (Transfer Credit) courses are included in the calculation of percentage of minimum cumulative attempted credit hours but are not included in the cumulative grade point average.

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

Returning Students
If a withdrawn student’s application for re-entry into the college is granted, the student will automatically return in the same academic standing in which they left. If a student wishes to pursue a different academic program upon their return, their credits will be evaluated for the new program; however, they will still return in the same category of academic progress in which they left. Returning students are expected to meet and maintain the same satisfactory academic progress requirements in the following term(s).

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.
Mildred Elley is proud of its long history in providing an 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, except Practical Nursing)**

Tuition (per credit hour) ............................................................................................................................................................ $410.00

**Tuition Charges (Practical Nursing Students)**

Tuition (per credit hour) ............................................................................................................................................................ $373.00

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

Application Fee ............................................................................................................................................................................. $25.00

One-time fee charged to all new and re-entry applicants for admission to the institution.

Audit and Processing Fee .......................................................................................................................................................... $100.00

One-time fee charged to all new and re-entry students during the first semester.

Lab Fee ........................................................................................................................................................................................... $25.00

Per credit hour; for all courses that incorporate or require outside use of institution’s computer labs, software, and other resources.

Registration and Services Fee ...................................................................................................................................................... $21.00

Per credit hour; all courses.

**Required Fees (Selected Programs)**

American Heart Association CPR/First Aid Cards ................................................................................................................. $20.00

One-time fee upon registration in HEA100

American Heart Association CPR Cards .................................................................................................................................. $27.00

One-time fee upon registration in HEA 121

Biology Lab Kit.............................................................................................................................................................................. $35.00

All students enrolled in BIO110. Prices may vary.

Clinical Make-up Charge ............................................................................................................................................................ $95.00

Practical Nursing students only.

Clinical Medical Assistant Certification (CCMA) Fee .......................................................................................................... $149.00

One-time fee upon registration in MA210.

Digital Campus Fee ...................................................................................................................................................................... $20.00

One-time fee upon registration in HUM 110 Survey of Film.

EKG Technician Certification (CET) Fee ............................................................................................................................... $105.00

One-time fee upon registration in MA 205

Kaplan Integrated Testing Package and Review Course ....................................................................................................... $490.00

One-time fee upon registration in LPN130.

Massage Table ............................................................................................................................................................................. $675.00

Massage Therapy students only. Including 8.00% sales tax. Actual cost may vary by package selected.

Medical Assisting Equipment ..................................................................................................................................................... $75.00

MA students only. Prices may vary.

Nursing Kit .................................................................................................................................................................................. $210.00

Practical Nursing students only. Prices may vary.
Phlebotomy Technician Certification (CPT) Fee ................................................................. $105.00
   One-time fee upon registration in MA 200

Practical Nursing Fee ........................................................................................................ $75.00
   Per credit hour; for all courses with PN prefix.

Uniforms .......................................................................................................................... $75.00
   Practical Nursing - One set of scrubs: Estimated: Actual cost will vary by size and quantity.

**Miscellaneous Fees**

Transcript Fee ................................................................................................................ $6.00
   Per transcript; within five business days.

Expedited Transcript Fee ............................................................................................... $30.00
   Issued within two business days; includes one transcript and overnight delivery within US,
   if requested; additional transcripts are charged at regular rate.

Proficiency Examination Fee ......................................................................................... $50.00
   Per exam.

Proficiency Examination Fee ......................................................................................... $75.00
   MCAS Exam and MOS Exam; per exam.

State (New York) Licensure Examination Fees ............................................................ $143.00
   Practical Nursing

NCLEX Registration Fee for Licensure Examination ....................................................... $200.00
   Practical Nursing

State (Massachusetts) Licensure Examination Fees ..................................................... $230.00
   Practical Nursing

Massage Board Review Class ......................................................................................... $50.00
   Massage Therapy

State (New York) Examination Fee .............................................................................. $108.00
   Massage Therapy

State (New York) Temporary License Fee .................................................................... $35.00
   Massage Therapy

Castle Worldwide Registration Fee ................................................................................ $250.00
   Licensure examination for Massage Therapy

Laptop Purchase ............................................................................................................ $972.00
   Including 8.00% sales tax. Select programs only.

For matriculated students, the college bases tuition 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 may 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. The college does not require students 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 $1,000 to $2,300 for certificate programs and $1,700 to $3,300 for associate’s degree programs.
TUITION, FEES, AND EXPENSES – NON-CREDIT BEARING PROGRAMS ONLY

Non-Credit Bearing Certificate Program Tuition Charges

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Hospital-Based Coding)</td>
<td>$4,995.00</td>
</tr>
<tr>
<td>Tuition (Medical Transcription Live, Online)</td>
<td>$2,870.00</td>
</tr>
<tr>
<td>Tuition (Medical Transcription Self-Paced)</td>
<td>$1,546.00</td>
</tr>
<tr>
<td>Tuition (Non-Medical Transcription)</td>
<td>$2,090.00</td>
</tr>
<tr>
<td>Tuition (Physician-Based Billing &amp; Coding)</td>
<td>$3,410.00</td>
</tr>
</tbody>
</table>

Required Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Registration Fee – Hospital-Based Coding</td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration Fee – Physician-Based Billing &amp; Coding</td>
<td>$200.00</td>
</tr>
<tr>
<td>Registration Fee – Medical Transcription Self Pace</td>
<td>$50.00</td>
</tr>
<tr>
<td>Registration Fee – Medical Transcription only</td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration Fee – Non-Medical Transcription only</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Miscellaneous Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Fee</td>
<td>$6.00</td>
</tr>
<tr>
<td>Expedited Transcript Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Proficiency Examination Fee</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Books and Supplies

Books and supplies are not included in the tuition and fees schedule listed above. Books and supplies are the responsibility of the student and may be purchased through the school or obtained from any vendor of the student’s choice. All book/equipment editions and pricing are subject to change at any time without notice. It is recommended that books are ordered as they are needed for class to ensure the correct edition is purchased for class. It is the student’s responsibility to make sure the correct book is purchased. 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. The cost of these items is non-refundable.

The college estimates the cost of books to be approximately $350 to $1,000 for all non-credit bearing certificate programs.
REFUND POLICIES

RETURN TO TITLE IV (R2T4) POLICY

Federal (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 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 described 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 (Thirty) 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

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.

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.

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 Title IV 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.
Withdrawal after 60%
For a student who withdraws after the 60% point-in-time, there are no unearned funds. The institution may still disburse funds to the student’s account if the student is eligible for a post-withdrawal disbursement.

Withdrawal after Earned Credits in a Payment Period Term
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 a 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 thirty (30) days after the end of the earlier of:
  - the payment period or the period of enrollment;
  - the academic year; or
  - the student’s educational program.

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

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.)

Return of Funds
If a Return to Title IV (R2T4) calculation is required, the institution has 45 (forty-five) days from the date that the institution determined that the student withdrew to return unearned funds. When a return of Title IV funds is due, the institution and the student may both have a responsibility for returning funds.

In accordance with federal regulations, when Title IV financial aid is involved, return of the Title IV Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS received on behalf of the student
4. Pell Grant
5. SEOG Program 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 will begin on the day of the withdrawal from the institution. The student should contact the loan servicer if he/she has question regarding their grace period or repayment status.

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. The college bills students 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, which determines student’s last date of attendance. 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:

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE</th>
<th>REFUND PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of classes or first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During the 2nd week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>During the 3rd week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>During the 4th week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the 4th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

NON-CREDIT BEARING CERTIFICATE PROGRAMS 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. The College bills students for tuition and fees for their training program upon enrollment.

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 book/equipment purchases made through the institution. 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 school. All students will be subject to the refund policy and procedures stated in the catalog.
The Non-Credit Bearing Program refund policy will be calculated according to the following guidelines:

**For Medical Transcription Live, Online, Non-Medical Transcription, and Physician-Based Billing & Coding**

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE</th>
<th>REFUND PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start date</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st week</td>
<td>75%</td>
</tr>
<tr>
<td>During the 2nd week</td>
<td>50%</td>
</tr>
<tr>
<td>During the 3rd week</td>
<td>25%</td>
</tr>
<tr>
<td>After the 3rd week</td>
<td>0%</td>
</tr>
</tbody>
</table>

**For Medical Transcription Self-Paced and Hospital-Based Coding**

<table>
<thead>
<tr>
<th>WITHDRAWAL DATE</th>
<th>REFUND PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start date</td>
<td>100%</td>
</tr>
<tr>
<td>During weeks 1-5</td>
<td>75%</td>
</tr>
<tr>
<td>During weeks 6-12</td>
<td>50%</td>
</tr>
<tr>
<td>During weeks 13-19</td>
<td>25%</td>
</tr>
<tr>
<td>After the 20th week</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

**Additional Information about Refund Policies**

Please contact the Office of Financial Aid to receive more information about refund policies.
FINANCIAL AID – FINANCING YOUR EDUCATION

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 Representative 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, and Federal Direct Stafford Loans) and for the state financial aid programs.

Upon evaluation of the above forms, students will be notified by the Office of Financial Aid of eligibility for financial aid or any of the other steps necessary to receive further consideration for assistance. Some students’ applications are selected in a verification process and may be required to provide the Office of Financial Aid with a listing of their federal tax information from the Internal Revenue Service, as well as additional income and asset information.

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. Aid from these programs is awarded on the basis of need; however, each program has different requirements. Consult with the Office of Financial Aid 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 Office of Financial Aid will advise students if the completion of any necessary forms is required.
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 or certificate 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/or 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 Office of Financial Aid 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 Office of Financial Aid determines eligibility for this grant, based on guidelines provided by the U.S. Department of Education.

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 Direct Stafford Loan
To be eligible for a subsidized and/or unsubsidized Federal Direct Stafford Loan, a student must be enrolled at least half-time (six credits or more) in a semester. The interest on a subsidized loan is paid by the federal government while the student is enrolled and 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 Direct 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 credits or more) in a semester. The borrower is responsible for all interest and principal and repayment can begin as early as 60 days after 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 U.S. Department of Veterans Affairs.

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.

Students are required to apply for financial aid consideration on an annual basis.

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 Office of Financial Aid 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 Office of Financial Aid 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.

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 Associate Programs whose first award was in the 2010-2011 and after:

<table>
<thead>
<tr>
<th>To be eligible for this payment:</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>a student must have accrued at least this many credits,</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>with at least this grade point average:</td>
<td>0.0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Standards of Satisfactory Academic Progress for New York State Student Aid Associate Programs students whose first award was prior to 2010-2011:

<table>
<thead>
<tr>
<th>To be eligible for this payment:</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>a student must have accrued at least this many credits,</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>with at least this grade point average:</td>
<td>0.0</td>
<td>0.5</td>
<td>0.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>
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.

NON-CREDIT BEARING PROGRAMS STUDENT FUNDING AND FINANCING OPTIONS

- Mildred Elley is a proud supporter of the Military Spouse Initiative, a program developed in conjunction with the Departments of Labor & Defense, to provide funding through the Military Spouse Career Advancement Account (MyCAA) Program to military spouses and war-wounded caregivers for medical transcription training. Call the Military OneSource Career/Education Office at (800) 342-9647 for more information.

- The federally-funded, state-administered program called the Workforce Investment Act (WIA) is another option that a student may qualify for. The US Dept. of Labor distributes monies throughout the country and each state determines eligibility and disbursement of funding. Go to the U.S. Department of Labor website for more information: www.doleta.gov/usworkforce

- Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) (formerly VESID) is a state and federally-funded program for individuals with disabilities in New York State and makes all decisions on eligibility. If a student is a New York State resident, call (800) 222-JOBS (5627) for information. There are similar programs available in most, if not all, states.

- Payment plans are also available upon approval. The application fee and a minimum down payment of $525 are required. The remaining balance is divided into monthly payments with an interest rate based on the loan length. We also work with students individually to provide the best financial options possible. Please contact us for additional information regarding payment plan options through Mildred Elley and the availability of Sallie Mae private student loans.
Mildred Elley is proud to offer a scholarship program to its students. A student may apply for this in-house scholarship program by submitting an application and essay. The scholarship committee reviews the applications and notifies applicants of any potential award toward their tuition, fees or books. For information please visit:

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

The requirements, award amount and criteria for a scholarship are summarized here:

**SCHOLARSHIP AWARD GUIDELINES:**

- Scholarships are awarded to new enrolling students only
- Scholarships are awarded to full time students only
- Scholarships will not exceed $2,000.00
- Scholarships may be rescinded if a student does not successfully complete their required credits
- Scholarships are only awarded to students whose financial estimate demonstrates the financial need for a scholarship to cover unfunded balances due to the cost of tuition, fees or books
- Scholarships are only awarded to students whose essay demonstrates that financial hardship has and will prevent them from enrolling in school if they are unable to obtain a scholarship award.
- Scholarships are awarded between 50% - 80% of the students unfunded balance as decided upon by the scholarship committee, but not to exceed $2,000.00
STUDENT SERVICES AND ACTIVITIES

Mildred Elley is committed to helping its students succeed in their dreams of achieving higher education and in their quest for careers. The following services and activities are available to our students.

Orientation
The college conducts an orientation program prior to the start of each enrollment period. At orientation, faculty, staff, and students introduce and describe for new students the many services offered at the institution. Also, students meet their Department Chairs and academic advisors and receive a copy of any policies specific to their department. Orientation is mandatory for all new students.

Online Orientation
Mildred Elley offers an online orientation for all new students enrolled in Non-Credit Bearing certificate programs. Students will receive information via email from the instructor regarding orientation. Orientation takes place about one week before the program start date. Online orientation is designed to give students an introduction to the program, expectations, and to troubleshoot technical issues allowing the first actual class to run smoothly.

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 program-specific student handbooks which contain additional policies and information specific to the program. These handbooks are distributed to students at the time of new student orientation and are also available from the Department Chair 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 applying and enforcing all college policies, procedures, rules and regulations and for keeping and updating student files and records, scheduling and registration activities, transcript and enrollment verification requests, immunization records, and transfer credit evaluations. The Registrar 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

The library is staffed by professional librarians, and is open from 9:00AM to 8:00PM Monday through Thursday; 9:00AM to 7:00PM Friday; and 9:00AM to 3:00PM on Saturday. 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: 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 Office of Career Services is the student’s contact for career-related issues.

Students are well prepared for their job search through the variety of courses completed as well as the Career Counseling Seminar. In the seminar, students learn job search techniques, resume writing, interviewing skills and specific career-related strategies. The college strongly encourages current students approaching the end of their course work to visit the Office of Career Services for individual career counseling, to obtain further assistance in writing resumes and cover letters, and for 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, regardless of 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.

**Definition of Placement**

Mildred Elley utilizes the following definition of placement as required by its accreditor, the Accrediting Council of Independent Colleges and Schools (ACICS):

- **Placed based upon job titles:** Any graduate or completer of a program that was placed based upon job titles included in the list of job titles published by the institution for which the program prepares students. These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department’s CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program.

OR

- **Placed based upon the required use of skills:** Any graduate or completer of a program that was placed based upon the required use of skills learned in the student’s program as a predominant component of the job. These skills must be those listed in the institution’s published program description and a majority of these skills must be documented in the employer’s job description as required or desired skills, duties or responsibilities.

OR

- **Placed based upon the benefit of the training:** Any graduate or completer of a program that was placed based upon the benefit of the training received from the program in obtaining a new position or maintaining a current position, supporting promotion or improving job related skills.

For more information please visit the ACICS web site at [http://www.acics.org/accreditation/content.aspx?id=6425](http://www.acics.org/accreditation/content.aspx?id=6425)

For the academic year of July 1, 2013 through June 30, 2014 (most recent data year available at the time of publication of this catalog), 72.2% of all graduates found employment in their professional career fields. The following are the placement rates by program:

<table>
<thead>
<tr>
<th>DEPARTMENT AND PROGRAM</th>
<th>PLACEMENT RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Placement Rate, All Programs</td>
<td>75%</td>
</tr>
<tr>
<td>Department of Business Management</td>
<td></td>
</tr>
<tr>
<td>Business Management A.O.S.</td>
<td>83%</td>
</tr>
<tr>
<td>Office, Project, and Event Management A.O.S.</td>
<td>50%</td>
</tr>
<tr>
<td>Accounting Systems Specialist Certificate</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrative Assistant Certificate</td>
<td>100%</td>
</tr>
<tr>
<td>Business Technologies Specialist Certificate</td>
<td>100%</td>
</tr>
</tbody>
</table>
### Department of Information Technology

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology A.O.S.</td>
<td>75%</td>
</tr>
<tr>
<td>Network Administration and Computer Security Certificate</td>
<td>50%</td>
</tr>
</tbody>
</table>

### Department of Paralegal Studies

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Paralegal Studies A.A.S.</td>
<td>83%</td>
</tr>
<tr>
<td>Advanced Paralegal Studies A.O.S.</td>
<td>83%</td>
</tr>
<tr>
<td>Paralegal Studies Certificate</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Department of Medical Assisting

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant A.O.S.</td>
<td>83%</td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>40%</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Department of Massage Therapy

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy A.O.S.</td>
<td>83%</td>
</tr>
<tr>
<td>Massage Therapy Certificate</td>
<td>67%</td>
</tr>
</tbody>
</table>

### Department of Nursing

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing Certificate</td>
<td>78%</td>
</tr>
</tbody>
</table>

### Non-Credit Bearing Certificate Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital-Based Coding</td>
<td>*</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>56%</td>
</tr>
<tr>
<td>Non-Medical Transcription</td>
<td>*</td>
</tr>
<tr>
<td>Physician-Based Billing and Coding</td>
<td>*</td>
</tr>
</tbody>
</table>

### Self-Paced Study

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Transcription Self-Paced</td>
<td>*</td>
</tr>
</tbody>
</table>

N/A indicates that there were no graduates from the program in the reporting year. * indicates that there were less than 10 graduates from the program in the reporting year.

Students are encouraged to research employment outcomes for each program and each profession, such as job projections and salaries, through outside research. As a courtesy to its students and applicants, Mildred Elley maintains links to the Department of Labor Bureau of Labor Statistics’ Occupational Outlook Handbook information on its disclosures page at:

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

### 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; and 7:30AM to 8:00PM on Saturday and Sunday.
NON-ACADEMIC POLICIES AND PROCEDURES

CAMPUS SECURITY
In compliance with the Crime Awareness and Campus Security Act of 1990, the college provides to students information about Mildred Elley’s security policies and procedures and annual crime statistics reports. At orientation and through this catalog, the college provides students with Campus Security information and advises all students and employees 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:


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 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
- 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 an annual basis. A copy of the annual Campus Security Plan is available at:

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

CONSENT TO USE OF CANINES FOR DETECTION OF PROHIBITED ITEMS
The student understands that by enrolling in any program offered at Mildred Elley Albany, the student consents to and waives objection to the unannounced and periodic use of canines trained to detect the presence of one or more Prohibited Item(s) (defined below) on the Campus premises (defined below). The student further understands and agrees that in the event that a canine detects the presence of any Prohibited Item, then such detection will result in the student’s immediate eviction from the Campus premises, and the issuance of an incident report to the Campus President to be held in the student’s academic file. Furthermore, the student understands that Mildred Elley Albany may, in its sole discretion, impose additional and more severe sanctions, including the student’s involuntary withdrawal from Mildred Elley Albany.

For the purpose of this paragraph, the term “Campus” includes any area within and/or within 100 feet from the physical premises located at 855 Central Avenue, Albany, New York and the term “Prohibited Item” includes, but is not limited to, illegal drugs, alcohol, dangerous weapons, or any other item expressly or impliedly prohibited from entering the Campus by the terms of the Mildred Elley Albany Academic Catalog.
CODE OF STUDENT CONDUCT

Mildred Elley takes pride in preparing students for professional positions in the workforce and for future higher education. The college expects students to adhere to the Code of Student Conduct and, in so doing, comport 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 collegial rapport at all times. Students who fail to comply with any policies of conduct set forth in this catalog may be subject to disciplinary action that could include dismissal from the school. All students are required to read and sign the student conduct policy upon admission to the institution.

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 will be made by an impartial party who is not directly involved in the alleged grievance.

The grievance and appeal procedures apply in a variety of situations. These situations include appeals of grades, transfer credit decisions, and other situations where the complaining party believes they might have been treated unfairly and/or in violation of the institutional policies, or where special consideration might be warranted due to 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 in writing 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 may contact the New York State Education Department, Professional Education Program Review, Education Building, 89 Washington Avenue, 2nd floor, West Wing, Albany, New York 12234, 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;
CODE OF CONDUCT - DISCIPLINARY POLICY AND ACTION PROCESS

The Campus is committed to maintaining a community environment that fosters respect for the dignity and worth of every person.

The Campus expects all members of the community to demonstrate respect for themselves and others. In an educational community, it is critical that respect encompass diversity, differences of opinion, and sensitivity to these differences. The dignity of the individual should never be violated in any way. The Campus views with seriousness offenses against any person.

Particularly intolerable, in view of the Campus’s commitment to respect the dignity of the individual, are acts of discrimination and discriminatory-based harassment, which are offenses directed against persons because of their race, religion, ethnicity, national origin, gender, age, sexual orientation, gender identity, marital status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status or other basis identified in federal or state law.

Discrimination and discriminatory-based harassment (sometimes referred to as “Hate Crimes”) are unethical and unprofessional, and they are incompatible with The Campus’s commitment to educational equity. Any form of such behavior toward any member of the Campus community (students, staff, faculty, or administrators) will be subject to investigation in accordance with The Campus’ Human Rights Policy and Procedures established in conformity with the Violence Against Women Act and published at http://www.mildred-elley.edu/admissions/disclosures.

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 college 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 college 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 that 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 obliged to use progressive discipline, and may take any action it determines an appropriate remedy for the infraction. 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 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, the college transmits announcements 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. While the institution schedules its courses in such a way as to provide for weather-related contingencies, students may be required to make up missed classes on a day designated by the administration of the institution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All Mildred Elley students 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 directory 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 can send them 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. 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.

Students enrolled in programs of study within the Non-Credit Bearing Programs may be required to provide immunization documentation for clinical or internship sites.

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 assertive action against such violations including, but not limited to: the immediate ejection of violators from the campus; the imposition of disciplinary sanctions up to and including permanent expulsion of students from the college; the termination of faculty/staff member’s employment; and, the 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 Support 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. Students considering a leave must receive the approval of the Dean of Academic Affairs 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.

For a medical leave the student must provide documentation from a 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 submit a letter of request with a date of intention to return. –Any student requesting a Leave of Absence for a module(s) must submit paperwork and obtain approval by the end of the add/drop period of the module they are requesting their leave to begin. A non-punitive grade of “LOA” is given to the student for all modules they have requested time off to a maximum of 180 days within a 365 day period. Any attendance or academic activity posted by the student cannot exceed said add/drop period of the module for which the student has made the Leave of Absence request.

In the event of an emergency Leave of Absence (LOA) that occurs after the add/drop period, upon return from the Leave of Absence (LOA) the returning student will be provided the opportunity to complete the missed coursework. To receive an earned grade, the missed coursework must be completed within thirty (30) days of return. In the event the missed coursework is not completed within thirty (30) days of return, the student will receive a grade of “F” for that course.

NON-CREDIT BEARING PROGRAMS LEAVE OF ABSENCE POLICY
The college recognizes that students may encounter emergencies or health-related incidents during their enrollment. These problems may require an interruption in a student’s program of study.

In the event a student needs to take a leave of absence for extenuating circumstances, the student must comply with the following guidelines:

1. Send a written request to the Dean of Academic Affairs at Mildred Elley. The request is subject to approval by the college’s academic administration. A request form will be forwarded to the student. The form must be submitted seven (7) days before the start date of the requested leave.
   - Leave of absence due to medical reasons: The student must provide documentation from licensed physician or other such qualified agent that indicates the start date and the duration of the leave.
   - Leave of absence due to personal reasons: The student must provide a letter of request with explanation AND an anticipated date of return.
2. Student will be notified within 48 hours of the school’s decision.
3. If student requests and obtains approval for a leave of absence, he/she will be placed, at no extra charge, into the next available class offering that curriculum.
4. A student may not be on a leave of absence for more than 90 calendar days. If a student is unable to return to class within the 90-day timeframe, the student will be dismissed from the course.

If a student leaves after the first week of any module, he/she will be expected to repeat the module during their program of study.

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; or, 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 Mildred Elley policy 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; or, filing a police report (if the alleged offense is against the law). The college encourages members of the campus community to report suspected violations 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 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:

- 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.
- Close classroom door.
- 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).
- 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 proceed to this location.
- Attendance will be taken to ensure all students have exited the building.
- 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. 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 2014-2015 academic year.

DRUG VIOLATIONS

The college prohibits the possession of drugs or alcohol on campus and applies disciplinary action associated with this behavior as outlined in the School Catalog and/or Employee Handbook.

According to the U.S. Department of Education, “a federal or state drug conviction can disqualify a student for federal student aid funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid.

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.” (2015-2016 FSA Handbook)
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:** Including but not limited to, 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, 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 requires 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.

**ADD/DROP PERIOD**

Students may make adjustments to their class schedule only during the Add/Drop period, which concludes at the end of the second week of the module. The college advises students to recognize the possible negative effect of any course withdrawal on their academic progress requirements and eligibility for financial aid. Program changes, and requests for the applicability of transfer credits, or proficiency credits, must also be processed by the conclusion of the add/drop period, should the outcome affect the student schedule.

**Note:** The Add/Drop period is not applicable to Non-Credit Bearing Program students.
ADVISEMENT
Students are assigned an Academic Advisor at the beginning of their first module of 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
Mildred Elley does not have an institutional policy requiring the taking of attendance except for the purpose at the beginning of a module to determine and confirm that a student has registered and successfully begun that term’s coursework.

Regular participation in courses is essential to each student’s academic success. On campus, attendance is defined as attendance at a scheduled course meeting. Further Requirements for attendance and participation are defined in each course’s syllabus. Students must register attendance in online coursework by posting to a discussion board or drop box, attending a seminar, or participating in a quiz or other classroom activity as (logged/registered/tracked) by the online platform.

A student who has not posted attendance by the end of the add/drop period will be withdrawn from the school. In this instance, all classes for their current module (and any module scheduled thereafter) will be deleted.

The college takes attendance only during the add/drop period of a module. Please note, during the add/drop period, ANY attendance/academic activity in ANY ONE course constitutes an intent to sit for the module despite the frequency of the attendance or academic activities. Once that attendance/activity has been documented, the student is no longer in danger of being attendance-withdrawn from the school for that module. If a student fails to register attendance as outlined in any single course, that student will be withdrawn from that course alone. This may result in the student being enrolled as a part time, and would have an impact on financial aid availability for the semester.

The college expects each student to accept total responsibility for meeting all of the academic requirements for each course in which she/he is enrolled. The faculty determines the 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.

NON-CREDIT BEARING PROGRAM ATTENDANCE
The college expects each student to accept total responsibility for meeting all of the academic requirements for each program in which she/he is enrolled. Excessive absenteeism may result in grade reduction and/or other penalties, as deemed appropriate.

The student is responsible for contacting their instructor prior to a class session scheduled in a synchronous format to report any absence and for arranging any make-up classes and/or tests. A student may not miss more than 15% of the total number of hours in any course. If a student misses in excess of the maximum allowable hours, they will be terminated.

The student is responsible for contacting their instructor prior to class session scheduled in a synchronous format to report tardiness. Due to the disruption to the learning environment, students who are tardy more than two times will be given a written warning. Students who are tardy more than three times may be terminated. Students will be notified in writing of any termination.

Classes will not be cancelled due to inclement weather.

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

NON-CREDIT BEARING PROGRAMS ACADEMIC CALENDAR
Non-Credit Bearing Programs run in a linear format usually consisting of three (3) consecutive components. For details on start dates please contact the Office of Admissions.

COURSE SCHEDULE CHANGES
The Office of the Registrar makes all official schedules and schedule changes. Students who wish to change their schedule must first meet with their Academic Advisor for approval, prior to the official change by the Registrar. Students are also encouraged to meet with a Financial Aid Advisor, as a schedule change may increase or decrease academic load, or contain courses not applicable to the program of matriculation, which in turn may adversely affect a student’s financial aid eligibility.

OUT OF CLASS WORK
Students are expected to engage in two hours of academically related activity outside of the classroom for each hour of scheduled class time. Students enrolled in online courses are expected to engage in an equivalent amount of scheduled and out of class academically related activities.

EXPERIENTIAL/PRIOR LEARNING CREDIT
Mildred Elley does not currently grant Prior Learning 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 once a year. Please note that participation in a graduation ceremony does not constitute verification of earned credentials.

NON-CREDIT BEARING PROGRAMS GRADUATION REQUIREMENTS
A Certificate of Completion will be awarded upon successful completion of all program requirements. Non-Credit Bearing programs are graded on a pass/fail basis with a minimum requirement of 84% as passing. All online programs are non-credit bearing and non-transferable.

Students must fulfill all financial obligations including tuition and any other fees, or have arrangements for payment of such financial obligations satisfactory to the institution, before their transcripts are released.

GRADUATION HONORS
At commencement exercises, the college recognizes and honors credential recipients 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, 2013 through June 30, 2014. The college achieved a retention rate of 60% for that year.

DEFINITION OF CREDIT AND METHOD OF DELIVERY
In credit-bearing programs, the unit of credit awarded is a semester credit hour. A credit hour is an amount of work represented in intended learning outcomes and verified by student achievement. The credit is determined based on the method of delivery. One semester credit hour equals, minimally, fifteen hours of lecture, or thirty hours of laboratory, or forty-five hours of internship, or a combination thereof. A class hour is fifty minutes. One hour of direct faculty instruction and a minimum of two hours of out of class student work are expected for one semester credit. For academic activities such as laboratory work, internships, studio work and practica, at least an equivalent amount of out of class student work is expected for one semester credit.

DEFINITION OF CONTACT HOUR AND METHOD OF DELIVERY FOR ONLINE COURSES AND PROGRAMS
Online Credit Hour/Contact Hour Guidelines
Credit is awarded based on contact hours and evidence of student outcomes. Calculation of credit hours in an online or blended format course is based on the consideration of the following activities:
Activities that may qualify as "direct contact" have the direct oversight or supervision of the course instructor. Examples include: Interaction with posted modules or lessons written or procured by the instructor; Chat room, phone, in-person, email, or video-conference discussions with the instructor and/or other students; Discussion board or wiki posting and Presentations. Activities that may qualify as "hours outside of class" are independently pursued and would include: Reflection and study; Research; Reading; Writing, particularly writing outside of discussion boards; and Individual or group projects.

Success in an online course requires active engagement in all online activities as well as outside preparation for the class. On average, the student is expected to spend 15 hours a week reading textbooks and articles, reviewing class notes, watching any videos posted, preparing questions for the next class session, and engaging in the online discussions, and completing assignments. Remember you are responsible for all assigned readings.

**What is Online Learning?**

Online education utilizes the Internet or videoconferencing to create learning communities. Course materials are provided on a Web site:

https://mildredelley.rsmart.com/xsl-portal

Email, bulletin boards, forums, blogs, wikis and chat rooms are used to interact with other students and teachers.

Online learning may refer to a range of approaches, from making resources available electronically to the creation of rich, interactive, online experiences involving synchronous and asynchronous learning environments. In an effort to provide a comprehensive educational experience, an enrolled student can be expected to participate in a course using an online modality. Enrollment in an online course may include designated major courses or elective offerings. Skills based Massage Therapy and Practical Nursing courses are not offered in an online modality.

**Online Learning Environments**

Unless otherwise noted, all hybrid and online modalities utilize both asynchronous and synchronous learning environments.

**Asynchronous learning** is a student-centered teaching method that uses online learning resources to facilitate information sharing outside the constraints of time and place. This approach combines self-study with asynchronous interactions to promote learning. The online learning resources used to support asynchronous learning include email, electronic mailing lists, threaded conferencing systems, online discussion boards, wikis, and blogs. These asynchronous forms of communication are sometimes supplemented with synchronous components, including text and voice chat, telephone conversations, videoconferencing, and even meetings in virtual spaces where discussions can be facilitated among groups of students.

**Synchronous learning** refers to a learning environment in which everyone takes part at the same time. Students in synchronous learning environments may watch a live streaming of a class, take part in a chat, and participate in a class via a web conference tool such as iLink, google meetup, Skype, etc. at a scheduled time. Instant messaging or live chat, webinars and video conferencing allow for students and teachers to collaborate and learn in real time.

**Learning Key**

The Registrar publishes a list of scheduled course offerings with the format of delivery denoted below.

**Face-to-Face: FF**
Course meets face-to-face for all of the course contact hours prescribed by the course type and units. Syllabus/grades may be posted online.

**Web-Assisted: FW**
Course meets face-to-face for all of the course contact hours prescribed for the course type and units. Syllabus/grades may be posted online. Some course materials/activities are online and require active student access.
Intercampus Video: IV
Course meets face-to-face-to remote campus for all of the course contact hours prescribed for the course type and units. Syllabus/grades may be posted online. Some course materials/activities are online and require active student access.

Hybrid: HY
Course uses both classroom and online instructional modes and meets face-to-face for 25%-75% of the course contact hours prescribed by the course type and units.

Online Local: OL
100% of the course instruction is delivered utilizing synchronous and or asynchronous modalities. Scheduled face-to-face meetings may be required for orientation and student evaluation.

Online: O
100% of the course instruction is delivered utilizing synchronous and or asynchronous modalities. Students do not need to be on campus for any portion of course work or evaluation.

HONORS AND AWARDS

Dean’s List / President’s List
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
- ECO Economics
- ENG English/Oral Communications
- ESC Environmental Science
- GEO Geography
- GS General/Interdisciplinary Studies
- HEA Health and Wellness
- HTM Hospitality and Travel Management
- HUM Humanities
- IL Information Literacy
- IT Information Technology
- LPN Practical Nursing
- MA Medical Assisting
- MAT Mathematics
- MT Massage Therapy
- PHI Philosophy
- PL Paralegal Studies
- POM Professional Office Management
- PSC Political Science
- 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.
Non-Credit Bearing Course Identification System

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>HBC</td>
<td>Hospital-Based Coding</td>
</tr>
<tr>
<td>MT</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MTR</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>NMT</td>
<td>Non-Medical Transcription</td>
</tr>
<tr>
<td>PBC</td>
<td>Physician-Based Billing and Coding</td>
</tr>
</tbody>
</table>

All Non-Credit Bearing Programs courses are non-credit bearing and non-transferable. These courses are open to students who have completed all required prerequisites.

GRADING SYSTEM

The following is the grading scale used at the college:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.000-100.000</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90.000-92.999</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>87.000-89.999</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>83.000-86.999</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80.000-82.999</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>77.000-79.999</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>73.000-76.999</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70.000-72.999</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>67.000-69.999</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>63.000-66.999</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60.000-62.999</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>Under 60</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>LOA</td>
<td>Leave of Absence</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0.00</td>
</tr>
<tr>
<td>PR</td>
<td>Proficiency</td>
<td>0.00</td>
</tr>
<tr>
<td>RW</td>
<td>Requirement Waived</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Φ 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.

❖ 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.” Students averaging below 73 will receive a grade of “F” for the course.

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

All MA (Medical Assisting) clinical courses must have a minimum grade of “C.”
NON-CREDIT BEARING PROGRAMS GRADING SYSTEM
A student must attain a grade of 84% or better on all tests, quizzes, and assignments. If the work falls below an 84%, the student is required to contact their instructor.

The college will perform evaluations on each student at program mid-points. If a student’s work is below satisfactory level, the college will place them on probation for 1–2 weeks to allow them to do extra work or obtain tutorial assistance to bring up their grade. If they are not able to do so, the college will terminate them.

If a student fails to attain an 84% or above on any test, the college will give the student a second chance to retake the test.

APPEAL OF A FINAL GRADE
In the event that a student wishes to appeal a final grade, he/she must do so by following the appeal policy described above in this catalog. An appeal of a final grade must be submitted within 30 days of the end of the term in which the grade being appealed is included.

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 need to fulfill hours outside of their enrolled cohort, 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/or in the student’s desired area of concentration, but choice of site cannot be guaranteed. Students must contact their Clinical Coordinator to secure an internship site. Failure to do so may result in not securing an internship for the module in which the student was scheduled. 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 in 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. Practical Nursing students will be assigned to clinical sites by the clinical coordinator, and need to be available to attend clinical based on hours required, and available, by the clinical site. Generally, day students must be available Monday – Friday, 8am – 5pm; evening students Monday – Friday 5pm -11pm and Saturday and Sunday 8am to 6pm.

If the student is terminated by the internship/clinical site, they will be provided with an additional site, at the discretion of the Clinical Coordinator, in order to complete their requirements. Should the student be terminated from the second site, the responsibility of securing another internship/clinical will become the student’s responsibility.

NON-CREDIT BEARING PROGRAMS INTERNSHIP COMPONENT
Hospital-Based Coding requires an internship component to be successfully completed at an on-site location. Students enrolled in the Hospital-Based Coding program may need to fulfill internship hours outside of their enrolled cohort, and must arrange their own transportation to and from the internship site. 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. Students are urged to make the necessary accommodations to be available weekdays, 9am-6pm, to fulfill their internship requirements.

INCOMPLETE GRADE
An Incomplete grade (“I”) is given to a student experiencing extenuating circumstances that make one unable to complete the course’s work by the end of the module. The course instructor recommends the incomplete grade, which must be approved by
the Dean of Academic Affairs. The college gives a student 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**

A withdrawal grade (“W”) is given to a student who has no attendance or academic activity in a course(s), OR when a student has filled out proper withdrawal paperwork during the add/drop period. For students who have filled out withdrawal paperwork, any attendance or academic activity posted by the student cannot exceed the add/drop period. “W” grades are not included in the student’s cumulative grade point average, or the calculation of the quantitative standards of satisfactory academic progress.

A student may withdraw for compelling medical reasons at any time during a module with the permission of the Dean of Academic Affairs. The Dean of Academic Affairs, in consultation with the Department chairperson, is authorized to determine whether a student should receive either an “I” or “W” grade, depending on the nature of the student’s medical condition.

**WITHDRAWAL FROM THE COLLEGE**

A student who plans to withdraw from the college must meet with his/her Department Chair and the 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 add/drop period. Please see the appropriate section of this catalog for the college’s tuition refund policy.

**NON-CREDIT BEARING PROGRAMS WITHDRAWAL**

A student who plans to withdraw from Non-Credit Bearing Programs must contact the Dean of Academic Affairs. A Withdrawal Form that outlines further steps to be taken will be provided for completion and submission. Please see the appropriate section of this catalog for the Non-Credit Bearing Programs 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 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.

For Non-Credit Bearing Programs, student must contact the Dean of Academic Affairs to discuss possible program change options.
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. Proficiency tests can only be taken before or during the first week of the module, in which the proficiency credit is to be applied.

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.

NON-CREDIT BEARING PROGRAMS 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 MT (Medical Terminology), MTR 080 (Medical Transcription Basic Anatomy), and BIO 110 (Anatomy & Physiology). A student must achieve a passing score of no less than 84% in order to be exempt from taking that course.

The student must successfully complete Medical Terminology before either Anatomy proficiency examination is taken. If the student does not successfully complete Medical Terminology, the student will not be allowed to take either Anatomy proficiency examination. If a student falls below 84% on any proficiency examination, Mildred Elley will credit the full test-out fee to the cost of the course tuition.

Fees for Proficiency Examinations are found in the Non-Credit Bearing Programs 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.

Students must be aware that articulation agreements differ from institution to institution. To obtain details regarding which Mildred Elley programs are eligible and acceptable for transfer, please contact the Office of the Dean of Academic Affairs.

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.
MASSAGE THERAPY PROGRAM-SPECIFIC ACADEMIC POLICIES

Passing Grades
For students matriculated in a Massage Therapy program, all courses must be completed with a minimum grade of “C” or above. Grades below “C” are considered to be failing grades for the purpose of the program. Students who receive grades below the requirements in any two (2) courses will be automatically withdrawn from the Massage Therapy program.

Statement of Behaviors
Students who do not demonstrate professional and ethical behaviors consistent with published massage therapy practice guidelines, as determined by licensed faculty and instructors, will be terminated from the Massage Therapy program.

PRACTICAL NURSING (PN) PROGRAM-SPECIFIC ACADEMIC POLICIES

The 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. The PN program starts students on a steadily rotating basis. This rotation means that each course taught in the program will be repeated every third module. Students and applicants are reminded that their ultimate career goal is dependent upon their ability to pass the state licensure examination. The institution established its policies for the program in order to help its graduates meet this goal.

Each state and/or profession has procedures for certification and licensure including, among others, consideration of felony convictions, pending criminal charges and professional misconduct. As a result, completion of a program does not guarantee licensure or certification.

The PN program consists of two components:

- A preparatory 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) to twelve (12) 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 preparatory component of the program (courses with BIO, HEA, DLP, MA, ENG, GS, and PSY prefixes) must be completed with a minimum grade of “B-” or above. Grades below “B-” for any of the required preparatory courses are considered to be failing grades for the purpose of the program.

All courses required in the professional component of the program with the prefix “LPN” must be completed with a minimum grade of “C” or above. Students who receive grades below the requirements in any two (2) courses will be automatically withdrawn from the PN program.

After a student is automatically withdrawn from the PN program due to failing grades, the student must transfer to another college program of study if the student satisfies the appropriate admissions requirements. Any student who wishes to reapply to the PN program will be evaluated on an individual basis before readmission is granted at the college’s discretion. The college does not guarantee readmission into the program once a student has been dismissed from it.

Midterm and final exams are a measure of current and future academic success. Students must successfully achieve an average 73 or higher in order to pass regardless of other evaluation criteria in the course. There will be no extra credit or retesting to raise the grades.
Student Performance in the Preparatory Component and Progression to the Professional Stage

A student accepted into the Practical Nursing program advances 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 preparatory stage of the program;
- They have fulfilled all special conditions on their acceptance, such as 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.

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

The college requires students admitted into the professional component 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, 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 students for clinical experiences in the 7AM-3PM shift; or in the 3PM-11PM shift and weekend students for clinical experiences in the 7AM-3PM or 3PM-11PM shifts. However, scheduling of clinical experiences is driven by 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.
- Students who enter into the day/evening division enters into a sixteen (16) month program that each student must complete in twenty-two (22) months or less. The period of six months is given to accommodate any unforeseen personal circumstances that may befall any student wherein the student may require a leave of absence of up to six (6) months.
- Students who enter into the weekend division, enter into an eighteen (18) month program that each student must complete in twenty-four (24) months or less. The period of six months is given to accommodate any unforeseen personal circumstances that may befall any student wherein the student may require a leave of absence of up to six (6) months.
### Standard Course Progression – Practical Nursing

<table>
<thead>
<tr>
<th>MODULE 1</th>
<th>MODULE 3</th>
<th>MODULE 5</th>
<th>MODULE 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA112 (3cr)</td>
<td>BIO210 (4cr)</td>
<td>LPN210 (5cr)</td>
<td>LPN240 (6cr)</td>
</tr>
<tr>
<td>DLP100 (1cr)</td>
<td>BIO211 (3cr)</td>
<td>LPN 120 (1cr)</td>
<td></td>
</tr>
<tr>
<td>GS101 (2cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students must pass HEA112 in order to take BIO110.*

<table>
<thead>
<tr>
<th>MODULE 2</th>
<th>MODULE 4</th>
<th>MODULE 5</th>
<th>MODULE 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO110 (4cr)</td>
<td>LPN122 (1cr)</td>
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<td>ENG102 (3cr)</td>
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<td></td>
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<td>LPN280A (1cr)</td>
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</table>

*Students must pass all coursework to this point in order to enter the PN proper courses.*

### NON-CREDIT BEARING PROGRAMS PROGRAM-SPECIFIC ACADEMIC POLICIES

#### Medical Transcription Self-Paced

Students are required to remain active in this program, strictly adhering to the provided timeline and demonstrating continuous advancement. If a student does not maintain active status and becomes inactive for a period of 30 days, and/or fails to advance through the coursework, the student will be at risk for dismissal. This will apply to any student not steadily advancing through the program.
REGISTERED DEGREE PROGRAMS

Mildred Elley’s Associate’s degrees 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 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: Associate in Applied Science (A.A.S.) degree, Associate in Occupational Studies (A.O.S.) degree, and undergraduate Certificate.

The Associate in Applied Science (A.A.S.) degree and Associate in Occupational Studies (A.O.S.) degree programs are designed to be completed in five semesters, or 80 weeks. The Massage Therapy A.O.S. degree program normal length of study is six semesters, or 96 weeks.

The undergraduate Certificate programs are designed to be completed in three semesters, or 48 weeks. The Clinical Medical Assistant Certificate program normal length of study is 45 credits over three to four semesters or 56 weeks. The Massage Therapy certificate program normal length of study is five semesters, or 80 weeks. The Practical Nursing certificate program normal length of study is four semesters, or 64 weeks.

Each course is usually offered at least once during the calendar year. All of the courses in every program are not 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 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.
REGISTERED NON-CREDIT BEARING PROGRAMS

Mildred Elley’s non-credit bearing certificate programs are designed to prepare each student for quality job opportunities with career potential. The programs are tailored to meet the student’s goals and provide the support necessary for success.

The faculty’s goal is for each student to succeed in their chosen program and secure jobs with promising futures.

The investment of the student’s time and energy is matched by the school’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 five different types of certificate programs: Hospital-Based Coding, Medical Transcription (live, online OR self-paced format), Non-Medical Transcription, and Physician-Based Billing & Coding.

The Hospital-Based Coding certificate program is designed to be completed in 428 contact hours or 49½ weeks and requires an additional 80-hour internship be completed. The live, online Medical Transcription certificate program is designed to be completed in 248 contact hours or 41 weeks. The self-paced Medical Transcription certificate program normal length of study is an estimated 1200 contact hours or 52 weeks; however, this program may be completed in less time depending on the student’s work schedule. The Non-Medical Transcription certificate program normal length of study is 80 contact hours or 10 weeks. The Physician-Based Billing & Coding certificate program is designed to be completed in 168 contact hours and will take either 27 weeks (for weekday classes) or 36 weeks (for Saturday classes).

Each program is usually offered at least once during the calendar year. The college reserves the right, without prior notice, to change the dates in which a program is offered, to change a program description, or to cancel or add any program. A minimum of six (6) students are required for a class to run.
Business Management A.O.S. Degree Program

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tbody>
<tr>
<td>ACC 110</td>
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<td>ACC 118</td>
<td>Computerized Accounting Applications</td>
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<td>ACC 120</td>
<td>Principles of Managerial Accounting</td>
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<td>Payroll Accounting</td>
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<td>BM 217</td>
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<td>BM 263</td>
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<td>DLP 105</td>
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**General Education Requirements**

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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition*</td>
<td>3</td>
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<tr>
<td>ENG 103</td>
<td>Oral Communications*</td>
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<td>IL 100</td>
<td>Principles of Information Literacy*</td>
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<tr>
<td>PSY 105</td>
<td>Introduction to Psychology*</td>
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**Interdisciplinary and Career Studies Requirements**

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<th>COURSE TITLE</th>
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<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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**General Electives(s)**

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<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Elective(s)</td>
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**TOTAL SEMESTER CREDIT HOURS**

<table>
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<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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</table>

* 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-elly.edu/disclosures
Accounting Systems Specialist Certificate Program

HEGIS Code 5002

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.

Students will learn basic accounting, computerized accounting, and software applications used to record financial information and transactions. The program also provides a core of theoretical knowledge and applied skills in general business management, office productivity software and computer operating systems, general education and higher education success, career and employment preparation, and further specialization and exploration of different subjects through both general and restricted electives.

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

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<td>ACC 110</td>
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<td>ACC 118</td>
<td>Computerized Accounting Applications</td>
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<td>ACC 120</td>
<td>Principles of Managerial Accounting</td>
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<td>BM 112</td>
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<td>DLP 100</td>
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<td>DLP 105</td>
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<td>Spreadsheet and Database Applications</td>
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<td>ENG 102</td>
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<td>IL 100</td>
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<td>GS 101</td>
<td>Freshman Seminar</td>
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<tr>
<td>GS 251A</td>
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<td>Elective(s)</td>
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<td>TOTAL SEMESTER CREDIT HOURS</td>
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</table>

* 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
Business Technologies Specialist Certificate Program

Mildred Elley – Albany, NY Campus

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.

<table>
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<th>COURSE NUMBER</th>
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<td>DLP 100</td>
<td>Principles of Digital Literacy</td>
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<td></td>
<td>DLP 105</td>
<td>Document Processing I</td>
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<td>DLP 110</td>
<td>Word Processing and Presentation Applications</td>
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<td>Computer Concepts</td>
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<td>General Education Requirements</td>
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<tr>
<td>Interdisciplinary and Career Studies Requirements</td>
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<td>TOTAL SEMESTER CREDIT HOURS</td>
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* 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
Office, Project, and Event Management A.O.S. Degree Program

HEGIS Code 5005

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tbody>
<tr>
<td>BM 112</td>
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<td>BM 200</td>
<td>Customer Service and Sales Management</td>
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<td>BM 213</td>
<td>Human Resource Management</td>
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<td>ENG 102</td>
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<td>ENG 103</td>
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<td>IL 100</td>
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<td>PSY 105</td>
<td>Introduction to Psychology*</td>
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<td>GS 101</td>
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<td>Elective(s)</td>
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* 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
Administrative Assistant Certificate Program

HEGIS Code 5005

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.

Graduates of the Administrative Assistant program obtain employment in all types of businesses including law offices, medical offices, insurance companies, schools and colleges, accounting firms, and governmental agencies.

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<tr>
<td>BM 200</td>
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</table>

* General Education Course

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Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
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®), Microsoft Certified Solutions Associate (MCSA®), 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.

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® 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®) 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® exams on an Information Professional track as follows:
  - *IT 226 Client Operating Systems* prepares students for taking Microsoft Exam 98-349, Windows OS Fundamentals
  - *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.

- Microsoft Technology Associate – Support Technician certification allows the individual to pursue a career as a help desk technician. After achieving the base MTA certification, two more courses and exams will qualify the individual of the Support Technician certification. The curriculum in the Information Technology department has the courses to achieve this certification.
For more information about Microsoft® certifications, please visit:


<table>
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<td>DLP 100</td>
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<td>The Internet and Web Page Design</td>
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<tr>
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<td>English Composition*</td>
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* 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
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.

<table>
<thead>
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<td>IT 226</td>
<td>Client Operating Systems</td>
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* 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.
Advanced Paralegal Studies A.A.S. Degree Program

HEGIS Code 5099

The A.A.S. program in Advanced Paralegal Studies prepares individuals for paraprofessional careers in legal services and related fields as corporate and litigation paralegals, legal assistants, and law office managers. The A.A.S. program builds on the institution’s existing program at the Certificate level, and aims to create a dual-track set of outcomes emphasizing both occupational objectives of paralegal training and advancement to four-year degree programs for its graduates.

<table>
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<td>Business Law</td>
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Interdisciplinary and Career Studies Requirements

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TOTAL SEMESTER CREDIT HOURS

65

* 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
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.A.S. degree in Advanced Paralegal Studies.

<table>
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* 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
Massage Therapy A.O.S. Degree Program

HEGIS Code 5299

72 Semester Credit Hours

The Massage Therapy Associate’s degree program offers 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.

<table>
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<th>COURSE NUMBER</th>
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<td>First Aid, CPR &amp; AED</td>
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<td>MT 125</td>
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<td>MT 171</td>
<td>Sports Massage</td>
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<td>MT 173</td>
<td>Neuromuscular Therapy</td>
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<td>MT 175</td>
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<td>MT 201</td>
<td>Oriental Massage I</td>
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<td>MT 211</td>
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<td>MT 213</td>
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<td>MT 237</td>
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<td>MT 251</td>
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<td>MT 253</td>
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Restricted Electives (must choose a total of 2 credits)

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TOTAL SEMESTER CREDIT HOURS 72

* Total program contact hours will be between 1246 and 1253 depending on the restricted electives selected.

* General Education Course

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
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.

### Major Core Requirements

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<tr>
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#### Restricted Elective(s)

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.

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**Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures**
# DEPARTMENT OF MEDICAL ASSISTING

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

*HEGIS Code 5214*  
*60 Semester Credit Hours*

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*.

<table>
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<td>BIO 110</td>
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<td>MA 100</td>
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<td>MA 114</td>
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<td>ENG 103</td>
<td>Oral Communications*</td>
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<td>IL 100</td>
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<td>PSY 105</td>
<td>Introduction to Psychology*</td>
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<tr>
<td><strong>Interdisciplinary and Career Studies Requirements</strong></td>
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<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
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<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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<tr>
<td><strong>General Elective(s)</strong></td>
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<td>Elective(s)</td>
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<tr>
<td><strong>TOTAL SEMESTER CREDIT HOURS</strong></td>
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</tbody>
</table>

* 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

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tbody>
<tr>
<td>Major Core Requirements</td>
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<tr>
<td>BIO 110</td>
<td>Anatomy &amp; Physiology I</td>
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<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>DLP 105</td>
<td>Document Processing</td>
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<td>HEA 110</td>
<td>Medical Law and Ethics</td>
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<td>HEA 112</td>
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<tr>
<td>MA 100</td>
<td>Introduction to Patient Care</td>
<td>3</td>
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<tr>
<td>MA 114</td>
<td>Medical Insurance</td>
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<tr>
<td>MA 200</td>
<td>Hematology and Phlebotomy Procedures</td>
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<td>MA 205</td>
<td>Cardiovascular Care and Procedures</td>
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<td>MA 210</td>
<td>Specialized Procedures</td>
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<td>MA 264</td>
<td>Internship</td>
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<tr>
<td>ENG 102</td>
<td>English Composition*</td>
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<tr>
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<tr>
<td>Interdisciplinary and Career Studies Requirements</td>
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* 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
Medical Office Assistant Certificate Program

HEGIS Code 5214

38 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.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BIO 110</td>
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<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
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<td>DLP 100</td>
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<td>DLP 105</td>
<td>Document Processing</td>
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<td>DLP 110</td>
<td>Word Processing and Presentation Applications</td>
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<td>DLP 120</td>
<td>Spreadsheet and Database Applications</td>
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<td>HEA 110</td>
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<td>HEA 112</td>
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<td>MA 114</td>
<td>Medical Insurance</td>
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<td>MA 118</td>
<td>Medical Office Management</td>
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<td>ENG 102</td>
<td>English Composition*</td>
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<td>GS 251A</td>
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<td><strong>TOTAL SEMESTER CREDIT HOURS</strong></td>
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</table>

* General Education Course

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Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Practical Nursing Certificate Program

HEGIS Code 5209.20 53 Semester Credit Hours

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 program also provides students with the educational foundation for preparing to take the NCLEX-PN examination, the passing of which enables the student to obtain 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 the Practical Nursing Student Handbook, available from the program faculty. All Practical Nursing courses are taught within each academic year.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<td>BIO 210</td>
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<td>BIO 211</td>
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<td>HEA 112</td>
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<td>LPN 120</td>
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<td>LPN 122</td>
<td>Mathematics for Nursing</td>
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<td>LPN 210</td>
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<td>LPN 220</td>
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<td>LPN 230</td>
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<td>Nursing Leadership and Exam Preparation</td>
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<td>GS 251A</td>
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</table>

**Total Semester Credit Hours**  
53

*General Education Course

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
NON-CREDIT BEARING PROGRAMS

Hospital-Based Coding Certificate Program

HEGIS Code 5213.00

Non-Credit Bearing (428 Hours)

The Hospital-Based Coding Certificate is a 428-hour distance education program. Upon completing the certificate, graduates have the technical skills and medical science background to take the national certification (Certified Coding Associate [CCA]) examination administered by the American Health Information Management Association [AHIMA]) and enter the hospital-based coding profession. Students will learn how to properly classify medical data from patient records, review patient records, and assign numeric codes for each diagnosis and procedure.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>MT 070</td>
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<td>16</td>
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<tr>
<td>BIO 110HBC</td>
<td>Anatomy and Physiology</td>
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<td>HBC 100</td>
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<td>HBC 110</td>
<td>HBC Internship</td>
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</table>

TOTAL CONTACT HOURS 428

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Medical Transcription Certificate Program

HEGIS Code 5213.00
Non-Credit Bearing (248-1200 Hours)

The Medical Transcription Certificate is a distance education program that a student may take either in a synchronous (live) or asynchronous (self-paced) format. Upon completing the certificate, graduates have the technical skills and medical science background that prepares them to take the Registered Healthcare Documentation Specialist exam offered by the Association for Healthcare Documentation Integrity (AHDI). RHDSs work as entry-level, acute-care medical transcriptionists in hospitals, transcription services, and physicians’ offices. Medical transcription skills are honed with practice on authentic healthcare providers’ dictation. Advanced transcription skills in medical style, grammar, and industry-specific technology are emphasized.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
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<tr>
<td>MT 070</td>
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<td>MTR 080</td>
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<td>MTR 090</td>
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TOTAL CONTACT HOURS 248

The table below applies to self-paced study:

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<th>CONTACT HOURS</th>
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<tr>
<td>MTRSP 070</td>
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<tr>
<td>MTRSP 080</td>
<td>Basic Anatomical Terminology</td>
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<tr>
<td>MTRSP 090</td>
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<td>Online Transcription Essentials</td>
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<td>MTRSP 115</td>
<td>Medical Transcription</td>
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</table>

TOTAL CONTACT HOURS 1200

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Non-Medical Transcription Certificate Program

HEGIS Code 5005.00

The Non-Medical Transcription Certificate is an 80 hour distance education program. Upon completing the certificate, graduates have the technical skills and background that prepares them to enter into the law enforcement, insurance company, criminal justice, or other business industries as an at-home transcriptionist. Coursework includes instruction in the proper use of equipment as well as in terminology, formatting, grammar and punctuation, improper English, including slang and verbatim testimony, and confidentiality.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Requirements</td>
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<tr>
<td>NMT 100 Non-Medical Transcription</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CONTACT HOURS**

80

*Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures*
Physician-Based Billing and Coding Certificate Program

HEGIS Code 5213.00

The Physician-Based Billing and Coding Certificate is a distance education program comprised of 168 hours. Upon completing the certificate, graduates have the technical skills and medical science background that prepares them to begin entry-level work as a physician-based billing and coding specialist. Upon completing the certificate, graduates have the technical skills and medical science background to take the national certification (CPG - Certified Professional Coder) examination administered by the American Academy of Professional Codes, AAPC, and enter the physician-based coding profession. Physician-based billing and coding specialists assign unique identifiers from standardized code manuals to the narrative descriptions of diseases, injuries, and healthcare procedures found in patient charts. These codes then become the basis for billing requests which are prepared and submitted as claims for services provided by healthcare professionals to the parties responsible for their reimbursement. Students will simulate billing and coding experiences which may be used in a variety of physician-based practices.

<table>
<thead>
<tr>
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<th>HOURS</th>
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<tr>
<td>MT 070</td>
<td>Medical Terminology</td>
<td>16</td>
</tr>
<tr>
<td>BIO 110HBC</td>
<td>Anatomy and Physiology</td>
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<td>PBC 100</td>
<td>Medical Coding for the Physician-based Practice</td>
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<td>PBC 110</td>
<td>Medical Insurance Billing</td>
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</table>

**TOTAL CONTACT HOURS**

168

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

ACC 110 Principles of Financial Accounting 3 semester credits 3/0/0
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 2/1/0
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 3/0/0
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): ACC 110, Principles of Financial Accounting.

ACC 222 Intermediate Managerial Accounting 3 semester credits 3/0/0
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 3/0/0
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  
3/0/0  
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 110**  
**Anatomy and Physiology I**  
4 semester credits  
3/1/0  
This is part I of a sequential, two part series of courses which will concentrate on an overview of cellular biology and chemistry, bio-organization and body systems. Basic laboratory techniques such as dissection and microscopy are used to further enhance lecture material. **Prerequisite(s):** HEA 112, Medical Terminology.

**BIO 210**  
**Anatomy and Physiology II**  
4 semester credits  
3/1/0  
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 structure and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Basic Laboratory techniques and microscopy are taught to further enhance lecture material. **Prerequisite(s):** BIO 110 Anatomy and Physiology I.

**BIO 211**  
**Pharmacology**  
3 semester credits  
3/0/0  
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):** HEA 112, Medical Terminology.

**BIO 281-6**  
**Special Topics in Biological Sciences**  
1-6 semester credits  
0/0/1-6  
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  
3/0/0  
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  
3/0/0  
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.
BM 130  Personal Financial Management  3 semester credits  3/0/0
This course is designed to help the student learn the basics of personal financial management and decision making, and to acquire the skills and tools necessary to function in our complex commercial environment. Students will create comprehensive financial plans to enhance the quality of their lives and increase their satisfaction by reducing future uncertainty. Topics will include: personal financial goals and budgeting; banking and consumer credit; insurance and risk management; housing; taxation; investments; and asset planning. Prerequisite(s): None.

BM 200  Customer Service and Sales Management  3 semester credits  3/0/0
This course examines two topics that are crucial to any business’s success or failure: gaining customers through sales and retaining them through outstanding customer service. Strategies for success for customer-focused organizations and tactics of action for managers and front-level employees are explored, with a concentration on best practices in sales management, service culture, verbal and non-verbal communications, utilization of technology, understanding customer needs, dealing with difficult customers, and building customer loyalty. Prerequisite(s): None.

BM 213  Human Resource Management  3 semester credits  3/0/0
In this course, students are introduced to the fundamentals of constructive personnel practices and techniques. Students receive instruction in theories of human behavior used in implementing human resource policies that deal with the recruitment, retention, and development of human resources. Prerequisite(s): None.

BM 215  Business Research  3 semester credits  3/0/0
In this course, students receive a comprehensive introduction to the different methods of research. Students learn to identify primary, secondary, and tertiary sources and will learn how to properly cite research sources. Students are required to produce a substantive research project at the completion of the course. Prerequisite(s): None.

BM 217  Marketing  3 semester credits  3/0/0
Students receive an introduction to the scope and significance of marketing in the American economy. The structure, functions, and behavior of distribution systems are analyzed, including relationships in marketing networks among manufacturers, middlemen, retailers, consumers, specialized marketing firms, and governmental agencies. By using several simulations, students incorporate original research in determining product, price, place, and promotion strategies for both product and service-based companies. Prerequisite(s): None.

BM 222  Office Information and Management Systems  3 semester credits  2/1/0
This course concentrates on two tools of efficient office information and management systems: electronic communications and project management. In the first part of this course, students will concentrate on learning both fundamental and advanced tools of an electronic mail client software package, as well as business protocol for electronic communications; the second part will concentrate on the process of establishing a system for efficient project management. Prerequisite(s): None.

BM 230  Project Management  3 semester credits  3/0/0
This course explores principles, strategies, and best practices in project management, with a focus on organizational structures, behaviors, usage of information technology, planning processes, resource allocation, budgeting, performance measurement, and project evaluation and completion. Students will complete a project demonstrating mastery of concepts covered in the course. Prerequisite(s): BM 112 Business Organization and Management.

BM 240  Entrepreneurship  3 semester credits  3/0/0
Students learn the essential elements needed to successfully plan for and start a small business. The course focuses on the start-up activities of a small business including entrepreneurship, the planning 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  0/0/1-6
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  1-6/1-6/0
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.

DLP: Digital Literacy and Productivity

DLP 100  Principles of Digital Literacy  1 semester credit  1/0/0
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  2/1/0
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  2/1/0
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  2/1/0
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 3/0/0
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 3/0/0
This course examines economic issues of recreation, tourism, and leisure from a non-technical prospective, 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 102 English Composition* 3 semester credits 3/0/0
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): None

ENG 103 Oral Communications* 3 semester credits 3/0/0
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 countering 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 1-6/1-6/0
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 3/0/0
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.

GS: General Studies

GS 101 Freshman Seminar 2 semester credits 2/0/0
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 102 Freshman Seminar 3 semester credits 3/0/0
This course provides a comprehensive overview of the best practices in college level study skills and workplace professionalism. Soft skills, such as emotional intelligence and conflict management are presented alongside hard skills like Word formatting and research organization. This course strives to provide the most basic skills needed to succeed in today's campuses and workplaces. Prerequisite(s): None.

GS 251A Career Counseling Seminar 1 semester credit 1/0/0
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 3/0/0
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 110  Medical Law and Ethics  
2 semester credit  
This course explores the principal applications of federal and state regulations in health care delivery, including issues related to scope of practice for medical assistants and health care practitioners, professional conduct, patient privacy and confidentiality, and medical record maintenance. Students further discuss principles of ethics and morality, and their applications in a variety of situations typically encountered in the health care system. Prerequisite(s): None.

HEA 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.

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  3/0/0
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): None.

HUM 112 Survey of Art History*  3 semester credits  3/0/0
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  1-6/1-6/0
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  1/0/0
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  3/0/0
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  2/1/0
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  2/1/0
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  2/1/0
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  2/1/0
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  2/1/0
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  2/1/0
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 222, Networking I.

IT 228  Relational Databases  3 semester credits  2/1/0
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  2/1/0
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  2/1/0
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 240</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
<td>2/1/0</td>
<td>A Mathematics (MAT) course.</td>
</tr>
<tr>
<td>IT 245</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
<td>2/1/0</td>
<td>A Mathematics (MAT) course.</td>
</tr>
<tr>
<td>IT 248</td>
<td>Web Authoring Applications</td>
<td>3</td>
<td>2/1/0</td>
<td>IT 120, The Internet and Web Page Design.</td>
</tr>
<tr>
<td>IT 250</td>
<td>Electronic Commerce</td>
<td>3</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>IT 256</td>
<td>JavaScript</td>
<td>3</td>
<td>2/1/0</td>
<td>IT 120, The Internet and Web Page Design.</td>
</tr>
<tr>
<td>IT 270</td>
<td>Network Server Management</td>
<td>3</td>
<td>2/1/0</td>
<td>IT 224, Networking II.</td>
</tr>
<tr>
<td>IT 272</td>
<td>Network Infrastructure</td>
<td>3</td>
<td>2/1/0</td>
<td>IT 224, Networking II.</td>
</tr>
<tr>
<td>IT 261-6</td>
<td>Internship</td>
<td>1-6</td>
<td>0/0/1-6</td>
<td>Permission of the Department Chair.</td>
</tr>
<tr>
<td>IT 281-6</td>
<td>Special Topics in Information Technology</td>
<td>1-6</td>
<td>1-6/1-6/0</td>
<td>Permission of the Department Chair.</td>
</tr>
</tbody>
</table>
### LPN: Practical Nursing

**LPN 120  Practical Nursing in New York State**  
1 semester credit 1/0/0  
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: Co-requisite(s): LPN 210, Practical Nursing I.

**LPN 122  Mathematics for Nursing**  
1 semester credit 1/0/0  
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; HEA 112, Medical Terminology BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II and BIO 211 Pharmacology. Co-requisite(s): LPN 130, Introduction to Practical Nursing.

**LPN 130  Introduction to Practical Nursing**  
4 semester credits 3/1/0  
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: HEA 112, Medical Terminology, BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II and BIO 211 Pharmacology. Co-requisite(s): LPN 122, Mathematics for Nursing.

**LPN 210  Practical Nursing I**  
5 semester credits 2/5/2.5  
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 130, Introduction to Practical Nursing; and LPN 122, Mathematics for Nursing. Co-requisite(s): LPN 120, Practical Nursing in New York State.

**LPN 220  Practical Nursing II**  
5 semester credits 2/5/2.5  
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. Co-requisite(s): LPN 240, Practical Nursing IV.

**LPN 230  Practical Nursing III**  
6 semester credits 3/0/3  
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; Prerequisite(s): LPN 210, Practical Nursing I. LPN 120, Practical Nursing in New York State.
LPN 240  Practical Nursing IV  6 semester credits  3/0/3
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  1/0/0
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. Co-requisite(s): LPN 220, Practical Nursing II.

MA: Medical Assisting

MA 100  Introduction to Patient Care  3 semester credit  2/1/0
In this course, students are introduced to the essential responsibilities and the scope of practice of medical assistant, as well as the basic skills for taking patient history and the preparation of the patient and the examination room for a physical exam. This course will also cover the appropriate responses to medical emergencies and skills in medical assistant tasks in minor surgery and wound care. Prerequisite(s): HEA 112 Medical Terminology.

MA 114  Medical Insurance  3 semester credits  3/0/0
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): HEA 112, Medical Terminology.

MA 118  Medical Office Management  3 semester credits  3/0/0
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): HEA 112, Medical Terminology; DLP 105, Document Processing.

MA 122  Multiculturalism in the Healthcare Environment  3 semester credits  3/0/0
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 200  Hematology and Phlebotomy Procedures  3 semester credit hours  2/1/0
The didactic part of this course concentrates on hematology, a study of blood, blood-forming organs, and blood diseases. The clinical part of the course concentrates on helping students develop and perfect their skills in phlebotomy, the practice of drawing blood for clinical specimen collection, as well as usage of a microscope in the clinical environment. Prerequisite(s): BIO 210, Anatomy and Physiology II; MA 100, Introduction to Patient Care.
MA 205  Cardiovascular Care and Procedures  3 semester credit hours  2/1/0
The didactic part of this course reviews the anatomy and physiology of the human cardiovascular system and the scope of practice of medical assistants in assisting health care practitioners in performing cardiovascular care-related tasks. In the clinical part of the course, students practice use of an electrocardiograph machine, prepare electrocardiograms for analysis by health care practitioners, and engage in supporting tasks for other cardiovascular procedures (such as the stress test). Prerequisite(s): BIO 210, Anatomy and Physiology II; MA 100, Introduction to Patient Care.

MA 210  Specialized Procedures  3 semester credit hours  2/1/0
This course concentrates on theoretical foundations and clinical skills necessary for successfully performing medical assistant duties in specialized procedures and environments in eye and ear, gastrointestinal, pulmonary, reproductive, pediatric, geriatric, rehabilitative health care, microbiology, and urinalysis. Prerequisite(s): MA 200, Hematology and Phlebotomy Procedures; MA 205 Cardiovascular Care and Procedures

MA 222  Diagnostic and Procedural Coding  3 semester credits  3/0/0
This advanced course in medical coding instructs students in the proper ICD-10-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  0/0/1-6
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): Completion of the Medical Assisting program and Permission of the Department Chair.

MA 281-6  Special Topics in Medical Studies  1-6 semester credits  1-6/1-6/0
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 130  Business Mathematics  3 semester credits  3/0/0
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. Prerequisites: None

MAT 150  Finite Mathematics*  3 semester credits  3/0/0
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: None
MAT 160  Quantitative Literacy  3 semester credits  3/0/0
This course is designed to help students gain an understanding of fundamental mathematical skills and the application of these skills to everyday life. Topics include critical thinking, numbers in the real world, managing money and beginning statistics and probability. Prerequisites: None

MAT 170  College Algebra  3 semester credits  3/0/0
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: None

MAT 180  Introductory Statistics  3 semester credits  3/0/0
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: None

MAT 281-6 Special Topics in Mathematics*  1-6 semester credits  1-6/1-6/0
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: None

MT: Massage Therapy

MT 101  Western Massage I  3 semester credits  2.5/5/0
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  2.5/5/0
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 121 Myology and Kinesiology.

MT 111  Professional Development and Ethics I  2 semester credits  2/0/0
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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>MT 113</td>
<td>Professional Development and Ethics II</td>
<td>2</td>
<td>Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I.</td>
</tr>
<tr>
<td>MT 121</td>
<td>Myology and Kinesiology I</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program.</td>
</tr>
<tr>
<td>MT 123</td>
<td>Myology and Kinesiology II</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I.</td>
</tr>
<tr>
<td>MT 125</td>
<td>Myology and Kinesiology III</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.</td>
</tr>
<tr>
<td>MT 127</td>
<td>Myology and Kinesiology: Palpation and Muscle Testing Lab</td>
<td>1</td>
<td>Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.</td>
</tr>
<tr>
<td>MT 171</td>
<td>Sports Massage</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I.</td>
</tr>
<tr>
<td>MT 173</td>
<td>Neuromuscular Therapy</td>
<td>2</td>
<td>Matriculation in a Massage Therapy program; MT 103, Western Massage II.</td>
</tr>
<tr>
<td>MT 175</td>
<td>Reflexology</td>
<td>1</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I.</td>
</tr>
</tbody>
</table>
MT 177  Massage in a Healthcare Environment  1 semester credit  1/0/0
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  1/0/0
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 103, Western Massage II.

MT 201  Oriental Massage I  3 semester credits  2.5/.5/0
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  2.5/.5/0
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  3/0/0
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  3/0/0
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  3/0/0
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.

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<th>Course Code</th>
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<tbody>
<tr>
<td>MT 231</td>
<td>Myofascial Release Therapy</td>
<td>1</td>
<td>.5/.5/0</td>
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<td>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.</td>
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<tr>
<td>MT 233</td>
<td>Polarity Therapy</td>
<td>1</td>
<td>.5/.5/0</td>
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<td>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.</td>
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<tr>
<td>MT 235</td>
<td>Thai Massage</td>
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<td>1/0/0</td>
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<td>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.</td>
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<tr>
<td>MT 237</td>
<td>Craniosacral Therapy</td>
<td>1</td>
<td>.5/.5/0</td>
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<td>The course focuses on the deepest fascial layer - the craniosacral system. Students will develop skills to palpate and enhance the circulation of the cerebrospinal fluid by alleviating restrictions in the meninges and dural tube that enclose the brain and spinal cord. The will also learn to perform a basic ten-step protocol. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.</td>
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<tr>
<td>MT 251</td>
<td>Clinic I</td>
<td>1</td>
<td>0/0/1</td>
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<td>Students, under supervision, perform one-hour massage sessions in the school’s clinic. Students gain practical experience by working directly with clients, strengthening their interview skills, keeping accurate records, researching medical literature, assessing the client, creating a treatment plan, and communicating with the client in a functional way. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II; successful completion of a Department practical exam.</td>
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<tr>
<td>MT 253</td>
<td>Clinic II</td>
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<td>0/0/1</td>
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<td>Students, under the direct supervision of a licensed massage therapist, gain practical experience by performing chair massage and one and one and a half-hour massage sessions in the school’s clinic. Prerequisite(s): Matriculation in a Massage Therapy program; MT 251, Clinic I.</td>
</tr>
<tr>
<td>MT 281-6</td>
<td>Special Topics in Massage Therapy</td>
<td>1-6</td>
<td>1-6/1-6/0</td>
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<td>In this course, topics of special interest in the field of massage therapy and related fields 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 massage therapy theory and techniques for special populations and conditions, new and emerging techniques in the field, and related interdisciplinary topics. 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. This course may be repeated for credit multiple times, if different topics are covered each time. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): Matriculation in a Massage Therapy program; Permission of the Department Chair.</td>
</tr>
</tbody>
</table>
MT 290  Massage Therapy Capstone Course       1 semester credit       1/0/0
This course prepares massage therapy students to make the transition from student to the role of confident licensed professionals upon graduation. They will demonstrate, create and present a portfolio that demonstrates their expertise in massage therapy. The portfolio will demonstrate professionalism along with critical thinking as they develop and implement a plan of care for clients within their scope of practice.

PHI: Philosophy

PHI 100  Ethics, Morality, and Values*       3 semester credits       3/0/0
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       3/0/0
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.

PL: Paralegal Studies

PL 105  Introduction to Paralegal Studies and Civil Litigation       3 semester credits       3/0/0
This course provides students with a comprehensive introduction to paralegal studies, focusing on the role and the scope of practice of the paralegal professional in civil litigation and practice. The structure and jurisdiction of all state courts and the federal court systems are discussed. This course also concentrates on the development of pleadings, service of process, motion practice, venue, statutes of limitations, provisional remedies, discovery, depositions, legal terminology, ethics, and the enforcement of judgments. Prerequisite(s): None.

PL 108  Law and Issues in Health Care       3 semester credits       3/0/0
In this course, students learn the interrelationship between law and medicine as it affects rights and liabilities of both providers and recipients of medical services. Topics covered in this introductory course generally include: an overview of US law systems and tort law; patient information management and privacy; patient consent; liability issues for professionals and medical staff; legal reporting requirements; patients’ rights; liability insurance; managed care; and other topics of current interest in the field. Prerequisite(s): None.

PL 114  Family Law       3 semester credits       3/0/0
In this course, students learn family law with an emphasis on New York state rules. The course covers relations before marriage, marriage formalities, separations, divorce, support, equitable distribution, custody, visitation, paternity, foster care, domestic violence, juvenile delinquency and termination of parental rights, as well as emerging issues in family law. Prerequisite(s): None.

PL 116  Business Law       3 semester credits       3/0/0
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.
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<tbody>
<tr>
<td>PL 118</td>
<td>Real Estate Law</td>
<td>3</td>
<td>None.</td>
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</table>
|             | 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       | PL 105, Introduction to Paralegal Studies and Civil Litigation. |
|             | 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       | None.                                   |
|             | 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       | PL 105, Introduction to Paralegal Studies and Civil Litigation. |
|             | 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       | PL 105, Introduction to Paralegal Studies and Civil Litigation. |
|             | 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       | PL 105, Introduction to Paralegal Studies and Civil Litigation. |
|             | 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       | None.                                   |
|             | 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.               |
|             | 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  3/0/0
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  0/0/1-6
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  1-6/1-6/0
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.  The course will also involve drafting techniques; students will prepare civil
litigation pleadings and discovery documents  Prerequisite(s):  Permission of the Department Chair.

PSC:  Political Science

PSC 110  American Government and Politics*  3 semester credits  3/0/0
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  3/0/0
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  3/0/0
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  2/1/0
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 0/0/1-6
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 3/0/0
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):** None.

**PSY 210 Psychology of Child and Adolescent Development**
3 semester credits 3/0/0
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 1-6/1-6/0
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 3/0/0
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.
NON-CREDIT BEARING COURSE DESCRIPTIONS

*** The following courses are non-credit bearing AND non-transferable. Non-credit bearing courses cannot be used as substitute or replacement for courses in credit bearing certificate and/or degree programs. ***

MT: Medical Terminology

MT 070 Medical Terminology 16 Contact Hours
MTRSP 070 Medical Terminology Self-Paced Study: 125 Hours
In this course students will learn approximately 400 medical word parts (prefixes, suffixes, and combining forms/word roots), their meanings, and origins, and how they combine to make medical terms. Prerequisite(s): None.

BIO: Biology

BIO 110HBC Anatomy and Physiology 32 Contact Hours
This course provides students with a basic introduction to the structure and function of the human body with an emphasis on the basic components of anatomy and physiology. Students will learn commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. Students are introduced to pharmaceuticals used to treat symptoms and diseases within each body system. Prerequisite(s): MT 070, Medical Terminology.

HBC: Hospital-Based Coding

HBC 100 Hospital-Based Coding 300 Contact Hours
In this course students will demonstrate the skills required to enter the coding profession and prepare to take the national certification examination. Students will classify medical data from patient records; review and assign numeric codes for each diagnosis and procedure in a patient record; and review protocol necessary to report coded data to insurance companies or government agencies for reimbursement. Prerequisite(s): MT 070, Medical Terminology and BIO 110HBC, Anatomy and Physiology.

HBC 110 Hospital-Based Coding Internship 80 Contact Hours
This internship provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience in a hospital medical records department. Under the direction of an internship 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 comprised of 60 hours of coding practice and 20 hours of clerical/administrative practice. Prerequisite(s): HBC 100, Hospital Based Coding.

MTR: Medical Transcription

MTR 080 Basic Anatomy 32 Contact Hours
This course introduces students to the structure and function of the human body with an emphasis on the basic components of anatomy. Students will identify commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. Prerequisite(s): MT 070, Medical Terminology or MTRSP 070, Medical Terminology.
MTRSP 080  Basic Anatomical Terminology  Self-Paced Study: 135 Hours
This course is an introduction to the structure and function of the human body with an emphasis on the basic components of anatomy. Students will identify commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. By connecting various word parts in an organized sequence, thousands of words can be built and learned. Prerequisite(s): MT 070, Medical Terminology or MTRSP 070, Medical Terminology.

MTR 090  HIPAA  4 Contact Hours
MTRSP 090  HIPAA  Self-Paced Study: 4 Hours
This course is an independent study CD-ROM tutorial which covers the HIPAA Privacy laws encountered in the Health Care setting and incorporates the new regulations from the government adopted over the past several years and required healthcare settings in 2009. The LearnSomething format is utilized to reinforce critical HIPAA material. The course takes from 2 to 5 hours to complete and includes a printable "certificate of completion" for the health professional's portfolio upon successful completion of the course. Prerequisite(s): None.

MTR 100  Online Transcription Essentials  16 Contact Hours
MTRSP 100  Online Transcription Essentials  Self-Paced Study: 16 Hours
This course provides students with an in-depth look at an actual transcription platform, the inner workings of an FTP site, transcription shortcut programs, and the procedure of determining the ins and outs of an MT's own computer. Prerequisite(s): MT 070 or MTRSP 070 Medical Terminology and MTR 080 or MTRSP 080 Basic Anatomy.

MTR 110  Medical Transcription  60 Contact Hours
This course provides 20 hours of authentic dictation [approximately 120+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. In addition to hands-on transcribing, the student is also trained in: speech recognition editing; transcription resources; and the use of technology. Prerequisite(s): MTR 090 HIPAA and MTR 100 OTE Training.

MTRSP 115  Medical Transcription  Self-Paced Study: 920 Hours
This course provides 40 hours of authentic dictation [approximately 240+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. In addition to hands-on transcribing, the student is also trained in: speech recognition editing; transcription resources; and the use of technology. Prerequisite(s): MTRSP 100 Online Transcription Essentials.

MTR 120  Medical Transcription Externship  120 Contact Hours
This course provides 20 hours of acute care authentic dictation [approximately 120+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. Prerequisite(s): MTR 110 Medical Transcription.

NMT: Non-Medical Transcription

NMT 100  Non-Medical Transcription  80 Contact Hours
This course prepares students for transcription in non-medical fields such as law enforcement, criminal justice, insurance and business industries. Topics include: proper use of equipment; terminology; formatting; grammar and punctuation; improper English, (including slang and verbatim testimony), and confidentiality. Students must complete 64 hours of non-medical transcription provided by the school. Prerequisite(s): None.
PBC: Physician-Based Billing and Coding

PBC 100 Medical Coding for the Physician –Based Practice 60 Contact Hours
In this course, students will code medical information according to industry standard guidelines in order to generate billable claims. Students will identify and apply coding systems for ICD-9-CM, CPT-4 and HCPCS through the creation of office notes, operative notes and billing slips/superbills. Students will simulate coding experiences which may be used in a variety of physician-based offices and facilities. Prerequisite(s): BIO 110HBC Anatomy and Physiology.

PBC 110 Medical Insurance Billing 60 Contact Hours
In this course, students will identify elements and provisions of common medical insurance policies and demonstrate the process of handling claims. Students will: define and describe features of CPT, HCPCS, ICD-9-CM and ADA coding systems; access, navigate, locate and print various medical billing systems; and, add, save, access, edit and print patient accounts. Prerequisite(s): PBC 100 Medical Coding for the Physician –Based Practice.
<table>
<thead>
<tr>
<th>Office of the Campus President</th>
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<tr>
<td>Annette Jeffes</td>
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<td>Campus President</td>
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<tr>
<th>Office of Academic Affairs</th>
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<tbody>
<tr>
<td>Michelle Paige</td>
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<td>Dean of Academic Affairs</td>
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<tr>
<th>Kerry Cirillo</th>
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<tbody>
<tr>
<td>Department Chair, Medical Assisting and Instructor, Full-time</td>
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<tr>
<td>B.S., State University of New York at Potsdam; M.S., Albany Medical College</td>
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<tr>
<th>Karla Duffy, MS, RN</th>
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<tr>
<td>Department Chair, Nursing and Instructor Full-time</td>
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<tr>
<td>A.A.S., Hudson Valley Community College – State University of New York</td>
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<td>B.S., Excelsior College</td>
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<th>Belinda Green, L.M.T.</th>
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<tr>
<td>Department Chair, Massage Therapy and Instructor, Full-time</td>
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<tr>
<td>A.O.S., Mildred Elley</td>
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<td>B.S., The Sage Colleges</td>
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<tr>
<th>Amanda Malfer</th>
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<tr>
<td>Department Chair, General Studies and Associate Professor, Full-time</td>
</tr>
<tr>
<td>B.A., College at Plattsburgh—State University of New York; B.S., College at Plattsburgh—State University of New York; M.S., College at Plattsburgh—State University of New York</td>
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<th>Bruce Peck</th>
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<tr>
<td>Department Chair, Business Management &amp; Associate Professor, Part-time</td>
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<tr>
<td>B.A., Columbia University; M.B.A., Columbia University</td>
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<tr>
<th>Nakita Valcki, Esq.</th>
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<tr>
<td>Department Chair, Paralegal Studies and Instructor, Full-time</td>
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<tr>
<td>B.A., The College of St. Rose</td>
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<th>Pending Appointment</th>
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<tr>
<td>Department Chair, Information Technology</td>
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Office of Academic Support and Advising
Meghan Tice  
Director, Academic Support and Advising

Stephanie O’Rourke  
Student Services Support Specialist

Jennie Kakavelos  
Director of Retention and Reentry

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Tyler Kirk  
Director of Career Services

Office of Library Services
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Librarian

Office of the Registrar
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Office of Admissions
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Admissions Representative, Non-Credit Bearing Programs

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Jacqueline Dupuy  
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Joel Finochiaro  
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Ladonna Sanders  
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Mary Lou Schultz  
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Nina Shear  
Admissions Representative

Angie Vanpatten  
Admissions Representative

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Regional Director, Financial Aid

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Financial Aid Representative

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M.S., University of Phoenix

Andrew Younkins, Esq.  
*Instructor Paralegal Studies, Part-time*
B.A., Hampshire College  
J.D., University of San Francisco, School of Law
ACADEMIC CALENDAR, 2015-2016

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<tr>
<th>ACADEMIC TERM</th>
<th>IMPORTANT DATES</th>
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| **Fall I, 2015** | **Monday, September 21, 2015 – Sunday, November 15, 2015**  
☼ Holiday: Monday, October 12, 2015 (Columbus Day)  
Last Day of Classes: Sunday, November 15, 2015 |
| **Fall II, 2015** | **Monday, November 16,  2015 – Sunday, January 17, 2016**  
☼ Thanksgiving Break: Thursday, November 26 – Friday, November 27, 2015  
☼ Break: Thursday, December 24, 2015 – Friday, January 1, 2016  
Classes resume January 2, 2016  
Last Day of Classes: Sunday, January 17, 2016  
☼ Break: Monday, January 18 – Sunday, January 24, 2016 |
| **Spring I, 2016** | **Monday, January 25,  2016 – Sunday, March 20, 2016**  
☼ Holiday: Monday, February 15, 2016 (Presidents’ Day)  
Last Day of Classes: Sunday, March 20, 2015 |
| **Spring II, 2016** | **Monday, March 21,  2016 – Sunday, May 15, 2016**  
☼ Holiday: Sunday, March 27, 2016 (Easter)  
| **Summer I, 2016** | **Monday, May 23,  2016 – Sunday, July 17, 2016**  
☼ Holiday: Monday, May 30, 2016 (Memorial Day)  
☼ Holiday: Monday, July 4, 2016 (Independence Day)  
Last Day of Classes: Sunday July 17, 2016 |
| **Summer II, 2016** | **Monday, July 18,  2016 – Sunday, September 11, 2016**  
☼ Holiday: Monday, September 5, 2016 (Labor Day)  
Last Day of Classes: Sunday, September 11, 2016  
☼ Break: Monday, September 12 – Sunday, September 18, 2016 |

Note: Calendar is subject to change without further notice.

Students enrolled in Internships and Practical Nursing students in the clinical stage of their program will be required to make additional arrangements for week day/evening and/or Saturday and Sunday internship and/or clinical rotations in order to complete hours required for the respective courses.

* 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 President, who is generally available Monday-Friday from 8:30AM to 5:30PM, or by appointment.

CATALOG INFORMATION

The effective date of this catalog is December 10, 2015.

Please see the Office of the Dean of Academic Affairs for additional catalog information.

Information contained in the Academic Catalog is subject to change. Please contact the Office of the Campus President and/or Dean of Academic Affairs for the most current information.

STATEMENT OF OWNERSHIP

MILDRED ELLEY
1 Park Place, 3rd Floor
Albany, New York 12205

Main (518) 786-0855
Admissions (518) 786-3171

Non-Credit Bearing Programs Admissions
Toll Free (800) 622-6327

Faith Ann Takes
President
GLOSSARY

Academic Advising
A meeting between a student and an advisor (usually the student’s Department Chair) to discuss the student’s academic plan of study, and/or career plans.

Add/Drop
For details see the Add/Drop Period and Process section of the Catalog.

Credit Hours
Credit hours are the number of hours the course is allocated. Mildred Elley courses may vary from one to four credits hours. Please refer to the Course Descriptions section of the catalog.

Disability
The physical and/or learning challenge—permanent or temporary—of a student that may impact their academic plan. Accommodations are provided for students with documented disabilities. Please refer to the Office of Academic Support and Advising section of this Catalog.

FAFSA (Free Application for Federal Student Aid)
A form that all students applying for financial assistance are required to complete in order to determine eligibility for financial aid. This form is available from the Office of Student Financial Aid.

FERPA (Family Education Rights and Privacy Act)
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Financial Aid
For details see the Financial Aid section of the Catalog.

Full-Time Student
A student with a course load of at least 12 credit hours in a semester (2 modules), as defined by eligibility for federal financial aid.

GPA (Grade Point Average)
A system of recording academic achievement based on an average of a student’s grades. The student’s semester GPA is an average of grade points earned during that semester, ranging from 0.0 to 4.0.

Internship
A work experience, paid or non-paid, that provides students with practical experience, most often in their field of study.

LOA (Leave Of Absence)
Please refer to the LOA section of this Catalog.

Prerequisites
Specific conditions, requirements, or courses that must be completed before enrolling in another course. Course prerequisites (if any) can be found within each course description.

Registrar
The official at the Institution who is responsible for maintaining student records. The Office of the Registrar plans and oversees registration, academic record maintenance, transcript preparation, the degree audit report system, and curricular records.

Registration Hold/Other Holds
Students may be blocked from registering for courses or from accessing other information on the Student Information System by “holds” that may be placed for various reasons, including Institution or departmental advising requirements, invalid admissions status, outstanding financial obligations, unreturned equipment or library materials, suspension and disciplinary action, or non-compliance with other Institution policies.

SONIS (SIS) – SonisWeb Student Information System
This is the system used by the Institution students to access grades and other information such as degree audits and course evaluations. Students will receive a packet during Orientation on the use of this system.

Syllabus
A course outline typically provided on the first day of class by the instructor that describes course requirements, topics to be covered, required reading, grading criteria, faculty expectations, deadlines, exam dates, class attendance requirements, and other relevant course information.

Transcript
A record of all the courses a student has taken with the grades that the student earned in each course.

Transfer Credits
For details see the Transfer Credits section of the Catalog.

Tutoring
A method of providing education assistance to students through additional instruction outside of class. The OASA (Office of Academic Support and Advising) will work with individuals or small groups to increase their understanding of course material.

Withdrawal
Guidelines regarding Withdrawals are outlined in the Catalog under the Withdrawal section.
GENERAL INDEX

A

A.O.S. See Associate in Occupational Studies, See Associate in Occupational Studies
Ability to Benefit .......................................................... 43
Academic Advisement .................................................. 42
Academic Calendar
Definition Of .................................................................. 42
Academic Dishonesty ...................................................... 41
Academic Peer Tutors ...................................................... 41
Academic Policies, Massage therapy Program ................... 51
Academic Policies, Practical Nursing Program .................... 51
Academic Progress, Categories of ....................................... 12
Academic Support & Advising, Office of ............................. 28
Accounting Systems Specialist Certificate Program Requirements .................................................. 57
Accreditation ................................................................ 5
Accrediting Council for Independent Colleges and Schools .... 5
ACICS See Accrediting Council for Independent Colleges and Schools
Add/Drop Period .......................................................... 41
Administration of the College .......................................... 100
Administrative Assistant Certificate Program Requirements .... 60
Admissions
Application for Readmission ........................................... 9
Application Procedure .................................................. 7
Documentation Required ............................................... 7
Full-Time Study ............................................................ 7
International Students .................................................. 8
Non-Matriculated Study .................................................. 10
Part-Time Study ............................................................ 9
Requirements for Massage Therapy ................................. 8, 10
Advanced Paralegal Studies A.O.S. Degree Program Requirements .................................................. 64
Appeal of Final Grade .................................................... 48
Appeal Process, Appeal of Required Withdrawal ................. 13
Approvals .................................................................... 5
Associate in Occupational Studies Degree Programs, Listing of .................................................. 3
ATB ........................................................................ 42
Other Financial Resources .............................................. 107
Catalog Information ......................................................
Certificate Programs, Credit-Bearing ................................
Clinical Medical Assistant Certificate Program Requirements .................................................. 3
Clinical or Internship Component .................................... 48
Code of Student Conduct ................................................ 33
Completer, Definition of ................................................ 44
Continued Probation ...................................................... 13
Course Descriptions ..................................................... 76
Course Identification System .......................................... 46
Course Schedule Changes ............................................. 43
Credit, Definition of ...................................................... 44
Crime Statistics ............................................................ 32
Curriculum ................................................................. 3

D

Dean’s List ................................................................... 46
Department Chairs ....................................................... 102
Dismissal Policy ............................................................ 34
Drug Violations ............................................................. 40

E

Experiential Credit ....................................................... 43
Extended Enrollment .................................................... 13

F

Faculty Members ........................................................ 102
FAFSA See Financial Aid, Free Application for Federal Student Aid
Family Educational Rights and Privacy Act ....................... 36
Fees ........................................................................ 24
FERPA See Family Educational Rights and Privacy Act
Financial Aid
About ........................................................................ 22
Application Procedure ................................................ 22
Company Sponsored Tuition Reimbursement ................. 22
Federal Pell Grant ......................................................... 23
Federal PLUS Loan ....................................................... 24
Federal Programs ......................................................... 23
Federal Stafford Loan ................................................... 23
Federal Supplemental Education Opportunity Grant ........ 23
Federal Work-Study Program ........................................ 23
Free Application for Federal Student Aid ....................... 22
New York State Programs ............................................. 24
Office of .................................................................... 29
Other Financial Resources ............................................ 22
Reestablishing Eligibility ................................................ 14
Resources, Government Agencies ................................. 25
Veterans ................................................................. 24
Fire Safety Procedure .................................................. 40
FSEOG See Financial Aid, Federal Supplemental Education Opportunity Grant
FWS See Financial Aid, Federal Work-Study Program

Mildred Elley – Albany, NY Campus
Academic Catalog 2015-2016
G

GED .................................................. See General Equivalency Diploma
General Equivalency Diploma ................................................. 43
Glossary ...................................................................................... 108
Grading System ...................................................................... 47
Graduation Honors ................................................................. 44
Graduation Requirements ....................................................... 44

H

Harassment, Policy and Procedures ........................................... 38
HEGIS Codes, Listing of ............................................................ 3
History of Mildred Elley ............................................................ 4
Honors and Awards ................................................................. 46

I

Immunizations ............................................................................ 36
Incomplete Grade ....................................................................... 49
Information Technology A.O.S. Degree Program Requirements 61
Information Technology Services, Office of ............................... 29
Information Technology, Department of .................................. 61
Institutional Goals ..................................................................... 2
Institutional Refund Policy ......................................................... 20
Internal Grievance Procedure ................................................... 33
Internships ................................................................................. 54

L

Leave of Absence Policy ........................................................... 37
Library Services
Library Home Page .................................................................. 29
Office Of ...................................................................................... 29

M

Massage Therapy A.O.S. Degree Program Requirements ........ 66
Massage Therapy Certificate Program Requirements ............. 67
Massage Therapy, Department of ............................................. 66
Medical Assistant A.O.S. Degree Program Requirements ...... 68
Medical Assisting, Department of ............................................ 68
Medical Office Assistant Certificate Program Requirements .. 70
Message from the President ....................................................... 1
Military Leave Policy ................................................................. 37
Mission Statement ..................................................................... 2
Module, Definition of .............................................................. 42

N

Network Administration and Computer Security Certificate
Requirements ........................................................................... 63
New York State Education Department .................................... 5
Non-Discriminatory Policies ..................................................... 107

O

OASA ................................................. See Academic Support & Advising, Office of
Office, Project, and Event Management A.O.S. Degree Program
Requirements ................................................................. 59

Online Division

Academic Programs .................................................................. 72
Medical Transcription Certificate ........................................... 73
Non-Medical Transcription Certificate .................................... 74
Physician-Based Billing and Coding Certificate ....................... 75
Academic Programs
Hospital-Based Coding Certificate ........................................ 72
Acceptance Of Courses For Transfer ....................................... 11
Course Descriptions ............................................................... 97
Course Identification System .................................................. 47
Definition of
Academic Calendar ............................................................... 43
Definition Of
Contact Hour And Method Of Delivery .................................. 44
Grading System ....................................................................... 48
Graduation Requirements ....................................................... 44
Internship Component ............................................................. 48
Leave Of Absence Policy .......................................................... 37
Proficiency Examination Policy ............................................... 50
Program-Specific Academic Policies ........................................ 53
Refund Policy ........................................................................... 20
Registered Non-Credit Bearing Programs ................................. 55
Student Funding And Financing Options ................................. 26
Tuition, Fees And Expenses ................................................... 17
Withdrawal ............................................................................... 49
Orientation ................................................................................. 28

P

Paralegal Studies Certificate Program Requirements ............... 65
Paralegal Studies, Department of ............................................. 64
Placement Rates ....................................................................... 30
Practical Nursing Certificate Program Requirements ............. 71
Prerequisites, Waiver of ........................................................... 54
President’s List .......................................................................... 46
Professional Affiliations ............................................................ 5
Proficiency Examination
Fees ........................................................................................... 16, 17
Policy ....................................................................................... 50
Program Changes ..................................................................... 49
Program Requirements ........................................................... 54

R

R2T4 ........................................................... See Return to Title IV Policy
Refund Policy ........................................................................... 18
Regents Awards for Children of Deceased Police Officers, Firefighters
and Corrections Officers ......................................................... 25
Regents Child of Veteran Awards ............................................. 24
Registered Degree Programs ................................................... 3, 54
Registrar, Office of ................................................................. 28
Repeating a Course .................................................................... 14, 49
restricted elective ................................................................. 54
Retention Rate ........................................................................... 44
Return to Title IV Policy ........................................................... 18

S

Schedule Changes ..................................................................... 43
SED .................................................. See New York State Education Department
Sexual Assault Prevention Policy ............................................. 38
T

Table of Contents ................................................................. i
TAP ............................................................... See Tuition Assistance Program
Transcripts ......................................................................................... 43
Transfer Credit
Acceptance By Another College ................................................... 50

V

VESID.......See Vocational Educational Services for Individuals with Disabilities
Vietnam Veterans Tuition Award/Persian Gulf Veterans Tuition Award .................................................. 25
Vocational Educational Services for Individuals with Disabilities .... 25
Vocational Services for Individuals with Disabilities ................. 5

W

Web Page .............................................................................. 7, 29, 32
Withdrawal
From a Course ................................................................................. 49
From the College .............................................................................. 49
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Approved by the Board of Regents of the University of the State of New York to offer the Associate in Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S.) degrees, and undergraduate Certificate programs. Its programs are registered by the New York State Education Department (NYSED). As a degree-granting institution of higher education, Mildred Elley is a member of the University of the State of New York (USNY).

Approved by the Veterans of the Armed Forces and the Office of Vocational Services for Individuals with Disabilities (VESID). Approved to enroll non-immigrant international students by the Department of Homeland Security.

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, certificates, and the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.) degree.